



AGENDA
Regular City Council Meeting
Monday, April 20, 2020, 6:00 P.M.

**THIS MEETING WILL BE CONDUCTED
VIA COMMUNICATIONS MEDIA TECHNOLOGY**

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
 - A. Emergency Rules Regarding COVID-19 Pandemic (Meeting Procedures) **p. 3**
 - B. Emergency Rules Regarding COVID-19 (Suspending Code Section 6-31(a)(2)) **p. 8**
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUEST
 - A. 2019 Officer of the Year – Officer Patrick W. Carlson
3. APPROVAL OF MINUTES: **March 2, 2020, Regular City Council Meeting p. 12**
March 26, 2020, Virtual City Council Roundtable Discussion
4. COMMUNICATIONS AND CORRESPONDENCE:
 - Mayor
 - City Council
 - City Manager
 - City Attorney
 - City Clerk
 - Police Chief
5. CITY MANAGER REPORT p. 21
 - A. Departmental Reports **p. 35**
6. COMMENTS FROM THE PUBLIC
7. CONSENT AGENDA / NONE
8. VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS / NONE
9. ORDINANCES
 - A. ORDINANCE NO. 2020-01, CHAPTER 27, UNIFIED LAND DEVELOPMENT REGULATIONS, ARTICLE IV, LAND USE, SECTION 27-244, PLANNED UNIT DEVELOPMENT, AND SECTION 27-245, TEMPORARY MORATORIUM EXTENSION, SECOND READ AND PUBLIC HEARING. An Ordinance of the City of Neptune Beach, Florida, To Extend a Temporary Moratorium to Prohibit the Acceptance or Processing of Any Application for a Special Exception Permit, Development Order, or any other Official Action of the City Having the Effect of Permitting or Allowing for the Application of a Planned Unit Development as Set Forth in Chapter 27, Unified Land Development Regulations, Section 27-244, Planned Unit Development, and Section 27-245, Temporary Moratorium; and Providing an Effective Date **p.42**
10. OLD BUSINESS / NONE

PH

11. NEW BUSINESS

- A. Resolution No. 2020-01, Reappointing a Regular Member to the Community Development Board **p. 48**
- B. Pay for Parking Vehicle **p. 50**

12. COUNCIL COMMENTS

13. ADJOURN

This meeting will be a webinar conducted electronically. No in-person meeting will be conducted as permitted in Governor Executive Order No. 20-69. The City has adopted Emergency Rules Regarding to COVID-19 to Govern the Operation of Meetings of the City Council and Board of the City of Neptune Beach. Such rules are available from the City Clerk.

Members of the public may provide written comments to the City Clerk prior to the meeting at clerk@nbfl.us. Comments may also be mailed via U.S. Mail to the City Clerk at 116 First Street, Neptune Beach, Florida, or by placing them in the drop box outside of City Hall, 116 First Street, Neptune Beach, Florida, to be read during the public comment portion of the meeting.

Residents wishing to participate by phone:

Call in Participants: (415) 930-5321 **PIN:** 165-837-866

Residents with computers that can connect online:

<https://register.gotowebinar.com/register/289029027656672779>

For questions or additional information, please contact the City Clerk's office at (904) 270-2400, ext. 30

If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing the person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation, including hearing assistance, to participate in this meeting should contact the City Clerk's Office no later than 48 hours prior to the meeting.



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

AGENDA ITEM:	1A-Emergency Rules, Meeting Procedures
SUBMITTED BY:	City Attorney Zachary Roth
DATE:	April 15, 2020
BACKGROUND:	<p>In response to the Declaration of Emergency associated with the threat of COVID-19, Governor Executive Order 20-69, issued on March 20, 2020, suspended any Florida Statute requiring a quorum to be present in person and authorized the use of Communications Media Technology to conduct meetings.</p> <p>It is necessary for the City to implement certain rules to permit the City to conduct such meetings.</p> <p>The rules have been promulgated and have been filed with the City Clerk. They must now be officially adopted by Council.</p>
BUDGET:	N/A
RECOMMENDATION:	Officially adopt the Emergency Rules Regarding COVID-19, Meeting Procedures
ATTACHMENT:	Emergency Rules, Meeting Procedures

**AMENDED EMERGENCY RULES
REGARDING TO COVID-19 PANDEMNIC**

**EMERGENCY RULES TO GOVERN THE OPERATION
OF MEETINGS OF THE CITY COUNCIL AND BOARDS
OF THE CITY OF NEPTUNE BEACH IN ACCORDANCE
WITH STATE OF FLORIDA, OFFICE OF THE
GOVERNOR, EXECUTIVE ORDER NUMBER 20-69;
ESTABLISHING RULES FOR THE CONDUCT OF
ELECTRONIC OR TELEPHONIC MEETINGS; AND
ESTABLISHING RULES REGARDING NOTICE OF
ELECTRONIC OR TELEPHONIC MEETINGS.**

WHEREAS, on March 1, 2020, in response to the World Health Organization's declaration of COVID-19 as a Public Health Emergency of International Concern, Governor Ron DeSantis issued Executive Order Number 20-51, declaring a State of Florida Public Health Emergency associated with the threat to Florida residents associated with COVID-19 and invoking the State of Florida emergency response actions by the Florida Department of Health and the State Health Officer; and

WHEREAS, on March 9, 2020, Governor Ron DeSantis issued Executive Order Number 20-52, directing the Director of the Division of Emergency Management, as the State Coordinating Officer, to execute State of Florida's Comprehensive Emergency Management Plan and other response, recover, and mitigation plans necessary to cope with the emergency; and

WHEREAS, on March 12, 2020 the Florida Department of Health (DOH) announced a positive test for COVID-19 in a Duval County resident; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency to combat COVID-19; and

WHEREAS, on March 14, 2020, Mayor Elaine Brown and City Manager Stefen Wynn declared a local emergency to combat COVID-19 on behalf of the City of Neptune Beach (the "City"); and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention ("CDC") issued the "15 Days to Slow the Spread" guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

WHEREAS, local government bodies throughout the State expressed to Governor Ron DeSantis concerns about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

WHEREAS, on March 20, 2020, Florida Attorney General Ashley Moody issued an advisory opinion that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in-person requirement for constituting a quorum is lawfully suspending during the state of emergency; and

WHEREAS, on March 20, 2020, Governor Ron DeSantis issued Executive Order Number 20-69, suspending any Florida Statute requiring a quorum to be present in person or that requires a local government body to meet at a specific public place and authorized local government bodies to utilize communications media technology such as telephonic and video conferencing for conducting meetings; and

WHEREAS, as of March 23, 2020 at least forty-six (46) individuals in Duval County have tested positive for COVID-19; and

WHEREAS, pursuant to §252.46, Fla. Stat., the political subdivisions of the state are authorized and empowered to make, amend, and rescind such orders and rules as are necessary for emergency management purposes; and

WHEREAS, COVID-19 poses an immediate danger to the public health, safety, and welfare, and, more specifically, in-person gatherings of large numbers of people, such as in-person meetings of the City Council and the City's boards, pose a definite and specific threat; and

WHEREAS, it is necessary for the City to implement certain rules to permit it to conduct meetings by teleconferencing or other technological means in order to simultaneously protect the health, safety, and welfare of the public from gatherings of large numbers of people and to also continue to operate the functions of the City and provide services to the public during the course of this emergency; and

WHEREAS, the following rules and procedures provide for the participation of the public in all meetings, provide for notice to the public through multiple methods, and are otherwise limited in scope and, based upon the foregoing, are therefore fair under the circumstances as provided in §120.54(4), Fla. Stat.; and

WHEREAS, the following rules and procedures are not inconsistent with any Executive Order or other applicable law.

NOW THEREFORE, the following rules are implemented and take immediate effect:

1. APPLICATION

The rules shall apply to all meetings of the City Council, all boards of the City, and any other meeting of the City or any sub-unit subject to §286.011, Fla. Stat. ("Covered Meetings"), until the expiration of Executive Order 20-69. These rules shall supersede any contrary portions of the City's Code of Ordinances during their term of application. To the extent the Code of Ordinances or Charter of the City provide any specific time and place requirements and rules of conduct and procedure at meetings of the City Council and any other board of the City, these rules shall supersede same during their term of application.

2. MEETING PROCEDURES

All Covered Meetings shall occur solely via a web-conferencing (e.g., GoToMeeting) or other telecommunication platform. Such meetings may be conducted through audio or audio/visual transmission. All meeting attendees, including elected and appointed officials, City staff, and members of the public, shall attend remotely through such means and no physical meeting shall be conducted at City Hall. Unless otherwise modified by the presiding officer in accordance with the City's Code of Ordinances, meetings shall generally follow the order of agenda items as typically utilized by the body conducting such meeting. All meetings will be recorded and posted to the City's website.

Such meetings will be open to the public as required by §286.011, Fla. Stat., and public comment will be conducted utilizing the platform's tools. Members of the public wishing to submit information or documentation for consideration prior to or at the meeting beyond oral comment should do so to the City Clerk prior to the meeting. For any subject matter which requires or permits a presentation to be made to the Council or board, such party should provide that presentation to the City Clerk in advance of the hearing to permit time for those items be displayed in the meeting. Materials provided at the time of the meeting may not be subject to consideration depending upon limitations of the platform being utilized.

3. NOTICE PROCEDURES

Notice of all meetings to occur in accordance with these rules shall be given to the public in accordance with Florida law. In particular, notice will be given by at least the following means: (i) posting a copy on the front doors of City Hall; (ii) posting on the City's website (ci.neptune-beach.fl.us); (iii) posting on the City's Facebook page (www.facebook.com/CONBFL); and (iv) publishing in The Beaches Leader (to the extent practical). To the extent an agenda item pertains to a specific party, copy of the notice shall also be mailed to that party. The notice shall contain the call-in or connection information for the public to access the meeting, including website link and/or telephone number. The notice shall advise that any person requiring accommodations should contact the City Clerk with sufficient advance notice to allow for coordination of such accommodations. Given the limitations of technology available, certain accommodations may require additional time for staff to coordinate same.

4. AMENDMENT

The City reserves the right to amend these rules and procedures as necessary based upon future changes in circumstances.

****SIGNATURE PAGE TO FOLLOW****

THE CITY OF NEPTUNE BEACH, FLORIDA

By: Elaine Brown Date: 4/3/20

Elaine Brown
Mayor, Neptune Beach

By: Stefen A.B. Wynn Date: 4/3/2020

Stefen A.B. Wynn, M.P.A.
City Manager Neptune Beach

Approved as to Form:

By: Zachary R. Roth

Zachary R. Roth
City Attorney, Neptune Beach

Attested:

By: Catherine B. Ponson Date: 4/7/2020

Catherine B. Ponson, CMC
City Clerk, Neptune Beach



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

AGENDA ITEM:	1B-Emergency Rules-Suspending Code Section 6-31(a)(2), Hours for Dogs on the Beach
SUBMITTED BY:	City Attorney Zachary Roth
DATE:	April 17, 2020
BACKGROUND:	<p>On March 20, 2020, Mayor Lenny Curry with the support of the Beaches Mayors, through Executive Order 2020-02, closed all public beaches in Duval County, due to the threat of COVID-19.</p> <p>On April 16, 2020, Mayor Curry reopened the beaches effective April 17, 2020, with limited times and guidelines. Neptune Beach Code Section 6-31(a)(2) states "(a) Dogs are permissible on the Atlantic Ocean Beach adjacent to the City during the following time periods: (2) During the hours of 5:00 p.m. through 9:00 a.m., from April 1 through September 30."</p> <p>These Emergency Rules suspend Section 6-31(a)(2) to allow dogs when beach is open to the public, pursuant to applicable laws and orders.</p>
BUDGET:	N/A
RECOMMENDATION:	Adopt Emergency Rules, Suspending Code Section 6-31(a)(2)
ATTACHMENT:	Emergency Rules, Suspension of Code Section 6-31(a)(2), Hours for Dogs on the Beach



**EMERGENCY RULE
REGARDING TO COVID-19 PANDEMIC**

**EMERGENCY RULE TO TEMPORARILY SUSPEND
ENFORCEMENT OF THE RESTRICTIONS OF SECTION
6-31(a)(2) OF THE CODE OF ORDINANCES OF THE
CITY OF NEPTUNE BEACH, FLORIDA.**

WHEREAS, on March 1, 2020, in response to the World Health Organization's declaration of COVID-19 as a Public Health Emergency of International Concern, Governor Ron DeSantis issued Executive Order Number 20-51, declaring a State of Florida Public Health Emergency associated with the threat to Florida residents associated with COVID-19 and invoking the State of Florida emergency response actions by the Florida Department of Health and the State Health Officer; and

WHEREAS, on March 9, 2020, Governor Ron DeSantis issued Executive Order Number 20-52, directing the Director of the Division of Emergency Management, as the State Coordinating Officer, to execute State of Florida's Comprehensive Emergency Management Plan and other response, recover, and mitigation plans necessary to cope with the emergency; and

WHEREAS, on March 12, 2020 the Florida Department of Health (DOH) announced a positive test for COVID-19 in a Duval County resident; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency to combat COVID-19; and

WHEREAS, on March 14, 2020, Mayor Elaine Brown and City Manager Stefen Wynn declared a local emergency to combat COVID-19 on behalf of the City of Neptune Beach (the "City"); and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention ("CDC") issued the "15 Days to Slow the Spread" guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

WHEREAS, on March 20, 2020, City of Jacksonville Mayor Lenny Curry issued Emergency Executive Order Number 2020-2, closing all public beaches in Duval County to public access; and

WHEREAS, on April 1, 2020, Governor Ron DeSantis issued Executive Order Number 20-91, which limited commercial and other activities to Essential Services and Essential Activities as defined therein; and

WHEREAS, Essential Activities pursuant to such Executive Order include "participating

in recreational activities (consistent with social distancing guidelines) such as walking, biking, hiking, fishing, hunting, running, or swimming,” and “taking care of pets;” and

WHEREAS, on April 16, 2020, Mayor Lenny Curry modified the closure of the beaches to permit participation in Essential Activities pursuant to Executive Order Number 20-91; and

WHEREAS, Section 6-31 of the Code of Ordinances of the City provides that “Dogs are permissible on the Atlantic Ocean Beach adjacent to the city during the following time periods:...(2) During the hours of 5:00 p.m. through 9:00 a.m., from April 1st through September 30th,” and

WHEREAS, pursuant to §252.46, Fla. Stat., the political subdivisions of the state are authorized and empowered to make, amend, and rescind such orders and rules as are necessary for emergency management purposes; and

WHEREAS, the following rules and procedures are not inconsistent with any Executive Order or other applicable law.

NOW THEREFORE, the following rules are implemented and take immediate effect:

1. SUSPENSION

The time restriction contained in Section 6-31(a)(2) of the Code of Ordinances is hereby suspended. During the effectiveness of this rule, dogs shall be permissible on the Atlantic Ocean Beach adjacent to the City during all times which such beach is open to the public pursuant to applicable laws and orders. The provisions of Section 6-31(b) shall remain in effect.

2. TIME

This rule shall take effect immediately upon execution and shall remain in effect until the earliest of:

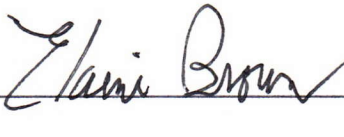
1. The beach being opened to the public without hour restrictions; or
2. The beach being opened to the public without activity restrictions; or
3. Amendment or rescission of this rule by the City.

3. AMENDMENT

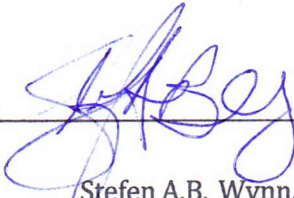
The City reserves the right to amend this rule as it deems necessary or appropriate.

****SIGNATURE PAGE TO FOLLOW****

THE CITY OF NEPTUNE BEACH, FLORIDA

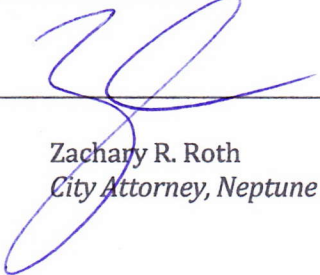
By:  Date: 4/17/20

Elaine Brown
Mayor, Neptune Beach

By:  Date: 4/17/2020


Stefen A.B. Wynn, M.P.A.
City Manager Neptune Beach

Approved as to Form:

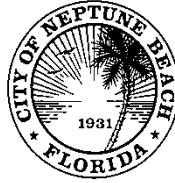
By:  Date: 4.17.2020

Zachary R. Roth
City Attorney, Neptune Beach

Attested:

By:  Date: 4/17/2020

Catherine B. Ponson, CMC
City Clerk, Neptune Beach



MINUTES
REGULAR CITY COUNCIL MEETING
MONDAY, MARCH 2, 2020, 6:00 P.M.
NEPTUNE BEACH CITY HALL, 116 FIRST STREET
NEPTUNE BEACH, FLORIDA

Pursuant to proper notice a Regular Meeting of the City Council of the City of Neptune Beach was held on Monday, March 2, 2020, at 6:00 p.m. in the Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida.

Attendance:	IN ATTENDANCE: Mayor Elaine Brown Vice Mayor Fred Jones Councilor Kerry Chin Councilor Josh Messinger Councilor Scott Wiley	STAFF: City Manager Stefen Wynn City Attorney Zachary Roth Police Chief Richard Pike Commander Gary Snyder Finance Director Peter Kajokas Public Works Director Leon Smith Community Development Director Kristina Wright Grant and Resiliency Coordinator Colin Moore City Clerk Catherine Ponson
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Call to Order/Roll Call	Mayor Brown called the meeting to order at 6:00 p.m. and Councilor Messinger led the Pledge of Allegiance.
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APPROVAL OF MINUTES

Minutes	Made by Wiley, seconded by Chin.
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MOTION: TO APPROVE THE FOLLOWING MINUTES, AS AMENDED:

February 3, 2020, Regular City Council Meeting
February 18, 2020, Workshop City Council Meeting

Roll Call Vote:
 Ayes: 5-Chin, Messinger, Wiley, Jones, and Brown.
 Noes: 0

MOTION CARRIED

COMMUNICATIONS AND CORRESPONDENCE

CITY MANAGER REPORT

City Manager Report	City Manager Wynn stated he did not have a report and he would be presenting business items on the agenda at this meeting.
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City Attorney Report	City Attorney Zachary Roth updated the Council on the major legislative bills being considered at the state legislature this session.
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ORDINANCES

Ord. No. 2020-01,
PUD Moratorium
Extension

Ordinance No. 2020-01, Chapter 27, Unified Land Development Regulations, Article IV, Land Use, Section 27-245, Temporary Moratorium Extension, First Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, To Extend a Temporary Moratorium to Prohibit the Acceptance or Processing of Any Application for a Special Exception Permit, Development Order, or any other Official Action of the City Having the Effect of Permitting or Allowing for the Application of a Planned Unit Development as set forth in Chapter 27, Unified Land Development Regulations, Section 27-244, Planned Unit Development, and Section 27-245, Temporary Moratorium; Providing for a Temporary Moratorium Term to be Extended if Necessary by the City Council; Providing for Early Termination; Providing for Conflicts; Providing for Severability; and Providing an Effective Date

Mayor Brown opened the public hearing. There being no comments from the public, the public hearing was closed.

Councilor Wiley questioned if there was a time limit on extending this moratorium.

Mr. Roth answered that as long as the City is engaged in a process and it is recognized that could take a longer period of time, then is acceptable.

Vice Mayor Jones inquired if the extension could be 18 months due to the Dover, Kohl & Partners (DKP) schedule of updating the Comprehensive Plan and the Land Development Code.

Mr. Roth explained there was also an ordinance previously adopted that placed a moratorium on splitting of lots in the R-4 zoning district that would expire in December, 2020. Both ordinances could be addressed at that time, as the City would have a better idea of the status of the DKP process.

Councilor Messinger questioned the gap between the expiration of the original ordinance and the adoption of this extension.

Mr. Roth stated that he did not see a concern due to the process involved with an application.

Councilor Chin asked for clarification of the strike-throughs in the new ordinance and if there were additions to the initial moratorium.

Mr. Roth explained this was to show the difference in the move from the original to the new in order to amend the Code.

Made by Messinger, seconded by Jones.

MOTION: **TO PASS ORDINANCE NO. 2020-01 ON FIRST READ**

Roll Call Vote:

Ayes: 5-Messinger, Wiley, Chin, Jones, and Brown.

Noes: 0

MOTION CARRIED

PUBLIC COMMENTS

Public Comment

Ginny Thurson, 1200 7th Street, Neptune Beach, thanked Council and City staff for their efforts on the East Coast Greenway Trail and installing the No Parking signs.

NEW BUSINESS

RTA Consulting Agreement

Professional Services Agreement with RTA Consulting. Mr. Wynn explained that the parking consultant agreement with RTA Consulting would expire on March 4, 2020. He stated that the new proposed amended agreement better delineates what is expected and adds provisions to protect the City. It is an extension for one year.

Councilor Wiley stated that this program needs to move forward and Mr. Wynn confirmed his inquiry that there are sections for termination for cause and convenience.

Councilor Chin stated that that there was confusion regarding the signage regarding public and private lots and pricing. He added there should be consistent signage. Mr. Wynn stated that there is a marketing firm being brought in that would help educate the public and that would include signage that would flow and be easier to understand.

Councilor Messinger asked for a clear path for implementation of the parking program. Mr. Wynn explained there is a punch list to get to final implementation. Progress is being made toward that. One of the items to get to final implementation is the purchase of a vehicle, which is on the agenda at this meeting.

Made by Messinger, seconded by Jones.

MOTION: TO APPROVE THE AMENDED RTA CONSULTING PROFESSIONAL SERVICES AGREEMENT

Roll Call Vote:

Ayes: 5-Wiley, Chin, Messinger, Jones, and Brown.
Noes: 0

MOTION CARRIED

Pay for Parking Vehicle

Waiver of Procurement Policy to Purchase Vehicle for Pay for Parking Program. Mr. Wynn explained that to get the parking program implemented. Part of that is to purchase a vehicle. He is requesting Council waive the procurement policy to expedite that process. A UTV (Utility Terrain Vehicle) is proposed that would be gas-powered.

Discussion ensued regarding costs, types of vehicles, and noise level.

Made by Messinger, seconded by Chin.

AMENDED MOTION: TO RECOMMEND PURCHASE OF AN ELECTRIC VEHICLE (EV) FOR THE PARKING PROGRAM

Roll Call Vote:

Ayes: 5-Chin, Messinger, Wiley, Jones, and Brown.
Noes: 0

MOTION CARRIED

Councilor Wiley suggested the City Manager bring back brochures and prices for different electric vehicles at the next workshop.

Vice Mayor Jones asked if there was ample time to review vehicles and meet the deadline for the parking program to begin.

Mr. Wynn stated that the sooner the City can get something purchased the better. It would depend if there are electric vehicles in stock. He added that in order to be fully

implemented, this vehicle has to be in place.

Councilor Messinger asked Mr. Wynn if there is a “not to exceed” price what would he feel comfortable that could alleviate pricing concerns or should there be a special council meeting. Mr. Wynn stated that \$21,000 would be sufficient.

Councilor Chin commented that he is not opposed to a special meeting. He questioned how to expedite this while having the ability to look at the options.

Councilor Messinger reminded Council that in reviewing the financials for the parking program, there was \$25,000 in Capital Outlay associated with a golf cart.

Councilor Wiley reiterated that Mr. Wynn should bring back prices for several vehicles and have Council review them and then approve it.

Mayor Brown suggested scheduling a special meeting to look at what Mr. Wynn has chosen and approve it at a special meeting before the next workshop.

Mr. Wynn stated that he would not be overburdened with the task of finding options for the Council with the not to exceed amount. He added he would communicate with the Finance Director.

Made by Jones, seconded by Wiley.

MOTION: **TO WAIVE THE BID PROCEDURES, SECTIONS 2-376-2-387, AND AUTHORIZE UP TO \$25,000 WITH FULL APPROVAL OF THE VEHICLE AT A SPECIAL MEETING, AS AMENDED**

Roll Call Vote:

Ayes: 5-Messinger, Wiley, Chin, Jones, and Brown.
Noes: 0

MOTION CARRIED

POD Agreement

Closed Point of Dispensing (POD) Memorandum of Agreement with Duval County Health Department. Commander Gary Snyder explained that there is an expired agreement with the Duval County Health Department for a Closed POD (Point of Dispensing). Due to the current Coronavirus, the agreement for a closed POD should be renewed. The CDC (Center for Disease Control) Strategic National Stockpile has large quantities of medicine and medical supplies to protect the American public during an epidemic. This agreement authorizes the County to send the City their share of medicine. The draft of the new agreement is still in process. There are still issues to be decided, such as storage and the amount that would be stored.

Councilor Chin stated that one of the requirements was that the City would provide medical professionals to manage the POD. Commander Snyder replied that was one of the issues that would be discussed when finalizing the agreement.

Councilor Messinger asked if there was room to negotiate the agreement or do we need to move forward this evening. Commander Snyder stated that it does not need to be approved tonight. There are options that would include all of the beaches utilizing the same POD.

Councilor Wiley stated that there is not enough information yet and possibly a representative from the Duval County Department of Health could be present at a later meeting.

Councilor Messinger proposed the City Manager and City Attorney get the most up-to-date version of the agreement and begin vetting it. He also stated that, if necessary, there could be a Special Council Meeting for this one item.

Mayor Brown requested to move forward with finalizing the agreement to bring to Council.

COUNCIL COMMENTS

Councilor Messinger announced that the Beautification Committee, Land Use and Parks Committee and City staff have been working to get a significant amount of new hardwood trees planted in the City. This has been forwarded to the Jacksonville Tree Mitigation Fund for 40 hardwood trees for approval at no cost to the City. Utilities have been identified regarding placement. Neighbors have been notified and have committed to water the trees. Public Works has a plan in place for the trees in the City right-of-way.

Councilor Wiley questioned the watering and replenishing of the palm trees on 1st Street. Public Works Director Leon Smith stated that his staff has been working in that area.

Adjournment

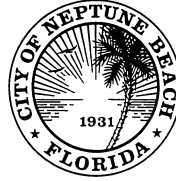
There being no further business, the meeting adjourned at 7:05 p.m.

Elaine Brown, Mayor

Attest:

Catherine Ponson, CMC
City Clerk

Approved: _____



**MINUTES
VIRTUAL CITY COUNCIL
ROUNDTABLE DISCUSSION
COVID-19 STATUS UPDATE
THURSDAY, MARCH 26, 2020, AT 6:00 P.M.**

Pursuant to proper notice, a Roundtable City Council Meeting of the City Council of the City of Neptune Beach was held on Thursday, March 26, 2020, at 6:00 p.m. by Communications Media Technology, pursuant to Governor Executive Order Number 20-69, issued on March 20, 2020.

Attendance

IN ATTENDANCE:

Mayor Elaine Brown
Vice Mayor Fred Jones
Councilor Kerry Chin
Councilor Josh Messinger
Councilor Scott Wiley

STAFF:

City Manager Stefen Wynn
City Attorney Zach Roth
Police Chief Richard Pike
Commander Gary Snyder
Commander Michael Key
Finance Director Peter Kajokas
Deputy Public Works Director Megan George
City Clerk Catherine Ponson

Call to
Order/Pledge of
Allegiance

Mayor Elaine Brown called the virtual roundtable meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Status Update

Mayor Brown welcomed everyone to the first virtual City Council Roundtable meeting. She stated she wanted the citizens to have as much information as they can and to stay in touch with elected officials.

City Manager Stefen Wynn stated that the purpose of the roundtable is to give Council and residents an update on what the City has been doing in response to the COVID-19 emergency. He reviewed the executive orders from the state and local level. He added that there is a "chat" function available as the meeting progresses.

City Attorney Zachary Roth explained that the law requires an in-person quorum. Governor Executive Order 20-69, issued on March 20, 2020, essentially waived that requirement due to the state of emergency. He stressed that it does not waive the Sunshine Law and every effort will be made to meet those requirements.

Mr. Wynn stated that as of March 20, 2020, at 5:00 p.m., the beaches are closed. Walkways and trails are open in the parks, however, amenities are closed. Restaurants are open for takeout and delivery only. Vulnerable populations are encouraged to stay home and remote working has been activated.

Mayor Brown reported that Beaches Mayors, the CDC (Center for Disease Control), the health department, and the Chiefs of Police are all working together and in constant dialogue.

Chief of Police Richard Pike reported there is a daily unified command meeting with local and state health departments, and the Jacksonville EOC. They have placed extra patrols at grocery stores. City events have been cancelled through July 4th.

Council Discussion Councilor Chin thanked City staff for maintaining a decent level of service during this time. He also thanked City staff that can't work from home, such as public works and the police department. He asked Chief Pike how often he was running patrols at public spaces such as the park and the beachfront.

Chief Pike answered that the patrols were constant and the officers on duty check several times on their shift.

Councilor Messinger thanked the City Manager and staff for being proactive and responsive. He is grateful and appreciative for the leadership.

Mayor Brown thanked the Councilmembers and City staff. She also thanked City Attorney Zachary Roth. She stated everyone has played a role in keeping the public informed.

Vice Mayor Jones commended Mr. Wynn's responsiveness in seeing that the regular order of business continues.

Question Nicole de Venoge asked if there was way to do an early morning or late afternoon opening of the beach.

Mayor Brown stated that they could not take the chance of hundreds and thousands of people coming to the beach. It can't be done without control. Safety is at the top of the list. Chief Pike agreed and added that it would be difficult to enforce and works against everything being done to limit contact.

City Services/ Projects Mr. Wynn reviewed the ongoing projects that the City is working on. These include the East Coast Greenway, Beaches Town Center/Atlantic Boulevard Improvements, Stormwater Improvements east of Third Street, Park Improvements and the Florida Boulevard Culvert Improvements.

Mr. Wynn continued that the Community Vision Plan with Dover, Kohl & Partners (DKP) may have to use a virtual platform. That would help engage more residents for a longer period of time. He and Community Development Director Kristina Wright recommend moving forward with the project using this platform.

Question Pat Hazouri asked how the City would keep the citizens updated on the stormwater improvements east of Third, where are the Florida Boulevard Culvert Improvements located and how will we learn of the DKP next steps. He stated that the purpose of this meeting was to let everyone know that the stormwater improvements are still being worked on. The Florida Boulevard Culvert Improvements are next to Jarboe Park. It is the culvert that goes underneath the road. Mr. Wynn added that citizens would be kept involved in the DKP process.

Vision Plan Community Development Director Kristina Wright stated that Luiza Leite with DKP has stated that the email distribution list will be kept up to date. Ms. Wright added that the virtual platform would have a menu-based approach and would include everyone from school age children to residents in the community.

Ms. Leite explained that DKP has a lot of tools they have been working with to engage people online and they are excited to roll those out. She reported that they would have updated communication sent out that would explain how that process would work.

Fiscal Impact Analysis

Ms. Wright stated that she would provide an overview of the Fiscal Impact Analysis Model that the Northeast Regional Council (NERFC) and Nassau County are allowing the City to use at no cost.

Ms. Wright pointed out that the Fiscal Impact Analysis Model is used to measure how planning decisions affect the bottom line. This will be beneficial to the City to have a thorough analysis and measurement tool to complement the Visioning and Comprehensive Planning process. The analysis is a tool that can be used in a multitude of ways to planning either on the front end of development or as an evaluative tool. These analyses may also be helpful not only as leverage in planning and development discussions and negotiations, but also to determine how we can strengthen the resources of each department as related to the planning and development process. It can also uncover additional public sector resources.

Question

Shellie Thole questioned if there would be any announcements made on the City's Facebook page. Mr. Wynn answered that the City is on all social media platforms with the exception of Instagram and Snapchat. He also stated that the City has LinkedIn account.

Council Comments

Councilor Chin thanked City staff for all the work done during this time.

Councilor Messenger commented on what a great tool the Fiscal Impact Analysis is. He stated that it can't be underscored enough as the City starts to look at critical infrastructure and our parking program. The City can start utilizing data more efficiently. He thanked Mr. Wynn and his entire team for their work during this pandemic.

Vice Mayor Jones stated that the Fiscal Impact Analysis would be a game-changer when DKP brings options for development. He requested an example of how someone could provide input in real time during the virtual charettes.

Questions

Julie Stewart, Neptune Beach resident, asked since the beaches are closed, is it safe for groups of people to be riding bikes, walking their dogs, and running in small groups. Chief Pike answered as long as they stay six feet apart and keep moving, it should be fine.

Nicole de Venoge asked if the DKP recommendations would come out at one time or as they are realized and is there an order of priority for projects.

Ms. Leite stated there would be lots of opportunities for the public to see the recommendations as they are done. As a starter, the virtual charette would allow the work to be seen as it is being produced. They would have a draft presentation of all of the recommendations and the actual Community Vision Plan, and there would be a comment period for that draft version as well. There would be plenty of opportunities to see the recommendations in pieces while they are building the whole plan.

Ms. Leite continued that there are a couple of projects that they have been asked to look at in the short term because they are active public improvements being explored by the City of Jacksonville, Duval County. Improvements for First Street and Third Street as well as the intersection of Penman Road and Florida Boulevard are big priorities.

Mayor Comments

Mayor Brown commented that we need to take care of and help one another. She added that the most important thing that we will take away from this is how well everyone did to help each other and make sure that we help to make a difference in making this virus go

away as fast as we possibly could.

Adjournment

There being no further business, the virtual roundtable meeting adjourned at 7:01. p.m.

Elaine Brown, Mayor

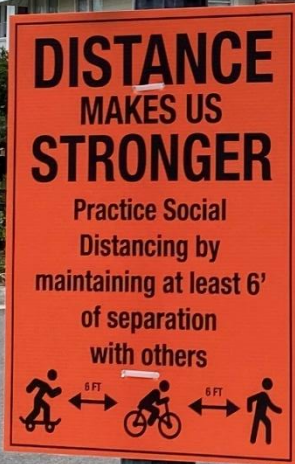
ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: _____

City Manager Report

20 April 2020



Stefen Wynn, M.P.A.
City Manager



State of Emergency

COVID-19 Updates:

Safer at Home



**DISTANCE
MAKES US
STRONGER**

Practice Social
Distancing by
maintaining at least 6'
of separation
with others



01

Executive Orders

Executive Orders

Since March 9, 2020 the State of Florida has operated under a Public Health State of Emergency as issued by Governor DeSantis (EO 2020-52), and shortly followed by Mayor Curry on March 13, 2020 (EO 2020-001); and Mayor Brown and me on March 14, 2020 (EO 2020-001). During that time there have been twenty-seven executive orders from both the State and local level that affect everything from our travel to how businesses can operate.

02

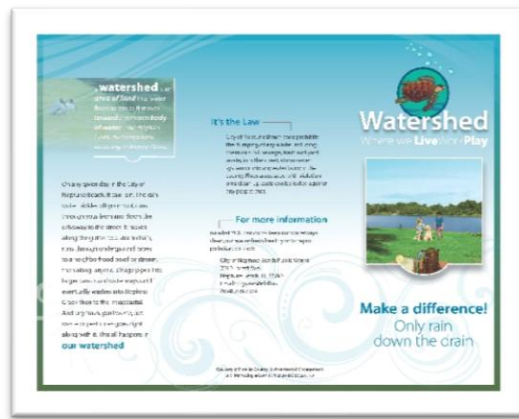
Current Restrictions in Place for Neptune Beach Residents

As of April 12th, 2020, Mayor Curry extended the Emergency Declaration for another (30) days (EO 2020-002). On April 10th, 2020, Governor DeSantis extended the closure of vacation rentals for another thirty days (EO 2020-103). The City of Neptune Beach's closures and restrictions are directly influenced by the County Executive's (Mayor Curry) actions for the county.

Current Restrictions in Place

- 1.) Gov. EO 2020-52 Declares a Public Health Emergency in the State of Florida (3/9/2020)
- 2.) Mayor Curry EO 2020-001 Declares a Public Health Emergency in Duval County (3/13/2020)
- 3.) Mayor Brown EO 2020-001 Declares a Public Health Emergency in CONB (3/14/2020)
- 4.) Gov. EO 2020-68 COVID-19 Order limiting sale of alcohol regarding bars, beaches and restaurants (3/17/2020)
- 5.) Gov. EO 2020-69 – Order allows virtual public Meeting for Council and appendant bodies (3/20/2020)
- 6.) Gov. EO 2020-70 – Order closes Broward and Palm Beach County Beaches (3/20/2020)
- 7.) Mayor Curry EO 2020-2 – Order closes Duval County Beaches (3/20/2020)
- 8.) Gov. EO 2020-71 – Order ends alcohol sales after 8PM, and closes restaurants and gyms (3/20/2020)
- 9.) Gov. EO 2020-72 – Order suspends all elective medical procedures (3/20/2020)
- 10.) Gov. EO 2020-80 – Order to screen and isolate anyone travelling from the tri-state area
- 11.) Mayor Curry EO 2020-3 – Order allows for Emergency Work from Home requirements and Remote Work is activated for NB employees (3/23/2020)
- 12.) Gov. EO 2020-82 – Order provides direction for isolating people travelling to Florida from the Tri-State Area (3/24/2020)
- 13.) Gov. EO 2020-83 – Order puts protective measures in place for elderly and vulnerable populations and further limits gathering of citizens and density of workforces (3/24/2020)
- 14.) CONB is directed to Remote Work if Possible, and work shifts are staggered (3/25/2020)
- 15.) Gov. EO 2020-85 – Order authorizes telehealth and immunizations for state group insurance (3/26/2020)
- 16.) Gov. EO 2020-86 – Additional Requirements to 2020-82 to include Louisiana, and establishes checkpoints at the border to screen visitors.
- 17.) Gov. EO 2020-87 – Vacation Rental Closures
- 18.) Mayor Curry EO 2020-4 – Orders the shutdown of all hotel, motel, and public lodging reservation restrictions, only open to (17) classifications (3/30/2020)
- 19.) Gov. EO 2020-88 – Re-employment of Essential Personnel, (3/30/2020)
- 20.) Gov. EO 2020-91 – Essential Services and Activities During COVID-19 Emergency (4/1/2020)
- 21.) Mayor Curry EO 2020-5 – Emergency Non-Essential Business Closure (4/1/2020)
- 22.) Gov. EO 2020-92 – Amends 2020-91 to Not allow Local Communities to make more/less restrictive (4/1/2020)
- 23.) Gov. EO 2020-93 – Reemployment Assistance Program (4/2/2020)
- 24.) Gov. EO 2020-94 – Mortgage Foreclosure and Eviction Relief (4/2/2020)
- 25.) Gov. EO 2020-95 – Documentary Stamps for SBA Loans (4/6/2020)
- 26.) Gov. EO 2020-103 – Vacation Rental Closure (30) day extension (4/10/2020)
- 27.) Mayor Curry EO 2020-002 – Declaration of Emergency Extension (4/12/2020)

Public Works Ongoing Projects Update



01

In-Kind Project Request from FDEP

In-Kind Project Request from FDEP

The city scraped beach sand in preparation of Hurricane Dorian on September 3, 2019 and September 4, 2019 without first obtaining a permit from the Florida Department of Environmental Protection. As a result, the City was fined \$4,000 but was given the option to do an in-kind project in-lieu of the fine. The City chose to complete an in-kind project, approved by FDEP.

On December 19, 2019 FDEP approved an in-kind project to replace all exterior lighting at the Police Department with energy - efficient LED lighting; reconstruct a dune - walkover on Pine Street to prevent dune - vegetation disturbance; and to distribute educational flyers to businesses and residents on protecting local waterways.

FDEP educated the City on the electronic permitting process to get prior approval for scraping the beach. In the future, the City will seek a permit in advance. The City completed these projects on April 13, 2020. The total cost of in-kind projects was \$6,462.48 and satisfied FDEP's request.

02

FDOT Maintenance Agreement Renewal

FDOT Maintenance Agreement Renewal

The current FDOT maintenance agreement for the area East of the Intercoastal Waterway Bridge on Atlantic Boulevard to Florida Boulevard is up for renewal. Currently, the City is responsible for the maintenance of all turf, and landscaped areas within the FDOT right of way. The proposed agreement is for a duration of three years in the amount of: \$5,241.64 per year.

This price has remained constant since 2012, and I've asked for a price that has been adjusted for inflation. I've proposed that the price is increased 13.875% for a total of: \$5,968.92/year. This calculation is derived from the U.S. Bureau of Labor Statistics Calculator for CPI Inflation.

On April 15th, FDOT countered my offer with a 15% increase to our existing agreement price for a total of: \$6,027.89 - I plan on accepting the agreement.



Public Works

Ongoing Projects

Update Cont.



03

Surveying Along 1st Street: Collecting Data for Stormwater Improvement Design

Surveying Along 1st Street

The City's Engineer for Stormwater Improvement Design scheduled their subcontractor (Ghiotto Surveying) to begin surveying along 1st Street on, April 14th. The work that the surveyors are performing during survey will verify right-of-way lines, alignments, and collect topographic data.

Parsons Engineering needs this data to properly design collection points for storm water improvements. This data will also be used to build a GIS layer for existing Utility infrastructure.

04

Parsons Engineering Status Report: GIS Mapping; Jarboe Park; Florida Blvd. Culvert; Storm Sewer Improvements; and Beach Access Survey

Parsons Engineering Status Report

The Public Works Department has been working closely with Parsons Engineering to accomplish a number of Task Orders assigned to them. T.O. 2 Asset Inventory and GIS Mapping is approximately 50% completed; T.O. 3 Jarboe Park is approximately 98% complete (Phases 1 & 2); T.O. 4 Florida Culvert is 100% Complete and ready for bidding in coordination with requirements of Grant requirements; T.O. 5 & 6 Storm Sewer Improvements are underway for 30% completion by June; and T.O. 7 Beach Access Survey is completed.

The Public Works Department will include the projects associated with this design work in FY-2021 Budget Estimates as well as including them in a 5-year Capital Improvement Plans. A detailed summary of completed work for each Task Order is attached to this report as Attachment 'A'.

Design Meeting at Jarboe Park



Pay for Parking Implementation Update



01 Timeline to Full Implementation

Timeline to Full Implementation

Due to the Declaration of Emergency, the implementation of the parking program was paused. Therefore, after the Council reviews my recommendation for purchasing an Electric Vehicle, the timeline to implementation has been revised.

02 Educational Video and Consistency in Marketing

Should the Council move forward with my recommendation during the April 20th, 2020 meeting, the NuPark implementation team would be notified the following day on April 21st, 2020. Due to existing travel restrictions, it may be three to four weeks before NuPark can mobilize and get a crew onsite.

My goal for this program is to have it fully-implemented before the beaches are opened back to the public.

03 Electric Vehicle Recommendation

Educational Video and Consistency in Marketing

A common frustration for many users of the parking program is that they don't know how to use it. The second most common complaint is that users can't find where to pay or that they didn't know there was a parking program. I attribute these frustrations to issues with consistency in marketing and a poor educational program on how to utilize the system.

On 13 February 2020, I presented a professional services agreement with Vollmer Visuals to create a simple educational video, educational marketing materials, and to make consistent marketing through parking signs, and other media.

Due to the COVID-19 pandemic, this piece of implementation was pushed back a few weeks. We may begin filming the week of April 20th, if the company is able to include us in their schedule.

Electric Vehicle Recommendation

On March 4th, 2020 an electric vehicle arrived for Parking 411 - RTA Consulting. The vehicle was accepted by their employee with damage from the transport. On April 5th, RTA Consulting advised that replacement parts have arrived at the dealership that the vehicle was purchased from in Palatka.

After completing extensive research on the options for an acceptable vehicle for this program, Mr. Rimmer offered to sell the GEM Car to the City for \$25,000. I recommend that the City accept Mr. Rimmer's offer of \$25,000 to purchase the GEM Electric Car, my supporting research is submitted along with this report as a separate document.





Project Name:	Pay for Parking Program Implementation
Contractor:	North Beaches Parking
Constulant:	RTA Consulting
Owner:	City of Neptune Beach

PROJECT COMPLETION PUNCH LIST

Item Description	Work Needed & Location	STATUS	Completed		Approved	
			Date	Initials	Date	Initials
50% Discount - AB Residents	<i>Registered License Plates act as Validation Code, Parkeon and NBP Staff need to make sure it works with software</i>	Completed	2/7/2020	DG, TH		
App Droplet Locations / Update	<i>Move Blue Droplet to West of Red Daisy, to actual geo-location of Courtyard Lot (\$10.35 fee)</i>	Approved	2/11/2020	DG	2/20/2020	SW
App Droplet Locations / Update	<i>Add a Yellow Droplet in the Geolocation of the kiosk on the Northeast Corner of Lemon and 1st Street</i>	Approved	2/11/2020	DG	2/20/2020	SW
App Droplet Locations / Update	<i>Change the color of the 0 Lemon Lot Droplet to BROWN just like all on-location advertising from Southcoast Capital</i>	Approved	2/11/2020	DG	2/20/2020	SW
Kiosk Splash Screen Update	<i>After a validation code (Registered AB Resident license plate) is entered, the next screen should read: <u>Where did you Park?</u> 1.) Atlantic Beach Side 2.) Neptune Beach Side</i>	Approved	2/11/2020	TH	2/20/2020	SW
Sample Test Random Validation Codes	<i>CONB Staff to field test 80 random registered license plates from AB.</i>	Approved	2/6/2020	PK	2/7/2020	SW
Provide Login Credentials to CONB Staff	<i>Provide the CONB Finance Director and IT Director with full-administrator login credentials for any software that the City of Neptune Beach has purchased or has leased, to include intellectual property for the website of North Beaches Parking</i>	Completed	2/11/2020	DG		
UTV	<i>Provide the CONB City Manager with all information relative to the purchase of a UTV for outfitting with License Plate Readers - CONB Staff Coordinating</i>	Open				

License Plate Readers	<i>Provide CONB City Manager with all information relative to the purchase of License Plate Readers for outfitting a UTV - CONB Staff Coordinating</i>	Open				
Employee Handbook	<i>Provide CONB City Manager an editable digital copy of the Employee Handbook used by all North Beaches Parking Staff</i>	Completed	2/12/2020	MR		
Policies and Procedures	<i>Provide CONB City manager with an editable digital Copy of any and all Policies and Procedures</i>	Open				
Educational Materials	<i>Provide CONB City Manager with an editable digital copy of any educational materials in design or produced - CONB City Staff Coordinating</i>	Open	2/12/2020	MR		
Marketing Materials	<i>Provide CONB City Manager with an editable digital copy of any marketing materials in design or produced - CONB City Staff Coordinating</i>	Open	2/11/2020	MR		
Subcontractor Contact Information	Provide CONB City Manager with a list of all subcontractors, a relevant contact person for each subcontractor, and their direct phone numbers and email addresses, list to include: Parkeon, NuPark, Vehicle Dealerships, and any others	Approved	2/11/2020	MR	2/20/2020	SW

Community Workshops

2020 Community Visioning Process



Adapting to Change:

I'm proud of how quickly our Community adapted to virtual workshops and how engaged residents were during the virtual process. I'm also thankful that our consultants are willing to work with us to make sure that the data collected at the virtual workshop was quality. As soon as it's possible to meet in-person again, DKP will get us a date that we can continue our visioning process.

I used the Monday meeting as a litmus test to gauge the success of a digital process - I was pleased with the turnout. 65% of participants had previously attended an in-person meeting, which meant that 35% of participants were new-comers to this process.

Further still, the number of participants was under-reported since the survey asked about individual participation, but a number of unique viewers had multiple people around them participating in the process. My wife and 12-year-old daughter were able to listen and participate in the virtual environment, whereas they wouldn't have been able to had it been in-person (having two toddlers makes it hard to get out of the house.)



Easter Redefined!

01

**Successful Event:
Great Weather, Great
Turnout, Adapted!**

Successful Event:

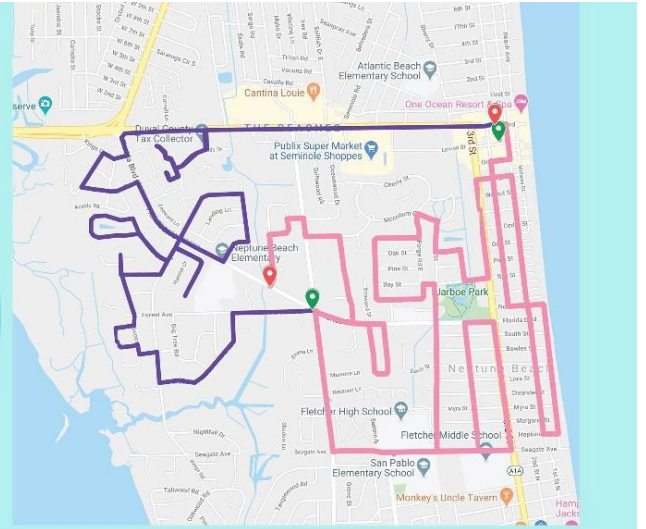
I'm absolutely impressed with staff's ability to adapt to change, and even more impressed with their commitment to serving our residents. When COVID-19 shut down our planned Easter Egg Hunt in the Park, staff were pretty bummed. But when presented with an idea to have the bunny travel through Town like Santa, they ran with it!

Armed a bunny suit and pastel colors, staff set to task transforming Santa's sleigh into an Easter basket in record time. Staff developed a route and even made special detours to homes that reached out through social media and requested the bunny drive by their home. This turned out to be just the thing our residents needed!

Good work and thank you for making it happen!

**ON APRIL 11TH
BEGINNING AT 9AM
THE EASTER BUNNY WILL HOP
THROUGH YOUR NEIGHBORHOOD**

**REMEMBER:
Distance Makes Us Stronger!
Please Keep at Least
6 ft. Between Your Neighbors,
and Remain on Your Property.**



T.O. 2 Asset Inventory and GIS Mapping

Admin

- Parsons is developing GIS maps the stormwater, water and wastewater utilities throughout the CONB limits.
- Parsons is approximately 50% done with mapping effort and is currently on standby.
- Parsons provided a fee estimate to complete the effort which includes survey (\$40,500) and mapping/misc (\$34,500). Parsons explained that this may not be enough given unknowns. The CONB will review the estimate and may reduce it to \$50K. This will extend the work into next year. They will reevaluate budget in June.
- The CONB may initially only fund the survey effort given limited funds available.
- The CONB FY begins Oct. 1 but work started in prior FY may continue.
- Bobby will send neighborhood utility maps that we can use to help the mapping and survey process.
- The CONB would like basic GIS editing tools to create maps.
- The CONB asked about map maintenance which could be done by Parsons on an as needed basis or by CONB if they have the proper software from ASRI.

T.O. 3 Jarboe Park	
Admin	<ul style="list-style-type: none"> • The plans show Phase 1 and Phase 2 design but only Phase 1 is called for in the plans to be constructed. • The CONB is considering an advanced construction to use grant funding. This may include resurfacing courts, paths and a bridge. • Advanced construction will change the quantities to be bid in Phase 1. It also may require its own permit if considerable pavement is placed. • The CONB was looking into the cost of the proposed benches and equipment.
Design	<ul style="list-style-type: none"> • The plans are about 98% done with the final changes being made in the next week or two. • Quantities will need to be updated for each phase.
Permitting	<ul style="list-style-type: none"> • Park and Florida Culvert are to be permitted together to save application cost. Park permit will be for both phase 1 and phase 2 work. Permits are valid for 5 years unless a time extension is requested. • A USACE permit may be needed for channel work and is being reviewed by Onsite Environmental. • The request for permit determination or exemption is being uploaded to the SJRWMD website next week. The Jarboe Park plans will be included before submitting. The SJRWMD will inform us of the requirements.
Utilities	<ul style="list-style-type: none"> • TECO Peoples Gas – No facilities within the area. Beaches Energy –Conflict with service to Neptune House and possible conflict with guy line along 5th St. We have requested a Utility Work Schedule (UWS) to address these conflicts. • Comcast – Lines at north side of park and east side. No phase 1 conflict. Phase 2 conflict on east side at parking lot drainage pipe and ped bridge foundation. • AT&T – Sent updated set of plans on 3/25/20 requesting utility locations. They have not responded. They may have conflicts along 5th St where we are installing storm sewer. I will need to remind them that the projects are going forward. This may require CONB involvement. • CONB – Relocate 2” FM around inlet. Relocate FH on 5th St. These will require a UWS filled out by the CONB to show the contractor how to coordinate. The CONB is considering moving the 2” FM from near the basketball courts to a new location. • UWSs inform the Contractor of their responsibilities for coordinating utility work and bind the Utility Owner to perform the relocation. The UWSs should be included in the bid package.
Bid Package	<ul style="list-style-type: none"> • The CONB is preparing the bid package with David Bolam. • The design is controlled by the FDOT standards and specs listed on the key sheet. Parsons will need to provide you the updated pay items list and quantities. • Bid package items to be provided by Parsons include signed and sealed plans, pay items and quantities, permits from agencies and UWSs.
Construction	<ul style="list-style-type: none"> • The CONB should consider hiring a CEI firm (Parsons or other) to inspect and verify the contractor’s work. This is probably most important with the storm sewer, grading, paving, grassing and beach volleyball sand as well as court and fence work. The CEI firm should have experience with FDOT type projects and specs.

T.O. 4 Florida Culvert	
Admin	<ul style="list-style-type: none"> This project will be constructed using existing grant funding. This will show residents that new stormwater fees are being used.
Design	<ul style="list-style-type: none"> The plans are 100% done minus a few changes needed to the utility plans. Requested approval from Megan to put part of sidewalk within easement in SE corner. Language in original ordinance is unclear.
Permitting	<ul style="list-style-type: none"> Park and Florida Culvert are to be permitted together to save application cost. Park permit will be for both phase 1 and phase 2 work. Permits are valid for 5 years unless a time extension is requested. A USACE permit may be needed for channel work and is being reviewed by Onsite Environmental. The request for permit determination or exemption is being uploaded to the SJRWMD website next week. The Jarboe Park plans will be included before submitting. The SJRWMD will inform us of the requirements. FDOT has no comments on the design. They will need to inspect the bridge culvert at the 90% construction level before the roadway can be opened to traffic. Load ratings may need to be updated if construction changes occur.
Utilities	<ul style="list-style-type: none"> TECO and Beaches Energy stated no conflicts. Final changes are being made to water and sewer design where they cross over the new culvert. A permit determination request has been submitted to FDEP and COJ EQD. Coordination is ongoing. COJ EQD is not requiring a permit for the sewer. Waiting to hear back from FDEP on the water. Utility Work Schedules (UWSs) have been requested from AT&T and Comcast in order to address relocations. They missed the 3/27/20 date. I will need to remind them that the projects are going forward. This may require CONB involvement. UWSs inform the Contractor of their responsibilities for coordinating utility work and bind the Utility Owner to perform the relocation. The UWSs should be included in the bid package.
Bid Package	<ul style="list-style-type: none"> The CONB is preparing the bid package with David Bolam. The design is controlled by the FDOT standards and specs listed on the key sheet. Parsons will need to provide you the updated pay items list and quantities. Bid package items to be provided by Parsons include signed and sealed plans, pay items and quantities, permits from agencies and UWSs.
Construction	<ul style="list-style-type: none"> The CONB should consider hiring a CEI firm (Parsons or other) to inspect and verify the contractor's work. This is probably most important with the culvert foundation, concrete pours and backfilling. The CEI firm should have experience with FDOT type projects and specs.

T.O. 5 & 6 Storm Sewer Improvements

Admin	<ul style="list-style-type: none"> • The CONB has requested 30% plans in June 2020. • The CONB wants to combine these improvements with roadway improvements along Atlantic and 3rd St. They will coordinate with Dover, Kohl on other planning activities. • It may be 4 or 5 years before this goes to construction. Feds will pass \$ through FDOT.
Survey	<ul style="list-style-type: none"> • Ghiotto’s survey crews will be starting about April 14 and working until about May 20 to collect the requested areas. The virus delayed their begin date.
Design	<ul style="list-style-type: none"> • Parsons has set up the existing storm sewer models. A few missing inverts and elevations will be collected to complete. • Parsons has set up the existing drainage maps and areas. Field confirmation of the drainage divides and model assumptions will take place next. • Parsons will use the completed existing models and maps along with field survey to develop the proposed models and maps. • Once completed a technical report will be prepared to describe the results and justification for grant funding. 30% level drainage plans will be provided.

T.O. 7 Beach Access Survey

Admin

- Survey data was provided. Parsons has completed service.
- CONB is designing improvements.

Building Activity October 1, 2019 to September 30, 2020

Month	# of permits issued	Plan review	inspections completed	cash receipts	tree removal permits
Oct-19	109	72	154	\$18,140.88	8
Nov-19	104	42	137	\$17,620.03	10
Dec-19	73	48	125	\$16,678.57	3
Jan-20	119	86	167	\$20,808.16	8
Feb-20	108	78	155	\$25,276.96	11
Mar-20	111	63	171	\$18,273.82	10
Apr-20					
May-20					
Jun-20					
Jul-20					
Aug-20					
Sep-20					
Totals	624	389	909	\$116,798.42	50

Building Activity October 1, 2018 to September 30, 2019

Month	# of permits issued	Plan review	inspections completed	cash receipts	tree removal permits
Oct-18	129	52	178	\$23,496.88	7
Nov-18	93	21	162	\$12,271.32	4
Dec-18	69	22	139	\$14,741.96	6
Jan-19	86	29	157	\$14,668.10	5
Feb-19	93	30	166	\$14,402.54	11
Mar-19	126	57	141	\$15,620.65	18
Apr-19					
May-19					
Jun-19					
Jul-19					
Aug-19					
Sep-19					
Totals	596	211	943	\$95,201.45	51
Difference	28	178	-34	\$21,596.97	-1



Case Activity Report

03/01/2020 - 03/31/2020

Case #	Case Date	Parcel Address	Description of Violation	Main Status	Activity Type	Description
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Group: 106-112 BAY STREET

2019176	9/6/2019	106-112 BAY STREET	building on neighbor's property-no permit	Closed	information	PAID FINE-CASE CLOSED
Group Total: 1						

Group: 1451 ATLANTIC BLVD

2020054	3/6/2020	1451 ATLANTIC BLVD	Business tax receipt safety walk through	Closed	Inspection	Business owner to email pictures of updated fire extinguishers. Also too install blank in electric panel.
Group Total: 1						

Group: 1601 FOREST AVENUE

2020051	3/2/2020	1601 FOREST AVENUE	LARGE RV PARKED IN FRONT OF HOUSE	Closed	Follow up	RV was gone
2020051	3/2/2020	1601 FOREST AVENUE	LARGE RV PARKED IN FRONT OF HOUSE	Closed	Inspection	LARGE GREEN BLUE BIRD RV WITH MONTANA TAGS WAS OBSERVED PARKED IN DRIVEWAY IN FRONT OF HOUSE.
2020051	3/2/2020	1601 FOREST AVENUE	LARGE RV PARKED IN FRONT OF HOUSE	Closed	information	SPOKE WITH OWNER OF RV AND NEW

						PROPERTY OWNER. INFORMED HIM THAT THE RV COULD NOT BE PARKED IN FRONT OF THE HOUSE PER ORDINANCE. HE ASKED TO SPEAK WITH THE CITY MANAGER ABOUT MOVING IT TO THE SIDE OF THE PROPERTY AND PLACING A FENCE AROUND IT.

Group Total: 3

Group: 2030 CHEROKEE DRIVE

2020053	3/4/2020	2030 CHEROKEE DRIVE	Received complaint about chickens on Cherokee Dr without permit.	Open	Follow up	Mailed backyard hen application to property owners.
2020053	3/4/2020	2030 CHEROKEE DRIVE	Received complaint about chickens on Cherokee Dr without permit.	Open	Inspection	found the chickens and determined they belonged to 2030 Cherokee Dr. No permit has been issued for that address.
2020053	3/4/2020	2030 CHEROKEE DRIVE	Received complaint about chickens on Cherokee Dr without permit.	Open	Verbal Warning	Gave property owner 30 days to comply with getting permit or chicken must

						be removed. Also contacted Piper at City Hall.

Group Total: 3

Group: 2113 THIRD ST

2020050	2/28/2020	2113 THIRD ST	DUMPSTER/PORTR-A-POT IN DRIVEWAY BUT COULD BE BLOCKING SIDEWALK	Closed	Follow up	Spoke to Jessica dumpster company owner/ will have the dumpster moved back off of sidewalk. 904-351-6094

Group Total: 1

Group: 229 NORTH STREET

2020060	3/23/2020	229 NORTH STREET	Renting out the house on a short-term basis. New people every week	Open	Follow up	Made contact with Property owner. Spoke with him about the violation of city ordinance and Gov. executive order. He stated that he has a property manager who takes care of the rental and was aware of the 28 day ordinance. Owner is to speak with property manager since it is apparent that the place is
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						being rent out in violation of the code. Mr. Quinn is to contact me later this week.
2020060	3/23/2020	229 NORTH STREET	Renting out the house on a short-term basis. New people every week	Open	Inspection	Site visit done. Spoke with current tenants that arrived on Saturday 3/22/20. Was able to verify this renter has been in Fla for the 2 weeks preceding arrival. They are from NY and had planned to stay at 229 North Street for 1 week. Advised them about the quarantine requirement for people from NY, NJ and Conn. Also posted property with Gov. Executive Order.

Group Total: 2

Group: 241 ATLANTIC BLVD

2020056	3/10/2020	241 ATLANTIC BLVD	BUSINESS TAX RECEIPT WAS NOT BEEN RENEWED FOR 2019-2020	Closed	Follow up	license obtained
2020056	3/10/2020	241 ATLANTIC BLVD	BUSINESS TAX RECEIPT WAS NOT BEEN	Closed	Send Letter	SENT 10 DAY NOTICE TO COMPLY TO

			RENEWED FOR 2019-2020			REGISTERED AGENT BY CERTIFIED MAIL AND TO MANAGER BY US MAIL
2020056	3/10/2020	241 ATLANTIC BLVD	BUSINESS TAX RECEIPT WAS NOT BEEN RENEWED FOR 2019-2020	Closed	Follow up	DATE OF COMPLIANCE TO HAVE LICENSE RENEWED

Group Total: 3

Group: 304 OCEANFRONT

2020057	3/11/2020	304 OCEANFRONT	PART OF THE POOL FENCING ON THE NORTH SIDE OF THE HOUSE IS MISSING.	Closed	Send Letter	10 DAY NOTICE SENT

Group Total: 1

Group: 304-A OCEANFRONT

2020058	3/11/2020	304-A OCEANFRONT	PART OF THE POOL FENCING ON THE NORTH SIDE OF THE HOUSE IS MISSING.	Closed	information	met with Mr Defrazio and explained what he needed to do to comply,

Group Total: 1

Group: 628 ATLANTIC BLVD STE 6

2020055	3/10/2020	628 ATLANTIC BLVD STE 6	BUSINESS TAX RECEIPT WAS NOT BEEN RENEWED FOR 2019-2020	Closed	Send Letter	hand delivered notice of violation 10 days given to comply
2020055	3/10/2020	628 ATLANTIC BLVD STE 6	BUSINESS TAX RECEIPT WAS NOT BEEN RENEWED FOR 2019-2020	Closed	Follow up	date that they have to get license

Group Total: 2

Group: FLORIDA BLVD RIGHT OF WAY

2020052	3/4/2020	FLORIDA BLVD RIGHT OF WAY	Fence piled on row and truck parked on sidewalk.	Closed	Inspection	Spoke with fence contractor. Moved trucked and is hauling the old fence off.
2020052	3/4/2020	FLORIDA BLVD RIGHT OF WAY	Fence piled on row and truck parked on sidewalk.	Closed	Inspection	Spoke with fence contractor. Moved trucked and is hauling the old fence off.

Group Total: 2

Group: RIGHT-OF-WAY

2020049	3/2/2020	RIGHT-OF-WAY	tree on right away across from 1001 Florida Blvd needs to be removed.	Closed	Inspection	ok to issue permit for city to remove

GROUP TOTAL: 2

TREE INSPECTIONS: 11

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Total Records:33

4/01/2020



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

AGENDA ITEM:	<u>9A-Ordinance No. 2020-01</u> , PUD Moratorium Extension
SUBMITTED BY:	Councilors Kerry Chin and Josh Messinger
DATE:	April 15, 2020
BACKGROUND:	<p>Ordinance No. 2019-03, adopted on March 4, 2019, enacted a temporary moratorium for one year on Planned Unit Developments in the City of Neptune Beach. The ordinance provided for the ability to extend the moratorium if necessary.</p> <p>Ordinance No. 2020-01, extending the PUD Moratorium, passed on first read on March 2, 2020 by a 5-0 vote. Ordinance No. 2020-01 was on a March 16, 2020, Special City Council meeting agenda for second read. That meeting was rescheduled to April 20, 2020, due to the State of Emergency under COVID-19.</p>
BUDGET:	N/A
RECOMMENDATION:	Consider the adoption of Ordinance No. 2020-01, extending the PUD Moratorium
ATTACHMENT:	Ordinance No. 2020-01, Extending the PUD Moratorium

SPONSORED BY:
COUNCILOR CHIN
COUNCILOR MESSINGER



ORDINANCE NO. 2019-03
-20-01

A BILL TO BE ENTITLED

AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, ~~ENACTING TO EXTEND~~ A TEMPORARY MORATORIUM TO PROHIBIT THE ACCEPTANCE OR PROCESSING OF ANY APPLICATION FOR A SPECIAL EXCEPTION PERMIT, DEVELOPMENT ORDER, OR ANY OTHER OFFICIAL ACTION OF THE CITY HAVING THE EFFECT OF PERMITTING OR ALLOWING FOR THE APPLICATION OF A PLANNED UNIT DEVELOPMENT AS SET FORTH IN CHAPTER 27, UNIFIED LAND DEVELOPMENT REGULATIONS, SECTION 27-244 PLANNED UNIT DEVELOPMENT AND 27-245 TEMPORARY MORATORIUM; ~~PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A TEMPORARY MORATORIUM TERM TO BE EXTENDED IF NECESSARY BY THE CITY COUNCIL; PROVIDING FOR EARLY TERMINATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.~~

WHEREAS, pursuant to Section 2(b), Article VIII of the Florida Constitution and Chapter 166 of the Florida Statutes, the City of Neptune Beach possesses the powers to enact ordinances in order to protect the health, safety, and welfare of the City's citizens and residents; and

WHEREAS, the City Council of the City of Neptune Beach, Florida determines that it is in the best interest of its residents, businesses and visitors to enact sufficient land use regulations to ensure their health, safety and welfare; and

WHEREAS, the City is actively engaged in the process of evaluating revisions to its Comprehensive Plan and the Unified Land Development Code, including how planned unit developments are processed within the City and the City anticipates that such process will take additional time to complete; and

WHEREAS, to protect the public health, safety and welfare of its citizens, the City of Neptune Beach wants to review and discuss the Planned Unit Development code regulations and

WHEREAS, the City Council determines that it is in the best interest of its residents, businesses and visitors to enact sufficient regulations to protect the public health, safety and welfare; and

~~WHEREAS, a temporary moratorium on the processing of applications for, and the issuance of special exception permits, development permits, site plan approvals or any other official action of the City of Neptune Beach permitting or having the effect of allowing planned unit developments (PUD) within the City. It will allow time to review, study, hold public hearings, and prepare and adopt an amendment or amendments to the City of Neptune Beach Unified Land Development Code and/or Code of Ordinances; and~~

~~WHEREAS, proper notice has been given of the public hearing of this proposed ordinance and of a public hearing in the City Council Chambers; and~~

~~WHEREAS, the public hearings were held pursuant to the published notice described at which hearings the parties in interest and all others had an opportunity to be and were, in fact, heard; and~~

~~WHEREAS, the City Council for the City of Neptune Beach, Florida finds previously found and declares that this ordinance is a temporary moratorium regarding the City's consideration of any application for special exception permit, authorization or any other official action of the City having the effect of permitting or allowing the PUDs within the city limits was in the best interest of the public health, safety and welfare of the citizens and residents of the City of Neptune Beach, Florida and that it advances a significant and important governmental interest; and~~

~~WHEREAS, the City Council for the City of Neptune Beach, Florida previously adopted a temporary moratorium on the City's consideration of any application for special exception permit, authorization or any other official action of the City having the effect of permitting or allowing the PUDs within the city limits, may be accepted or processed or approved by the City, except as may be required by applicable law, in Ordinance No. 2019-03, with an effective date of March 4, 2019; and~~

~~WHEREAS, said temporary moratorium is scheduled to expire on March 4, 2020; and~~

~~WHEREAS, proper notice has been given of the public hearing of this proposed ordinance and of a public hearing in the City Council Chambers; and~~

~~WHEREAS, the public hearings were held pursuant to the published notice described at which hearings the parties in interest and all others had an opportunity to be and were, in fact, heard; and~~

~~WHEREAS, the City Council for the City of Neptune Beach, Florida finds and declares that an extension to the temporary moratorium regarding the City's consideration of any application for special exception permit, authorization or any other official action of the City having the effect of permitting or allowing the PUDs within the city limits is in the best interest of the public health, safety and welfare of the citizens and residents of the City of Neptune Beach, Florida, will permit the continued process of evaluation of the City's Comprehensive Plan and Unified Land Development Code, and will advance a significant and important governmental interest.~~

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

ARTICLE VI. – LAND USE

Sec. 27-245.

~~(a) Purpose.~~

~~(1) The purpose of this ordinance 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, relating to PUDs. The City will not accept any application or issue any permits authorizing the construction of PUDs, 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 PUD regulations; 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, as necessary.~~

~~(b) Imposition of Temporary Moratorium.~~

~~(1) No application for special exception permit, authorization or any other official action of the City having the effect of permitting or allowing the PUDs within the city limits, may be accepted or processed or approved by the City, except as may be required by applicable law. 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 within such time frame as may be required by applicable law.~~

~~(2) No Zoning Compliance Permit may be issued by the City which would authorize the construction of a PUD.~~

(c) Term.

The moratorium imposed by this ordinance is temporary and, unless dissolved earlier by the City, shall automatically dissolve in twelve (12) months after from the initial expiration date of March 4, 2020 as established by Ordinance No. 2019-03 ~~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 twelve (12) month period upon the passage of ordinances regulating permitting or allowing the construction of PUDs 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.

VOTE RESULTS OF FIRST READING:

Mayor Elaine Brown	YES
Vice Mayor Fred Jones	YES
Councilor Kerry Chin	YES
Councilor Josh Messinger	YES
Councilor Scott Wiley	YES

Passed on First Reading this 2nd day of March, 2020.

VOTE RESULTS OF SECOND AND FINAL READING:

Mayor Elaine Brown
Vice Mayor Fred Jones
Councilor Kerry Chin
Councilor Josh Messinger
Councilor Scott Wiley

Passed on Second and Final Reading this day of March, ~~2019~~2020.

Elaine Brown, Mayor

ATTEST:

Catherine Ponson, City Clerk

Approved as to form and contents

~~Patrick Krechowski~~ Zachary Roth, City
Attorney



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

AGENDA ITEM:	11A- Reappoint member to CDB Board
SUBMITTED BY:	City Clerk Catherine Ponson
DATE:	April 15, 2020
BACKGROUND:	Community Development Board Member Ryan Dill was appointed as a regular member on April 6, 2017 for his first three-year term. Mr. Dill has indicated he would like to be reappointed for a second term.
BUDGET:	N/A
RECOMMENDATION:	Reappoint Mr. Dill to serve as a regular member of the Community Development Board for a new three-year term to expire April 5, 2023.
ATTACHMENT:	Resolution No. 2020-01, Reappoint Member to the Community Development Board



RESOLUTION NO. 2020-01

A RESOLUTION APPOINTING MEMBER TO THE COMMUNITY DEVELOPMENT BOARD (CDB)

RESOLVED, the City Council of the City of Neptune Beach, Florida, hereby confirms the following CDB member:

COMMUNITY DEVELOPMENT BOARD

Member	Type	Term	Begins	Ends
Ryan Dill	Appoint Regular	2 nd 3 year	04/05/20	04/06/23

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Regular Council Meeting held this 20th day of April, 2020.

Elaine Brown, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk



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

AGENDA ITEM:	11B-Pay for Parking Vehicle
SUBMITTED BY:	City Manager Stefen Wynn
DATE:	April 15, 2020
BACKGROUND:	The vehicle is necessary for the final implementation of the Pay for Parking Program
BUDGET:	Up to \$25,000
RECOMMENDATION:	Consider the approval of a vehicle for the Pay for Parking Program
ATTACHMENT:	Electric Vehicle Recommendation



Electric Vehicle Recommendation

Stefen Wynn, *M.P.A.*, City Manager

City of Neptune Beach

E: CM@nbfl.us

Executive Summary

On March 2nd, 2020, the Mayor and City Council directed the City Manager to explore electric vehicles that meet NuPark’s requirements for license plate reading cameras. Four options were reviewed: three electric options, and a third option for a standard fossil-fuel SUV. Prices and options were analyzed to form a recommendation. After the analysis had been completed, the Pay-for-Parking consultant offered a vehicle that they had received damaged on March 3rd, 2020, RTA Consulting offered to sell the City of Neptune Beach the electric Polaris GEM Car that they purchased after repairs are complete and that meets all of the requirements from NuPark for \$25,000. A comparable Polaris GEM Car would take (2) months to manufacture and would be at a cost of \$28,000. The City Manager recommends that the City purchases the repaired Polaris GEM Car from RTA Consulting in the amount of \$25,000.

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Polaris GEM	5
Polaris Ranger EV	5
Polaris GEM (RTA)	5

Why is a Vehicle Necessary?

The system chosen to enforce and manage the pay-for-parking program relies on License Plate Reading Cameras to be as effective and efficient as possible. The City has invested in two sets of software. The first software, flowbird, is an app that allows customers to engage the parking program through their mobile phones. This app communicates with the software that the City has for managing payments and enforcement through NuPark (now called Passport through a recent acquisition).

Enforcement of the program relies on an LPR Camera setup to help monitor available parking spots and accurately report the time a vehicle has spent in a parking spot. Speed and accuracy are critical to the successful implementation of the pay for parking program. Currently, users are charged for every 30 minutes spent in a space. During our most recent revenue report, Saturday, March 14th, 2020 had 943 individual transactions on Neptune Beach’s side of the Parking Program, and generated \$3,242.10. The volume of transactions for a nice day in March is a pretty good indicator for what a, “slow-day,” in season may look like. It stands to reason, that the expected volume of users during beach season will be the impetus for using a vehicle with license plate reading cameras. The Declaration of Emergency and Executive Orders restricting activity have slowed the revenue generated by the parking program significantly. March 31st, had 8 individual transactions and generated \$11.05.

During the March 2nd, 2020 Council Meeting, the City decided that any vehicle used by the pay-for-parking program should be sustainable and environmentally friendly. To that end, it was determined that only an electric vehicle should be considered. Using the specifications from NuPark (Passport), the minimum recommended battery is an 8.9kW Lithium ion Battery, but for the City’s enforcement window, the 12.4kW Lithium ion battery was recommended for continuous use without charging.

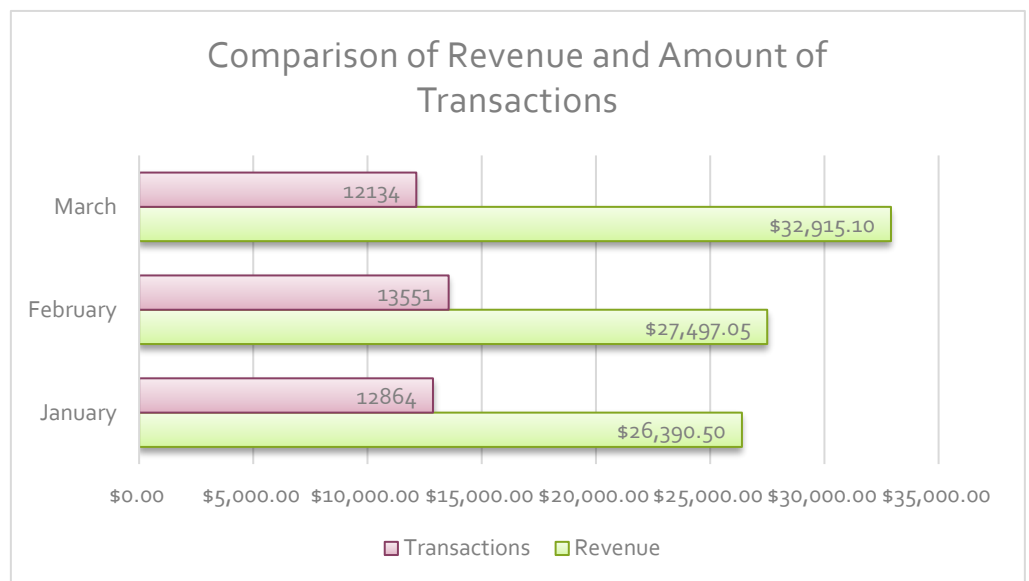
Project Funding

Revenue January - March

Revenue and Expenses that were presented to the Council at the inception of this Pay-for-Parking program were forecasted estimates. RTA Consulting has collected data since January, 2020. In March, the program generated \$32,915.10; February generated \$27,497.05; and January generated \$26,390.50.

The transactions between March and February went down, and the revenue went up, suggesting that people were staying longer in parking spaces.

With the revenue generated from this program, the City can expect to comfortably afford the vehicle necessary to implement enforcement.



Original Budget Estimate

Budget estimates from RTA Consulting as part of their proposal included a first-year expenses of: (11) Parkeon Kiosks for \$99,891; (1) Golf Cart (Enforcement Vehicle) for \$25,000; (1) NuPark Camera Mount Module (License Plate Reading Cameras) for \$50,533. RTA Consulting estimated that the first-year annual revenue would be: \$987,131 after expenses. Based on the data that's been received for the months of January, February, and March, average revenues are about: \$28,934/month.

This data is skewed because of restrictions in place due to a declared state of emergency for COVID-19. If restrictions stay in place and we assume that revenue continues to remain around the average, that would amount to approximately: \$347,208 in annual revenues. In my opinion, it is safe to say that revenue will be higher when the beaches are opened and the weather is good.

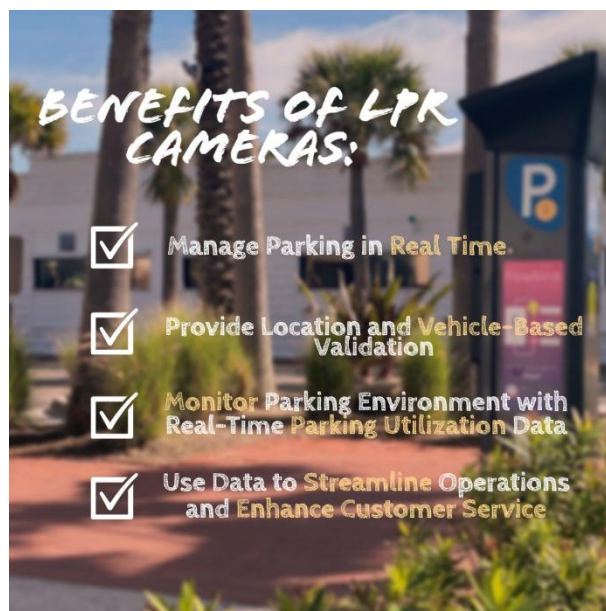
If revenue doesn't increase and remains the same as the average, the program is on track to break even. The amount of startup expenses, including the purchase of an enforcement vehicle and the revenue would be near \$0, not in a deficit nor in a surplus. Most likely, once the beach opens, the program will generate enough revenue create a surplus. Surplus revenues will be used to reimburse the *Better Jacksonville* tax fund for startup costs, and excess revenues will be used for improvements around the City.

Procurement Process for Enforcement Vehicle

The City's procurement process allows the City Manager to approve a purchase up to \$9,999.99. This purchase is over the threshold for approval by the City Manager and must be approved by the Council. RTA Consulting included in their proposal a cost of \$25,000 for the purchase of an Enforcement Vehicle, but a formal plan or exhibit was not included in the signed agreement and in the agreement extending RTA Consulting's services.

The City Manager received quotations for comparison from Polaris GEM, ClubCar, and Polaris. The City Manager also compared options with the requirements from NuPark (Passport). Throughout the process, the City Manager determined that either a gas-powered vehicle, or a Polaris GEM car were the only vehicles available locally that met the requirements of NuPark. The City Manager received (2) quotes from separate Polaris GEM Dealers, and (1) offer to purchase a Polaris GEM car from RTA Consulting. The City Manager did not receive a quote for gas-powered vehicles after Council decided during the March 2nd Council Meeting to only seek information on electric vehicles.

Information obtained by the City Manager to determine a recommendation is detailed in the next section.



Vehicle Comparisons

Club Car

Club Car offers a model of electric golf cart made for security that uses 6V batteries. Unfortunately, the License Plate Reading Cameras and computer system needed to operate the LPR setup from NuPark would drain the batteries on the Electric Club Car too fast. Even though this is an electric vehicle, it doesn't meet the needs of our program. The Price was \$19,384 for this vehicle. (ATTACHMENT A)

Polaris GEM

After the March 2nd meeting, the City Manager sought a quote from Polaris of Gainesville. The dealership didn't have any GEM cars in stock and couldn't find any in stock across the country. Because of limited availability, the dealership would need to place a special order and it would take a minimum of (2) months to manufacture. The price from Gainesville was: \$29,142. This Polaris GEM had a very long lead time and is more than the Polaris GEM from RTA Consulting. (ATTACHMENT B)

Polaris Ranger EV

Another option that the City Manager reviewed was the Polaris Ranger EV. This vehicle met the criteria of being Electric-powered, but didn't have the correct battery configuration, or a watertight place to keep the equipment necessary to run the LPR cameras. This price was also lowest, but wouldn't work with the NuPark system: \$15,928.93. (ATTACHMENT C)

Polaris GEM (RTA)

The City Manager obtained the price quote from RTA Consulting for the Polaris GEM Car that arrived at the Neptune Beach Police Department on March 3rd, RTA Consulting put a \$3,800 deposit on the vehicle, and agreed to purchase the vehicle for: \$28,778, but had included a charger and sales tax as well as freight charges for a total of: \$37,267.66. RTA Consulting has agreed to sell Neptune Beach the Polaris GEM for \$25,000. The City Manager recommends that the Council accept RTA Consulting's offer to purchase the vehicle already on site for \$25,000 after the pieces damaged in shipping have been repaired. (ATTACHMENT D)

ELECTRIC VEHICLE MANUFACTURER	PRICE	MEETS NUPARK REQUIREMENTS
CLUB CAR	\$19,384	No
POLARIS GEM	\$29,142	Yes
POLARIS RANGER EV	\$15,928.93	No
POLARIS GEM (RTA)	\$25,000	Yes

Fleet Code: fcmnxl



My Fleet

TOTAL FLEET USD

\$19,384



MODEL:
Electric
Carryall® 510
LSV
TASK:
Security

QUANTITY: 1
AS CONFIGURED: \$19,384 USD
VEHICLE TOTAL: \$19,384 USD

OPTIONS

Cabs

Basic LSV Cab
Cab Frame
Rigid Cab Doors
Sliding Rear Window
Overhead Console
Door Hold-Open Ventilation Kit
Front Wiper Kit
Power Harness Kit

Canopy

Canopy Headliner Kit

Options/Accessories

Front License Plate Holder

Beds/Boxes

Medium Bed Floor Installation
Medium Cargo Box

Exterior Color

White Body Panels

Suspension

Heavy-Duty 2-Leaf Spring Front
Suspension – 2 Wheel Brakes

Seating

Bucket Seats
Gray Bucket Seats

Mirrors

Driver Side Mirror Kit
Passenger Side Mirror Kit
Interior Mirror Kit

Tires & Wheels

DOT-Approved 6-Ply Front Tires - 205-65-10

Electrical

12V Powerpoint

Batteries

Extended-Range 6V Batteries
On-Board High-Frequency Charger,
US

Lights

LED Headlights
Rear Lighting, Turn Signal, and Horn
Package
High-Mount Brake Lights and Backup
Light
Warning Beacon Strobe Kit

Engine/motor Type 48V 3-phase AC	Controller 400 Amp - Solid State	Horsepower (Rated) 4.4 hp (3.3 kW), Peak 16 hp (11.7 kW)
Transmission Direct drive, double reduction helical gear	Gear Selection Forward/Neutral/Reverse	Gear Ratio 12.32:2
Battery Eight (8) - 6 V Flooded Lead Acid	Charger DeltaQ QuiQ (1KW High Frequency)	Headlights Two 37.5 Watt Halogen
Steering Mechanism Self-adjusting Rack and Pinion	Suspension - Front Independent leaf spring with dual hydraulic shocks	Suspension - Rear Independent leaf spring with dual hydraulic shocks
Brakes 4-wheel hydraulic disk/drum	Park Brake Hand Operated, Multi-lock	Body - Front & Finish ArmorFlex with automotive paint/clearcoat
Body - Rear Aluminum	Tires - Front 205-65-10 6-Ply, DOT	Tires - Rear 205-65-10 6-Ply, DOT
Wheelbase 78.1 in (198.3 cm)	Overall Height 74.3 in (188.72 cm)	Overall Length 118 in (299.7cm)
Bed Length X Width X Height (cargo box) 44.2x47.5x10.5 in (112.2,120.6,26.6 cm)	Ground Clearance (Differential) 5.6 in (14.2 cm)	Track Width (Front) 34.6 in (87.8 cm)
Track Width (Rear) 39.2 in (99.5 cm)	Max Width (w/o mirrors) 50.3 in (127.7cm)	Total Vehicle Capacity 950 lbs (430.0 kg)
Bed Load Capacity 550 lbs (249.5 kg)	Towing Capacity 1656 lb (751 kg)	Combined Gross Vehicle Capacity 950 lbs (430.0 kg)
Speed 25 mph	Warranty 4 year limited battery warranty	Warranty 2 year/2000 hour limited warranty

*Suggested Base MSRP – price shown in the configurator is suggested or estimated. The actual price will be set/established by the local dealer. Destination freight, tax and set up are not included in the suggested Base MSRP. Fees will be determined by the local dealer. All prices and product availability are subject to change without notice. Rear view mirror is required for compliance with ANSI Z135 - safety standard for personal transport vehicles. Mirrors require a canopy. Vehicles available for sale in United States, Canada and Latin America March 1, 2017.

Dealer

Ponte Vedra Golf Carts
14539 Beach Blvd
Jacksonville, FL 32250
904-285-9901

From: jesse@polarisofgainesville.com
To: [Stefen Wynn](#)
Subject: RE: Stefen Wynn Contact Information
Date: Thursday, March 5, 2020 11:23:10 AM

Thank you for the call yesterday, Stefen.
It was nice speaking with you again.

We re-figured the Gem e2 with the Max Lithium Ion 12.4kW battery as requested

Other options as requested are

Full doors

Roof light bar

Front and rear windows

Trunkback carrier

Premium front and rear bumpers

13" wheels with hubcaps

Tilt steering with electronic power steering

Std 5kW motor

Lighting audio stereo

Windshield washer

E2 LED headlights

Sun Visor.

The price on it equipped as above is \$29142.00.

Let me know if you have any questions and when you are ready for us to order it.

Sincerely,

Jesse Jessup

Polaris of Gainesville

(386) 466-6638 – cell

(386) 418-4244 – office

From: Stefen Wynn <cm@nbfl.us>
Sent: Wednesday, March 4, 2020 9:06 AM
To: jesse@polarisofgainesville.com
Subject: Stefen Wynn Contact Information

FYI...

Stefen Wynn, *M.P.A.*

Neptune Beach City Manager

E: CM@nbfl.us

Build Summary



RANGER EV
R20MAAE4G8

\$11,899.00



Avalanche Gray

Poly 2-Seat Sport Roof with Lock & Ride® Technology, Black
\$329.99 | #2883236

Hinged Window Doors - Poly
\$2,099.99 | #2882247

Lock & Ride® Full Tip-Out Windshield - Glass
\$1,029.99 | #2881784

Poly Rear Panel
\$259.99 | #2879812

Weatherproof Convex Rear View Mirror Kit
\$64.99 | #2879969

Accent Light Kit- Red
\$159.99 | #2880500

Lightbar Harness
\$84.99 | #2882209

Additional Notes

Starting Price
\$11,899.00
US MSRP

As Configured
\$15,928.93
US MSRP

Plus a \$690.00 destination charge (excluding AK), and setup

From: [Mark Rimmer](#)
To: [Stefen Wynn](#)
Subject: Polaris
Date: Sunday, April 5, 2020 11:59:50 AM

Parts for the body repair are at the dealer, we are making the arrangements to have the repair completed.

I know you want to purchase the vehicle, so this is what I propose. You (CONB) pay the \$25,000 that Council authorized and I (RTA) will pay the balance. This is what I was planning to do anyway as the budget only allocated \$25,000, the additional costs were going to be "on my dime". Whatever that difference amounts to we will treat as local matching dollars to apply against grant applications for recommendations that will come from the HTNB/TMO parking study that is currently underway. We have already paid \$3,800 as a deposit, so we just need to figure out the cost if being purchased by CONB.

Thanks

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