



AGENDA (Amended)
Special and Workshop City Council Meeting
Monday, July 17, 2023, 6:00 P.M.
Council Chambers, 116 First Street, Neptune Beach, Florida

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. PRESENTATION OF NEPTUNE TRIDENT AWARD TO PATSY BISHOP
3. RESOLUTION NO. 2023-08, APPOINTING MEMBERS TO COMMUNITY DEVELOPMENT BOARD p. 3
4. CONSIDERATION OF APPROVAL OF WELL 1 REPLACEMENT AND PUMP p. 5
5. PUBLIC COMMENTS
6. ADJOURN

WORKSHOP CITY COUNCIL MEETING IMMEDIATELY FOLLOWING
THE ABOVE SPECIAL MEETING

1. CALL TO ORDER / ROLL CALL
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUEST / NONE
3. DEPARTMENTAL SCORE CARD p. 7
4. COMMITTEE REPORTS
 - A. Charter Review
 - B. Finance
 - C. Land Use and Parks
 - D. Transportation and Infrastructure Planning
5. PUBLIC COMMENTS
6. PROPOSED ORDINANCES
 - A. Proposed Ordinance- An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 2, Article VI, Section 2-377, Competitive Bidding; Written Contracts, Providing for Severability; and Providing an Effective Date. p. 23
7. CONTRACTS / AGREEMENTS / NONE
8. ISSUE DEVELOPMENT
 - A. Senior Center Project Update
9. PUBLIC COMMENTS
10. COUNCIL COMMENTS
11. 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."



Special Meeting Agenda Item #3

CDB Appointments

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

AGENDA ITEM:	Special Meeting Item #3, CDB Appointments
SUBMITTED BY:	Catherine Ponson, City Clerk
DATE:	July 12, 2023
BACKGROUND:	Robert Frosio has served two consecutive three-year terms on the Community Development Board. His term expired on July 5, 2023. William Jeremy Randolph's first term expired on July 5, 2023, and would like to be reappointed to a second term.
BUDGET:	N/A
RECOMMENDATION:	Consider Resolution No. 2023-08, that appoints Anthony Mazzola as a Regular Member, reappoints William Randolph to a second term and appoints Tim Horvath as the Alternate Member to fill Mr. Mazzola's unexpired term.
ATTACHMENT:	Resolution No. 2023-08



RESOLUTION NO. 2023-08

**A RESOLUTION APPOINTING MEMBERS TO THE COMMUNITY
DEVELOPMENT BOARD (CDB)**

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

COMMUNITY DEVELOPMENT BOARD

Member	Type	Term	Begins	Ends
Anthony Mazzola	Regular Member	1 st 3-year	07/05/2023	07/05/2026
William Jeremy Randolph	Regular Member	2 nd 3-year	07/05/2023	07/05/2026
Tim Horvath	Alternate Member	Fill unexpired term of Anthony Mazzola	02/06/2023	02/06/2024

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Regular Council Meeting held this 17th day of July, 2023.

Elaine Brown, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk



Special Meeting Agenda Item #4
Well 1 Replacement and Pump

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

AGENDA ITEM:	Well 1 Replacement Pump and Installation
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	July 12, 2023
BACKGROUND:	Following failure of the pump serving Well 1, City Council approved on June 5 the emergency award to Complete Services Well Drilling, Inc. to pull the pump and motor and to video survey the well to determine its condition. Video logging indicated the casing to be in poor condition and as a result City Council subsequently approved moving forward with replacement of Well 1 and the previously failed Well 2 with a single new Well 5. While the replacement well is being permitted, designed and constructed Well 1 will be placed back into service by replacing the failed pump. CONB's consulting engineer, Kimley-Horn, worked with Complete Services to size a replacement pump and motor for existing well conditions. Complete Services has provided a quote for pump, motor and installation services in the amount of \$54,856.00. Kimley-Horn has also finalized a wellfield improvement plan begun as part of the consumptive use permit (CUP) renewal with St. Johns River Water Management District.
BUDGET:	Budget report 7/11/23 for Water and Sewer Fund, Capital Outlay Water Services 401-4336-536-60-64 Machinery & Equipment indicates FY23 capital budget of \$96,500.04 with \$46,446.00 remaining. The additional funds would be provided in a funds transfer from 401-4336-536-60-63 Improvements – Not Buildings (budget remaining \$1,085,184.11).
RECOMMENDATION:	Approve award to Complete Services Well Drilling, Inc. in the amount of \$54,856.00.
ATTACHMENT:	Attached quote from Complete Services Well Drilling, Inc.

Complete Services Well Drilling, INC.

9785 WELL WATER ROAD
JACKSONVILLE, FL 32220 US
(904) 693-8635
cecil@jaxwelldrilling.com
www.jaxwelldrilling.com

Estimate

ADDRESS

Neptune Beach
Attn:Jack
City of Neptune Beach
2010 Forest Ave.
Neptune Beach, FL 32266

ESTIMATE # 2190
DATE 07/10/2023

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Pump Parts Well 1 Provide new pump assembly including new bowl and SS strainer, 80' of 8" column assembly, new 8" discharge head with stuffing box, fabricated column flange with access ports.	1	35,786.00	35,786.00
	Services Provide labor and equipment to install pump and test to ensure proper operation.	1	11,000.00	11,000.00
	Pump Parts Provide 50 HP, 230V motor	1	8,070.00	8,070.00
TOTAL				\$54,856.00

Accepted By

Accepted Date

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

Dept. Score Card

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
Waste Pro USA Refund Request	Letter Sent to Waste Pro 11.2.2022; Meeting with Their Lobbying Attorney on 11.16.2022	N/A	11.1.2022	In Progress	
Neptune House Rentals	Upcoming bookings: 7/22/2023 for a 60th birthday party; 8/19/2023 for a baby shower	N/A	N/A	7/11/2023	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 - 4/6/23 - Staff is requesting further direction on this issue	\$30,000+/-	6.1.2022	Paused	
Waste Pro Liquidated Damages	Liquidated damages calculated monthly for missed residential collections.	N/A	N/A	N/A	On-going
CITY CLERK					
Send Follow-Up Form 1 Financial Disclosure Reminders	If anyone required to submit Form 1 was in the seat or position on December 31, 2022, they must submit Form 1 to Supervisor of Elections office in the county they reside	N/A			Due July 1, 2023
Prepare meeting agenda packets and minutes Archive and record contracts, documents, minutes, agendas	Ongoing	N/A			On-going
HUMAN RESOURCES					
Open Positions	Currently recruiting for 3 positions. Pump Mechanic, Lead Wastewater Operator, and Chief Information Officer.			in-progress	on-going
CFO - hired	New staff hired: Staff Accountant, Accounting Technician, Business Operations Manager, Senior Project Manager.			completed	
Northeast Florida Safety Council	Preparing for Insurance Renewal.			in-progress	
Paycor Implementation	The City will implement a new system, Paycor, (year-end) to streamline payroll and hiring processes.			in=progress	
FINANCE DEPARTMENT					
Budget FY 2023-24	First phase of the budget process in progress	Jaime Hernandez	9/15/2023	Ongoing	
Fiscal Year 20-21 Financial Reports	Received and Presented to the Council	Auditors	5/15/2023	Received / Completed	5/24/2023
Reconciling audited trial balance & Financial Report with Great Plains	Currently working on reconciling to close FY 20-21 on GP	Michael Owens	5/15/2023	In progress	

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
FINANCE DEPARTMENT					
Closing FY 20-21 and rollover balances to FY 21-22	Must complete reconciliation before proceed	Finance	8/15/2023		
Initial field work and analysis FY 21-22	Must complete FY 20-21 reconciliation and roll over	Auditors	TBD		
Meeting with Purvis Grey to plan audit for FY 21-22	Waiting respond P&G to determine date	N/A	5/24/2023	Completed	5/24/2023
Tyler Technologies Financial Software Replacement	Second phase implementation		5/31/2023	Ongoing	
Project Management	Requires final configuration, testing and go live (40 hours)		7/15/2023		
Account Receivables	Requires final configuration, testing and go live (30 hours)		7/15/2023		
Fixed Assets	Fixed Assets has been installed and 70% of assets uploaded			In Progress	
Inventory Module	On hold until Deryle is ready to start project			On hold	
Police Pension Audit	Files submitted to Foster & Foster. Answering question as requested.		5/31/2023	Completed	5/24/2023
FEMA	Completed submission for COVID and Ian. Must Complete Nichol by end of June		5/31/2023	Ongoing	
PLANNING AND COMMUNITY DEVELOPMENT					
Creation of GIS Maps for City/Tyler	Created base layers and begun creating shapefiles for city infrastructure, parcels, and other relevant data.	N/A	On going	7/12/2023	TBD
Updating Sections of LDC	Sections to be Updated Based on Feedback from Staff, CDB and Council to included: 1) Buffer Landscaping for Residential,2) RV and Commercial Vehicles in residential,3)Duplexes in the RC, and 4) Historic preservation as a finding of fact	NA	Ongoing	7/12/2023	08/07/23 Adoption
FEMA/CRS 5 year audit	FEMA conducted the 5 year CRS audit on 6/8/2023: We currently have a CRS rating of 8. Staff hopes to improve rating to reduce local flood insurance costs	NA	Ongoing	7/12/2023	Final CRS submission due 7/17/2023

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PLANNING AND COMMUNITY DEVELOPMENT					
Community Development Board	DP23-01 Application for Preliminary Development Plan for Pierre's LLC for the properties known as 117 First Street, 120 & 110 Lemon St. The request is to build a ground level deck structure with outdoor seating and an open-air bar and employee service area. The purpose of the deck structure is to provide a smoking area for patrons of Pete's Bar. Will be forwarded to City Council for Final Approval. V23-07 Application for variance for the property known as 1832 First St. The request for variances are for construction of a swimming pool porch in the street side yard facing Myra Street. V23-08 Application for variance for the property known as 712 Oceanfront. The request for variance is to build remove the existing two-story covered porch and build a new three-story covered porch and balconies on the east elevation.	NA	Monthly	7/12/2023	Meeting Date 7/12/2023
PARKS AND SUSTAINABILITY					
Resiliency Lab at Jarboe Park	- City Council approved 5/2/2022, Sensors installed 5/9 to 5/20/2022 with follow-up work on week of 6/20/2022, Demo at City Hall on 6/30/22, Maintenance work on 12/14 and in Jan. - Week of 3/27/23 contractor on-site for additional maintenance - 6/9/23 - StormSensor is compiling data for annual report to be presented at end of July		5/1/2022	7/12/2023	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, funding to be announced in early 2023 An additional \$80k has been awarded and reflected in signed grant agreement. Task Order from UF presented at 6/20 Council meeting. Final documentation expected week of 7/17.	\$180,000 (Reimbursable Grant)	5/3/2022	7/12/2023	In progress
FEMA Hazard Mitigation Grant Program Generator Project	Project for backup generators for the Police Dept and City Hall approved by FDEM on 6/8/23 and contract is being prepared.	\$198,618.00 Federal Share (\$178,756.20) Local Share (\$19,861.80)	11/1/2021	7/12/2023	In progress

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PARKS AND SUSTAINABILITY					
Duval County Shore Protection Project	Beach renourishment in Neptune Beach is part of the federally authorized Duval County Shore Protection Project (SPP) administered by the U.S. Army Corps of Engineers with the City of Jacksonville serving as the local sponsor. Next beach renourishment and dune replenishment project slated for Spring 2024. Environmental Analysis with Proposed Finding of No Significant Impact received 6/30.		7/1/2023	7/12/2023	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 - 5/08/23 - Loop detectors have recently been replaced at the Five Way intersection. Requested updated signal timing info from COJ. Staff level presentation from consultant to NB, AB and Jax Beach on 6/8/23. Public Meeting scheduled for 8/16 at 5:30pm at Jax Beach City Hall.		10/1/2021	7/12/2023	In progress
FDOT Atlantic Blvd and Third St Intersection Improvements and Bay Street Pedestrian Hybrid Beacon and Crosswalk	- Construction started on 1/3/22 - 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. - Staff waiting on agreement from COJ for maintenance of new signals. - Crosswalk opened 4/18/23 - 5/15/23 - Final work on 3rd Street intersection improvement scheduled to complete. -6/9/23 - Replacement landscaping at 3rd Street intersection approved by FDOT contractor on 6/8		7/1/2021	7/12/2023	Substantially complete, replacement landscaping yet to be installed
POLICE DEPARTMENT					
Motorola P1 Computer Aided Dispatch (CAD) Project	Pending COJ Switch Connection	\$35,000.00	7/12/2019	Active	In progress
2021-JAGC-DUVA-4-3B-127 (Ammo)	Pending reimbursement from State of Florida	\$52,858 (+/-)	1/1/2021	2/1/2023	In progress
2023-JAGC-DUVA- (TBD) "Technological Adv. Project"	Pending FDLE Approval	\$53,007.00	11/2/2022	Pending Application	In progress
Patrol Rifle Refresh	Items Ordered - Pending Arrival	\$5,000.00	7/13/1905	Active	Pending
Narcan Initiative	Completed	\$0.00	6/8/2022	Completed	7/7/2023
Purchase Used Services Vehicle	Emergency Purchase & Upfit to replace Ocean Rescue Veh	\$15,000.00	5/4/2023	Active	Pending
OR Vehicle Modification	Modify Ocean Rescue Vehicle for Beach Use	\$2,000.00	5/29/2023	Active	Pending
Surplus Vehicles/Property	Preparing Items for Auction	N/A	5/29/2023	Active	In progress

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PUBLIC WORKS DEPARTMENT					
CUP Renewal and Well 2 replacement design	Professional Services: -The Supplemental Agreement with Consultant was approved during 1/03/22 Council meeting - Consultant submitted CUP renewal permit application to SJRWMD on 6/10/2022 - Consultant submitted draft RAI response to SJRWMD on 12/21/22 - SJRWMD sent draft Request for Additional Information (RAI) on 1/26/23 - Briefing held with Consultant and new PW Director 4/04/23. Consultant to gather information regarding current health of Wells 1, 3 and 4; a decision can then be made regarding any replacement of Well 2. - 4/10/23 - Extension of response to RAI until 4/10/24 granted by SJRWMD. - June 2023 - Failure of pump in well resulted in video log of well condition. Well 1 is in need of replacement. Moving to design phase with consultant for replacement well. - 7/12/23 - SJRWMD to inspect proposed Well 5 location; Consultant finalizing budget estimate and arranging site survey for design.	Consulting Fee: \$421,000	1/7/2022	7/11/2023	On-Going
Phase I WWTF improvements to address the Consent Order	- Kick-off meeting with the City's Consultant held 1/10/22 - Cost share grant agreement up to \$437,500 approved during 10/3/22 Council meeting and returned to SJRWMD - 30% design review meeting conducted on 10/6/22 - 75% design review meeting held on 11/17/22 - FDEP pre-application meeting held on 12/6/22 - Briefing held with Consultant and new PW Director 3/28/23 - Consultant provided high planning level estimate at around \$2.4 million prior to the +50%/-30% AACE capital cost range - Follow-up technical meeting held 4/06/23 - Contingency release approved for Plant 2 structural and new electrical room (outside of flood plain) design - May/June 2023 - Design update meetings held with engineering consultant. Current anticipated bid in late July/early August. Awaiting update construction schedule and list of equipment to be considered for direct purchase by CONB to minimize delay caused by long lead time items currently seen in the industry. - July 2023 - On pace for August bid of Plant 2 improvements; met with FDEP to update on progress at Plants 1 and 2; refining list of long lead time items for pre-purchase in FY24 budget.	Consulting Fee: \$412,096.43 Contingency released: \$65,766.33	12/9/2021	7/11/2023	On-Going

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PUBLIC WORKS DEPARTMENT					
Stormwater strategic planning	- Kick-off meeting held 12/21/21 - Coordinated public engagement meeting - Held Public Outreach meeting 3/30/22 to collect public input as a stakeholder in the planning process - Consultant developed two concept plans for the 400 block South Street drainage concerns - Consultant working on a draft Construction Management at Risk (CMAR) solicitation document. Based on discussion with new Director and Consultant, CMAR will not be pursued. - Draft strategic plan presented to Transportation & Infrastructure Planning Committee on 9/9/22 - Briefing held with Consultant and new PW Director 3/30/23; need to schedule follow-up presentation to Transportation & Infrastructure Committee to finalize plan and present budgetary costs for top projects - Presentation to committee held 5/19/23 - 6/5/23 - Council approved development of a stormwater hydraulic model, focusing first on Hopkins Creek. FY24 will focus on televising existing pipe for condition assessment and projects identified for potential CIPP lining. - July 2023 - Consultant preparing constructability document of 3rd Street crossings improvements for FDOT for inclusion in complete streets upgrades. To prepare budget estimate for CONB's portion. Will complete Hopkins Creeks model in FY23.	Consulting Fees: \$252,817	12/9/2021	7/11/2023	On-Going
SB 64 planning	- Working with Consultant, COJB and COAB to set up a joint meeting to discuss scoping sometime middle of Jan 2022 - FDEP notified Public Works on 1/05/22 of 84 day deadline to submit an approvable cover letter and plan - Beaches coordination meeting on 1/20/22 - Submit RAI response to FDEP on 3/29/22 - On 3/29/22 FDEP acknowledged receipt; believes response should be acceptable - Consultant coordinating with other beach communities for contracting and awaiting other beach communities - Discussed reaching out to JEA to request a meeting to explore what options that may have for consideration - 4/06/23 - Meeting with Florida Rural Water Association and COAB held to strategize small community response - May 2023 - FRWA board approved support of push-back on implementation deadline or exempting more smaller utilities. - July 2023 - FRWA beginning outreach to elected officials. Refining estimated costs to small utilities	Consultant Fees: TDB	TBD	7/11/2023	Ongoing
City Signage Inventory (AgileMapper)	- Planning to start the City signage inventory after the pavement assessment is completed - Pavement assessment completed; staff requires further direction on whether to proceed with signage inventory	Software as Service Cost: \$5,000/yr.	10/14/2021	Paused	Ongoing

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
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-MAY 31, 2023)	477	NA	10/1/2022	ONGOING	SEPT. 30, 2023
Building porch, parking lot, storm water runoff, landscaping	Bid Awarded May 1, 2023 by City Council	\$149,603.00	10/31/2023	ONGOING	11/1/2023
MEDICARE MADE SIMPLE PRESENTATION	AUGUST 14 @10AM	NA	MONDAY, 08/14/2023	NA	NA
FREE TECHNOLOGY ASSISTANCE	AUGUST 30, 2023 / 10AM-2PM	FREE		NA	NA
Day Trip/Cultural & Social Experience	NATIONAL GEOGRAPHIC KING TUT EXHIBIT; SARAH BRIGHTMAN CONCERT	NA	JULY & DECEMBER	tickets secured; logistics planned	EST. 6 DAYTRIPS/YEAR
VINTAGE PLAYERS	WEDNESDAY, AUGUST 16, 2023 2PM	NA	NA	NA	NA
Travel Club Opportunities	Planning with Premier World Discovery & Overseas Adventure Travel, & Collette	Fundraising-\$40,000+ est.	2023/2024	Ongoing	Planning Presentations
MOBILITY MANAGEMENT					
NuPark Troubleshooting	Tentative solution proposed by NuPark/T2 programming team. Testing for efficacy. Last failure reported 2/11/23.	N/A	11/1/2023	4/4/2023	In Progress
Update of Violations / Citations Database	Updates have been made to Parking Citations identifying Parking Ambassadors with digital signature.	N/A	1/1/2023	7/12/2023	In Progress
Review and Updates to Current Signage	New signage in front of City Hall has been erected. Potentially adding additional signage clarifying City Hall business parking is free.	N/A	1/1/2023	7/12/2023	In Progress
Complete Set of Mobility Management Dept SOPs	Staff has identified a need for a set of SOPs specific to some of our department equipment and procedures. First draft has been completed; reviews and edits are in progress.	N/A	2/1/2023	4/4/2023	In Progress

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
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	Completed
Tyler Technologies Incode Financial Implementation	We have been working on the Tyler Incode 10 test environment.	N/A	10/5/2021	2/10/2023	Completed
Computer upgrades	In Progress	N/A	10/5/2021	3/10/2024	In progress
Tyler MyCivic Services App implementation	In Progress	N/A	6/10/2022	2/10/2023	Completed
Phone Maintenance	In Progress	N/A	4/1/2022	4/10/2024	In progress
Tyler financial implementation	In Progress	N/A	6/10/2022	2/10/2023	Completed
Upgrade the internet connection with AT&T	In Progress	N/A	6/1/2023	7/14/2023	In progress
New P1 CAD installs for the police mobile devices	In Progress	N/A	10/20/2022	2/10/2023	Completed
Cogsdale upgrade project	In Progress	N/A	10/20/2022	2/10/2023	Completed
Munis/OCTA DID -W setup	In Progress	N/A	10/31/2022	11/15/2023	In Progress
Barracuda cloud archiving project	In Progress	N/A	11/10/2022	2/1/2023	Completed
Endpoint Security Solution Implementation	In Progress	In the initial phase (Approved)	7/24/2023	8/30/2023	In progress
Backup Offsite BaaS Implementation	In Progress	In the process of getting quotes			In Progress
Office 365 MFA Implementation	In Progress	N/A	7/17/2023	9/15/2023	In Progress
Disaster Recovery DraaS Implementation	In progress	In the process of getting quotes			In Progress
My civic app fixing bugs	In Progress	N/A	11/1/2022	9/15/2023	Completed

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PROJECT MANAGEMENT					
Senior Activity Center Exterior and Landscaping Project	4.19.2021 Workshop - Introduction of Ord 2021-04 for professional services 6.21.2021 Special Meeting - Approval of CONB RFQ 2021-02 for design services 5.2.2022 Meeting - Final Design with requested additional design presented to Council for approval to go out to Bid. Additional design requested by Council at this meeting 9.19.2022 Meeting - Bids received over \$300k requiring a formal bid process 10.17.2022 Workshop - CONB BID NO. 2022-03 approved for release 11.2.2022 - One non-conforming bid received, project placed for re-bid 11.3.2022 CONB BID NO. 2022-03 (REBID) 11.16.2022 CONB BID NO. 2022-03 due; one conforming bid received 12.2.2022 Meeting - Rejection of all bids received 1.12.2023 Second ITB submitted to potential bidders 2.14.2023 Bid due date extended to advertise within Florida State Statute 255.0525 2.21.2023 Meeting - Approval to modify Supplemental Agreement with design firm 3.29.2023 Meeting - Two bids received. 4.3.2023 Meeting - Award consideration deferred until detailed financial accounting report produced. 5.1.2023 Meeting - Council approved to Award TSG Construction's bid of \$463,305.84 5.19.2023 Meeting - Pre-Construction meeting with architect and contractor 6.12.2023 Meeting - Scope of service for fire protection bid July 2023 - Deck piers and base near completion; fire sprinkler contractor selected; CONB crews tapping water main and construction fire main.	\$463,305.84 (not including fire protection)	4/19/2021 NTP = 5/19/23 Substantial Completion = 90 days after NTP	7/11/2023	In progress
Water Tower Repairs and Maintenance	6.24.2021 - Inspection and specs of ground storage tanks provided to Utility Services/Suez 8.2.2021 - Cell Carriers installed antennas on monopole and installed radios in control cabinets 2.21.2022 - Utility Services/Suez action items include planning the phasing of the work to minimize road closures, using the limited space available near the water tower and R-O-W across the street, including the park at the 5-way intersection, preparing a site plan, MOT plan, and advertisement that can be used for permitting and community engagement 2.24.2022 - Utility Services/Suez inspected the water tower and performed a wash-out of the interior. 4.1.2022 - Council approved to move \$250,000.00 into account 401-4336-536-60-63 for Water Services Improvements not Buildings to sandblast the water tower 12.7.2022 - Coordinated third-party agreements between T-Mobile, Verizon, Utility Services/Suez, and City to complete the scope of work 1.18.2023 - Received Water Tank Maintenance Contract notification that Utility Services/Suez will not be liable for damages to the water tower due to the ongoing delay with the exterior renovation 2.23.2023 - Utility Services/Suez provided Verizon with a revised structural analysis purchase order to review the tower's integrity for the proposed new Verizon antennas 4.5.2023 - Utility Services/Suez confirmed receipt of Verizon's purchase order and has ordered a structural analysis to evaluate the water tower's integrity to support the revised equipment that Verizon is proposing to have installed. 5.15.2023 - Council approved funding of \$157,670 from Water Capital Improvements / Not Buildings (401-4336-536-60-63) 6.1.2023 - Pre-con meeting with Utility Services/Suez Start date of 6/5/23 delayed due to Verizon contract issue 6.26.2023 - Contractor mobilized to site	\$157,670	2/2/2022	7/11/2023	Project is estimated to be completed September 2023, with the exception of a mural painting, if sought

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORECARD
(REVISED 07/12/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PROJECT MANAGEMENT					
City Hall Roof Repair	3.6.2023 Meeting – Council approved advertisement of bid 4.14.2023 Meeting – Bid opening held; no bids received 4.17.2023 - Met with engineer regarding specs and feedback from contractors 4.27.2023 - Met with engineer after site meet with GC and solar company 5.01.2023 - Update Council on findings and next steps 6.07.2023 – Rebid advertised in Beaches Leader newspaper and DemandStar 7.14.23 - Bid opening 2:00 p.m. at City Hall and on the web	\$175,000	Pre-bid meeting 3/14/2023	7/11/2023	In progress
Submitted by the City Manager on July 17, 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	131	88	242	\$26,492.36	\$2,925,374
Apr-23	109	90	193	\$18,041.44	\$1,429,516
May-23	108	57	186	\$22,897.83	\$2,500,550
Jun-23	89	62	143	\$28,074.06	\$1,439,422
Jul-23					
Aug-23					
Sep-23					
Totals	989	714	1724	\$204,296.42	\$22,860,416

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	114	87	198	\$21,505.98	\$2,598,077
Apr-23	145	136	185	\$67,275.67	\$1,276,435
May-22	97	61	171	\$20,252.47	\$2,097,499
Jun-22	141	101	208	\$29,032.43	\$1,425,360
Jul-22					
Aug-22					
Sep-22					
Totals	1035	752	1576	\$248,300.75	\$16,575,739
Difference	-46	-38	148	-\$44,004.33	\$6,284,677

Building Plan Review								
Date	BP #	Address	Scope	FloodZone	Proj Value	Bldg Market Val	Time Spent	

Bldg	Market	Val	Time Spent
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
31	31	31	31
32	32	32	32
33	33	33	33
34	34	34	34
35	35	35	35
36	36	36	36
37	37	37	37
38	38	38	38
39	39	39	39
40	40	40	40
41	41	41	41
42	42	42	42
43	43	43	43
44	44	44	44
45	45	45	45
46	46	46	46
47	47	47	47
48	48	48	48
49	49	49	49
50	50	50	50
51	51	51	51
52	52	52	52
53	53	53	53
54	54	54	54
55	55	55	55
56	56	56	56
57	57	57	57
58	58	58	58
59	59	59	59
60	60	60	60
61	61	61	61
62	62	62	62
63	63	63	63
64	64	64	64
65	65	65	65
66	66	66	66
67	67	67	67
68	68	68	68
69	69	69	69
70	70	70	70
71	71	71	71
72	72	72	72
73	73	73	73
74	74	74	74
75	75	75	75
76	76	76	76
77	77	77	77
78	78	78	78
79	79	79	79
80	80	80	80
81	81	81	81
82	82	82	82
83	83	83	83
84	84	84	84
85	85	85	85
86	86	86	86
87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

New Construction Fire Inspection

[illegible]

New Construction Building Inspection

										Total	\$0.00

Fire Plan Review

0.00

Short Term Rentals

6/20/2023			worked on the 4 case that are to go to magistrate
6/20/2023	231	Oleander	Found New Short Term Rental, not in Rentalscape

Floodplain Related

6/8/2023		Meeting with Heather and ISO for CRS
----------	--	--------------------------------------

--

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

Code Complaints			
5/6/2023		Atlantic Blvd	Fire Alarm Sounding for several Days, Called Marc, sending someone out today (6-6-2)
6/12/2023	2033	Marsh Point Rd	property over grown & needs Maintenance. Unfounded. Called left message & closed
6/12/2023		Bay & third	Trash cans not being picked up, and blocking sign to greenway. Spoke to owner/tenant agreed to bring cans in quicker. Collin, PW will clean up debris in right of way
6/12/2023	106	FLORIDA	Silt Fence was up, requested to add fence at bottom of steps.
6/12/2023	528	Seagate	draining pool into storm drain, advised owner that pool water needs to be discharged over grass before entering drain.
6/12/2023	214	Davis	Spoke to host to insure SIK advertisement is 28 night or more, and requested list of rentals for June 2023
6/12/2023	1809-1815	First St	Construction Debris needed to be picked up
6/13/2023	1809-1815	First St	Construction Debris needed to be picked up
6/14/2023	1809-1815	First St	Construction Debris was picked up
6/13/2023	1151	Hamlet Ct	Boat Parked in drive way
6/12/2023	1145	Hamlet Ct	Construction work without permit - Stop Work Ordered.
6/13/23	519	Midway	Rebuilding Retaining wall in right of way, had them move it back to their property, will double fee permit
6/14/2023	519	Midway	Met with PW will relocate water meter based on moved retaining wall
6/14/2023	2207	Florida	New Business Inspection, Dog Treat Store
6/15/2023	219	Bowles	Complaint of Failing retaining wall, Investigation, review by building official, email notice, with photos to GC, Contractor & Owner are aware

6/15/2023	205	Myra St	Email to PE Contractor as to progress on submitting permit, should be submitted within 2-weeks
6/20/2023		City Tour	complaint Fiber one boxes are leaving holes people could fall in, unfounded, PW will be handling this with contractor
6/20/2023	231	Oleander	New Short Term Rental
6/20/2023			Worked on tree Ordinance
6/26/2023	1637	Arrowhead Trail	Tall Grass, Owner stated yard is part of a Certified Wildlife Habitat
6/26/2023	914	First St	Hole next to box installed by IQ FIBER, sent to PW to Correct

Fire Investigation				
Date	Address	Street	Loss	Time Spent



Workshop Agenda Item # 6A

Proposed Ordinance

Purchasing Threshold

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

AGENDA ITEM:	Workshop Agenda Item #6A, Proposed Ordinance-Section 2-377, Competitive Bidding
SUBMITTED BY:	Mayor Elaine Brown
DATE:	July 12, 2023
BACKGROUND:	This proposed ordinance places the threshold for requiring Council approval for expenditures to \$25,000. This was the amount prior to 2016 and was changed to \$9,999.00. This reverts the amount back to \$25,000.
BUDGET:	See proposed ordinance
RECOMMENDATION:	Consider the proposed ordinance for First Read on August 7, 2023
ATTACHMENT:	Proposed Ordinance

INTRODUCED BY:
MAYOR BROWN



ORDINANCE NO. 2023-

A BILL TO BE ENTITLED

AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING CHAPTER 2, ARTICLE VI, SECTION 2-377, COMPETITIVE BIDDING; WRITTEN CONTRACTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City Council of the City of Neptune Beach desires to protect its citizens by diligently updating the Code of Ordinances of the City of Neptune Beach, and

WHEREAS, in 2016, the threshold for requiring City Council approval for expenditures was reduced from \$25,000 to \$9,999.00,

WHEREAS, since 2016, there have been significant increases in prices occasioned by numerous factors, including COVID-19, inflation, supply chain issues, and other matters;

WHEREAS, the City Council has observed that the current threshold makes administration of the City's business unwieldy, requires matters to be delayed, and otherwise impairs the City's ability to perform its functions, and determines that reestablishing the prior threshold is appropriate.

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

Section 1. Amending Chapter II, Article VI, Section 2-377 of the City of Neptune Beach Code of Ordinances. Section 2-377 of the Code of Ordinances of the City of Neptune Beach, Florida, is hereby amended as follows:

Section 2-377. Competitive bidding; written contracts.

- (a) Before making any purchase or contract for supplies, materials, equipment or contractual services, opportunity shall be given for competition, as prescribed herein. All expenditures for supplies, materials, equipment or contractual services involving more than, ~~nine thousand, nine hundred ninety nine dollars (\$9,999.00)~~ twenty-five thousand dollars (\$25,000.00) excluding automobiles, shall be made on a written contract, as prescribed herein, and such contract shall be awarded to the lowest and most responsible bidder, if awarded.

An emergency purchase is required when the city experiences an emergency that warrants the immediate delivery of goods or services and in doing so, are unable to comply with the competitive bidding provisions.

The city council has determined that approval under this provision is automatically granted when:

- (1)The public's health, safety or welfare requires the immediate delivery of goods or the performance of services.

(2)The award of any such contracts is made pursuant to the provisions of competitive bidding.

(3)Contracts are issued in response to a formal declaration of an emergency by the governor or mayor.

(4)Approval of the purchase shall be made at the next scheduled meeting of the city council.

(b) The formal bid procedure defined in subsection (a) is not required in the following cases:

(1) When the city council, by a vote of the majority of those members present, waives a formal bid procedure;

(2) When the goods or services to be procured are procurable from only one (1) source, such as contracts for telephone service, electrical energy and other public utility services; books, pamphlets, periodicals, specifically designed business and research equipment and related supplies;

(3) Where the services required are for professional, artistic skills or insurance, pursuant to a written contract;

(4) In emergencies involving public health, safety or where immediate expenditure is necessary for repairs to city property in order to protect against further loss of or damage to the city property to prevent or minimize serious destruction of city services;

(5) Contracts for the maintenance or servicing of equipment, which are made with the manufacturer or authorized service agent of equipment when the maintenance or servicing can best be performed by the manufacturer or authorized service agent where such a contract would otherwise be advantageous to the city;

(6) When the goods or services are procured from other governmental agencies or their contracts;

(7) Purchase and contracts for the use or purchase of data processing equipment or data processing systems software and reproduction equipment; or

(8) When the goods or services are procured from government-related state-wide or national associations.

(c) None of the exceptions detailed above shall void the city's responsibility to procure all goods and services at reasonable and competitive rates.

Section 2. Severability. If any section, sentence, clause, phrase, or word of this Ordinance 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, and it shall be construed to be the legislative intent to pass this Ordinance without such unconstitutional, invalid or inoperative part therein.

Section 3. **Effective Date.** This Ordinance shall become immediately upon passage by the City Council.

VOTE RESULTS OF FIRST READING:

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

Passed on First Reading this _____ day of _____, 2023.

VOTE RESULTS OF SECOND AND FINAL READING:

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

Passed 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