



**AGENDA**  
**Regular City Council Meeting**  
**Monday, October 2, 2023, 6:00 PM**  
**Council Chambers, 116 First Street, Neptune Beach, Florida**

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUESTS / NONE
3. APPROVAL OF MINUTES
  - A. **September 5, 2023, Special City Council Meeting**  
**September 5, 2023, Regular City Council Meeting**  
**September 18, 2023, Special City Council Meeting**  
**September 18, 2023, Workshop City Council Meeting**
4. COMMENTS FROM THE PUBLIC
5. COMMUNICATION / CORRESPONDENCE / REPORTS
6. CONSENT AGENDA / NONE
7. VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS / NONE
8. ORDINANCES
  - A. ORDINANCE NO. 2023-10, FIRST READ AND PUBLIC HEARING. An Ordinance of the City of Neptune Beach, Florida Amending And Revising Chapter 27, Unified Land Development Regulations; Revising the Following Articles: Article XIII- Parking and Loading, Section 27-541, Payment In-Lieu Of Providing Off-Street Parking in the Central Business District; Providing Severability; Providing for Repeal of Laws in Conflict; and Providing for an Effective Date.
9. OLD BUSINESS / NONE
10. NEW BUSINESS
  - A. Consideration of Approval of Return and Waste Sludge Pumps Variable Frequency Drive Panel
  - B. Consideration for Request for Inclusion for FDEP Wastewater State Revolving Fund (Wastewater System Improvements)
  - C. RESOLUTION NO. 2023-12, A Resolution of the City of Neptune Beach Appointing Members to the Community Development Board
11. COUNCIL COMMENTS
12. ADJOURN

Residents attending public meetings can use the code **1LWE** 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."



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**TUESDAY, SEPTEMBER 5, 2023, 6:00 P.M.**  
**NEPTUNE BEACH CITY HALL**  
**116 FIRST STREET**  
**NEPTUNE BEACH, FLORIDA 32266**

Pursuant to proper notice, a Special City Council Meeting of the City Council of the City of Neptune Beach was held on Tuesday, September 5, 2023, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

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Attendance:	<b>IN ATTENDANCE:</b> Mayor Elaine Brown Vice Mayor Kerry Chin Councilor Lauren Key Councilor Nia Livingston Councilor Josh Messinger ( <i>absent</i> )	<b>STAFF:</b> City Manager Richard Pike City Attorney Zachary Roth Public Works Director Deryle Calhoun Chief Financial Officer Jaime Hernandez Parks and Sustainability Director Colin Moore Police Chief Michael Key Community Development Director Heather Whitmore City Clerk Catherine Ponson
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Call to Order/Roll Call/Pledge      Mayor Brown called the Special Meeting to order at 6:00 p.m. and Councilor Livingston led the Pledge of Allegiance.

Ord. No. 2023-07, Millage Rate      Ordinance No. 2023-07, Adopting Final Millage Rate, First Read And Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Adopting a Final Millage Rate and Levying Ad Valorem Taxes for the Fiscal Year Beginning October 1, 2023, and ending September 30, 2024; Setting Forth Certain Information Regarding "Rolled-Back Rate"; Directing the City Manager to Adjust the Adopted Millage Rate in the Event of Changes in the Assessment Roll and Taxable Value; and Providing an Effective Date.

TRIM Notice      Mayor Brown read into the record the Truth in Millage (TRIM) notice.

This is the millage public hearing for the City of Neptune Beach, Florida. The "Rolled-back" rate for the City of Neptune Beach is 3.0747 mills. The rate to be adopted reflects a 10% increase over the "Rolled-back" rate. The rate that is to be levied in this ordinance by the City Council is 3.38217

Public Hearing      Mayor Brown opened the public hearing.

The following speakers spoke in opposition of raising the millage rate:

Alison Ronzon, 221 South Street, Neptune Beach, spoke in opposition to the millage rate increase.

Julie Geissmann, 119 Oleander Street, Neptune Beach, spoke in opposition of the millage rate increase.

Shellie Thole, 124 Margaret Street, Neptune Beach, spoke in opposition to the increase and she would have to pass this on to her renters.

Erin Sheldon, 240 Windswept Circle, Neptune Beach, spoke in opposition to the millage rate increase. She added that she had not seen increase in salaries for teachers and she would have to cut back due to increase.

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

City Attorney Zachary Roth advised that Florida Statutes Section 200.065(5)(a)1. states "A rate of not more than 110 percent of the rolled-back rate based on the previous year's maximum millage rate, adjusted for change in per capita Florida personal income, may be adopted if approved by a two-thirds vote of the membership of the governing body of the county, municipality, or independent district."

Made by Chin, seconded by Livingston.

**MOTION: TO APPROVE ORDINANCE NO. 2023-07, ADOPTING A MILLAGE RATE OF 3.3821, AT FIRST READ**

Roll Call Vote:  
 Ayes: 4-Key, Livingston, Chin, and Brown  
 Noes: 0

**MOTION CARRIED**

Ord. No. 2023-08, FY24 Budget Ordinance No. 2023-08, Adopting A Final Budget, First Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Adopting a Final Budget and Appropriating Funds for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024; and Providing an Effective Date.

Made by Livingston, seconded by Chin.

**MOTION: TO APPROVE ORDINANCE NO. 2023-08, ADOPTING THE FY2023-2024 BUDGET AT FIRST READ**

Roll Call Vote:  
 Ayes: 4-Livingston, Key, Chin, and Brown  
 Noes: 0

**MOTION CARRIED**

Adjournment There being no further business, the Special Meeting adjourned at 6:44 p.m.

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Elaine Brown, Mayor

ATTEST:

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

Approved: \_\_\_\_\_



**MINUTES  
REGULAR CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 5, 2023, 6:44 P.M.  
NEPTUNE BEACH CITY HALL  
116 FIRST STREET  
NEPTUNE BEACH, FLORIDA 32266**

Pursuant to proper notice, a Regular City Council Meeting of the City Council of the City of Neptune Beach was held on Tuesday, September 5, 2023, at 6:44 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:

**IN ATTENDANCE:**

- Mayor Elaine Brown
- Vice Mayor Kerry Chin
- Councilor Lauren Key
- Councilor Nia Livingston
- Councilor Josh Messinger(*absent*)

**STAFF:**

- City Manager Richard Pike
- City Attorney Zachary Roth
- Police Chief Michael Key
- Chief Financial Officer Jaime Hernandez
- Senior Center Director Leslie Lyne
- Community Development Director Heather Whitmore
- Public Works Director Deryle Calhoun
- Parks and Sustainability Director Colin Moore
- City Clerk Catherine Ponson

Call to Order/Roll Call/Pledge

Mayor Brown called the meeting to order at 6:44 p.m.

**APPROVAL OF MINUTES**

Minutes

Made by Livingston, seconded by Chin

**MOTION: TO APPROVE THE FOLLOWING:**

- August 7, 2023, Regular City Council Meeting**
- August 21, 2023, Special City Council Meeting**
- August 21, 2023, Workshop City Council Meeting**
- August 29, 2023, Emergency City Council Meeting**

Roll Call Vote:

Ayes: 4-Livingston, Key, Chin, and Brown  
Noes: 0

**MOTION CARRIED**

**PUBLIC COMMENTS / NONE**

**CITY MANAGER REPORT**

City Manager Report  
 City Manager Pike presented the City Manager report and it is posted on the City website at:<https://www.nbfl.gov/city-manager/pages/city-manager-reportsdepartmental-score-cards>

**VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS / NONE**

**ORDINANCES**

Ord. No. 2023-05, Dogs on the Beach  
Ordinance No. 2023-05, Second Read and Public Hearing. An Ordinance of the City of Neptune Beach Amending Section 6-31, Regarding Dogs on the Beach to Establishing Consistency with Atlantic Beach; Clarifying Leash Requirements; Requiring Certain Protections for Dogs; Providing for Severability; Providing for an Effective Date.

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

Made by Livingston, seconded by Key.

**MOTION: TO ADOPT ORDINANCE NO. 2023-05, AMENDING SECTION 6-31, REGARDING DOGS ON THE BEACH TO ESTABLISHING CONSISTENCY WITH ATLANTIC BEACH; CLARIFYING LEASH REQUIREMENTS; REQUIRING CERTAIN PROTECTIONS FOR DOGS**

Roll Call Vote:  
 Ayes: 3-Key, Livingston, and Brown  
 Noes: 1-Chin

**MOTION CARRIED**

Ord. No. 2023-06, Spending Threshold  
Ordinance No. 2023-06, Second Read and Public Hearing. An Ordinance of the City of Neptune Beach Amending Chapter 2, Article VI, Section 2-377, Competitive Bidding; Written Contracts, Providing for Severability; and Providing an Effective Date

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

Made by Key, seconded by Livingston.

**MOTION: TO ADOPT ORDINANCE NO. 2023-06, AMENDING CHAPTER 2, ARTICLE VI, SECTION 2-377, COMPETITIVE BIDDING; WRITTEN CONTRACTS**

Roll Call Vote:  
 Ayes: 4- Livingston, Key, Chin, and Brown  
 Noes: 0

**MOTION CARRIED**

Ord. No. 2023-09, LDC Revisions  
Ordinance No. 2023-09, First Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 27, Unified Land Development Regulations, Article IV, Land Use, Table 27-239; and Section 27-241; Article V, Accessory Structures and Uses, Section 27-332, and Adding Sections 27-335 and 27-336.

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

Made by Chin, seconded by Key.

**MOTION:** **TO APPROVE ORDINANCE NO. 2023-09, AMENDING CHAPTER 27, UNIFIED LAND DEVELOPMENT REGULATIONS, ARTICLE IV, LAND USE, TABLE 27-239; AND SECTION 27-241; ARTICLE V, ACCESSORY STRUCTURES AND USES, SECTION 27-332, AND ADDING SECTIONS 27-335 AND 27-336.**

Roll Call Vote:

Ayes: 4- Key, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**

**OLD BUSINESS**

Termination of Declaration of Emergency

Termination of Declaration of Emergency. Mayor Brown explained a Declaration of Emergency had been declared due to the impending approach of Hurricane Idalia.

Mr. Roth advised it would be best practice to terminate the declaration that was enacted on August 29, 2023.

Made by Key, seconded by Livingston.

**MOTION:** **TO TERMINATE THE DECLARATION OF EMERGENCY FOR HURRICANE IDALIA ENACTED ON AUGUST 29, 2023**

Roll Call Vote:

Ayes: 4-Key, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Right-of-Way Purchase

Request to Purchase Right-of-Way (Kings Circle S/Marsh Point Rd/Florida Boulevard). Community Development Director Heather Whitmore explained that a request to purchase a portion of a right-of-way adjacent to properties along Marsh Point Rd and Florida Blvd, also known in correspondence as the “weird alley.” Eight spaces are leased from the City to the Monahan Building and will not be impacted by the vacation of the subject ROW.

Discussion with Mr. Jean Bakkes, the applicant, included leasing, appraisal of the property, intended uses and restricted covenants as condition of a sale.

Mayor Brown stated this item would be deferred until more information was submitted.

**NEW BUSINESS**

Res. No. 2023-09, Order of Business

Res. No. 2023-09, Order of Business. City Manager Richard Pike stated that the departmental score card would be removed from the workshop agenda. He would give his City Manager Report at the Regular Council meeting.

Made by Chin, seconded by Key.

**MOTION:** **TO ADOPT RESOLUTION NO. 2023-09, ORDER OF BUSINESS FOR REGULAR AND WORKSHOP CITY COUNCIL MEETINGS**

Roll Call Vote:

Ayes: 4-Livingston, Key, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Res. No. 2023-10,  
State Revolving  
Fund Loan

Res. No. 2023-10, State Revolving Fund Loan. Public Works Director Deryle Calhoun explained a resolution authorizing the loan application is required for the State Revolving Fund Loan Program. The Environmental Protection Agency finalized an update to the Lead and Copper Rule which in part requires community water systems, regardless of size, to develop and maintain an inventory of service lines that the public can access (40 CFR 141.84(a)). The inventory must describe both system-owned and customer-owned segments of the service line. Utilities must submit the initial inventory by October 16, 2024. This loan would fund the project.

Made by Key, seconded by Livingston.

**MOTION: TO ADOPT RESOLUTION NO. 2023-10, AUTHORIZING THE STATE REVOLVING FUND LOAN APPLICATION**

Roll Call Vote:

Ayes: 4-Key, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**

3<sup>rd</sup> Street Gravity  
Sewer Project

3rd Street Gravity Sewer Geotechnical Investigation Project. Mr. Calhoun reported that a second wastewater crossing of Third Street is needed. This request includes development of a proposed route for a new pipeline. The project will perform a geotechnical investigation on the proposed gravity sewer crossing.

The City has a continuing services contract with Jones Edmunds who has provided the scope of services which include soil borings and ground penetrating radar survey of the area.

Made by Chin, seconded by Key.

**MOTION: TO APPROVE THE 3<sup>RD</sup> STREET GRAVITY SEWER GEOTECHINCAL INVESTIGATION PROJECT IN THE AMOUNT OF \$34,273.60**

Roll Call Vote:

Ayes: 4- Livingston, Key, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Emergency  
Stormwater Tractor

Emergency Stormwater Tractor Preventive Maintenance and Boom Mower Repair/Rehabilitation. Mr. Calhoun stated the stormwater department's tractor required preventative maintenance and the boom mower required replacement of several parts. This is an emergency request due to the lead time involved with parts and the summer mowing season.

Made by Chin, seconded by Key.

**MOTION: TO APPROVE EMERGENCY STORMWATER TRACTOR PREVENTIVE MAINTENANCE AND BOOM MOWER REPAIR/REHABILITATION.**

Roll Call Vote:

Ayes: 4- Key, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**



Sanitary Sewer  
Manhole Covers

Sanitary Sewer Manhole Covers. Mr. Calhoun reported that sanitary sewer manhole covers have been recommended to monitor flow within the wastewater collection system. Data is then available to understand the amount of stormwater intrusion into the system and monitor problematic locations.

Made by Key, seconded by Chin.

**MOTION:**                    **TO APPROVE PURCHASE OF SANITARY SEWER MANHOLE COVERS IN THE AMOUNT OF \$19,855.00**

Roll Call Vote:

Ayes: 4- Livingston, Key, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Adjournment

There being no further business, the meeting adjourned at 7:45 p.m.

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

ATTEST:

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

Approved: \_\_\_\_\_



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**MONDAY, SEPTEMBER 18, 2023, 6:00 P.M.**  
**NEPTUNE BEACH CITY HALL**  
**116 FIRST STREET**  
**NEPTUNE BEACH, FLORIDA 32266**

Pursuant to proper notice, a Special City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, September 18, 2023, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

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Attendance:

**IN ATTENDANCE:**

Mayor Elaine Brown  
 Vice Mayor Kerry Chin  
 Councilor Lauren Key  
 Councilor Nia Livingston  
 Councilor Josh Messinger

**STAFF:**

City Manager Richard Pike  
 City Attorney Zachary Roth  
 Public Works Director Deryle Calhoun  
 Chief Financial Officer Jaime Hernandez  
 Parks and Sustainability Director Colin Moore  
 Police Chief Michael Key  
 Community Development Director Heather Whitmore  
 City Clerk Catherine Ponson

Call to Order/Roll Call/Pledge

Mayor Brown called the Special Meeting to order at 6:00 p.m. and Councilor Messinger led the Pledge of Allegiance.

Ord. No. 2023-07, Millage Rate

Ordinance No. 2023-07, Adopting Final Millage Rate, Second Read And Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Adopting a Final Millage Rate and Levying Ad Valorem Taxes for the Fiscal Year Beginning October 1, 2023, and ending September 30, 2024; Setting Forth Certain Information Regarding "Rolled-Back Rate"; Directing the City Manager to Adjust the Adopted Millage Rate in the Event of Changes in the Assessment Roll and Taxable Value; and Providing an Effective Date.

TRIM Notice

Mayor Brown read into the record the Truth in Millage (TRIM) notice.

"This is the millage public hearing for the City of Neptune Beach, Florida. The "Rolled-back" rate for the City of Neptune Beach is 3.0747 mills. The rate to be adopted reflects a 10% increase over the "Rolled-back" rate. The rate that is to be levied in this ordinance by the City Council is 3.3821."

City Attorney Zachary Roth explained that earlier in July, Council approved the maximum rate for the TRIM notices that were mailed. It was not adopting a rate or binding. The statute then governs what a municipality can and cannot do based on the vote. The rolled back rate is a percentage off of last year's rate that is calculated based on various economic factors. This year's rolled back rate is 3.0747. At the September 5, 2023, meeting, the most that the millage rate could be is 10% of that rolled back rate based on Florida Statutes requiring two-thirds vote of the governing body.

Mr. Roth pointed out the difference between the current millage rate, 3.3656, and the tentative rate, 3.3821, is 0.0165.

Vice Mayor Chin clarified the difference in the increase based on a house’s net assessed value. For a \$300,000 house, it would be an increase of \$4.13. For a \$500,000 house, the increase would be \$7.42 and a \$700,000 house, the increase would be \$11.55.

Mr. Roth added that there are other taxing authorities, such as Duval County Schools, City of Jacksonville and the St. John River Water Management District. A property tax bill may go up due to those other taxing authorities.

Public Hearing Mayor Brown opened the public hearing.

Nicole De Venoge, 617 Oak Street, Neptune Beach, spoke regarding the use of taxpayer dollars and infrastructure services should take priority. She is concerned with the amount of dollars City of Jacksonville is taking.

Mark Waddell, 617 Oak Street, Neptune Beach, stated he does not feel information is easy to find out, such as what projects are being done. He added he has to fish through the website to find information.

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

Made by Chin, seconded by Livingston.

**MOTION: TO APPROVE ORDINANCE NO. 2023-07, ADOPTING A FINAL MILLAGE RATE OF 3.3821**

Roll Call Vote:

Ayes: 3-Livingston, Chin, and Brown

Noes: 2-Key and Messinger

City Attorney Zachary Roth advised a vote for more than the rolled back requires a two-thirds vote.

**MOTION FAILED**

Made by Messinger, seconded by Key.

**MOTION: TO APPROVE ORDINANCE NO. 2023-07, ADOPTING A FINAL MILLAGE RATE OF 3.3656**

Roll Call Vote:

Ayes: 4-Messinger, Key, Chin, and Brown

Noes: 1-Livingston

**MOTION CARRIED**

Ord. No. 2023-08, FY23-24 Budget Ordinance No. 2023-08, Adopting A Final Budget, Second Read And Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Adopting a Final Budget and Appropriating Funds for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024; and Providing an Effective Date

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

Councilor Messinger commented that the amount of money being discussed is approximately \$20,000.00. This is the amount the budget would need to be adjusted.

Made by Key, seconded by Messinger.

**MOTION: TO APPROVE ORDINANCE NO. 2023-08, ADOPTING THE FY2023-2024 BUDGET BASED ON THE CURRENT MILLAGE RATE OF 3.3656**

Roll Call Vote:

Ayes: 5-Messinger, Key, Livingston, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Ord. No. 2023-09, LDC Revisions Ordinance No. 2023-09, Second Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 27, Unified Land Development Regulations, Article IV, Land Use, Table 27-239; and Section 27-241; Article V, Accessory Structures and Uses, Section 27-332, and Adding Sections 27-335 and 27-336.

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

Made by Messinger, seconded by Livingston.

**MOTION: TO APPROVE ORDINANCE NO. 2023-09, AMENDING CHAPTER 27, UNIFIED LAND DEVELOPMENT REGULATIONS, ARTICLE IV, LAND USE, TABLE 27-239; AND SECTION 27-241; ARTICLE V, ACCESSORY STRUCTURES AND USES, SECTION 27-332, AND ADDING SECTIONS 27-335 AND 27-336**

**MOTION CARRIED**

Res. No. 2023-11, Civil Service Board Resolution No. 2023-11, Civil Service Board. Mayor Brown stated that this is to appoint members to the Civil Service Board that had been inactive.

Made by Messinger, seconded by Chin.

**MOTION: TO ADOPT RESOLUTION NO. 2023-11, APPOINTING MEMBERS TO THE CIVIL SERVICE BOARD**

Roll Call Vote:

Ayes: 5- Livingston, Messinger, Key, Chin, and Brown

Noes: 0

**MOTION CARRIED**

Adjournment There being no further business, the Special Meeting adjourned at 6:24 p.m.

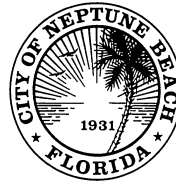
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Elaine Brown, Mayor

ATTEST:

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

Approved: \_\_\_\_\_



**MINUTES  
WORKSHOP CITY COUNCIL MEETING  
IMMEDIATELY FOLLOWING THE SPECIAL MEETING  
MONDAY, SEPTEMBER 18, 2023, 6:24 P.M.  
NEPTUNE BEACH CITY HALL  
116 FIRST STREET  
NEPTUNE BEACH, FLORIDA 32266**

Pursuant to proper notice, a Workshop City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, September 18, 2023, at 6:24 p.m., in Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida, 32266

Attendance	<b>IN ATTENDANCE:</b> Mayor Elaine Brown Vice Mayor Kerry Chin Councilor Lauren Key Councilor Nia Livingston Councilor Josh Messinger	<b>STAFF:</b> City Attorney Zachary Roth City Manager Richard Pike Chief Financial Officer Jaime Hernandez Public Works Director Deryle Calhoun Parks and Sustainability Director Colin Moore Police Chief Michael Key Community Development Director Heather Whitmore City Clerk Catherine Ponson
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Call to Order/Roll Call      Mayor Brown called the workshop meeting to order at 6:24 p.m.

**AWARDS/PRESENTATIONS/RECOGNITION OF GUESTS**

Neptune Trident Award      Mayor Brown presented the Neptune Trident Award to Charlie and Rebecca Miller. The Neptune Trident Award is an award to honor residents that have contributed to improving the quality of life of the community.

Proclamation      Mayor Brown read and presented a proclamation to the Jacksonville Beaches Woman's Club and recognized September 30, 2023, as a National Day of Service, to address food insecurity. They will be participating with the BEAM Food Pantry on this food drive.

**COMMITTEE REPORTS / NONE**

**PUBLIC COMMENTS**

Public Comments      Penny Kennedy, 2010 Acacia Road, Neptune Beach, stated she could not find the budget on the website. She requested it be placed where it could be found. She added she did not know the Senior Center had the porch added. She also asked for the cost.

**ISSUE DEVELOPMENT**

Special Assessment Presentation

Special Assessment Presentation. Terrell K. Arline, Of Counsel, presented information regarding special assessments. He reported that special assessments are authorized by Chapter 197, Florida Statutes, to be collected pursuant to the Uniform Assessment Collection Act (tax bill).

Mr. Arline stated that a special assessment is often used to recover a local government’s cost to provide services or capital projects that provide a special benefit to real property. The master assessment ordinance will not obligate the City to impose assessments, impose any assessments or utilize the procedures in Chapter 170, Florida Statutes. It is not a substitute for code enforcement. He recommends adopting a master special assessment ordinance under the direction of Heather Encinosa, attorney for Nabors and Giblin.

Mr. Roth gave examples of how this would help the City. The homes south of the Kings Street bridge do not have City sewer and have septic tanks. Eventually, there will be a law that we have to get rid of septic tanks. This ordinance would allow us to charge the cost to neighborhood rather than the entire City pay to extend sewer service over the bridge.

Another example is if a hurricane hits this area and properties are left abandoned. An ordinance would give the City a mechanism to clean those properties and guarantee the City get paid.

Councilor Key stated she feels strongly that this is something we need if, for no other reason, if we are hit by a hurricane, there would be areas rebuilt and other areas that are not taken care of. It is responsible to have this in place as a coastal community.

Mayor Brown commented this is something we should pursue and keep updated.

Councilor Messinger expressed that this is a mechanism that gives more teeth to what Code Enforcement has now. If we have very bad flooding and people choose to abandon their homes, this would make sure the City is reimbursed for the expenses of keeping the property secure and cleaned up.

It was the consensus of Council to move forward with the special assessment ordinance process. Mr. Roth stated Ms. Encinosa had provided an engagement letter. The letter did not have a cap but had an hourly rate. He would come back with how many hours it could possibly take.

Payment In-Lieu of Parking

Payment In-Lieu of Parking. Community Development Director Heather Whitmore explained that payment in-lieu of providing off-street parking in the Central Business District” provides an opportunity for the owner of a property to request a waiver for a portion or all of the required non-ADA off-street parking spaces through payment of a fee-in-lieu of providing required parking pursuant to Section 27-540

There is currently no fee established for the payment in-lieu of parking program. Furthermore, the existing ordinance requires the that fees must be used to construct or provide additional parking. Staff recommends establishing a flat rate fee for the payment fee-in-lieu of parking. Staff also recommends revising the ordinance to allow funds to spent to support a variety parking and transportation improvements in the Central Business District.

Discussion included use changes, a flat rate to increase yearly with the CPI, payment structure and expenditure of the revenues.

The consensus of Council is for the amount to be \$12,500 per space with 50% of the total fee paid upfront and the remaining balance be paid over 24 months.

Ms. Whitmore will prepare a formal ordinance to be presented at the October 2, 2023, Council meeting.

Police Chief Report

Police Chief Michael Key presented the August monthly police report. He stated the PD was actively working on the arson case on Nightfall Drive. He encouraged anyone with any information to contact the NBPD at (904) 270-2413. To remain anonymous, please contact First Coast Crime Stoppers 1 (866) 845-8477. He also stated that the NBPD is taking a stance on gun violations. He added that we need to encourage parents to educate their children on e-bike safety.

**PUBLIC COMMENTS**

Public Comment

Nicole de Venoge, 617 Oak Street, Neptune Beach, addressed communications. She suggested more text alerts. She suggested sending emails about what’s going on in the Community.

Mark Waddell, 617 Oak Street, Neptune Beach, stated we need to address golf cart safety. He added he had concerns regarding the special assessment and if the special assessment limited to a single property, a neighborhood or the entire town.

**COUNCIL COMMENTS**

Council Comments

Councilor Key commented that information people need is on the website. If it can’t be found, call and ask. To be an engaged citizen, you have to ask questions, call representatives and look for information. There should be ownership on the resident side of being proactive. She has spoken with City Manager Pike about doing a newsletter. Things aren’t hidden and there is misinformation going around. This is not good for our community. She hopes this will empower people to be proactive.

City Attorney

Mr. Roth stated that you cannot use a special assessment to replace taxes. It has to be a special assessment for a special purpose.

Adjournment

There being no further business, the workshop meeting adjourned at 7:25 p.m.

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

ATTEST:

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

Approved: \_\_\_\_\_



## City Manager Report

### Departmental Recaps-09/26/2023

#### Police Department

- An All-Leader Staff Meeting was held on 09/21/23. Priorities, expectations, and vision plan discussed.
- Mandatory All-Member, State of the Dept. Address scheduled for 10/05/23 (JBPD to cover street/dispatch)
- October is Domestic Abuse Month. Pins on uniforms.
- E-bike Safety Campaign: BC: 9/28, NBE: 10/04, FHS: Pending
- Monthly Reports being revamped.
- MCEMP Org Charts being reworked.
- Generator fix
- SOP and Form Agency-wide update
- Axon Fleet 3 Installs 09/28 (in-car camera-license plate readers)

#### Budget:

- DEA gun range donation (\$30K)
- Grant updates, 22' & 23' JAG, Firehouse, Opioid.
- Viewing budget access for admin.
- Viewing credit card access for admin.

#### IT Needs:

- CAD Project.
- New AV needed for PD training room. Not operational currently.

#### Noteworthy cases:

- Wanted Suspects
- Pete's
- FHS - AAR Report sent to CC
- Arson

#### Community Outreach:

- (Tentative): 10/18 Chief's Walk, Location TBD
- (Tentative): 10/20 Movie w/ the Mayor, Hocus Pocus (Neptune House Res. in Conflict-CB)
- (Tentative): 11/04 Cookies w/ a Cop (Neptune House Res. in Conflict-CB)

#### Mobility Management:

- City Hall signage on east and south side parking is completed.
- City Employee Parking Signs for 2<sup>nd</sup> St. -- east of Regions Bank are in and waiting to be erected (pending galvanized poles in inventory and Oct. 1 date).
- New Hire Parking Ambassador going through background process and should start in Oct.
- Meeting with BTC merchant President Deanne Dunlop on 9/27 (EE parking issues).

## Community Development

1. Items for Council October 2<sup>nd</sup>
  - a. Parking Fee in lieu Ordinance update
  - b. Parking Fee in lieu resolution
2. Items for Council October 18<sup>th</sup>
  - a. Floodplain Ordinance rewrite (workshop)
3. CDB October 11<sup>th</sup>
  - a. 2101 Bartolome Lot Split
4. CRS
  - a. Received additional comments – responded to all, waiting for CRS response
  - b. Requires Floodplain Ordinance rewrite to remain compliant with state/federal minimum

## IT Department

- Policy Creation and Review
  - Compile a comprehensive list of IT policies for the City
- Evaluate Access Control
  - Work with vendors to solidify a solution for the city to include cameras
- Continue with fiber discussions
  - Work with vendors to discuss costs associated with fiber work to various locations
- Continue with security discussions
  - Research network connectivity and access for users outside and inside of the network
- O365 Changes
  - Implementing baseline security, policy-based licensing, and a structured teams environment
    - Workflow creation and timeline on when to develop/deploy changes

## Public Works

### Water Consumptive Use Permit (CUP) and New Well 5

- Consultant submitted CUP permit modification to St. Johns River Water Management District (WMD) for the addition of Well 5. WMD has previously visited the plant site and is in agreement with the proposed location.
- Subcontractors have begun survey and subsurface work to identify pipes, etc., for locating Well 5
- Progress meeting with the consultant is scheduled for 10/05

## Water Plant and Grid

- Well 1 new pump has been installed, and bacteriological samples passed; the contractor should have the well back online the week of 9/25
- One employee has been assigned fire hydrant painting, flushing (annually), and flow testing (every five years for ISO certification with FD)

- Working to reestablish the backflow certification program

#### Wastewater Plant 2 Upgrades for Nitrogen Removal

- Currently, bid opening is scheduled for 11/07
- Addendum to the bid package for structural and clarifier improvements scheduled to post 10/06
- Construction schedule will require a consent order modification; requested consultant to begin that conversation with FDEP

#### Wastewater Grid

- Redundant 3<sup>rd</sup> Street Crossing – Geotechnical work to occur 10/09; working to receive survey quotes; discussed with continuing services engineer the anticipated scope
- The existing 3<sup>rd</sup> Street pipe was cleaned and televised
- Florida Blvd force main extension to plant – working to receive survey quotes
- Meeting with an engineering consultant to understand State FDEP loan application requirements

#### Senate Bill 64

- FRWA has begun legislative outreach regarding expected costs to comply
- Annual report to FDEP on compliance progress is due 11/01

#### Senior Center Improvements

- Contractor working on parking and prepping for landscaping
- Roofing is complete; a local resident raised concerns about the roof and underlayment. Currently working with consultant and contractor to identify any contract-related issues.
- Certificate of Occupancy on schedule for the end of October

#### Water Tower Repairs and Maintenance

- First phase of work is complete
- ROW permit has been approved by DPW and PD
- Contractor will mobilize back to the site for blasting/painting on 9/25
- Contractor's current schedule indicates a 12/31 completion

#### City Hall Roof Replacement

- Pre-construction meeting with contractor and consultant scheduled for 9/26
- The contractor will be utilizing all parking spaces on the south side of City Hall. Five of the seven spots will open nightly; PD/Parking Enforcement will handle the opening and closing of the spots daily.
- Current mobilization anticipated 10/09
- Expected completion 11/10

### Parks & Sustainability

- Parking in the Lemon St private lot across from the Police Dept will be available for City employees during the City Hall roof repair
- Kickoff meeting for DEP Resilience Planning grant scheduled for Sep 29
- Grant contract for City Hall and Police Department generators is being finalized by the Florida Division of Emergency Management
- Jaguar statue painting is 90% complete – will be unveiled in October Beaches Town Center event
- Jarboe Park baseball field refurbishment is continuing
- Conduit for a new pump for Jarboe Park ponds has been installed – skid for the pump has been fabricated by Public Works. Pump components will be ordered on October 1
- Penman Road presentation/public meeting for Neptune Beach City Council will be coordinated with COJ Public Works for October/November

### Human Resources

- Currently conducting an audit of employees' Paid Time Off (PTO) and Compensatory (Comp) time (finished auditing the Public Works Department last week and will start auditing the Police Department this week)
- Preparing for the Open Enrollment period scheduled from October 25th to 27<sup>th</sup>
- Currently accepting applications for the following positions: Police Officer, Lead Wastewater Operator, and Pump Mechanic.

### City Clerk

- Prepare Millage Rate and Budget Ordinances for Final Adoption
- Review 2024 Election updates
- Prepare minutes and agendas for Council meetings
- Fulfill ongoing public record requests

### Finance

- Auditors are here to conduct the audit for FY 21-22; they will be here until Thursday afternoon. The goal is to have the financial statement ready for presentation to the Council at the first meeting in January 2024.
- Tyler implementation for Project Management and Account Receivable modules started yesterday.
  - Will take approximately 120 hours, according to Tyler.
- No Millage rate was approved for FY 23-24.
- Jacksonville's Property Appraiser will send an updated DR-420 to recertify the Millage rate for 2023.
- Budget approved for the General Fund amounts to \$9,256,744 and \$12,968,686 for other funds for a total of \$22,225,430.

- A total of 126 employees approved.
- COLA increase of 3.5% across the board.
- Paid medical benefits extended to family members.
- Planning to publish/post the adopted budget on the website on Monday.
- Upload the adopted budget into Tyler on Monday.

Senior Center

- CDBG Contract 2023-2024                      Requesting \$48,000 APPROVED-Contract coming.
- Event Stats YTD                                      743 Total Events
- Services Delivered YTD                              546 Unduplicated Individuals
- Construction on Forest Ave.                      Anticipated Move in mind to late November 2023
- Outdoor ceiling fans                                4-72" fans for porch-purchased Lowe's
- Ordering 2 outdoor light fixtures for the porch
- Ordering tables                                        13 for community areas
- Partnering with Seniors on a Mission            iPhone & tablet instructions
- Status Report to Eckstein Charitable Trust      All Monies to be used no later than October 31, 2023
- Day Trips    December 2023 & March 2024
- Fundraisers     Travel & Grants YTD \$6,877
- Presenter at FSCJ Community Wellness Summit    Friday, October 27, 2023
- Developing a new schedule for the new building
- Working with Ricardo on new laptops and internet at new site
- City Wide to perform construction cleaning on the inside of the building when outdoor construction is completed-disinfect, sanitize, seal & polish flooring.
- Developing Grand Opening for the Center with community partners.
- Recognition plaque for the Eckstein Foundation's \$235K donation for porch construction
- City Seal of City of Neptune Beach design for the new senior activity center
- Participation with NBPD and JBWC for Domestic Abuse Awareness month during October with purple ribbons tied on palm trees entering Town Center

Project Funding Spreadsheet (January 2021 to Present)

<b>Completed Projects</b>				
<b>Grant/Donation Name</b>	<b>Agency/Organization</b>	<b>Amount</b>	<b>Description</b>	<b>CONB Dept</b>
Florida Blvd Stormwater Culvert Improvements	FL Dept of Environmental Protection	\$375,000	Culvert Replacement at Florida Blvd/Fifth St	Public Works
Recreational Trails Program	FL Dept of Environmental Protection	\$200,000	Jarboe Park Trails and Bridge	Parks and Sustainability
Florida Resilient Coastlines Program	FL Dept of Environmental Protection	\$66,000	Community Resilience Planning	Parks and Sustainability
Community Planning Technical Assistance	FL Dept of Economic Opportunity	\$50,570	Comprehensive Plan Update	Planning & Community Development
Coronavirus Emergency Supplemental Funding	FL Dept of Law Enforcement	\$50,000	Upgraded Laptops for Computer-Aided Dispatch	Police
Justice Assistance Grant	US Dept of Justice	\$57,002	Wellness Project	Police
Justice Assistance Grant	US Dept of Justice	\$52,858	Technological Advancement	Police
Jarboe Park Tree Planting	City of Jacksonville Tree Mitigation Fund	\$145,918	77 new trees - Jarboe Park	Parks and Sustainability
Rectangular Rapid-Flashing Beacon	City of Jacksonville Traffic Engineering	\$25,000	Improved Crosswalk at Florida Blvd/Kings Rd	Parks and Sustainability, Public Works
Fitness Equipment	City of Jacksonville Parks	\$39,885	Fitness Equipment for Jarboe Park	Parks and Sustainability
Eco-Counter Loan	City of Jacksonville Transportation Planning	\$5,000	Bicycle/Pedestrian Counters - First St and Jarboe Park	Parks and Sustainability
Playground Mat Donation	Friends of Jax Playgrounds	\$4,985	Playground Mats for Jarboe Park	Parks and Sustainability
Planning Study	North Florida Transportation Planning Organization	\$75,000	Atlantic/Neptune Beach Parking and Mobility Study	Planning & Community Development
Planning Study	North Florida Transportation Planning Organization	\$125,000	East Coast Greenway (Beaches) Feasibility Study	Parks and Sustainability
Eckstein Foundation	Eckstein Foundation	\$30,000	Playground Equipment for Jarboe Park	Parks and Sustainability
Eckstein Foundation	Eckstein Foundation	\$50,000	Shade Structures, ADA Swing, Senior Center, Police Donation	Parks and Sustainability, Senior Center, Police
		<b>\$1,352,218</b>		
<b>In-Progress Projects</b>				
<b>Grant/Donation Name</b>	<b>Agency/Organization</b>	<b>Amount</b>	<b>Description</b>	<b>CONB Dept</b>
District Cost Share Program	St. Johns River Water Management District	\$437,500	Neptune Beach Wastewater Treatment Facility Process Upgrade	Public Works
Resilient Florida Program	FL Office of Resilience and Coastal Protection	\$180,000	Community Resilience Planning	Parks and Sustainability
Hazard Mitigation Grant Program	FL Division of Emergency Management/FEMA	\$178,756	City Hall and Police Department Generators	Parks and Sustainability, Public Works, Police
Penman Rd Complete Streets Study (COJ CIP)	City of Jacksonville Public Works	\$500,000	Study and Concept Plans for Penman Rd Improvements	Parks and Sustainability, Public Works
Hopkins Creek Regional Stormwater Improvements Phase 1 (COJ CIP)	City of Jacksonville Public Works	\$8,000,000	Replacement of Florida Blvd Culvert	Parks and Sustainability, Public Works
		<b>\$9,296,256</b>		
<b>Planned Projects</b>				
<b>Grant/Donation Name</b>	<b>Agency/Organization</b>	<b>Amount</b>	<b>Description</b>	<b>CONB Dept</b>
SR A1A Complete Streets and Stormwater Improvements (FDOT LOPP)	FDOT	\$12,164,173	A1A Stormwater Improvements (Cost Estimate)	Parks and Sustainability, Public Works
Hopkins Creek Regional Stormwater Improvements Phase 2	TBD	\$7,000,000	Replacement of Forest Ave Culvert (Cost Estimate)	Parks and Sustainability, Public Works
FY 22 Justice Assistance Grant	US Dept of Justice	\$56,347	Technological Advancement (Application will be submitted 10/1/23)	Police
		<b>\$19,220,520</b>		



**Agenda Item #8A  
Ord. No. 2023-10  
Payment In-Lieu  
of Parking**

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

<b>AGENDA ITEM:</b>	Payment In-Lieu of Parking Ordinance Update
<b>SUBMITTED BY:</b>	Heather Whitmore, AICP, Community Development Director
<b>DATE:</b>	October 5, 2023
<b>BACKGROUND:</b>	<p>LDC Sec. 27-541. – “Payment in-lieu of providing off-street parking in the Central Business District” provides an opportunity for the owner of a property to request a waiver for a portion or all of the required non-ADA off-street parking spaces through payment of a fee-in-lieu of providing required parking pursuant to section 27-540.</p> <p>The purpose of this ordinance is to establish a flat rate fee calculation for the payment fee-in-lieu of parking program in the Central Business District. The ordinance expands how those fees may be utilized, and limits the use of funds to Central Business District. Specifically, the ordinance permits funds to spent to support a variety parking and transportation improvements in the Central Business District.</p> <p>Lastly, the ordinance revises the payment terms to require a first payment of 50% of the total fee prior to issuance of a building permit or the first certificate of occupancy (whichever comes sooner), and provides that the 50% balance of the amount due may be paid in equal monthly payments plus prime rate for up to two (2) years.</p>
<b>BUDGET:</b>	Fees collected under the “Payment in-lieu of providing off-street parking program” will go into a dedicated spending account for parking and transportation improvements in the Central Business District.
<b>RECOMMENDATION:</b>	Approve Ordinance 2023-10 upon first reading, and forward to a second reading for final adoption.

<b>ATTACHMENT:</b>	<ol style="list-style-type: none"><li>1. Business Impact Estimate provided in accordance with section 166.041(4), Florida Statutes.</li><li>2. Ordinance 2023-10, with Exhibit A: Proposed revised LDC Sec. 27-541. – “Payment in-lieu of providing off-street parking in the Central Business District” in strikethrough and underline:</li></ol>
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# Business Impact Estimate

*This form should be included in agenda packet for the item under which the proposed ordinance is to be considered, and must be posted on the City of Neptune Beach's website by the time notice of the proposed ordinance is published.*

Proposed ordinance's title/reference:

*Ordinance 2023-10*

*Amending Chapter 27 Unified Land Development Code Article VIII Parking and Loading, Section 27-541 "Payment in-lieu of providing off-street parking in the Central Business District"*

This Business Impact Estimate is provided in accordance with section 166.041(4), *Florida Statutes*. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance, but the City is, nevertheless providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government.
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, *Florida Statutes*, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
  - c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or

<sup>1</sup> See Section 166.041(4)(c), *Florida Statutes*.

d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

In accordance with the provisions of controlling law, even notwithstanding the fact that, an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

*The proposed ordinance revises Sec. 27-541. – “Payment in-lieu of providing off-street parking in the Central Business District” by:*

*- Allows payment in-lieu of providing off-street parking funds to spent to support a variety parking and transportation improvements in the CDB*

*-Establishes deposit and payment arrangement terms*

*- Establishes a flat rate fee calculation for the payment fee-in-lieu of parking, replacing the existing cost of construction method of computation*

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur;

(b) Any new charge or fee imposed by the proposed ordinance, or for which businesses will be financially responsible; and

(c) An estimate of the City’s regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

*(a) For those businesses that request to make a payment in-lieu of providing off-street parking in the CBD, the direct compliance costs that business shall be satisfied as determined by the Community Development Department fee adopted by separate City Council resolution;*

*(b) The existing ordinance already establishes a payment in-lieu of providing off-street parking in the CBD. This is not a new charge or fee imposed by the proposed ordinance, or for which businesses will be financially responsible; and*

*(c) None.*

*Regarding each of the above, the estimated revenues will be determined by the resolution adopted to implement the fee provisions of this ordinance. Only business who seek to avail themselves of the rights granted in this ordinance will incur any costs.*

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

*All businesses in the incorporated City limits located in the Central Business District. All future business to be located in the Central Business District. The exact number of businesses is unknown. The number of businesses in the Central Business District is estimated to be less than 100. The provisions of this ordinance are not mandatory and therefore will only impact businesses who seek to avail themselves of the option contained therein.*

4. Additional information the governing body deems useful (if any):

*The provisions of this ordinance are not mandatory and therefore will only impact businesses who seek to avail themselves of the option contained therein.*

INTRODUCED BY:



ORDINANCE NO. 2023-10

**A BILL TO BE ENTITLED**

AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA AMENDING AND REVISING CHAPTER 27 UNIFIED LAND DEVELOPMENT REGULATIONS; REVISING THE FOLLOWING ARTICLES: ARTICLE XIII - PARKING AND LOADING Section 27-541 PAYMENT IN-LIEU OF PROVIDING OFF-STREET PARKING IN THE CENTRAL BUSINESS DISTRICT; PROVIDING SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR 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 and land use plans to ensure their health, safety and welfare; and

**WHEREAS**, the City of Neptune Beach, Florida previously enacted Chapter 27 Unified Land Development Regulations and Code of Ordinances, of the City of Neptune Beach and;

**WHEREAS**, the City has received feedback from residents and stakeholders that it should be a priority to preserve the unique character of Neptune Beach through this process; and

**WHEREAS**, development contrary to the desires of residents, stakeholders, and the City Council would undermine the planning efforts undertaken and create irreparable harm to the scheme of development sought within the City; and

**WHEREAS**, prior efforts inconsistent with such desires, including costly litigation, could have been mitigated had the City of Neptune Beach Unified Land Development Code and/or Code of Ordinances contained provisions designed to clarify matters and protect the interests of the City and its residents; and

**WHEREAS**, the City Council previously adopted a new comprehensive plan; and

**WHEREAS**, the City Council subsequently undertook a process to analyze, revise, and refine the land development regulations contained in Chapter 27 of the City's Code to meet the goals set forth above and to ensure compliance with the comprehensive plan; and

**WHEREAS**, the City Council has hired the services of Dover, Kohl & Partners, an award-winning planning firm, to assist with the comprehensive plan and land development regulation revision process; and

**WHEREAS**, the information received from such efforts was used to develop proposed revisions 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 hearings of this proposed ordinance and of the public hearings 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 this ordinance is 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**, in particular, the City Council of the City of Neptune Beach, Florida has determined that it is necessary and in the interest of the public welfare to amend the language contained in the attached “**EXHIBIT A**”.

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

**SECTION 1.** Chapter 27 Unified Land Development Regulations and the additional aforementioned chapters of the Code of Ordinances of the City of Neptune Beach is hereby revised as provided on “**EXHIBIT A**”.

**SECTION 2.** Severability. If any section, sentence, clause, phrase, or word of this Ordinance or “**EXHIBIT A**” is, for any reason, held or declared to be unconstitutional, inoperative or void, such holding or invalidity shall not affect the remaining portions of this Ordinance or “**EXHIBIT A**”, and it shall be construed to be the legislative intent to pass this Ordinance or “**EXHIBIT A**” without such unconstitutional, invalid or inoperative part therein.

**SECTION 3.** 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.

**SECTION 4.** Effective Date. This Ordinance shall become effective immediately upon its passage by the City Council.

**VOTE RESULTS OF FIRST READING:**

Mayor Elaine Brown  
Vice Mayor Kerry Chin  
Councilor Josh Messinger  
Councilor Lauren Key  
Councilor Nia Livingston

Passed on First Reading this \_\_\_\_ day of \_\_\_\_\_ 2023.

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

Mayor Elaine Brown  
Vice Mayor Kerry Chin  
Councilor Josh Messinger  
Councilor Lauren Key  
Councilor Nia Livingston

Adopted on Second and Final Reading this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

ATTEST:

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

Approved as to form and  
correctness:

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

### Article XIII

#### **Sec. 27-541. - Payment in-lieu of providing off-street parking in the Central Business District.**

In order to facilitate the improvement and redevelopment of properties in the Central Business District (CBD) in a manner that is consistent with the existing character of the neighborhood, the owner of a property may request a waiver for a portion or all of the required non-ADA off-street parking spaces through payment of a fee-in-lieu of providing required parking pursuant to section 27-540. Any required ADA spaces must still be provided on-site. Requests to use the payment-in-lieu of parking fee for alternative compliance with the off-street parking requirements shall be submitted to the community development department and may be reviewed by the Community Development Board and the Community Development Director, as applicable.

- (a) ***Fee calculation.*** The amount of the payment to the payment-in-lieu of parking program will allow the City of Neptune Beach to acquire land, finance, design, construct, and carry out maintenance and repairs to public parking facilities; and to perform other necessary and desirable actions to provide improvements to public off-street parking facilities, and to promote parking alternatives and nonvehicular transportation. The amount of the payment shall be a flat amount per space as established by resolution of the city council~~shall be determined by the average cost to the city for the construction of a parking space in a parking structure or parking area on a program wide basis which shall be determined by the director of finance in coordination with the public services director and the community development director. The average cost shall include actual costs and fees for land acquisition, design and planning, legal, engineering, actual construction, and permit review and inspection. Additionally, the fee shall be calculated and paid for all required parking spaces for the use to receive a reduction in the number of parking spaces required.~~
- (1) ***New construction and existing structures substantial improvements, payment in full required.*** For new construction and expansion, alteration or rehabilitation, or change of use of an existing structure that results in an increased parking requirement as determined in accordance with the Code~~substantial improvements to existing construction as defined in section 27-15,~~ the Payment in-Lieu of Parking fee shall be satisfied ~~by two (2) equal payments~~ as determined by the Community Development Department fee adopted by separate City Council resolution and updated from time to time. The first payment of 50% of the total fee shall be made to the Community Development Department prior to issuance of ~~a building permit for a principal building or structure on the lot. The second payment shall be made prior to the issuance of a building permit for construction of a principal building or structure on the lot or the first certificate of occupancy (whichever comes sooner).~~ New construction and substantial improvements to existing construction shall not be qualified to participate in a payment in lieu of parking fee agreement. The 50% balance amount due may be spread out into paid in equal monthly payments for up to two (2) years pursuant to the agreement requirements and payment plan detailed in subsections (b) and (c) below.
- (2) ~~***Existing structures.*** When expansion, alteration or rehabilitation, or change of use of an existing structure which does not meet the definition of a substantial improvement to~~

~~existing construction as defined in section 27-15 results in an increased parking requirement as determined in accordance with the Code, the in-lieu fee shall be satisfied by one of the following methods:~~

~~a. Two (2) equal payments as set by the Community Development Department fee schedule as adopted from time to time by resolution (certificate of use shall be substituted for certificate of occupancy for change of building use triggering an increase in parking requirements). Applicants who are required to contribute in lieu of one (1) parking space must pay in full prior to the issuance of a certificate of use or a certificate of occupancy (whichever comes sooner).~~

~~b. For applicants qualified to participate in an in-lieu of parking fee agreement, the amount due may be spread out into monthly payments for up to two (2) years pursuant the agreement requirements and payment plan detailed in subsections (b) and (c) below.~~

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- (b) ~~**In-lieu of parking fee agreement.** Existing structure applicants who are required to contribute in lieu of two (2) or more required parking spaces but will not pay the entire in-lieu fee due prior to issuance of the certificate of occupancy or certificate of use, must enter into an in-lieu of parking fee agreement with the city.~~ The executed agreement shall be recorded by the community development department prior to the issuance of the building permit or certificate of occupancy or certificate of use, as applicable. The obligations imposed by the agreement shall constitute a restrictive covenant upon a property, and shall bind successors, heirs and assigns in favor of the city. The restrictive covenant shall be released by the city only upon full payment of the in-lieu parking fees due. In-lieu of parking fee agreements shall only be made between the city and the owner(s) of the subject property.
- (c) **Fee collection for monthly payment plan.** The first fee payment for applicants entering into an in-lieu of parking fee agreement shall be paid to the Community Development Department prior to the issuance of a building permit for construction of a principal building or structure on the lot. If no building permit is needed, the first payment shall be due and paid to the Community Development Department at the time the certificate of use, or certificate of occupancy (if required) is issued. The remaining amounts shall be paid in no more than twenty-four (24) monthly payments due on the first day of the first ~~month, including month following the initial 50% payment, including plus~~ interest ~~calculated~~ in the amount of ~~five (5)~~ prime rate percent per annum, until the city has received payment in full of the remaining balance. The prime rate shall be determined at the time of execution of the parking fee agreement and shall be based on the rate established by the Wall Street Journal. If such rate is not available, the city may use such other source as it determines appropriate in its reasonable discretion.
- (d) **Administration.** The Community Development Department shall administer the collection of in-lieu funds. The finance department shall administer the collection of monthly fees for applicants entered in an in-lieu of parking fee agreement using information provided in writing by the Community Development Department. Additional payments and procedures for late payments and failure to pay penalties shall be established within the in-lieu of parking fee agreement.



- (e) ***Deposit of payment-in-lieu program funds.*** Funds generated through the in-lieu fee program shall be deposited in the payment-in-lieu of parking fund, which may consist of one or more city accounts specifically established to provide parking and related transportation improvements within the ~~payment-in-lieu-Central Business District, districts and adjacent priority parking districts. The Mobility Management Director and the Community Development Board shall maintain a map which identifies priority parking districts, areas which are strategically located to provide future parking that is within walking distance of the Central Business District.~~
- (f) ***Use of payment-in-lieu program funds.*** The fee collected in the payment-in-lieu fund shall be used to fund the following activities ~~in order to~~ which support the ~~development, regulation, maintenance, and operation of facilities and programs for the benefit of parking and traffic in the Central Business District~~ provision of parking structures and facilities in commercial districts and for institutional uses:
- (1) Acquire, construct, or develop off-street and on-street parking and related facilities;
  - (2) Fund the capital costs associated with new, upgraded, or expanded off-street parking areas serving land uses within the priority parking districts.
  - (3) Acquisition of land for present and future mobility improvements or interim parking uses; or
  - ~~(4)~~ Reimburse capital costs or advances, or related financing costs, for spaces in existing facilities or to be constructed which are designated or set aside for the program.
  - (5) Perform necessary and desirable actions to provide safe, well-marked, accessible, and/or clean public off-street parking facilities.
  - (6) Promote nonvehicular transportation and transit.
  - (7) Promote parking alternatives, such as park and ride, or ride sharing.
  - ~~(4)(8)~~ Nothing herein shall be deemed to require the city to undertake the acquisition, construction, expansion, or development of any particular off-street parking facility.



**Agenda Item #10A  
Variable Frequency  
Drive Panel**

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

<b>AGENDA ITEM:</b>	Return and Waste Sludge Pumps Variable Frequency Drive Panel
<b>SUBMITTED BY:</b>	Deryle Calhoun, P.E. Public Works Director
<b>DATE:</b>	September 25, 2023
<b>BACKGROUND:</b>	<p>The wastewater treatment process includes balancing the inventory of micro-organisms in the treatment plant; some are returned to the process (RAS) and some are removed (wasted, or WAS). Both RAS and WAS are pumped.</p> <p>Controlling RAS and WAS pumping rates to coincide with current plant conditions is critical. Pumping rates are controlled with variable frequency drives (VFDs). Currently, the WAS pump VFD is inoperable due to end of life. The RAS VFD is still functioning but is of the same era. If the RAS VFD were to fail, plant performance would be critically affected.</p> <p>Staff previously pre-purchased and later received a new RAS/WAS VFD panel in June. Since June staff has sought an electrical contractor for the installation. Staff identified Miller Electric Company through a City of Jacksonville piggyback contract, and City Attorney has reviewed and approves.</p> <p>Miller has provided a not to exceed quote of \$28,000. Staff has confirmed as of 9/25 that the price is still valid.</p>
<b>BUDGET:</b>	FY24 Sewer Services Capital Outlay 401-4335-60 indicates a combined \$4,671,602.
<b>RECOMMENDATION:</b>	Approve award of not to exceed \$28,000.00 to Miller Electric Company
<b>ATTACHMENT:</b>	<ul style="list-style-type: none"> <li>Miller Electric Company quote</li> </ul>



**MILLER ELECTRIC COMPANY**  
*Powering the Possibilities*

PO Box 1799 (32201)  
6805 Southpoint Parkway  
Jacksonville, FL 32216  
TOLL FREE: 800.554.4761  
FAX: 904.389.8653  
www.mecojax.com

9/5/2023

Brandi Taylor  
2010 Forest Ave  
Neptune Beach, FL 32266

RE: Owner Furnished RAS/WAS Panel Installation

Brandi,

Miller Electric Company is pleased to provide you with the following proposal for the above-referenced project. Please see our below-referenced qualifications and clarifications.

**Scope of Work with Inclusions:**

- Remove and dispose of existing RAS/WAS VFD Panel
- Remove and dispose of existing electrical equipment supporting RAS/WAS panel
- Relocate existing conduit
- Installation and wiring of owner-furnished RAS/WAS panel
- Connect existing line voltage wiring
- Furnish and Install (2) new NEMA4X 30A Non-Fused disconnects
- Connect new disconnects to RAS/WAS panel
- Installation and wiring of (2) owner-furnished Variable Frequency Drives
- Startup and testing
- This price is valid for 7 days from the date stated on this proposal.

**Scope of Work Exclusions:**

- Electrical permit
- Overtime
- Startup technician or scheduling
- Warranty or responsibility of any owner-furnished equipment

\*Lead time for Stainless Steel disconnects is very long I am being told 50 weeks. If you are ok we can put a breaker in the lockable hinge cover SS Jbox and use it for disconnecting means if necessary.

**NTE Cost .....\$28,000.00**

Sincerely,  
Miller Electric Company

Terry Long  
Project Manager



**Agenda Item #10B  
SRF Request for  
Inclusion**

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

<b>AGENDA ITEM:</b>	FDEP Wastewater State Revolving Fund (SRF) – Request for Inclusion
<b>SUBMITTED BY:</b>	Deryle Calhoun, P.E. Public Works Director
<b>DATE:</b>	September 25, 2023
<b>BACKGROUND:</b>	<p>The current FDEP wastewater collection system Consent Order requires a review of CONB utility financial health amongst other items. CONB’s consulting engineer has identified that debt financing will be required to complete various improvements to the wastewater system including another gravity sewer crossing of 3<sup>rd</sup> Street and an extension of the Florida Blvd force main to the wastewater treatment plant (construction budget \$2.6M).</p> <p>To be considered for financing a Request for Inclusion (RFI) must be submitted to FDEP. CONB previously submitted an RFI in October 2020 for sewer rehabilitation work, but it was later withdrawn.</p> <p>FDEP next meets in November 2023 to consider RFIs. If approved by CONB City Council, staff will work with our consulting engineers to update the RFI for submittal.</p>
<b>BUDGET:</b>	N/A
<b>RECOMMENDATION:</b>	Approve staff and consulting engineers to prepare and submit RFI
<b>ATTACHMENT:</b>	Request for Inclusion blank application



# Florida Department of Environmental Protection

## REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

Clean Water State Revolving Fund Program  
3900 Commonwealth Blvd., MS 3505, Tallahassee, FL 32399-3000

Process to receive a State Revolving Fund (SRF) Loan. This Request for Inclusion (RFI) form, Form RFI 1 per subsection 62-503.200(33), F.A.C., lets us know that you are interested in obtaining an SRF loan. Each RFI will be assigned a project engineer to assist you throughout the SRF funding process. The information contained in the RFI is used to determine a priority score for your project; and the priority score is used to rank projects on the SRF priority list. Only projects ranked on the fundable portion of the priority list will receive consideration for a loan. Your project engineer will assist you in understanding all program requirements necessary before you are asked to submit a loan application, Form Application 1 or Form Application 2 per paragraph 62-503.430(1)(a), F.A.C. Please note that costs incurred before the adoption of the project on the fundable or waiting portion of the priority list are ineligible for reimbursement.

**Type of Loan Requested in this Application.** Select only one loan category and project type.

Loan Category: Planning  Design  Inflow/Infiltration Rehabilitation  Construction

Project Type: Design/Bid/Build  Design/Build (D/B)  Construction Manager at Risk (CMR)

Note: Procurement of professional services must meet the requirements of the Consultants' Competitive Negotiation Act, Section 287.055, F.S.

### 1. Applicant's Name and Address.

Project Sponsor: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_  
(street address) (city) (county) (state) (zip code)  
\_\_\_\_\_  
(telephone) (ext.) (email address)

Contact Person Address (if different): \_\_\_\_\_  
(street address) (city) (state) (zip code)

### 2. Name and Address of Applicant's Consultant (if any).

Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_  
(street address) (city) (county) (state) (zip code)  
\_\_\_\_\_  
(telephone) (ext.) (email address)

### 3. Certification by Authorized Representative.

I certify that this form and attachments have been completed by me or at my direction and that the information presented herein is, to the best of my knowledge, accurate.

\_\_\_\_\_  
(email address) (date)

\_\_\_\_\_  
(name, typed) (title)

\_\_\_\_\_  
(signature)

# REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

## 4. Eligible Projects.

- a. Stormwater management facilities, such as detention/retention facilities, treatment facilities, etc. sponsored by a local government (eligible under Section 212 of the amended Clean Water Act).
- b. Wastewater management facilities, such as sewers, pump stations, treatment plants, reuse facilities, sludge facilities, etc. sponsored by a local government (eligible under Section 212 of the amended Clean Water Act).
- c. Nonpoint source pollution control best management practices for agriculture, silviculture, on-site treatment and disposal, wetlands, mining, marinas, brownfields or groundwater protection sponsored by any entity (eligible under Section 319 or 320 of the amended Clean Water Act).

## 5. Project Information (Please attach).

- a. Describe the project, its location, the scope, why it's needed and the environmental benefit.
- b. Attach maps showing system boundaries, existing and proposed service area, and project area.

## 6. Estimated Costs (Clean Water Act Section 212, 319, and 320).

- a. Planning and/or SSES including geotechnical studies and surveying \_\_\_\_\_
- b. Design \_\_\_\_\_
- c. Special Studies including feasibility studies \_\_\_\_\_
- d. Eligible Land (necessary land divided by total land times purchase price) \_\_\_\_\_
- e. Construction, Equipment, Materials, Demolition and Related Procurement \_\_\_\_\_
- f. Construction Contingency (10% of Item e) \_\_\_\_\_
- g. Technical Services during Construction \_\_\_\_\_
- h. Sum of Items a. through g. \_\_\_\_\_

## 7. Project Schedule.

(Month and Year)

- a. Submit the planning or SSES documentation \_\_\_\_\_
- b. Submit the design documents, obtain permits, and acquire sites (as necessary) \_\_\_\_\_
- c. Start activity (such as construction or non-structural best management practice) \_\_\_\_\_
- d. Complete activity (such as construction or non-structural best management practice) \_\_\_\_\_

## 8. Population

- a. Population served by the system \_\_\_\_\_
- b. Population to be served by the project \_\_\_\_\_

## 9. Project Priority

- a. Baseline Priority Categorization.

In the Table below, identify each of the project components for which the project qualifies and provide the component's construction cost. The baseline priority score (BPS) will be determined by prorating each component. The project sponsor must provide documentation that supports the selection of a base priority score of 350 points or greater.

# REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

<u>Project Component</u>	<u>Priority Points</u>	<u>Component Construction Cost</u>
1. Eliminate a documented acute or chronic public health hazard. Examples include elimination of failing septic tanks, failing package plants, or elimination of sanitary sewer overflows.	500 points	_____
2. Implement a project included in, or to be implemented as a direct result of, an adopted Basin Management Action Plan or a Reasonable Assurance Plan approved pursuant to section 403.067, F.S.	450 points	_____
3a. Protect surface or ground water by preventing or reducing a documented source of pollution, pollution reductions necessary to meet regulatory requirements; or		
3b. Projects or activities by local governments or on-site system management entities, under section 319 of the Act, that correct septic tank failures in springsheds of first magnitude springs; or correct septic tank contributions to nutrient impaired spring systems.	400 points	_____
4. Address a compliance problem documented in an enforcement action where the Department has issued a notice of violation or entered a consent order with the project sponsor.	375 points	_____
5. Meet the criteria for a Green Project; correct excessive inflow/infiltration or other issues within the collection and transmission system that cause sanitary sewer overflows; scheduled rehabilitation; replacement; repair described in an approved asset management plan; or reuse that replaces an existing or proposed demand on a water supply.	350 points	_____
6. Planning and design loans; projects for the installation of wastewater transmission facilities to be constructed concurrently with other construction projects occurring within or along a transportation facility right-of-way; or for rehabilitation, replacement or repair not included in an approved asset management plan.	340 points	_____
7. Projects that construct other reclaimed water systems or residuals reuse systems that do not meet the criteria of component 5. above.	300 points	_____
8. Ensure compliance with other enforceable standards or requirements.	200 points	_____
9. Timely submitted projects that otherwise meet the requirements of the Act (including land or wastewater system acquisition projects).	100 points	_____
b. Restoration and Protection of Special Water Bodies.		
In order to qualify for a base score multiplier, identify which of the water bodies listed below that the project will assist in restoring or protecting; and reference the location in existing documentation where substantiating information may be found or attach other such substantiating information. If none are selected, the multiplier equals 1.0. If one or more are selected, the multiplier is 1.2. Supporting documentation must be provided for items selected.		
1. A priority water body identified in an adopted Surface Water Improvement and Management (SWIM) Plan.		<input type="checkbox"/>
2. A water body classified as Outstanding Florida Waters or Wild and Scenic Rivers.		<input type="checkbox"/>
c. Projects that document any of the following shall have bonus points added to the priority score after the adjustment under paragraph (b) above, as indicated. Items 3, 4 and 5 below are only applicable to financially disadvantaged small communities.		
1. Elimination of Ocean Outfalls.	15 points	<input type="checkbox"/>
2. Consistency with an Integrated Water Resource Management (One Water) plan.	15 points	<input type="checkbox"/>
3. Population of 10,000 or less as of most recent decennial census, and affordability index less than or equal to 100.	1000 divided by the affordability Index = _____ points.	
4. Negative population trend as defined in 62-505.300(2)(c)2, F.A.C.	25 points	<input type="checkbox"/>
5. End of useful life as defined in 62-505.300(2)(c)3., F.A.C.	25 points	<input type="checkbox"/>

Return the completed form to the State Revolving Fund Program, 3900 Commonwealth Blvd., MS 3505, Tallahassee, Florida, 32399-3000. The form may be scanned and emailed to SRF\_Reporting@dep.state.fl.us.



**Agenda Item #10C  
CDB Appointments**

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

<b>AGENDA ITEM:</b>	Item #10C- Resolution No. 2023-12, CDB Appointments																						
<b>SUBMITTED BY:</b>	City Clerk Catherine Ponson																						
<b>DATE:</b>	09-27-2023																						
<b>BACKGROUND:</b>	<p>The Community Development Board consists of 7 regular members and 3 alternate members. Listed below are the CDB Members:</p> <table border="1" data-bbox="560 903 1242 1323"> <thead> <tr> <th><u>Regular Members</u></th> <th><u>Term Expires</u></th> </tr> </thead> <tbody> <tr> <td>René Atayan</td> <td>01/04/2025</td> </tr> <tr> <td>William Hilton</td> <td>09/04/2024</td> </tr> <tr> <td>Charlie Miller</td> <td>09/04/2024</td> </tr> <tr> <td>William Randolph</td> <td>07/05/2023*</td> </tr> <tr> <td>Jonathan Raiti</td> <td>09/04/2024</td> </tr> <tr> <td>Greg Schwartzenberger</td> <td>01/04/2025</td> </tr> <tr> <th><u>Alternate Members</u></th> <td></td> </tr> <tr> <td>Marc Boran</td> <td>02/06/2024</td> </tr> <tr> <td>Rhonda Charles</td> <td>02/06/2024</td> </tr> <tr> <td>Tony Mazzola</td> <td>02/06/2024</td> </tr> </tbody> </table> <p>Bob Frosio termed out in July (vacant) and William Randolph has requested to be reappointed to his second term.</p>	<u>Regular Members</u>	<u>Term Expires</u>	René Atayan	01/04/2025	William Hilton	09/04/2024	Charlie Miller	09/04/2024	William Randolph	07/05/2023*	Jonathan Raiti	09/04/2024	Greg Schwartzenberger	01/04/2025	<u>Alternate Members</u>		Marc Boran	02/06/2024	Rhonda Charles	02/06/2024	Tony Mazzola	02/06/2024
<u>Regular Members</u>	<u>Term Expires</u>																						
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Rhonda Charles	02/06/2024																						
Tony Mazzola	02/06/2024																						
<b>BUDGET:</b>	N/A																						
<b>RECOMMENDATION:</b>	Consider the attached applications for appointment to the Community Development Board and adopt a resolution appointing members to the board																						
<b>ATTACHMENT:</b>	<u>CDB Applications</u> -Corrine Bylund, Tim Horvath, Coleman Lay, Jessica Otto, Lynda Padrta, Brent Rogers, and Gabriel Wahila																						





# CITY OF NEPTUNE BEACH

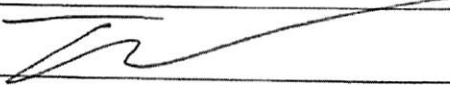
## Board Membership Application

Name: Corrine A. Bylund		
Address: 1611 Arrowhead Trail, Neptune Beach, FL 32266		
Mobile Phone: 904-864-6719	Work Phone: 904-728-4644	
Email address: <a href="mailto:corrine@bylundlaw.com">corrine@bylundlaw.com</a>		
Occupation: Attorney	Place of Employment: Bylund Law, PLLC	
How long have you lived in the City? Since May 2015		
Education	Major	Did you graduate?
High School: Southern Door High School, Brussels, WI		Yes
College: University of Wisconsin - Green Bay	Public Admin	Yes
Graduated from Florida Coastal School of Law with Juris Doctor in 2005		
What are your hobbies and interests?		
Travel, gardening, scuba diving, history and geneology.		
Which Board do you desire to serve on? (see back for description)		
XX	Community Development Board	
	Police Retirement Fund Board	
Please explain what qualifications, employment or volunteer, you possess that is relevant to this board.		
I am an attorney and understand codes and enforcement. I am also a resident who understands a homeowner's desire to improve his property.		
Provide a brief explanation of your interest in being appointed to this board.		
I am interested in joining the Community Development Board because preserving the integrity of our small beach town is of great public importance and of importance to me personally as a property owner and parent of a child being raised here. My education in public administration and the law makes me uniquely qualified for serving on this board.		
Are you available one night per month?		
Yes.		
Are you a registered voter? Yes.		
Signature:		Date: 7/13/2023



# CITY OF NEPTUNE BEACH

## Board Membership Application

Name: Tim Horvath		
Address: 611 2nd St, 32266		
Mobile Phone: 904-955-6338	Work Phone:	
Email address: Thorvath08@Gmail.com		
Occupation: Anesthesia Provider	Place of Employment: HCA OPMC	
How long have you lived in the City? Jacksonville FL - 3yrs, Neptune Beach - 7mths		
Education Doctorate	Major	Did you graduate?
High School:	CRNA	Yes
College:		
What are your hobbies and interests? Spike ball, philanthropic involvement, meaningful social functions, time with friends, Family,		
Which Board do you desire to serve on? (see back for description)		
	Community Development Board	
	Police Retirement Fund Board	
Please explain what qualifications, employment or volunteer, you possess that is relevant to this board. Please See Attached Document		
Provide a brief explanation of your interest in being appointed to this board. Neptune is a great community with so much to offer. As a young adult who has recently moved here I would like to be involved in making sure NB maintains the aspects that make it great and a desirable place to call home		
Are you available one night per month? yes		
Are you a registered voter? Yes		
Signature: 	Date: 7/10/2022	



## CITY OF NEPTUNE BEACH

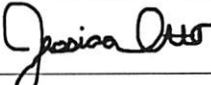
### Board Membership Application

Name: Coleman Lay		
Address: 900 Lincoln Rd. Neptune Beach, FL. 32266		
Mobile Phone: 904.945.5696	Work Phone:	
Email address: coleman.lay@duckworthconstruction.com		
Occupation: General Contractor	Place of Employment: Lay   Duckworth Construction	
How long have you lived in the City? 5 years		
Education Auburn University Bachelor of Science in Building Constructiobn	Major	Did you graduate?
High School: The Bolles School		yes
College:		yes
What are your hobbies and interests?		
Fishing/ hunting, wood working, anything outdoors, hospitality industry, construction and development		
Which Board do you desire to serve on? (see back for description)		
x	Community Development Board	
	Police Retirement Fund Board	
Please explain what qualifications, employment or volunteer, you possess that is relevant to this board.		
I am a native to Jacksonville and have lived out at the beaches a good portion of my life, and now have own my own home in Neptune Beach <input checked="" type="checkbox"/>		
I own a Commercial Construction company that serves North East Florida. I am very familiar with the permitting process and what is involved in getting a project off the ground.		
I am involved in a commercial real-estate group called NAIOP (North East Florida Chapter).		
I assume I will be younger than most board members and I think it is important to have a range of ages on a board.		
Provide a brief explanation of your interest in being appointed to this board.		
I realize there is something very special about Neptune Beach and I would like to be able to play a role in improving/maintaining the gem that it is		
I am eager to further learn development processes		
I am eager to meet like minded people and businesses in the beaches area		
Are you available one night per month?		
yes		
Are you a registered voter? yes		
Signature: Coleman Lay	Date: 3/27/2023	



## CITY OF NEPTUNE BEACH

### Board Membership Application

Name: Jessica Otto		
Address: 428 South St		
Mobile Phone: 904-254-8713	Work Phone:	
Email address: jessicaotto7@gmail.com		
Occupation: Speech-Language Pathologist	Place of Employment: Atlantic Speech Therapy and Florida Kids Therapy Services	
How long have you lived in the City?		
10 years		
Education	Major	Did you graduate?
High School: Providence		Yes, 2004
College: Florida State University	MS in COMD	Yes, 2011
What are your hobbies and interests?		
My favorite hobby is spending time at the beach with my family and friends. I also enjoy being active, reading, and the arts.		
Which Board do you desire to serve on? (see back for description)		
X	Community Development Board	
	Police Retirement Fund Board	
Please explain what qualifications, employment or volunteer, you possess that is relevant to this board.		
Since 2010 I have owned my own business that in 2017 grew into two business providing pediatric therapy to Northeast Florida. My experience as an owner has helped sharpen my critical thinking skills and learning to consider multiple sides of issues. My family has also renovated our home twice and walked through that process.		
Provide a brief explanation of your interest in being appointed to this board.		
If appointed to this board, my hope is to maintain the character of Neptune Beach. My father was raised in Jacksonville Beach and I was raised in Atlantic Beach and I desire to see the beaches remain a wonderful place for families to grow.		
Are you available one night per month?		
Yes.		
Are you a registered voter? Yes		
Signature:		Date: 6/28/2023



# CITY OF NEPTUNE BEACH

## Board Membership Application

Name: <u>Lynda Padrta</u>		
Address: <u>1113 1<sup>st</sup> Street, Neptune Beach</u>		
Mobile Phone: <u>904-234-7007</u>	Work Phone:	
Email address: <u>LPadrta.conb@gmail.com</u>		
Occupation: <u>Retired</u>	Place of Employment:	
How long have you lived in the City? <u>since 11/1/1997</u>		
Education	Major	Did you graduate?
High School:	<u>H.S.</u>	<u>yes</u>
College:	<u>BA- AIS</u>	<u>yes</u>
<i>(Accounting Information Systems)</i>		
What are your hobbies and interests?		
<u>home renovation, technology, travel, community volunteering, writing, <del>etc</del> painting, crochet, gardening</u>		
Which Board do you desire to serve on? (see back for description)		
<input type="checkbox"/> Community Development Board <input checked="" type="checkbox"/>		
<input type="checkbox"/> Police Retirement Fund Board		
Please explain what qualifications, employment or volunteer, you possess that is relevant to this board.		
<u>I have been a <del>property owner</del>/home owner since 1999.</u>		
<u>I have managed and/or owned rental property for many years</u>		
<u>I participated in city building code re-write in 1999-2001</u>		
<u>and the most recent re-write</u>		
Provide a brief explanation of your interest in being appointed to this board.		
<u>I would like to help ensure development is done</u>		
<u>as per our code and benefits our community.</u>		
Are you available one night per month? <u>yes</u>		
Are you a registered voter? <u>yes</u>		
Signature: <u>Lynda Padrta</u>		Date: <u>7/24/2023</u>



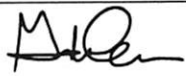
## CITY OF NEPTUNE BEACH Board Membership Application

Name: Brent Rogers		
Address: 1932 Strickland Road, Neptune Beach, FL		
Mobile Phone: 904-228-2579	Work Phone: 904-228-2579	
Email address: brentrogers86@gmail.com		
Occupation: Director, Development Services	Place of Employment: VanTrust Real Estate	
How long have you lived in the City? ~28 years (effectively my entire life other than college and a few years for work until I bought my house here)		
Education Bachelor of Science and Master of Science	Major	Did you graduate?
High School: Duncan U Fletcher		YES
College: University of Florida	Building Construction	YES
What are your hobbies and interests?		
Weight lifting, running, options and futures markets		
Which Board do you desire to serve on? (see back for description)		
YES	Community Development Board	
	Police Retirement Fund Board	
Please explain what qualifications, employment or volunteer, you possess that is relevant to this board.		
I started full-time employment after graduation in project management Sauer Incorporated, a contractor based here in Jacksonville.		
I worked on a variety of construction projects for diverse customers including the US Army Corps of Engineers, Naval Facilities Engineering Command, NASA, and private developers.		
Project valuation has ranged from less than \$5M to over \$35M and using a variety of contract delivery methods (bid-build, design-build, CM). Through my employment		
I have extensive experience in designing, permitting, and building projects. I understand issues that arise in designing and permitting projects and special circumstances of the type that may come to the board.		
Since 2020, I joined a VanTrust Real Estate and am developing a large industrial park in Bryan County, GA (west of Savannah). I have pursued rezoning, variances, various permits,		
and other administrative relief through that board, so I am familiar with the types of issues that may be presented to the board. I have over 2,000,000 SF of buildings under construction across 300+ acres.		
Provide a brief explanation of your interest in being appointed to this board.		
I've lived in Neptune Beach nearly my entire life, am a Fletcher graduate, and am a homeowner here. I am a stakeholder in NB and plan to stay here.		
I believe my education and work experience in construction and real estate development would be helpful in evaluating matters presented to the board.		
I wish to volunteer my time to help keep Neptune Beach the best place to live and where my children would want to live and work as they get older.		
Are you available one night per month?		
YES		
Are you a registered voter? YES		
Signature:	Date: 11/4/22	



## CITY OF NEPTUNE BEACH

### Board Membership Application

Name: Gabriel Wahila		
Address: 607 Valley Forge Rd E, Neptune Beach, FL 32266		
Mobile Phone: 904.451.4744	Work Phone:	
Email address: gabrielwahila@gmail.com		
Occupation: DIRECTOR OF HOME DESIGN + CONSTRUCTION	Place of Employment: SIMPLE LIFE	
How long have you lived in the City?		
I was born and raised in Jacksonville and have traveled and lived all over the US. My family and I move		
Education	Major	Did you graduate?
High School: BISHOP KENNY HIGH SCHOOL, JACKSONVILLE, FL	N/A	Y
College: UNIVERSITY OF NOTRE DAME	Bachelors of Architecture	Y
What are your hobbies and interests?		
Family, community, travel, design, the outdoors, reading, food + wine, sports, music, plants...		
Which Board do you desire to serve on? (see back for description)		
X	Community Development Board	
	Police Retirement Fund Board	
Please explain what qualifications, employment or volunteer, you possess that is relevant to this board.		
I volunteered and served on the Residential Design Review Board for the Village of Panther Creek (The and Board Member for Nevada Youth Network (Las Vegas, NV non-profit). My education and career ch and seeking creative solutions to challenges. The architectural education and degree I received from N and instilled in me an ethos of engaging in service, giving back to the community I call home, and looki our shared surroundings. I am very confident using and understanding building codes, zoning ordinance		
Provide a brief explanation of your interest in being appointed to this board.		
I have a passion for understanding what makes a place feel special. Everything - the details of a street, community interaction, lighting, landscaping, building scale and massing, and planning for a variety of surroundings. Good streets, successful urban centers, active park spaces and a tangible sense of community happen by accident - they are intentional, and when well-planned and executed, they positively affect and visitors. I would consider it a privilege to serve the City of Neptune Beach as a member of the Com		
Are you available one night per month?		
Yes		
Are you a registered voter? Yes		
Signature: 	Date: 12.16.22	