



**AGENDA (Amended)**  
**Special and Workshop City Council Meeting**  
**Monday, August 15, 2022, 6:00 P.M.**  
**Council Chambers, 116 First Street, Neptune Beach, Florida**

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENTS
3. CONSIDERATION OF APPROVAL OF BEACHES TOWN CENTER AND 1<sup>ST</sup> STREET TREE TRIMMING p. 3
4. COUNCIL COMMENTS
5. ADJOURN

**WORKSHOP CITY COUNCIL MEETING IMMEDIATELY FOLLOWING**  
**THE ABOVE SPECIAL MEETING**

1. CALL TO ORDER / ROLL CALL
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUEST
  - A. Impact Fee Presentation - Mr. Terrell K. Arline p. 17
3. DEPARTMENTAL SCORE CARD
  - A. Score Card/ Reports p. 45
  - B. City Manager Report
4. COMMITTEE REPORTS
  - A. Charter Review
  - B. Finance
  - C. Land Use and Parks
5. PUBLIC COMMENTS
6. PROPOSED ORDINANCES / NONE
7. CONTRACTS / AGREEMENTS / NONE
8. ISSUE DEVELOPMENT
  - A. Airbnb/Short-Term Rental Discussion
9. PUBLIC COMMENTS
10. COUNCIL COMMENTS
11. ADJOURN

Please register for **Special and Workshop City Council Meeting** on Monday, **August 15, 2022 6:00 PM EST** at:

**<https://attendee.gotowebinar.com/register/6556583974519976973>**



Residents attending public meetings can use the code **ZP43** to validate their parking session at no cost. After 5:30 on the date of the meeting, follow these steps:

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

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



Agenda Item # 3

Beaches Town Center and 1st Street Tree Trimming

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

<b>AGENDA ITEM:</b>	
<b>SUBMITTED BY:</b>	
<b>DATE:</b>	
<b>BACKGROUND:</b>	
<b>BUDGET:</b>	
<b>RECOMMENDATION:</b>	
<b>ATTACHMENT:</b>	

**BID SPECIFICATIONS  
FOR  
MULTI-YEAR CONTRACT FOR PALM TREE TRIMMING  
BID NO. 2122-10**

The City of Atlantic Beach will receive sealed bids until **2:45 p.m., Wednesday, May 18, 2022**, for Bid No. 2122-10: Multi-Year Contract for Palm Tree Trimming as more thoroughly described in the Scope of Work section contained within these specifications.

**I. SUBMITTAL**

- A) The City of Atlantic Beach will receive sealed bids until 2:45 p.m., Wednesday, May 18, 2022 for the purpose of selecting one Contractor to provide palm tree trimming services.
- B) Bids will be opened in the City Hall Commission Chambers, 800 Seminole Road, Atlantic Beach, FL 32233 at 3:00 p.m. on Wednesday, May 18, 2022. All bidders or their representatives are invited to be present.
- C) Any bid received after the above stated time and date will not be considered. It shall be the sole responsibility of the Bidder to have the bid delivered to the Procurement Manager's office, for receipt on or before the above stated time and date. If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Procurement Manager's office. Bids delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the bidder's request and expense.
- D) Each bidder shall examine all requests for bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the bid shall be made to the Procurement Manager's office. The City shall not be responsible for oral interpretations given by any City employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this request for bid, the City will attempt to notify all known prospective bidders; however, it shall be the responsibility of each bidder, prior to submitting the bid, to contact the Procurement Manager at 247-5880 or check the City's website at [www.coab.us/bids](http://www.coab.us/bids) to determine if addenda were issued and to make such addenda a part of the bid.
- E) Three (3) signed copies of the bid shall be submitted in one sealed package, clearly marked on the outside "BID NO. 2122-10: MULTI-YEAR CONTRACT FOR PALM TREE TRIMMING, TO BE OPENED AT 3:00 P.M., WEDNESDAY, MAY 18, 2022 and addressed to:

Patricia J. Drake, Procurement Manager  
City of Atlantic Beach  
800 Seminole Road  
Atlantic Beach, FL 32233

- F) Bids shall clearly indicate the legal name, address and telephone number of the bidder (corporate, firm, partnership, individual). Bids shall be signed and the signer shall have the authority to bind the bidder to the submitted bid.
- G) All expenses for making bids to the City are to be borne by the bidder.
- H) Any bid may be withdrawn up to the date and time set above for the opening of the bids. Any bids not withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days to sell the City the goods or services set forth in the attached specifications until one or more of the bids have been duly accepted by the City. City action on bids normally will be taken within 45 days of opening; however, no guarantee or representation is made herein as to the time between the bid opening and the subsequent City action.
- I) The City reserves the right to accept or reject any or all bids, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the part of the City to award the contract to the lowest Bidder and the City reserves the right to award one or more contracts believed to be in the best interest of the City. The City shall be the sole judge of the bid and the resulting negotiated agreement that is in the City's best interest and its decision shall be final.
- J) All applicable laws and regulations of the State of Florida will apply to any resulting agreement.

K) Hold Harmless

The Bidder agrees, insofar as it legally may, to indemnify and hold harmless the City, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Bidder, its officers, employees, and agents under any of the terms of this contract.

L) Insurance

At any time during the period that the bidder has personnel doing work and furnishing necessary labor to complete a contract for the City, the City must be fully protected by the Bidder having the following:

1. Property damage insurance in an adequate amount for the year.
2. Workers' Compensation insurance, and the Bidder shall require any and all subcontractors similarly to provide Workers' Compensation Insurance for all of the latter's employees who are engaged in such work unless such employees are covered by the protection afforded by the Contractor's insurance.
3. Liability Insurance applicable to the job in question in an adequate amount for all personal injuries, death or property damage, per occurrence arising during the policy period.

M) Insurance Cancellation

Should any of the required insurance policies be cancelled before the expiration date or non-renewed, the issuing company will provide 30 days written notice to the certificate holder (City).

N) Resulting Contract

Submission of a bid shall be on forms either supplied by or approved by the City and shall contain, as a minimum, applicable provisions of the request for bid. **Upon award of this bid, the bid specifications and the Bid Summary Form submitted by Awardee will become the legally binding contract.**

The City reserves the right to reject any agreement which does not conform to the request for bid and any City requirements for agreements and contracts.

O) Renegotiation

During the contract period, the City reserves the right to restate and/or renegotiate with the contractor such additions, deletions or changes to the contract as may be necessitated by law or changed circumstances. In the event that the City and the Contractor cannot come to a mutual agreement and negotiation on any such addition, deletion or change, that portion of the contract concerning the services in the addition, deletion or change shall be terminated.

P) Contractor Contract Performance

During the contract period, the Public Works Director or his or her designee shall assess the contractor's performance on the contract. In the event of a breach of the contract by the contractor or unsatisfactory performance as assessed by the Public Works Director, or if the contractor performs in a manner that precludes the City from administering its functions in an effective and efficient manner and if, after thirty (30) days following written notice to the contractor, be authorized to cancel the contract, thereafter reserving the right to proceed against the contractor for any and all damages permitted by law arising from said breach. The contractor shall not be held responsible for any failure determined to the satisfaction of the Public Works Director to be due to any action or inaction on the part of the City.

Q) Tax Identification Number

Bidder must submit Federal Employer ID Number on a W-9 form. The City's Federal Employer ID Number is 59-60000267.

R) Public Records Provision

As of July 1, 2016, an act relating to public records; amending s. 119.0701, F.S.; requiring a public agency contract for services to include a statement providing the contact information of the public agency's custodian of public records; prescribing the form of the statement; revising required provisions in a public agency contract for services regarding a contractor's compliance with public records laws. A signed Public Records Provision form is required to be submitted with the bid.

**a) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR' S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT DONNA BARTLE, THE CITY CLERK AND THE CUSTODIAN OF PUBLIC RECORDS AT (904) 247- 5809, DBARTLE@COAB.US, 800 SEMINOLE ROAD, ATLANTIC BEACH, FLORIDA 32233.**

b) The contractor shall comply with Chapter 119, Florida Statutes, in regards to public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt for public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

c) Failure to provide the public records to the public agency within a reasonable time may subject the contractor to penalties under s. 119. 10 and s. 119. 0701(4), Florida Statutes.

## **II. BID SCOPE**

### **A) Intent and Duration**

It is the intent of the City to select one Contractor to provide palm tree trimming services for the City of Atlantic Beach. The objective is to obtain the best services while minimizing cost to the City. The period of the contract services shall commence on or about June 1, 2022 and shall terminate five (5) years after the date of commencement. The Contractor may cancel the contract at the end of the 3<sup>rd</sup> or 4<sup>th</sup> year, without cause, upon six (6) months prior written notice to the City. Prices, terms and conditions shall remain firm through this contract period unless modified or canceled in accordance with the provisions of the bid. Contract renewal will be contingent upon availability of funds and the mutual agreement of the CITY and the CONTRACTOR.

### **B) Bid Summary Form**

Bids are to be submitted on the attached Bid Summary Form or copies thereof. Bids will not be considered unless they are submitted on this form.

1. It shall be assumed that services which are offered meet or exceed the requirements as stated in the accompanying specifications. This Bid Invitation presents the City's requirements under proposed methods of operation. Responses to this request should address these requirements.
2. All work and materials shall be done in conformity with the appropriate Standards.

C) Minimum Qualifications

1. Proof of being in business for a minimum of five (5) years in existence under the same company name, and tax identification number.
2. Three (3) positive references, including phone number and email address, from municipalities, companies or individuals for whom the bidder has completed work during the past twelve (12) months, of a comparable size and nature as this scope of work.
3. Minimum five (5) years' experience for palm tree trimming of a comparable size and nature as this scope of work. Provide a brief description of the past projects with start and end dates.

D) Volume of Work

No warranty or guarantee is given or implied as to the types and quantities of services that will actually be required.

E) Award Criteria

The bid award will be based on the Grand Total furnished on the Palm Tree Trimming Bid Summary Form. Past experience, and positive references will also be evaluated.

### III. GENERAL REQUIREMENTS

The City intends to apply very strict requirements for timely and accurate work with additional and more specific requirements as will be necessary.

A) The City's Right to Use Other Contractors

The City reserves the right to provide for additional services from other palm tree trimmers or other type Contractors, if the City so deems necessary. If the City elects to exercise this right, the contract covered by the bid shall remain in effect as regards all terms, agreements and conditions without penalty or diminution of ongoing palm tree trimming services as contained therein and previously provided by the successful Contractor in this bid.

B) Payment for Services

Payment will be based on work completed in accordance with the unit prices furnished on the palm tree trimming bid summary form. Invoices shall reference the proper City purchase order number and the total amount of an invoice shall be paid within 14 days of receipt.



C) Notification of Project

Subsequent to notification of a project, the Contractor shall commence trimming no later than five (5) working days after receipt of a purchase order number, or within the time specified by the City. If an emergency condition exists, the Contractor shall respond as quickly as reasonably possible.

**IV. SAFETY**

- A) Contractor will be responsible for safe conduct and use of equipment on job site.
- B) All maintenance work must comply with FDOT requirements and specifications, including prescribed hours allowed for work to be performed, if any, and all safety requirements. Traffic control for Atlantic Blvd., Mayport Flyover and Mayport Road trimming using bucket truck must comply with FDOT Maintenance of Traffic Standards. (Index 600 Series).
- C) Highway lane closures should be avoided, however, in the event a lane closure becomes necessary, it must be approved by the Atlantic Beach Public Works Department and the Police Department with a minimum of 48 hour notice. Approval must also be obtained from the Neptune Beach Public Works Department and the Public Safety Department prior to any closure on First Street in the Town Center area.

**V. SCOPE OF WORK**

A) STREETS/RIGHT-OF-WAYS

- 1. The landscaped medians on Atlantic Blvd. (between Mayport Rd. to the west and 3<sup>rd</sup> Street to the east)
  - 43 Medjool Palms
- 2. Retention pond on Mayport Rd. (between W. 4<sup>th</sup> & W. 5<sup>th</sup> Sts.)
  - 28 Palm Trees
- 3. Mayport Flyover (Atlantic Beach side)
  - 10 Medjool Palms
  - 10 Palm Trees
- 4. Mayport Road Medians (from W. 10<sup>th</sup> St. to Dutton Island Rd.)
  - 7 Medjool Palms
- 5. Mayport Flyover (Neptune Beach side)
  - 42 Palm Trees on Atlantic Blvd.
  - 3 Medjool Palms at Welcome to Neptune Beach Sign
  - 14 Palm Trees at Welcome to Neptune Beach Sign
- 6. Ahern St. Beach Access (Ocean Rescue)
  - 14 Palm Trees
- 7. Ocean Blvd. (from 1<sup>st</sup> St. to 16<sup>th</sup> St.)
  - 47 Palm Trees (from 1<sup>st</sup> St. to 7<sup>th</sup> St.)
  - 16 Palm Trees (from 11<sup>th</sup> St. to 16<sup>th</sup> St.)
- 8. East Coast Dr. (from 7<sup>th</sup> St. to Seminole Rd.)
  - 25 Palm Trees (from 7<sup>th</sup> St. to 9<sup>th</sup> St.)
  - 29 Palm Trees (from 12<sup>th</sup> St. to Seminole Rd.)
- 9. Seminole Rd. (from Country Club Land to Oceanwalk Dr. N.)

- 32 Palm Trees
  - 10. Five Way Intersection (at Seminole Rd., Plaza Dr. and Sherry Dr.)
    - 10 Palm Trees
- TOTAL FOR STREETS = 63 Medjool Palms and 267 Palm Trees**

**B) PARKS**

1. Bull Memorial Park, 716 Ocean Blvd.
  - 1 Medjool Palm
  - 120 Palm Trees
2. Frazier Park (medians on Plaza Dr. between Seminole Rd. and East Coast Dr.)
  - 47 Palm Trees
3. Waters Park (Seminole Rd. and 16<sup>th</sup> St.)
  - 18 Palm Trees
4. Marvin's Gardens (Deweese Ave. and Coquina Pl.)
  - 14 Palm Trees
5. Jordan Park (around playground area), 1671 Francis Ave.
  - 18 Palm Trees
6. Veterans Memorial Park, 1 W. 1<sup>st</sup> St.
  - 31 Palm Trees
7. Tideviews Park, 1 Begonia St. (between Twin Ponds and Bennett property)
  - 48 Palm Trees
8. City Hall and Public Safety Buildings, 800 & 850 Seminole Rd.
  - 33 Palm Trees (City Hall)
  - 11 Palm Trees (Public Safety)
9. Jack Russell Park, 800 Seminole Rd.
  - 18 Palm Trees (Tennis Courts/Skate Park Area)
  - 14 Palm Trees (Baseball/Playground Area)
10. Johansen Park, 1300 Seminole Road (between Park Terrace E. & Park Terrace W.)
  - 30 Palm Trees

**TOTAL FOR PARKS = 1 Medjool Palm and 402 Palm Trees**

**C) TOWN CENTER**

1. Atlantic Blvd. (from 3<sup>rd</sup> St. to Round-About)
  - 17 Medjool Palms
  - 229 Palm Trees
2. Ocean Blvd. (from Atlantic Blvd. to 1<sup>st</sup> St.)
  - 4 Medjool Palms
  - 98 Palm Trees
3. 1<sup>st</sup> St. (from Atlantic Blvd. to Orange St.)
  - 5 Medjool Palms
  - 94 Palm Trees
4. Neptune Beach Police Dept. and 2<sup>nd</sup> St. Parking Area
  - 24 Palm Trees
5. Neptune Beach City Hall and Customer Parking
  - 25 Palm Trees
6. Lemon Street (from 1<sup>st</sup> St. to 2<sup>nd</sup> St.)
  - 21 Palm Trees

7. Lemon St. Parking Lot
  - 37 Palm Trees
8. Orange St. (from 1<sup>st</sup> St. to 2<sup>nd</sup> St.)
  - 3 Medjool Palms
  - 20 Palm Trees

**TOTAL FOR TOWN CENTER = 29 Medjool Palm and 548 Palm Trees**

D) PUBLIC UTILITIES

1. Water Treatment Plant #1, 469 11<sup>th</sup> St.
  - 55 Palm Trees
2. Wastewater Treatment Plant, 1100 Sandpiper Ln.
  - 62 Palm Trees

**TOTAL FOR PUBLIC UTILITIES = 117 Palm Trees**

E) Work Schedule

It is the City's intent that trimming of ALL palms trees (Sabal, Washingtonia and Medjool) be conducted annually, during month(s) of July and/or August. For work performed in the Town Center area, stop work before 10:30 a.m. and remove all debris before 11:00 a.m. to accommodate the lunch crowd. Work can resume after 1:30 p.m.

F) Tree Contamination Protection Requirements

In order to avoid spreading fungus and other contaminations from one palm to another, the Contractor will be required to take all necessary precautions including dipping pruning tools in bleach between each palm tree.

G) General Requirements

1. Contractor must use a bucket lift for all trees on Atlantic Blvd. Medians, and for Town Center, Mayport Flyover and Mayport Road Medjool Palms. **Use of spikes to climb trees is prohibited in all locations.**
2. Trim palm fronds up to the 9:00 o'clock & 3:00 o'clock positions, removing all berry stalks and all boots.
3. All palm fronds and debris to be properly disposed of by the Contractor. No debris is to be left on the ground or in the roadways.
4. Unless otherwise specified, "Palm Trees" listed on the Bid Summary Form shall mean Sabal and/or Washingtonia Palms. Medjools are listed separately on the Bid Summary Form.

**MULTI-YEAR CONTRACT FOR PALM TREE TRIMMING  
 BID NO. 2122-10**

**BID SUMMARY FORM**

This bid will be based on unit prices:

Medjool Palm Trees \$\_\_\_\_\_ each

Palm Trees (Sabal and Washingtonia) \$\_\_\_\_\_ each

**Quantities for Annual Palm Tree Trimming are as follows:**

	<b>Medjool Palms</b>	<b>Palm Trees (Sabal and Washingtonia Palms)</b>
A) Streets/Right-of-Ways	63	267
B) Parks	1	402
C) Town Center	29	548
D) Public Utilities	0	117
<b>Total Quantity</b>	<b>93</b>	<b>1334</b>
<b>Bid Price (each) as Shown Above</b>	\$	\$
<b>Total Quantity x Bid Price</b>	\$	\$

**Price per Palm Tree trimming for other locations or City Departments to be honored on an as-requested basis. Any additional trees will be trimmed during the same time frame. Maps of all locations will be provided prior to trimming.**

SUBMITTED BY:

Date: \_\_\_\_\_

\_\_\_\_\_  
 Name of Company (Bidder)

\_\_\_\_\_  
 By

\_\_\_\_\_  
 Business Address

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 City, State & Zip Code

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Business Telephone

\_\_\_\_\_  
 E-mail



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**6/6/2022**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<p><b>PRODUCER</b> Bates Hewett &amp; Floyd Insurance Agency 3400 Crill Ave, Suite 2 Palatka, FL 32177</p>	<p><b>CONTACT NAME:</b> Danielle Bonisolli <b>PHONE (A/C, No, Ext):</b> (386) 328-1100 <b>FAX (A/C, No):</b> (386) 329-1100 <b>E-MAIL ADDRESS:</b> danielle@bates-hewett.com</p> <table border="1" style="width: 100%;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : <b>Berkley Assurance Company</b></td> <td><b>39462</b></td> </tr> <tr> <td>INSURER B : <b>Auto-Owners Insurance</b></td> <td><b>18988</b></td> </tr> <tr> <td>INSURER C : <b>Bridgefield Casualty Ins</b></td> <td><b>10335</b></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : <b>Berkley Assurance Company</b>	<b>39462</b>	INSURER B : <b>Auto-Owners Insurance</b>	<b>18988</b>	INSURER C : <b>Bridgefield Casualty Ins</b>	<b>10335</b>	INSURER D :		INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															
<p><b>INSURED</b> Outset Capital Partners dba Treeco 267 Big Oak Rd Saint Augustine, FL 32084</p>															

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<b>A</b>	<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>			VUMA0268850	3/10/2022	3/10/2023	EACH OCCURRENCE	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
		OTHER:						MED EXP (Any one person)	\$ 5,000
								PERSONAL & ADV INJURY	\$ 1,000,000
								GENERAL AGGREGATE	\$ 2,000,000
								PRODUCTS - COMP/OP AGG	\$ 2,000,000
									\$
<b>B</b>	<input checked="" type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>			5286206500	6/5/2022	6/5/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
								BODILY INJURY (Per person)	\$
								BODILY INJURY (Per accident)	\$
								PROPERTY DAMAGE (Per accident)	\$
								<b>PIP</b>	\$ 10,000
									\$
		UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/>						EACH OCCURRENCE	\$
		EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>						AGGREGATE	\$
		DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>							\$
<b>C</b>	<input checked="" type="checkbox"/>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y/N</b> N	<b>N/A</b>	196-51426	8/31/2021	8/31/2022	<b>X</b> PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	\$ 1,000,000
								E.L. EACH ACCIDENT	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<p><b>CERTIFICATE HOLDER</b></p> <p>For Information Purposes</p>	<p><b>CANCELLATION</b></p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE <i>David Baird</i></p>
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# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____		Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ► 	Date ► 1/4/2022
------------------	--	-----------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

This Receipt is issued pursuant to  
County ordinance 87-36

## 2021/2022 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

**Account** 1084373  
**EXPIRES** September 30, 2022

**Business Type** Tree Service  
**Location** 267 Big Oak Rd  
St Augustine FL 32095

**Business Name** **Treeco**

**Owner Name** Outset Capital Partners LLC

**Mailing Address** 267 Big Oak Rd  
St. Augustine, FL 32095



**New Business  
Transfer**

<b>Tax</b>	22.00
<b>Penalty</b>	0.00
<b>Cost</b>	0.00
<b>Total</b>	<b>22.00</b>

**DENNIS W. HOLLINGSWORTH  
ST. JOHNS COUNTY TAX COLLECTOR**

This receipt does not constitute a franchise, an agreement, permission or authority to perform the services or operate the business described herein when a franchise, an agreement, or other county commission, state or federal permission or authority is required by county, state or federal law.

**This form becomes a receipt only when validated below**

**Paid by receipt(s) 2020-803510 on 08/23/21 for \$22.00**

Special Meeting Agenda Item #3  
Attachment No. 2 Tree Quantities - Neptune Beach

<b>BID 2122-10 PALM TREE TRIMMING</b>										
V. SCOPE OF WORK				Medjool			Palm Trees			
A) STREETS/RIGHT-OF-WAYS				Qty.	Cost	Total	Qty.	Cost	Total	GRAND TOTAL
5	Mayport Flyover (NB Side)			12	\$ 38.00	\$ 456.00	35	\$ 40.00	\$ 1,400.00	\$ 1,856.00
<b>TOTAL</b>				<b>12</b>			<b>35</b>			
C) TOWN CENTER				Qty.	Cost	Total	Qty.	Cost	Total	GRAND TOTAL
3	1st St. Town Center			7	\$ 38.00	\$ 266.00	123	\$ 40.00	\$ 4,920.00	\$ 5,186.00
	Atlantic Blvd (Neptune Beach Side)			27	\$ 38.00	\$ 1,026.00	124	\$ 40.00	\$ 4,960.00	\$ 5,986.00
4	Neptune Beach Police & 2nd St. Parking			2	\$ 38.00	\$ 76.00	67	\$ 40.00	\$ 2,680.00	\$ 2,756.00
5	Neptune Beach City Hall & Customer Parking									
6	Lemon Street			0	\$ 38.00	\$ -	60	\$ 40.00	\$ 2,400.00	\$ 2,400.00
7	Lemon Street Parking Lot									
8	Orange Street			0	\$ 38.00	\$ -	41	\$ 40.00	\$ 1,640.00	\$ 1,640.00
<b>TOTAL</b>				<b>36</b>			<b>415</b>			
<b>NEW QUANTITIES (NEPTUNE BEACH):</b>				<b>48</b>	<b>\$ 38.00</b>	<b>\$ 1,824.00</b>	<b>450</b>	<b>\$ 40.00</b>	<b>\$ 18,000.00</b>	<b>\$ 19,824.00</b>
ADDITIONAL PROPOSAL				Qty.	Cost	Total	Qty.	Cost	Total	GRAND TOTAL
All Palms on First Street from Orange St to Seagate Ave heading South				3	\$ 38.00	\$ 114.00	220	\$ 40.00	\$ 8,800.00	\$ 8,914.00
<b>TOTALS WITH ADDITIONAL PROPOSAL (NEPTUNE BEACH):</b>				<b>51</b>	<b>\$ 38.00</b>	<b>\$ 1,938.00</b>	<b>670</b>	<b>\$ 40.00</b>	<b>\$ 26,800.00</b>	<b>\$ 28,738.00</b>



# A SHORT PRIMER ON IMPACT FEES.

BY  
TERRELL K. ARLINE  
AUGUST 2022

# What is an impact fee?

- An impact fee is a source of revenue to finance a portion of the cost of public services and/or infrastructure required to serve new development.
- It is not a tax.

# Examples.

- Potable water
- Wastewater
- Transportation
- Police
- Fire
- EMS
- Parks
- Recreation
- Public buildings
- Libraries
- Schools
- Etc.

# New construction

- Growth pays for its fair share of the public infrastructure.
- Existing taxpayers should not pay for all costs of growth.
- All land use categories may be subject to an impact fee.
- Residential, commercial, industrial, etc.

Courts have long recognized impact fees.

- The first impact fee was approved in *Contractors and Builders Association of Pinellas County v. City of Dunedin* 329 So.2d 314 (Fla. 1976).
- Many subsequent cases over the years upheld impact fees as valid means for local governments to finance public services and infrastructure.

# The Florida Impact Fee Act

Section 163.31801, Florida Statutes  
Passed in 2021.

# Minimum Requirements.

## Must be Based on Local Data.

- “Ensure that the calculation of the impact fee is based on the most recent and localized data.”
  - Therefore, must hire an expert in economics, land use planning, etc.
  - Evaluate the cost of services and/or infrastructure.
  - Prepare a per unit analysis:
    - Square foot commercial development
    - Residential units
    - Persons
    - Etc.



# Accounting/Reporting.

- “Provide for accounting and reporting of impact fee collections and expenditures and account for the revenues and expenditures of such impact fee in a separate accounting fund.”
- Report signed by chief financial officer.
- Could be included in the annual audit.

# Limit overhead.

- “Limit administrative charges for the collection of impact fees to actual costs.”

# Notice.

- “Provide notice at least 90 days before the effective date of an ordinance or resolution imposing a new or increased impact fee. . . .
- Unless the result is to reduce the total mitigation costs or impact fees imposed on an applicant, new or increased impact fees may not apply to current or pending permit applications submitted before the effective date of a new or increased impact fee.”

# Timing.

- “Ensure that collection of the impact fee may not be required to occur earlier than the date of issuance of the building permit for the property that is subject to the fee.”
- Collect impact fee at building permit.
- Or later at certificate of occupancy.
- Usually affects the price at sale.

# Dual Rational Nexus.

- Evaluate the cost of impacts of new development.
  - “Ensure that the impact fee is proportional and reasonably connected to, or has a rational nexus with, the need for additional capital facilities and the increased impact generated by the new residential or commercial construction.”
- Limit the fee paid to the cost to pay for these impacts.
  - “Ensure that the impact fee is proportional and reasonably connected to, or has a rational nexus with, the expenditures of the funds collected and the benefits accruing to the new residential or nonresidential construction.”

## Earmark.

- “Specifically earmark funds collected under the impact fee for use in acquiring, constructing, or improving capital facilities to benefit new users.”
- Must spend on the public service or infrastructure identified in the fee.
- May need to refund it if don't spend it.

# Phase It In.

- An increase of not more than 25% must be implemented in two equal annual installments.
- An increase greater than 25% but not more than 50% must be implemented in four equal installments.
- An impact fee cannot exceed 50% of the current rate.
- An impact fee cannot be increased more than once every 4 years.

# Credits on Impact Fees.

- Local government must issue a “credit” “dollar-for-dollar” against impact fees for any contribution from the developer related to public facilities or infrastructure or prepayments.
- Credits are assignable and transferable to other properties.
- Credits go up if impact fees go up.



# Existing Debt.

- “Ensure that revenues generated by the impact fee are not used, in whole or in part, to pay existing debt or for previously approved projects”
- “unless the expenditure is reasonably connected to, or has a rational nexus with, the increased impact generated by the new residential or nonresidential construction.”

# Exemptions.

- Statute allows for an exemption from impact fees for affordable housing.
- Local government do not have to make up the difference.
- Statute does not apply to “water and sewer connection fees.”
- Other governments.

# Impact Fees and the Comprehensive Plan.

- 5-year Capital Improvements Element.
- Correct existing public facility deficiencies.
- Establish levels of service.
- Estimate public facility costs.
- Set standards to ensure the availability of public facilities and the adequacy of those facilities to meet established acceptable levels of service.
- Include a schedule of capital improvements.
- Concurrency management.

# Examples of Impact Fees.

# Orange County Parks and Recreation.

<b>Parks and Recreation Impact Fees</b>			<b>3.70%</b>
<b>Residential</b>			
Single Family Detached	Per Dwelling Unit	\$1,721.00	\$1,785.00
Accessory Dwelling Unit	Per Dwelling Unit	\$1,165.00	\$1,208.00
Multi-Family	Per Dwelling Unit	\$1,165.00	\$1,208.00
Mobile Home	Per Dwelling Unit	\$1,283.00	\$1,330.00
Retirement Housing / Age Restricted	Per Dwelling Unit	\$923.00	\$957.00

# Orange County Fire Impact Fee

Effective Date		5/1/2021	5/1/2022
<b>Fire Impact Fees</b>			2.00%
<b>Residential</b>			
Single Family/Duplex/Mobile Home	Per Dwelling Unit	\$339.00	\$346.00
Multi-Family	Per Dwelling Unit	\$232.00	\$237.00
Hotel / Motel	Per Room	\$194.00	\$198.00
<b>Nonresidential</b>			
Commercial / Retail / Assembly	Per 1,000 Sq. ft.*	\$307.00	\$313.00
Office / Institutional	Per 1,000 Sq. ft.*	\$269.00	\$274.00
Industrial	Per 1,000 Sq. ft.*	\$84.00	\$86.00
Storage	Per 1,000 Sq. ft.*	\$19.00	\$19.00

# Orange County Police.


Law Enforcement Impact Fees			1.60%
<b>Residential</b>			
Single Family Detached	Per Dwelling Unit	\$502.00	\$510.00
Multi-Family	Per Dwelling Unit	\$194.00	\$197.00
Mobile Home	Per Dwelling Unit	\$350.00	\$356.00
Hotel / Motel	Per Room	\$396.00	\$402.00
<b>Commercial</b>			
Manufacturing	Per 1,000 Sq. ft.	\$146.00	\$148.00
Warehousing	Per 1,000 Sq. ft.	\$81.00	\$82.00
Commercial / Retail / Assembly	Per 1,000 Sq. ft.	\$786.00	\$799.00
Office / Institutional	Per 1,000 Sq. ft.	\$265.00	\$269.00
Private Schools	Per 1,000 Sq. ft.	\$91.00	\$92.00
Public School	Exempt under state law		

# Roads are Unique.

- Statutory Limits on Concurrency for Roads.
- Local government must have a 5-year plan to improve the roads to adopted level of service funded in its capital improvement plan if they are going to charge impact fees for roads.



# Alternative? Mobility Fee like COJ.

<b>Estimated Mobility Fee</b>	
<b>Cost Per Vehicle Mile Travel(VMT) (A)</b>	<b>\$24.31</b>
<b>Average VMT in a Development Area (B)</b>	<b>9.24 Miles</b>
<b>Project Daily Vehicle Trips (C)</b>	<b>9</b>
 Residential   210 - Single Family Detached Housing (General Urban/Suburban)   Dwelling Units (1)	<b>9</b>
<b>TOTAL ESTIMATED MOBILITY FEE (A x B x C)</b>	<b>\$2,022</b>

# St Johns County Collects Impact Fees for roads, buildings, law enforcement, fire rescue, parks, and schools

**St. Johns County's Schedule of Fees and Services**  
Impact Fees

IMPACT FEES SCHEDULE (per County Ordinance 2018-16)

LAND USE TYPE	Unit of Measurement	Roads	Buildings	Law Enforcement	Fire/Rescue	Parks	Schools	TOTAL
<b>RESIDENTIAL:</b>								
Under 800 FT²	Unit	\$6,194	\$492	\$230	\$150	\$992	\$1,613	\$9,671
801-1,250	Unit	\$7,358	\$586	\$273	\$401	\$1,178	\$2,951	\$12,747
1,251-1,800	Unit	\$7,588	\$604	\$282	\$528	\$1,215	\$4,264	\$14,481
1,801-2,500	Unit	\$9,454	\$752	\$351	\$654	\$1,513	\$5,312	\$18,036
2,501-3,750	Unit	\$10,997	\$875	\$408	\$907	\$1,761	\$7,451	\$22,399
3,751-5,000	Unit	\$12,741	\$1,014	\$473	\$1,159	\$2,040	\$7,774	\$25,201
5,001 FT² and Over	Unit	\$13,451	\$1,070	\$500	\$1,412	\$2,154	\$7,903	\$26,490
Hotel/Motel	Room	\$3,757	\$351	\$164	\$42	\$177	\$0	\$4,491
<b>INDUSTRIAL:</b>								
General Industrial	1,000 FT²	\$1,549	\$212	\$98	\$16	\$0	\$0	\$1,875
Warehousing	1,000 FT²	\$543	\$144	\$67	\$10	\$0	\$0	\$764
Mini-warehousing	1,000 FT²	\$471	\$20	\$9	\$1	\$0	\$0	\$501
<b>OFFICE:</b>								
General Office < 100k FT²	1,000 FT²	\$2,923	\$643	\$300	\$193	\$0	\$0	\$4,059
General Office 100-200k FT²	1,000 FT²	\$2,766	\$513	\$239	\$154	\$0	\$0	\$3,672
General Office > 200k FT²	1,000 FT²	\$2,512	\$387	\$180	\$116	\$0	\$0	\$3,195
<b>COMMERCIAL:</b>								
Commercial < 100K FT²	1,000 FT²	\$3,443	\$1,381	\$645	\$123	\$0	\$0	\$5,592
Commercial 100-199K FT²	1,000 FT²	\$4,727	\$1,236	\$577	\$111	\$0	\$0	\$6,651
Commercial 200-299K FT²	1,000 FT²	\$5,421	\$1,085	\$507	\$97	\$0	\$0	\$7,110
Commercial 300-399K FT²	1,000 FT²	\$6,325	\$926	\$432	\$83	\$0	\$0	\$7,766
Commercial 400-499K FT²	1,000 FT²	\$7,355	\$863	\$403	\$78	\$0	\$0	\$8,699
Commercial > 500K FT²	1,000 FT²	\$7,981	\$795	\$371	\$71	\$0	\$0	\$9,218
Bank/Financial Institution	1,000 FT²	\$9,029	\$459	\$214	\$41	\$0	\$0	\$9,743
Service Station - all types	Fueling Station	\$3,376	\$638	\$298	\$57	\$0	\$0	\$4,369
Pharmacy w/Drive Thru	1,000 FT²	\$4,020	\$498	\$233	\$45	\$0	\$0	\$4,796
Fast Food w/Drive Thru	1,000 FT²	\$12,209	\$1,072	\$500	\$96	\$0	\$0	\$13,877
<b>RECREATIONAL:</b>								
Gen Recreation	Acre	\$768	\$46	\$22	\$4	\$0	\$0	\$840
Campground/RV Park	Acre	\$19,104	\$6,218	\$2,903	\$556	\$0	\$0	\$28,781
Marina	Berth	\$493	\$86	\$40	\$7	\$0	\$0	\$626
Health/Fitness Club	1,000 FT²	\$6,041	\$530	\$248	\$45	\$0	\$0	\$6,864
<b>INSTITUTIONAL:</b>								
Elementary School	1,000 FT²	\$1,577	\$374	\$175	\$34	\$0	\$0	\$2,160
High School	1,000 FT²	\$1,392	\$342	\$160	\$30	\$0	\$0	\$1,924
College	1,000 FT²	\$2,187	\$327	\$152	\$29	\$0	\$0	\$2,695
<b>MEDICAL:</b>								
Hospital	1,000 FT²	\$2,063	\$1,010	\$471	\$90	\$0	\$0	\$3,634
Nursing Home	1,000 FT²	\$1,204	\$71	\$33	\$6	\$0	\$0	\$1,314
Medical Office	1,000 FT²	\$7,292	\$845	\$394	\$76	\$0	\$0	\$8,607



\$9,671
\$12,747
\$14,481
\$18,036
\$22,399
\$25,201
\$26,490
\$4,491

Thank you.

- Questions?

# References.

- Mark Watts, Michael Woods, Robert Vope, C. Allen Watts, “Impact Fees in Florida”, Florida Treatise of the Environmental and Land Use Law Section, Florida Bar (April 20 2).
- Flagler County, Florida “Comprehensive Impact Fee Ordinance,” (December 6, 2021).
- City of Jacksonville, Mobility Fee Calculator (2018).
- City of Reno, “Police Facility Impact Fee System Administrative Manual,” (May 2020.)
- Dennis H. Ross, and Scott Ian Thorpe, “Impact Fees: Practical Guide for Calculation and Implementation” Journal of Urban Planning and Development (1992).
- Orange County, “Impact Fees,” (May 2022).
- Section 37.0 Impact Fees, St. Johns County Land Development Code.

**CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
(REVISED 08/09/2022)**

**Workshop Agenda Item #3A**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>CITY MANAGER'S OFFICE</b>					
Special Event Policy Update	Working on Framework	N/A	2/15/2021	12/31/2021	In progress
Comprehensive Emergency Management Plan Review	The MCEMP went through an exhaustive update last year 5/25/2021 Emergency Management Meeting with Staff; NBPD updating.	N/A	3/10/2021	1/30/2022	In Progress
Various Personnel Policy Updates	Draft back from consultants and with department heads for review and revision due 11/23/2021.	N/A	3/5/2021	1/30/2022	In progress
FOP Contract Negotiations			7/1/2021	TBD	
CFO Search	Begins 8/12/2021--estimated completion 9/30/2021		8/11/2021	12/30/2021	
Budget Planning	First hearing on 9/8/2021, second hearing on 9/20/2021		5/20/2021	9/27/2021	Complete
Beach Recycling, Container Improvements and Educational Signs at Beach Accesses			In progress		
Waste Pro Liquidated Damages	Liquidated damages calculated monthly for missed residential collections.	N/A	N/A	N/A	On-going
<b>FINANCE DEPARTMENT</b>					
Tyler Technologies Financial Software Replacement	Creating a new timeline for tyler Implementation		6/28/2022	Ongoing	
Fiscal Year 2021 Audit	Complete FY2020 Audit Entries and book FY 2020 Adjusting Entries. Reconciling Cas and Variance Analysis		Ongoing	In progress	
New Banking Services	Receiving Credit Card Terminals		3/1/2021	In progress	
Cash Reconciliations	All cash accounts have been reconciled and current			In progress	
2023 Budget Worksheet	Ongoing		4/5/2022	In progress	
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>					
Building Department Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Code Enforcement Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Commercial Fire Inspection Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Community Development Board Meeting	No Meeting scheduled for July	N/A	ongoing	7/7/2022	TBD

**CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
(REVISED 08/09/2022)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>					
Phase III: Presentation of Final Draft LDC	Presentation and 1st Read held 7/5/22	N/A	2021	7/7/2022	7/5/2022
Phase III: Final Document Revisions	This will be completed between the first read and the second read.	N/A	2021	7/26/2022	8/1/2022
Phase III: Public Hearing Presentation	2nd and Final Read 8/1/22	N/A	2021	7/7/2022	8/1/2022

**CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
(REVISED 08/09/2022)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>					
CRA: Finding of Necessity Research Data Collection and Analysis	Staff has placed this on hold pending the LDC adoption	N/A	N/A	Completed	TBD
CRA: Networking and Outreach	On hold	N/A	N/A	11/10/2021	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	On hold	N/A	N/A	11/10/2021	TBD
CRA: Board Meeting	On hold	N/A	N/A	11/10/2021	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	On hold	N/A	N/A	11/10/2021	TBD
Creation of GIS Maps for City	Staff is getting ArcMap installed on laptop devices and also obtaining layer, shapefile, and geodatabase info from Duval County	N/A	8/1/2022	8/8/2022	TBD
Impact Fees	Staff is working with Terrell Arline to establish impact fees for new development in the City.	Mr. Arline is preparing a impact fee analysis on his own volition for the city to use as a basis.	8/1/2022	8/8/2022	TBD
Fee Resolution	Staff has presented the Fee Resolution to City Council for adoption it was tabled pending a comparison to existing fees and fees in other municipalities. Staff has the fees from the other municipalities and is creating a spreadsheet.	N/A	3/9/2022	8/8/2022	TBD
<b>GRANTS &amp; RESILIENCY</b>					
Jarboe Park Phase 1 - Tennis, Pickleball Courts & Volleyball Courts - Opening	Additional Landscaping - Grading and spreading of grass seed completed, final fencing will be removed when grass established		1/1/2021	8/5/2022	In progress
Jarboe Park Phase 1 - Tree Planting Plan	Planting Plan approved by COJ Tree Commission on 12/15/2021		1/1/2021	8/5/2022	Completed
Jarboe Park Phase 1 - Tree Planting	Landscaping Contractor responding to comments from COJ Arborist, Contractor is now regularly watering		1/1/2021	8/5/2022	In progress
Jarboe Park- Additional Shade Structures	1st quote for additional shade received week of 5/2/2022, Attempting to get additional quotes		5/1/2022	8/5/2022	In progress
Resiliency Lab at Jarboe Park - MOU	MOU with Smart North Florida executed on 2/15/2022		8/1/2021	8/5/2022	Completed
Resiliency Lab at Jarboe Park - Pilot Technologies Identification	City Council approved Storm Sensor project on 2/7/2022, Sensor installed on 3/24/2022, Demo on 4/14/2022, Weather Station online week of 5/9		8/1/2021	8/5/2022	In progress
Resiliency Lab at Jarboe Park - StormSensor Expansion	City Council approved 5/2/2022, Sensors installed 5/9 to 5/20/2022 with follow-up work on week of 6/20/2022, Demo at City Hall on 6/30/22, Maintenance scheduled for 8/17		5/1/2022	8/5/2022	In progress
Community Resilience Planning Grant	\$100,000 grant announced on 5/3/2022, initial grant documents received 5/9/2022, met with University of Florida concerning scope of project on 6/8/2022, UF drafting scope	\$100,000 (Reimbursable Grant)	5/3/2022	8/5/2022	In progress
COJ Penman Road Complete Streets Project Study	Community Meeting on 12/15/2021 - study scheduled for completion by Fall 2022, design phase to begin 1/1/2023, next staff level Stakeholder meeting planned for end of August		10/1/2021	8/5/2022	In progress
FDOT Atlantic Blvd and Third St Intersection Improvements and Bay Street Pedestrian Hybrid Beacon and Crosswalk	Construction started on 1/3/2022 - schedule delayed because new drainage structure had to be added to the project for Jax Beach Beacon, Work resumed in July		7/1/2021	8/5/2022	In progress

**CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
(REVISED 08/09/2022)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>POLICE DEPARTMENT</b>					
Motorola P1 Computer Aided Dispatch (CAD) Project	Development Stage, Provisioning in Progress Daily	\$35,000	7/12/2019	Active	In progress
2020-JAGC-DUVA-7-5R-172 (Tech. / Wellness Project)	Funds Awarded, Project Nearly Completed Deployed	\$57,002 (+)	7/1/2021	Active	In progress
2021-JAGC-DUVA-4-3B-127 (TBD)	Funds Awarded, Pending Deployment	\$52,858 (+)	1/1/2021	Active	In progress
Firehouse Public Safety Grants	Grant Awarded - Pending ACH Deposit	\$20,852	4/7/2022	Active	In progress
DUI Unit Body Worn Camera (BWC) & In-Car Camera Project	Kick-Off Calls Scheduled in August, Deployment Pending	\$7,748	7/13/1905	Active	In progress
Patrol Rifle Refresh	Phase 2 Completed	\$5,000.00	7/13/1905	Completed	8/2/2022
Narcans Initiative	Receieved 50 doses from HIDTA (free). Pending Training & Deployment	\$0	6/8/2022	Active	In progress
<b>PUBLIC WORKS DEPARTMENT</b>					
Florida Blvd. Culvert Replacement Project	Project Close-out: - Contractor substantially completed the project on June 1, 2022 - Punchlist - Engineer and contractor working on permit close-outs	Original Contract Price: \$921,754.49 Change Orders: \$24,581.70 Contract Price incorporating Change Orders: \$946,336.19	August 10, 2021	June 01, 2022	On-going



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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>PUBLIC WORKS DEPARTMENT</b>					
WTP Emergency Response Plan	Professional Services: - final edits received on April 29, 2022	Consulting Fee: \$41,964.00	November 17, 2021	January 31, 2022	Completed
CUP Renewal and well relocation design	Professional Services: -The Supplemental Agreement with the Consultant was approved during the January 3, 2022 Council meeting - Kick-off meeting with the Consultant on 1/14/2022. - Consultant submitted the CUP renewal permit application to the SJRWMD on 6/10/2022. - Consultant working on preparing for RAI response to the SJRWMD.	Consulting Fee: \$421,000	January 07, 2022	July 30, 2023	On-Going
Phase I WWTF improvements to address the Consent Order	- Kick-off meeting with the City's Consultant held on January 10, 2022 - Consultant coordinating with FDEP on consent order modifications. - Consultant analyzed existing data, BioWIN modeling, and preliminary sizing calculations for plant 2 modifications. - SJRWMD notified the City of a cost share grant award of up to \$437,500 - Consultant working on additional grant funding with the State. - Consultant conducted site visit to view Plant 2 while it was drained.	Consulting Fee: \$412,096.43	December 09, 2021	July 30, 2023	On-Going

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>PUBLIC WORKS DEPARTMENT</b>					
Stormwater strategic planning	<ul style="list-style-type: none"> <li>- Kick-off meeting held on December 21, 2021</li> <li>- Coordinated the public engagement meeting</li> <li>- Prepared public notice and coordinating advertisement of public meeting</li> <li>- Held Public Outreach meeting on March 30, 2022 from 5 pm to 7 pm to collect public input as a stakeholder in the planning process.</li> <li>- The Consultant is assembling the data, creating a matrix, and developing a ranking and prioritizing methodology for the collected data.</li> <li>- The Consultant developed two concept plans for the 400 block South Street drainage concerns.</li> <li>- The Consultant is working on a draft Construction Management at Risk (CMAR) solicitation document.</li> </ul>	Consulting Fees: \$252,817	December 09, 2021	September 30, 2022	On-Going
MS4 compliance and annual report	<ul style="list-style-type: none"> <li>-The Supplemental Agreement for the consulting services was approved during the January 3, 2022 Council meeting.</li> <li>- Submitted the completed MS4 annual report to the FDEP on 3/28/2022.</li> <li>- On 4/12/2022 the FDEP responded that the City's MS4 annual report is administratively complete.</li> </ul>	Consulting Fees: \$19,000	January 07, 2022	September 30, 2022	Complete
Emergency gravity sewer main repairs on Forest Ave.	<ul style="list-style-type: none"> <li>- Project Close-out</li> <li>- Waiting on the contractor to submit final lien releases to complete final billing with IPR.</li> </ul>	Purchase Authorizations Amount: \$380,766.96	January 04, 2022	TBD	On-going

**CITY OF NEPTUNE BEACH  
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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>PUBLIC WORKS DEPARTMENT</b>					
SB 64 planning	<ul style="list-style-type: none"> <li>- Working with Consultant along with the COJB and COAB to set up a joint meeting to discuss scoping sometime in the middle of January 2022.</li> <li>- January 5, 2022 FDEP notified Public Works that we 84 days to submit an approvable cover letter and plan.</li> <li>- Beaches coordination meeting on 1/20/2022.</li> <li>- Submit RAI response to the FDEP on 3/29/2022.</li> <li>- On 3/29/2022 FDEP responded they will let us know if they have any more questions, but think it should be good.</li> <li>- Consultant coordinating with other the beach communities for contracting and awaiting the other beaches.</li> </ul>	Consultant Fees: TDB	TBD	March 30, 2022	Ongoing
Pavement assessment program (Roadbotics)	<ul style="list-style-type: none"> <li>- Mobility Management is assisting Public Works</li> <li>- The City sent Roadbotics a GIS file of the road line work</li> <li>- Driving final roads segments using Roadbotics and coordinating with Roadbotics for sufficient coverage</li> </ul>	Software as Service Cost: \$4,000/yr.	October 08, 2021	September 30, 2022	On-going
City Signage Inventory (AgileMapper)	<ul style="list-style-type: none"> <li>- Planning to start the City signage inventory after the pavement assessment is completed</li> </ul>	Software as Service Cost: \$5,000/yr.	October 14, 2021	September 30, 2022	Planned
Water Tower Repairs and Maintenance	<ul style="list-style-type: none"> <li>- Coordination meeting with Utility Services/Suez on February 2, 2022.</li> <li>- Utility Services/Suez action items include: planning the phasing of the work to minimize road closures, use the limited space available neat the water tower and R-O-W across the street including the park at the 5-way intersection, preparing site plan, MOT plan, and advertisement that can be used for permitting and community engagement.</li> <li>- Utility Services/Suez inspected the water tower and performed a wash-out of the interior on 2/24/2022.</li> <li>- Utility Services/Suez coordinating with staff on the project.</li> <li>- Staff coordinated with Beaches Energy to temporarily remove light poles that would be in the way of Utility Services/Suez scope of work.</li> <li>- Staff coordinated to remove a tree that would be in the way of Utility Services/Suez scope of work.</li> <li>- Coordinating third party agreements between the carriers, Utility Services, and City to complete the work.</li> <li>- Utility services is coordinating needed supplies for the work</li> <li>- Coordinating R-O-W permitting</li> </ul>	TBD	Tentatively starting May 2022 and completing in August 2022 so the majority of the work is done while school is out.	TBD	Planned

**CITY OF NEPTUNE BEACH  
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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>SENIOR ACTIVITY CENTER</b>					
CDBG Contract 2022-2023	Grant Submitted January 2022	Requesting \$44,895	10/1/2022	APPROVED FOR \$48,000	9/30/2023
Planning/discussions with Marquis Latimer & Halback, Inc engineering/landscaping/ porch design/build estimates	July 2021-present	\$35,000	7/1/2021	Jan-22	on going
Building porch, parking lot, storm water runoff, landscaping	ongoing	\$221,000.00	9/15/2022	IN RPROCESS	12/1/2022
Procurement of equipment/supplies/furniture	ongoing	\$90,000	9/1/2021	IN PROCESS	8/30/2022
Invitation to Bid for build of porch/SJWM permit/parking area/purchase & install landscaping	Working with City Manager, ML&H	NA	9/1/2022	TBD	9/15/2022
Install internet & phone lines	Comcast/Other carriers	\$150.00	7/1/2022	NA	On going
Pre-Conference Bid with contractors	Planned 8/19/2022	NA	September 15, 2022	TBD	Tentative Bid Award 9/15/2022
CDBG 2021-2022 Grant	On going	NA	10/1/2021	All funds received \$44,895	9/20/2022
AB Mayor's Grant Application	in process	NA	8/1/2022	Approval anticipated October 2022	\$2500 request
Day Trip/Cultural & Social Experience	Van Gogh Exhibit, charter transportation, lunch	NA	11/5/2022-9:30a-3:30p	planned/moving forward	Saturday, November 05, 2022
Day Trip/Cultural & Social Experience	Jesus Christ Superstar-TU Center for Performing Arts	NA	8/1/2022, 5pm-11pm	party/charter transportation	Wednesday, March 22, 2023
CDBG 202-2021 Funding	on going	working with COJ	10/1/2020	Ongoing	Anticipate receiving \$27,000+ 09/2022
<b>MOBILITY MANAGEMENT</b>					
Use Roadbotics assessment software to record data for all streets in City limits.	All routes completed. Awaiting feedback from Roadbotics.	TBD; Project is budgeted by Public Works Department.	12/6/2021	8/9/2022	Goal: 6/24/2022
North Beaches Parking Program Strategic Plan	Drafting. Holding weekly meetings with CDD to coordinate parking program strategic plan with CONB wayfinding plan.	None	2/2/2022	8/9/2022	Goal: 8/01/2022
Neptune Beach resident parking program setup per Resolution 2022-05	Software programming changes from Flowbird still outstanding as of 7/8/22. All other items are ready. Updates shared to City website and Facebook 7/25/22.	\$1,500.00	5/10/2022	8/9/2022	Goal: 7/01/2022
<b>INFORMATION TECHNOLOGY</b>					
Updating the backup infrastructure	In Progress	N/A	10/11/2021	5/10/2022	In Process
Creating documents according to the CM and the CFO's instructions	In Progress	N/A	10/5/2021	5/10/2022	In progress

**CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
(REVISED 08/09/2022)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>INFORMATION TECHNOLOGY</b>					
Tyler Technologies ERP	Working on collecting the required information from all affected departments, having current future state analysis meetings with Tyler and the department heads	N/A	10/5/2021	5/10/2022	In Progress
Tyler Technologies Incode Financial Implementation	We have been working on the Tyler Incode 10 test environment	N/A	10/5/2021	5/10/2022	In Progress
Working on the server upgrades project	All required quotes have been received and submitted to the CM and I've made my recommendation	N/A	10/5/2021	5/10/2022	In progress
Computer upgrades	All required quotes have been received and submitted	N/A	10/5/2021	5/10/2022	In progress
Tyler MyCivic Services App implementation	Providing the requested information for setting up the App	N/A	6/10/2022	6/10/2022	1-Oct
Phone setups and distribution	In Progress	N/A	4/1/2022	5/10/2022	in progress
Tyler financial implementation	In Progress	N/A	6/10/2022	6/10/2022	1-Oct
Submitted by the City Manager on August 15, 2022					

# Building Activity Report

Building Activity October 1, 2021 to September 30, 2022						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-21	109	89	124	\$21,333.09	7	\$1,861,931
Nov-21	99	52	163	\$16,924.29	7	\$1,621,863
Dec-21	96	72	163	\$25,615.88	4	\$5,433,562
Jan-22	124	80	193	\$29,540.85	4	\$3,222,706
Feb-22	110	74	171	\$16,820.09	7	\$1,206,004
Mar-22	114	87	198	\$21,505.98	6	\$6,447,016
Apr-22	145	136	185	\$67,275.67	15	\$7,068,935
May-22	97	61	171	\$20,252.47	13	\$1,864,322
Jun-22	141	101	208	\$29,032.43	9	\$2,857,378
Jul-22	97	78	183	\$16,040.07	6	\$2,105,091
Aug-22						
Sep-22						
<b>Totals</b>	<b>1132</b>	<b>830</b>	<b>1759</b>	<b>\$264,340.82</b>	<b>78</b>	<b>\$33,688,808</b>

50 public records request for permit history processed  
 25 public records request for permit history processed  
 34 public records request for permit history processed  
 63 public records request for permit history processed

Building Activity October 1, 2020 to September 30, 2021						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-20	84	58	151	\$13,016.40	6	\$2,168,231
Nov-20	92	66	91	\$12,601.91	4	\$1,973,657
Dec-20	98	64	115	\$12,967.22	3	\$1,192,593
Jan-21	97	52	112	\$16,389.85	9	\$1,400,891
Feb-21	112	95	139	\$22,409.82	11	\$2,442,996
Mar-21	148	95	199	\$19,042.59	10	\$2,598,077
Apr-21	121	66	181	\$16,500.07	6	\$1,276,435
May-21	136	72	200	\$21,496.35	15	\$2,097,499
Jun-21	115	87	116	\$18,324.92	10	\$1,425,360
Jul-21	115	87	116	\$18,324.92	10	\$1,425,360
Aug-21						
Sep-21						
<b>Totals</b>	<b>1118</b>	<b>742</b>	<b>1420</b>	<b>\$171,074.05</b>	<b>84</b>	<b>\$18,001,099</b>
<b>Difference</b>	<b>14</b>	<b>88</b>	<b>339</b>	<b>\$93,266.77</b>	<b>-6</b>	<b>\$15,687,709</b>



## Code Enforcement Activity Report

7/1/2022 - 07/31/2022

Parcel #	Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed
172395 0140	2022095	7/20/2022	Closed	Missing Manhole Cover open to public	7/29/2022	Manhole cover replaced	7/29/2022
172395 0140	2022095	7/20/2022	Closed	Missing Manhole Cover open to public	7/29/2022	PAID INVOICE FOR COST TO CASHIERS. \$446.25	7/29/2022
176978 0100	2022100	7/29/2022	Open	It appears there continues to be a commercial business run out of the home including employee traffic, deliveries, parking of extremely large (semi trailer flat bed sized) construction trailers in the front yard and on the street, loading and unloading of bobcat excavators, scissor lifts, stump grinders etc.	7/29/2022	RECEIVED EMAIL THAT THERE CONTINUES TO BE COMMERCIAL ACTIVITY AND THE PARKING OF LARGE TRAILERS ON THE PROPERTY AND STREET. SEE ATTACHED EMAIL.	
176978 0100	2022100	7/29/2022	Open	It appears there continues to be a commercial business run out of the home including employee traffic, deliveries, parking of extremely large (semi trailer flat bed sized) construction trailers in the front yard and on the street, loading and unloading of bobcat excavators, scissor lifts, stump grinders etc.	7/29/2022	PER FL STATUTE 162.06(3)-PROPERTY OWNER IS A REPEAT VIOLATOR AND SHOULD BE SENT A NOTICE TO EXPECT A NOTICE TO APPEAR ONCE A MAGISTRATE DATE HAS BEEN SET.	
176978 0100	2022100	7/29/2022	Open	It appears there continues to be a commercial business run out of the home including employee traffic, deliveries, parking of extremely large (semi trailer flat bed sized) construction trailers in the front yard and on the street, loading and unloading of bobcat excavators, scissor lifts, stump grinders etc.	7/29/2022	Drove by 705 Neptune Ln. No activity, No tire tracks on road from large vehicles. No stored items noted outside. Will continue to investigate.	
	2022101	8/1/2022	Pending	Dumping in a NO DUMPING zone	7/29/2022	Rode by Rosewood and Acacia , Found tree trimming debris in a NO Dumping Zone. Took Photos , will continue Investigation	7/26/2022
172395 0140	2022095	7/20/2022	Closed	Missing Manhole Cover open to public	7/28/2022	Conversation with Steve Norman, see note	7/29/2022
173712 0000	2021074	5/3/2021	Open	NUSIANCE / BAMBOO	7/28/2022	CONTACTED BAMBOO WHOLESALER TO IDENTIFY IF THE BAMBO TYPE ONSITE IS CONSIDERED INVASIVE. ALSO TOOK PICTURE FROM STREET AND EMAILED FOR IDENTIFICATION. STATED IT WAS RUNNING INVASIVE BAMBOO AND THAT HE COULD NOT IDENTIFY IT AS BEING ILLEGAL.	
173712 0000	2021074	5/3/2021	Open	NUSIANCE / BAMBOO	7/28/2022	Spoke to Jake Smith of North Florida Bamboo, 206 N 6th St. Jax Bch FL, 904-338-2962, Based on a photo provided to him by the city, the bamboo is RUNNING Varsity of bamboo that is evasive.  When asked , he indicated that he knows of no FI law saying bamboo is illegal.  There are ways to prevent evasive bamboo from spreading, the complaint can contact Mr. Smith about preventive measures.	
173712 0000	2021074	5/3/2021	Open	NUSIANCE / BAMBOO	7/28/2022	Legal The good news is – bamboo is legal to grow in Florida and it is easy to keep your neighbor happy if you choose the right place and species to plant. Bamboo is native to Florida Arundinaria is the only bamboo genus native to North America, more specifically to the south-central and the southeastern United States. Can You Grow Bamboo in Florida? Tips for control, the law thehappybamboo.com/grow-bamboo-in-Florida See uploads for this document.	
172630 0005	2022068	6/6/2022	Open	two palm trees on city row were cut	7/28/2022	Certified Letter Sent	

172630 0005	2022068	6/6/2022	Open	two palm trees on city row were cut	7/27/2022	Drove By Property Photo of stumps where tree were. no new tree in sight.	
173712 0000	2021074	5/3/2021	Open	NUSIANCE / BAMBOO	7/27/2022	COMPLIANT RECEIVED BY CDD, FORWARDED TO J. RULEY FOR INVESTIGATION.	
172588 0000	2022081	6/30/2022	Closed	PLANTER TYPE STRUCTURE ON CITY PROPERTY	7/27/2022	Debris Removed	7/27/2022
172395 0140	2022095	7/20/2022	Closed	Missing Manhole Cover open to public	7/27/2022	Spoke to Steve Norman with Tribridge Residential See Note	7/29/2022
172588 0000	2022081	6/30/2022	Closed	PLANTER TYPE STRUCTURE ON CITY PROPERTY	7/26/2022	Possible Airbnb,	7/27/2022
173046 0000	2022078	6/30/2022	Closed	WOODEN DELAPATATED TRASH BEEN OR FLOWER BOX	7/26/2022	wrong address called in. violation was at 214 Davis St. see case #2022081	6/30/2022
172588 0000	2022081	6/30/2022	Closed	PLANTER TYPE STRUCTURE ON CITY PROPERTY	7/26/2022	Found management company: Opulent Property Management Will contact about debris removal	7/27/2022
172655 0000	2022097	7/21/2022	Open	Working without a permit, over lot coverage	7/26/2022	Worked with owner to identify pervious ratio (187 SQFT left) Permitted paver work not previously permitted.	
172588 0000	2022098	7/26/2022	Closed	possible short term rental	7/26/2022	Found Advertisement & Management Company Opulent Property Management (904) 650-6206 Noting CITY has 28 day minimum rental. minimum rental 1-month max6 month , no long term leases	7/26/2022
172656 0000	2022092	7/8/2022	Closed	STATED THAT SHE COULD FEEL THE HEAT FROM THEIR A/C CONDENSER WHEN SHE WAS IN HER BACK YARD.	7/25/2022	RECEIVED EMAIL FOR PROPERTY OWNER. STATED HE HAD RECEIVED THE MATERIAL AND WILL BE INSTALLING THIS WEEK. WILL INSPECT ON AUGUST 2ND FOR COMPLIANCE.	8/1/2022
172588 0000	2022081	6/30/2022	Closed	PLANTER TYPE STRUCTURE ON CITY PROPERTY	7/21/2022	Rode By to see if Debris has been removed.	7/27/2022
172395 0140	2022095	7/20/2022	Closed	Missing Manhole Cover open to public	7/20/2022	Spoke to a Corporate rep for Tribridge @404-451-3283. he is sending a maintenance man for another property to check out the problem.	7/29/2022
172395 0140	2022095	7/20/2022	Closed	Missing Manhole Cover open to public	7/20/2022	Spoke to a maintenance man for Tribridge, (904-422-9267), they went to the site to measure the manhole. he was unable to move plate covering hole. Will return Monday 7/25/22 with crew & equipment to measure manhole.	7/29/2022
173746 0000	2022089	6/28/2022	Open	BOATS AND CAMPERS	7/20/2022	DOOR HANGER POSTED LETTERS TO BE WRITTEN ON 07/31/2022 GIVE 10 DAYS.	6/29/2022
173578 0000	2022088	6/26/2022	Closed	PROPERTY DISPUTE AND HEDGES	7/19/2022	hedges have been cut to 4 foot tall	
172395 0140	2022095	7/20/2022	Closed	Missing Manhole Cover open to public	7/19/2022	SITE VISIT-TOOK PICTURES-HAD PUBLIC WORKS COVER HOLE TEMPORARY. TRIED TO MAKE CONTACT WITH PROPERTY OWNER.	7/29/2022
172656 0000	2022092	7/8/2022	Closed	STATED THAT SHE COULD FEEL THE HEAT FROM THEIR A/C CONDENSER WHEN SHE WAS IN HER BACK YARD.	7/13/2022	property owner responded by email that he would take care of this by August 1st.	8/1/2022
172655 0000	2022082	7/8/2022	Closed	NEIGHBOR AT THIS ADDRESS IS DRAINING THEIR WATER ACROSS THE SIDEWALK.	7/13/2022	Check to see if Drains have been corrected	
172655 0000	2022082	7/8/2022	Closed	NEIGHBOR AT THIS ADDRESS IS DRAINING THEIR WATER ACROSS THE SIDEWALK.	7/12/2022	PIPES HAVE BEEN CAPPED. PICTURES TAEKEN-CASE CLOSED	
172656 0000	2022092	7/8/2022	Closed	STATED THAT SHE COULD FEEL THE HEAT FROM THEIR A/C CONDENSER WHEN SHE WAS IN HER BACK YARD.	7/12/2022	DID SITE INSPECTION AND MEASURED DISTANCE FROM UNITS TO EXISTING WOOD FENCE. THE MINI SPLIT WAS NOT ENCROACHING. THE TALL CONDENSER WAS 3'7" FROM PROPERTY LINE.  EMAILED 7/13/22 PROPERTY OWNER TO INSTALL A SOLID 4 FT TALL L-SHAPED FENCE TO ENCLOSE THIS UNIT. 30 DAYS GIVEN TO COMPLY.	8/1/2022
172655 0000	2022082	7/8/2022	Closed	NEIGHBOR AT THIS ADDRESS IS DRAINING THEIR WATER ACROSS THE SIDEWALK.	7/11/2022	NOTICE OF VIOLATION MAILED AND POSTED ON PROPERTY. GIVEN 48 HOURS TO CORRECT. COPY ALSO EMAILED TO CONTRACTOR.	
172655 0000	2022082	7/8/2022	Closed	NEIGHBOR AT THIS ADDRESS IS DRAINING THEIR WATER ACROSS THE SIDEWALK.	7/11/2022	emailed contractor and copy of notice of violation and ask them to correct	



172655 0000	2022082	7/8/2022	Closed	NEIGHBOR AT THIS ADDRESS IS DRAINING THEIR WATER ACROSS THE SIDEWALK.	7/11/2022	PICTURES TAKEN	
172655 0000	2022082	7/8/2022	Closed	NEIGHBOR AT THIS ADDRESS IS DRAINING THEIR WATER ACROSS THE SIDEWALK.	7/11/2022	Delivered Notice , Taped to Wall Front Door, took photos	
172588 0000	2022081	6/30/2022	Closed	PLANTER TYPE STRUCTURE ON CITY PROPERTY	7/7/2022	DID SITE VISIT AND PICTURES TAKEN	7/27/2022
	2022075	7/6/2022	Closed	Sign in Right of way	7/6/2022	Took Picture, removed sign spoke to violator	7/6/2022

Total Records: 36

8/1/2022

# Fire Marshal Report

JULY 2022 Monthly Report							
Annual Inspections							
New Businesses							
7/27/2022	1120	Atlantic Blvd	76 Service Station		New Owner		\$50.00
Total New Businesses Inspections for physical year 2021/22							
<b>Total</b>							\$50.00

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Building Plan Review							
Date	BP #	Address	FloodZone	Proj Value	Scope	Bldg Market Value	Time Spent
2/20/2022	22-849	1947 Sea Gull Cove	X-Zone	\$8,304.00	Windows	\$231,238.00	0.50
7/11/2022	22-821	1634 Leaward Ln	X-Zone	\$17,595.00	wildows	\$228,549.00	0.50
7/22/2022	22-864	2535 WatersEdge	X/AE Below Flood	\$29,500.00	Remodel/ SI 38	\$76,544.00	1.00
7/22/2022	22-863	340 Sunrise Cir	X-Zone	\$8,818.00	Doors	\$207,999.00	0.50
			<b>Total Project Value</b>	<b>\$64,217.00</b>	<b>Total Bldg Value</b>	<b>\$744,330.00</b>	
						<b>Total Hr spent</b>	<b>2.50</b>
					40 <b>Total Hr.@ 2.5</b>		<b>100.00</b>
Universal's rate		<b>\$78.50</b>	(2.5 *78.45 )- 100.00=98.13			<b>Savings</b>	<b>\$98.13</b>
New Construction Fire Inspection							

7/7/2022	22-269	1401Atlantic Blvd	Temp Co for 10 rooms	Walk-Through		failed
7/18/2022		750 Third	Fire final Inspection			
7/18/2022		750 Third	Fire Sprinkler Final			
7/18/2022		310 Third	Underground Hydro	2 hrs		ok
7/18/2022		310 Third	Underground Flush			ok
7/21/2022		310 Third	early penetration			ok
7/22/2022		630 Atlanatic # 4	Fire Wall			ok

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Fire Plan Review						
Date	BP #	Address	Scope	Proj Value	Bldg Value	Fee
7/15/2022	22-723	211 Third St	Remoded existing Structure	250,000.00		\$518.00
7/6/2022	22-341	310 Third	revision			
7/6/2022	22-341	310 Third	build-out	\$738,000.00		\$923.37
7/20/2022	22-839	229 Third St	Interior Build-out	\$85,800.00		\$245.93
7/22/2022	22-761	200 Third St	resubmittals			\$100.00
					<b>Total</b>	<b>\$1,787.30</b>

Development Plan Review						

New Construction Reinspections						
7/28/2022		310 Third	Construction Meeting			

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Floodplain Related						
7/11/2022	1401 Atlantic Blvd	AE/X Flood Zone	Portion of Bldg in AE			
7/13/2022	1401 Atlantic Blvd	AE/X Flood Zone	Portion of Bldg in AE	Floodplain Letter sent		
7/13/2022	1401 Atlantic Blvd	AE/X Flood Zone	Portion of Bldg in AE	Meeting with owner		
7/5/2022	1423 Forest Ave	AE-Flood Zone	Received 2nd appraisal	Sent copy to State		
7/7/2022	2535 Wateredge Dr	AE-Flood Zone	Sent Floodplain letter	need elevation certificate		
7/5/2022	Bartolome Lot 1-4	AE-Flood Zone	Advised City Manager			
7/22/2022	2535 Waters Edge	AE-Flood Zone	Received EC Bldg Below required elevation	Sent Floodplain Letter Bldg below In Violation		
7/25/2022	1401 Atlantic Blvd		Spoke to State Floodplain	Sending Owner new letter requesting new appraisal		
7/27/2022	1423 Forest Ave		Removed Stop Work Order with conditions	no work on addition until variance for building below Elevation		

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Elevation Certificate						
Total Elevation Certificates reviewed this month						

Code Complaints					
7/14/2022	2022094	1406 Tree Split Ln		Cutting tree without permit	Contractor had arberest letter

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7/8/2022	2022082	131 Magonnola St		Draining water across sidewalk		under permit advised contractor to repair	
7/12/2022		131 Magonnola St		Drains Capped, water retained in property			Closed
7/6/2022	2022081	214 Davis St		planter structure on city property		Took Photos	
7/6/2022		Fla & Penman		Signs in rightof way		Removed sign	Closed
7/19/2022	2022095	500 Atlantic Blvd	Tribridge, Owner	Manhole covermissing, Dangerous		PW placed steel plate over hole, left phone message with Tribrige	open
7/6/2022		Fla & Penman	City Property	Signs in right of way		Removed sign	closed
7/21/2022	2022097	131 Magonnola St		Work without permit		Sent Reg Letter	open
7/21/2022	2022081	214 Davis St		follow-up existing case not corrected	Possible short term rental investigasting		open
7/21/2022		dead tree @ PW		Tree examined Dead			
7/25/2022	202200860	1830 Nightfall		Tree Removal permit			ok'd
7/25/2022	202200860	1830 Nightfall		Tree Removal permit	2nd visit		5 trees ok'd
7/25/2022	2022000836	1815 Twelve Oaks		Tree Removal permit			1 tree pk'd
7/25/2022		Toured City					
7/26/2022	2022097	131 Magnillia	Met with owner identified pervious ratio(186 sqft left)	Permitted paver work not previously permitted			closed
7/27/2022	2022081	214 Davis St		Planter structure rMOVED from city property			closed
7/27/2022	2022095	500 Atlantic Blvd	follow-up	sent invoice to tribridge C/O Steve Norman,stevn@TBRS.com/904-422-9267			open
7/28/2022		207 Walnut		Sent Letter , for removing 2-trees in City Property			
7/28/2022	2022095	500 Atlantic Blvd		to Steve Norman, working on covering hole & returning PW ste			
7/28/2022		112 Olander	Follow-up Bamboo	Took Pic, Sent Letter			
7/29/2022	2022095	500 Atlantic Blvd	follow-up	Manhole cover has been replaced by owner			closed
7/29/2022	2022100	705 Neptune Ln		Investigation of doing work in violation of magistrate order		nothing found	open
7/29/2022	2022101	Rosewood	Dumping				oprn

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						Hrs. Spent	0.00

Fire Investigation							
Date	Address	Street				Loss	Time Spent

110