



AGENDA
Workshop City Council Meeting
Monday, March 20, 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
 - A. Neptune Beach Police Department Employee of the Year- Denine Zagari
 - B. Water Conservation Month Proclamation - Douglas Conkey, St. Johns River Water Management District
3. DEPARTMENTAL SCORE CARD p. 3
4. COMMITTEE REPORTS
 - A. Charter Review
 - B. Finance
 - C. Land Use and Parks
 - D. Transportation and Infrastructure Planning
5. PUBLIC COMMENTS
6. PROPOSED ORDINANCES / NONE
7. CONTRACTS / AGREEMENTS / NONE
8. ISSUE DEVELOPMENT
 - A. Consideration of Approval of Hiring Public Works Director
 - B. Discussion of City Manager and Chief Financial Officer Job Search
9. PUBLIC COMMENTS
10. COUNCIL COMMENTS
11. ADJOURN

Residents attending public meetings can use the code HX12 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."



PROCLAMATION

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and Neptune Beach are working together to increase awareness about the importance of water conservation; and

WHEREAS, Neptune Beach and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, Neptune Beach has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and

WHEREAS, leak prevention is commonly thought to be the first step in conserving water, Neptune Beach will encourage citizens and businesses to focus on fixing leaks;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the City of Neptune Beach, on this 20th day of March, 2023, do hereby proclaim the month of April as

WATER CONSERVATION MONTH

Neptune Beach, Florida is calling upon each citizen and business to help protect our precious resources by practicing water-saving measures and becoming more aware of the need to save water. For this, the 25th year of Water Conservation Month, there will be a special focus on fixing leaks and all forms of water loss

Elaine Brown, Mayor
City of Neptune Beach

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
UPDATED 03/10/2023**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
Neptune House Rentals	Recent bookings: 3/11/2023 (10 am-1 pm) for a children's birthday party; 3/18/2023 (10:30 am- 1:30 pm) for a children's birthday party; 4/29/2023 (10:30 am-1:30 pm) for a baby shower.	N/A	N/A	1/11/2023	On-going
Beach Recycling, Container Improvements and Educational Signs at Beach Accesses	New Budget Cycle Allows for Purchase of Refuse Containers, currently on pause while emergency repairs are made to beach accesses	\$30,000+/-	6.1.2022	In Progress	On-going
Waste Pro Liquidated Damages	Liquidated damages calculated monthly for missed residential collections.	N/A	N/A	N/A	On-going
CITY CLERK					
Town Hall Style Meeting Discussion	Discussed at November 7, 2022 Regular Council Meeting Will continue discussion of potential meeting dates and times after new year				
Public Records Requests	Fulfilled 16 requests in February	\$14.60		On-going	
HUMAN RESOURCES					
HR Coordinator hired	Date of Hire: 2/21/2023				2/21/2023
Open Positions Recruitment	Currently recruiting for 9 positions, including City Manager		2/21/2023	In Progress	On-going
FINANCE DEPARTMENT					
Tyler Technologies Financial Software Replacement	First phase of implementation to be completed month end		6/28/2022	Ongoing	
Reconciling Waste Pro Franchise Fees	Letter Sent to Waste Pro 11.2.2022; Met with Their Lobbying Attorney on 11.16.2022		11/16/2022	Ongoing	
Fiscal Year 2021 Audit	Waiting for Draft Financial from Purvis Gray		Ongoing	In progress	
Banking Combination	1 out of 3 accounts closed. Still processing the others		2023	Last Stage	
PLANNING AND COMMUNITY DEVELOPMENT					
Building Department Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Code Enforcement Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Commercial Fire Inspection Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Community Development Board Meeting	Meeting scheduled for 3/8/23. Workshop Agenda to discuss LDC updates and potential rezoning	N/A	ongoing	3/8/2023	Monthly

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PLANNING AND COMMUNITY DEVELOPMENT					
CRA: Finding of Necessity Research Data Collection and Analysis	Staff has placed this on hold pending the LDC adoption	N/A	N/A	Completed	TBD
CRA: Networking and Outreach	On hold	N/A	N/A	Ongoing: Potential for updating by SNF/UF AIS & the City of Neptune Beach	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	On hold	N/A	N/A	Ongoing: Potential for updating by SNF/UF AIS & the City of Neptune Beach	TBD
CRA: Board Meeting	On hold	N/A	N/A	Ongoing: Potential for updating by SNF/UF AIS & the City of Neptune Beach	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	On hold	N/A	N/A	Ongoing: Potential for updating by SNF/UF AIS & the City of Neptune Beach	TBD
Creation of GIS Maps for City	Firemarshal has created base layers and begun creating shapefiles for city infrastructure, parcels, and other relevant data.	N/A	On going	2/8/2023	TBD
Updating Sections of LDC	Sections to be Updated Based on Feedback from Staff, Citizens and Council to included 1) TOC, 2) FAR, 3) Garages	NA	Currently Ongoing	2/8/2023	Apr-23
Impact Fees	Staff is working with Terrell Arline to establish impact fees for new development in the City.	Mr. Arline is preparing a impact fee analysis on his own volition for the city to use as a basis.	8/1/2022	8/8/2022	TBD
GRANTS & RESILIENCY					
Jarboe Park- Additional Shade Structures	1st quote for additional shade received week of 5/2/2022, shades taken down for storm, Public Works has ordered tool needed for re-installation, re-installed after Ian, no damage from Nicole		5/1/2022	3/10/2023	In progress
Community Resilience Planning Grant	\$100,000 grant announced on 5/3/2022, initial grant documents received 5/9/2022, UF drafting scope, Expansion Grant application submitted 9/1/2022, Additional \$80,000 in funding announced 2/22/23	\$180,000 (Reimbursable Grant)	5/3/2022	3/10/2023	In progress
COJ Penman Road Complete Streets Project Study	Community Meeting on 12/15/2021, design phase to begin 1/1/2023, staff level Stakeholder meeting held end of August, COJ is scheduling an upcoming community meeting early 2023		10/1/2021	3/10/2023	In progress
FDOT Atlantic Blvd and Third St Intersection Improvements and Bay Street Pedestrian Hybrid Beacon and Crosswalk	Construction started on 1/3/2022 - schedule delayed because new drainage structure had to be added to the project for Jax Beach Beacon, Completion anticipated by early 2023. Formwork and initial concrete poured for path connection to Jarboe Park.		7/1/2021	3/10/2023	In progress
POLICE DEPARTMENT					
NBPD A/C System Overhaul	Council Approval Received, Waiting on all bids to be received.	\$18,000.00	3/1/2023	Active	In Progress
Motorola P1 Computer Aided Dispatch (CAD) Project	Pending New Computers P.O., Purchase, Config.	\$35,000.00	7/12/2019	Active	In progress
2021-JAGC-DUVA-4-3B-127 (Ammo)	Pending receipt of reimbursement from State of Florida. Post-award Audit completed and all docs sent to FDLE	\$52,858 (+/-)	1/1/2021	2/1/2023	In progress
Firehouse Public Safety Grants	Project Completed	\$20,852 (+/-)	4/7/2022	Completed	3/1/2023

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POLICE DEPARTMENT					
2023-JAGC-DUVA- (TBD) "Technological Adv. Project"	Applied for Grant	\$53,007.00	11/2/2022	Pending Application	In progress
DUI Unit Body Worn Camera (BWC) & In-Car Camera Project	ALPR feed successfully established & functional in field units. Developing BWC training.	\$7,748.00	7/13/1905	1/12/2023	In progress
Patrol Rifle Refresh	Items Ordered - Pending Arrival	\$5,000.00	7/13/1905	Active	Pending
Narcan Initiative	Received 50 doses from HIDTA. Pending Training & Deployment	\$0.00	6/8/2022	Active	In progress
Forms Refresh	An in-depth review and redesign of all PD forms to ensure uniformity, compliance and standardization	\$0.00	7/14/1905	On-going	In progress
Hiring	New-Hire Emergency Communications Officer Matt Lane	N/A	1/1/2023	Completed	3/2/2023
Fleet	New Police Vehicle to be received 02/16/23 (\$50,000 donated)	\$49,622.00	7/1/2022	On-Going	In-Progress
Training	FDLE Mandate De-escalation training Curriculum being developed	N/A	12/15/2022	Active	In Progress
After-Action Reporting	Completed	N/A	1/15/2023	Completed	3/1/2023
Transitioning to New Fleet Repair Vendor	CFO Opened Credit Account-Tires Plus/Initiated Change	N/A	12/10/2022	Completed	3/6/2023
Surplus Vehicles	Surplus Vehicle Auction Currently Live on Govdeals.com	Forthcoming	12/1/2022	Active	In Progress
PUBLIC WORKS DEPARTMENT					
CUP Renewal and well relocation design	Professional Services: -The Supplemental Agreement with the Consultant was approved during the January 3, 2022 Council meeting - Kick-off meeting with the Consultant on 1/14/2022. - Consultant submitted the CUP renewal permit application to the SJRWMD on 6/10/2022. - Consultant submitted draft RAI response to SJRWMD on 12/21/2022. - SJRWMD sent draft Request for Additional Information (RAI) on 1/26/2023. - Meeting scheduled with Consultant on 1/9/2023 to review SJRWMD's RAI - RAI response to SJRWMD paused until new PW Director begins	Consulting Fee: \$421,000	January 07, 2022	March 10, 2023	On-Going

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PUBLIC WORKS DEPARTMENT					
Phase I WWTF improvements to address the Consent Order	- Kick-off meeting with the City's Consultant held on January 10, 2022 - Consultant coordinating with FDEP on consent order modifications. - Consultant analyzed existing data, BioWIN modeling, and preliminary sizing calculations for plant 2 modifications. - SJRWMD cost share grant agreement up to \$437,500 approved during 10/3/2022 Council meeting and returned to SJRWMD - 30% design review meeting conducted on 10/6/2022 - Consultant scheduled FDEP permit pre-application on 11/16/2022, but FDEP staff was not able to attend and rescheduled to 12/6/2022 - 75% design review meeting held on 11/17/2022 - FDEP pre-application meeting held on 12/6/2022 - Consultant working on preparing FDEP permit application. - Consultant working through unforeseen existing conditions related to the electrical and structural design. - Request for contingency funds to be reviewed by new PW Director	Consulting Fee: \$412,096.43	December 09, 2021	March 10, 2023	On-Going
Stormwater strategic planning	- Kick-off meeting held on December 21, 2021 - Coordinated the public engagement meeting - Prepared public notice and coordinating advertisement of public meeting - Held Public Outreach meeting on March 30, 2022 from 5 pm to 7 pm to collect public input as a stakeholder in the planning process. - The Consultant developed two concept plans for the 400 block South Street drainage concerns. - The Consultant is working on a draft Construction Management at Risk (CMAR) solicitation document. - The Consultant prepared the draft stormwater strategic plan technical memorandum. - The draft stormwater strategic plan was presented the Transportation & Infrastructure Planning Committee on 9/9/2022	Consulting Fees: \$252,817	December 09, 2021	September 30, 2022	On-Going
SB 64 planning	- Working with Consultant along with the COJB and COAB to set up a joint meeting to discuss scoping sometime in the middle of January 2022. - January 5, 2022 FDEP notified Public Works that we 84 days to submit an approvable cover letter and plan. - Beaches coordination meeting on 1/20/2022. - Submit RAI response to the FDEP on 3/29/2022. - On 3/29/2022 FDEP responded they will let us know if they have any more questions, but think it should be good. - Consultant coordinating with other the beach communities for contracting and awaiting the other beach communities. - Discussed reaching out to JEA to request a meeting to explore what options that may have for consideration.	Consultant Fees: TDB	TBD	March 30, 2022	Ongoing

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PUBLIC WORKS DEPARTMENT					
City Signage Inventory (AgileMapper)	- Planning to start the City signage inventory after the pavement assessment is completed	Software as Service Cost: \$5,000/yr.	October 14, 2021	September 30, 2022	Planned
MS4 annual reporting	- Annual report due March 31, 2023 - Supplemental Agreement No. 3 approval by Council January 3, 2023. - Onsite meeting with Consultant on 2/2/2023 and 2/3/2023 to collect data -Report to be submitted by 3/31/23	Consulting Fees: \$20,000	1/16/2023	3/31/2023	On-going
SENIOR ACTIVITY CENTER					
CDBG Contract 2023-2024	Grant Submitted January 2023	Requesting \$48,000	10/1/2023	PENDING	EST. APPROVAL SUMMER 2023
SENIOR SERVICES DELIVERED YTD (OCT. 1, 2022-FEB. 28, 2023)	284	NA	10/1/2022	ONGOING	SEPT. 30, 2023
Building porch, parking lot, storm water runoff, landscaping	Rebidding the project	Estimated \$402,000	8/1/2022	IN PROCESS	Bid date extended March 2023
NBSAC Health Fair	Partnering with JBWC	NA	4/12/2023	planning	4/12/2023
HEAL SURF CAMP	Planning PHASE	NA	JUNE 13 & 14, 2023	IN PROCESS	NA
JAX BEACH WOMANS CLUB GRANT REQUEST	IN PROCESS \$5,000 request for transportation assistance	NA	5/1/2023	IN PROCESS	SUMMER 2023
Day Trip/Cultural & Social Experience	Jesus Christ Superstar-TU Center for Performing Arts	NA	NA	tickets secured; logistics planned	Wednesday, March 22, 2023
Travel Club Opportunities	Planning with Premier World Discovery & Overseas Adventure Travel, & Collette	Fundraising-\$40,000 est.	2023	Presentations on going	Opportunities thru 2024
NBSAC Neptune House Services/Schedule	Limited scheduling of opportunities/classes/events	NA	2/1/2023	IN PROCESS	Upon Completion of Forest Ave.
BREAKFAST WITH BROOKS REHAB	PLANNING	NA	15-Mar-23	ONGOING	NA
New Classes added to schedule in March	Bridge and yoga afternoon	NA	6-Mar-23	on going	on going

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MOBILITY MANAGEMENT					
NuPark Troubleshooting	Tentative solution proposed by NuPark/T2 programming team. Testing for efficacy. Last failure reported 3/4/23; tablet was operational by 3/5/2023. The Department is in contact with the support desk and our account rep. regarding this issue.	N/A	11/1/2023	3/8/2023	In Progress
Kiosks Cashless Conversion	6/10 meters converted to cashless. We expect to complete this project before Megan's last day (3/10/23).	N/A	11/1/2023	3/8/2023	In Progress
INFORMATION TECHNOLOGY					
Tyler Technologies ERP	Working on collecting the required information from all affected departments, having current future state analysis meetings with Tyler and the department heads.	N/A	10/5/2021	2/10/2023	In Progress
Tyler Technologies Incode Financial Implementation	We have been working on the Tyler Incode 10 test environment.	N/A	10/5/2021	2/10/2023	In Progress
Computer upgrades	In Progress	N/A	10/5/2021	2/10/2023	In progress
Tyler MyCivic Services App implementation	In Progress	N/A	6/10/2022	2/10/2023	in progress
Phone Maintenance	In Progress	N/A	4/1/2022	2/10/2023	in progress
Tyler financial implementation	In Progress	N/A	6/10/2022	2/10/2023	in progress
Upgrade the internet connection with AT&T	In Progress	N/A	10/21/2022	2/10/2023	In progress
New P1 CAD installs for the police mobile devices	In Progress	N/A	10/20/2022	2/10/2023	In progress
Cogsdale upgrade project	In Progress	N/A	10/20/2022	2/10/2023	In progress
Munis/OCTA DID -W setup	In Progress	N/A	10/31/2022	2/10/2023	In progress
Barracuda cloud archiving project	In Progress	N/A	11/10/2022	2/1/2023	Done
My civic app fixing bugs	In Progress	N/A	11/1/2022	2/10/2023	In progress

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PROJECT MANAGEMENT					
Senior Activity Center Exterior and Landscaping Project	Bid has been advertised on 2/23/2023. A Pre-bid meeting is scheduled for 3/15/2023 at 10:00 am, on site. Bids will be accepted until 3/29/2023 at 1:00 pm. Bids will be presented to City Council on 4/3/2023 for selection and award. The morning of 3/9/2023 Public Works staff identified "Brown's Trailer Park" spray-painted in black paint written along the Eastside of the building. Public Work's First Responders covered the graffiti with black paint for the meantime. Public Works will match the original paint color and will repaint the affected section of the Senior Center.	\$623,535.68	2/1/2022 - Pre-bid meeting 3/15/2023	3/9/2023	TBD
Water Tower Repairs and Maintenance	Stephen Calhoun (Suez Advanced Solutions, formerly Utility Service Co., Inc.) provided Karen Billiot (Verizon Wireless' Consultant) with a proposal to have a structural analysis performed on 2/23/2023, to ensure that the water tower can support the change to equipment that Verizon wishes to have added. Karen informed us that Verizon changed the way that their purchase orders are processed, and this is causing a delay in funding the structural analysis. Karen reported that she is hoping for the PO to be processed by 3/10/2023. Once the structural analysis is complete, renovation work on the water tower will be ready to be performed.	157,670.00	2/2/2022	3/10/2023	TBD
City Hall Roof Repair	City Council approved the advertisement of the bid on 3/6/2023. Bid was advertised on 3/7/2023 on the City's procurement webpage and on DemandStar.com. The pre-bid meeting will be held at City Hall's conference room on 3/14/2023 at 2:00 pm. Bids will be accepted until 4/14/2023 at 2:00 pm. Bids will be presented to Council on 4/17/2023.	\$200,000.00	Pre-bid meeting 3/14/2023	3/9/2023	TBD
Submitted by the Interim City Manager on March 20, 2023					

Building Activity October 1, 2022 to September 30, 2023					
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Valuation of Work Done
Oct-22	91	85	205	\$30,369.43	\$2,390,976
Nov-22	139	87	215	\$38,808.51	\$4,625,038
Dec-22	101	73	157	22,702,.06	\$3,726,454
Jan-23	90	85	195	\$20,532.41	\$2,490,367
Feb-23	131	87	188	\$19,080.38	\$1,332,719
Mar-23					
Apr-23					
May-23					
Jun-23					
Jul-23					
Aug-23					
Sep-23					
Totals	552	417	960	\$108,790.73	\$14,565,554

Building Activity October 1, 2021 to September 30, 2022					
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Valuation of Work Done
Oct-21	109	89	124	\$21,333.09	\$2,168,231
Nov-21	99	52	163	\$16,924.29	\$1,973,657
Dec-21	96	72	163	\$25,615.88	\$1,192,593
Jan-22	124	80	193	\$29,540.85	\$1,400,891
Feb-22	110	74	171	\$16,820.09	\$2,442,996
Mar-22					
Apr-22					
May-22					
Jun-22					
Jul-22					
Aug-22					
Sep-22					
Totals	538	367	814	\$110,234.20	\$9,178,368
Difference	14	50	146	-\$1,443.47	\$5,387,186

February 2023 Monthly Report											
Annual Inspections											
New Businesses											
2/7/2023			1225 Suite 401	Atlantic Blvd							\$50.00
2/7/2023			2300 Suite 101	Marsh Point Rd							\$50.00
2/27/2023			1225 Suite 303	Atlantic Blvd							\$50.00
Total											\$150.00

Building Plan Review											
Date	BP #	Address	FloodZone			Proj Value	Scope	dg Market	Vali	Time Spent	
New Construction Fire Inspection											
2/16/2023		211	Third St		smoke test grease duct						
2/28/2023		580	Atlantic Blvd		Fire Final for shopping center tenant spaces						

New Construction Building Inspection											
										Total	\$0.00

Fire Plan Review									
2/28/2023	202300202		630 (Suite 1)	Atlantic Blvd	Publix	Emergency Responder Radio Communication System			75.00
2/28/2023	202300178		630 (Suite 1)	Atlantic Blvd	Publix	Fire Suppression System			75.00
2/28/2023	202300177		310	Third St	ShoreBreak	Fire Sprinkler Alteration			75.00
									225.00

Short Term Rentals											
2/27/2023		30	Locations that are in compliance								
		2	locations that are not live and cant verify advertizement								
		4	locations I am in communication with Host to change advertizement								
		43	locations are pending identification, no address no advertizir			these locations may not be renting at this time					
	Tracking	79									

Floodplain Related											
			Seagsate								
2/6/2023	202300121	1924	Ave	Denird Need EC & Survey may be over SI							
2/7/2023		1423	Forest Ave	E-mail from State EM, Responed by phone to Ms. Collins regarding our progress.							
			Bartolome								
2/10/2023		2117	Rd	Floodplain Letter, In Violation , Recieved copy of E.C.							
2/16 & 17/ 23				for upcoming CAV Review							

2/21& 22/23
2/23& 24/23

CEU Vertural Seminar Fundamental of Floodplain Mangement
completed spreadsheet identifying all properties in flood zone

Elevation Certificate											
Date	Permit #	Address #	Street					EC,B9+1	EC,C2 a)	Above	Below
Total Elevation Certificates reviewed this month											

Code Complaints											
2/6/2023			Tour of City for code issues								
2/7/2023			Tour of City for code issues								
2/8/2023			Tour of City for code issues								
2/9/2023			Tour of City for code issues								
2/10/2023			Tour of City for code issues								
2/13/2023			Tour of City for code issues								
2/13/2023			2007 Marye Brant Loop S	Treee Rermoval Permit, Denied, No Arberist Letter, not Dead or Unsafe							
2/24/2023			702 First St	Hedge blocking Sight Triangle							
2/27/2023			verified fiber contractor is within right-of-way								
11											0.00

Fire Investigation											
Date	Address	Street								Loss	Time Spent