AGENDA
Special & Regular City Council Meeting
Tuesday, September 3, 2024, 6:00 P.M.
Council Chambers, 116 First Street, Neptune Beach, Florida

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

PH 2. ORDINANCE NO. 2024-05, ADOPTING FINAL MILLAGE RATE, FIRST READ AND PUBLIC HEARING. An Ordinance of the City of Neptune Beach, Florida, Adopting Final Millage Rate and Levying Ad Valorem Taxes for the Fiscal Year beginning October 1, 2024, and ending September 30, 2025; 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; Providing an Effective Date p. 3

PH 3. ORDINANCE NO. 2024-06, 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, 2024, and ending September 30, 2025; Providing an Effective Date p. 6

4. ADJOURN

REGULAR CITY COUNCIL MEETING IMMEDIATELY FOLLOWING THE ABOVE BUDGET MEETING

1. CALL TO ORDER / ROLL CALL

2. AWARDS / PRESENTATIONS / RECOGNITION OF GUESTS

   A. Presentation and Award of Florida League of Mayors and Business Watch City Catalyst Grant p. 55

3. APPROVAL OF MINUTES: p. 56
   - **June 3, 2024, Regular City Council Meeting**
   - **June 17, 2024, Workshop City Council Meeting**
   - **June 24, 2024, Special City Council Meeting**
   - **July 15, 2024, Special City Council Meeting**
   - **July 15, 2024, Workshop City Council Meeting**
   - **July 31, 2024, Special City Council Meeting**
   - **August 19, 2024, Special City Council Meeting**
   - **August 19, 2024, Workshop City Council Meeting**
   - **August 21, 2024, Special City Council Meeting**

4. COMMENTS FROM THE PUBLIC

5. CITY MANAGER REPORT p. 95

6. CONSENT AGENDA / NONE

7. VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS / NONE

8. ORDINANCES

PH A. ORDINANCE NO. 2024-04, SECOND READ AND PUBLIC HEARING, An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 2, Administration, Article V, Employee Benefits, Division 4, Police Officers' Retirement System of the City of Neptune Beach, Section 2-349, Contributions, and Section 2-349.1, Benefit Amounts and Eligibility, to Provide for an Increase in the Member Contribution Rate; To Provide for an Annual Benefit Increase for Members Who Retired On or After October 1, 2020; To Provide for a One-Time Benefit Increase In Retroactive Benefits for Retirees and Beneficiaries Who Retired Before October 1, 2020; To Make October 1, the Effective Date of any Cost of Living Adjustments; Directing the City Clerk to File a Copy of this Ordinance with the Florida Department of Management Services, Division of Retirement; Providing for Severability of Provisions; Repealing All Ordinances in Conflict Herewith and Providing an Effective Date. p. 99

PH B. ORDINANCE NO. 2024-07, FIRST READ AND PUBLIC HEARING, An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 22 of the Code of Ordinances, Traffic and Motor Vehicles, by Amending Section 22-26, Schedules of Streets, District and Zones; Providing for Conflicts; Providing for Severability; and Providing an Effective Date. p. 121

9. OLD BUSINESS / NONE

10. NEW BUSINESS

A. Approval of Agreement for City Attorney Services p. 125

B. RESOLUTION NO. 2024-04, A Resolution of the City Council of the City of Neptune Beach, Florida, In Opposition of Development of Anastasia State Park and Providing an Effective Date. p. 138

C. RESOLUTION NO. 2024-05, A Resolution of the City Council of the City of Neptune Beach Appointing Members to the Community Development Board p. 141

11. COUNCIL COMMENTS

12. ADJOURN

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statute, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at least 48 hours prior to the meeting.

Residents attending public meetings can use the code **DD14** 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."

INTRODUCED BY: ORDINANCE NO. 2024-05

MAYOR ELAINE BROWN, VICE MAYOR KERRY CHIN, COUNCILOR LAUREN KEY, COUNCILOR NIA LIVINGSTON, COUNCILOR JOSH MESSINGER

A BILL TO BE ENTITLED

AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, ADOPTING FINAL MILLAGE RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; 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; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Neptune Beach has held a public hearing on the tentative budget and proposed millage rate for the 2024-2025 fiscal year, and has adopted a tentative budget and proposed millage rate necessary to fund the tentative budget; and

WHEREAS, the City of Neptune Beach proposed by separate ordinance to finally adopt a budget and make appropriations for various funds for the City of Neptune Beach for fiscal year beginning October 1, 2024, and ending September 30, 2025; and

WHEREAS, the budget as proposed will require revenues be raised and collected by ad valorem tax levy.

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

SECTION 1. Revenues shall be raised and collected for the City of Neptune Beach by ad valorem taxes for fiscal year beginning October 1, 2024, and ending September 30, 2025, as follows:

A. There is hereby levied on all nonexempt property within the City of Neptune Beach an ad valorem tax of 3.3656 mills for operational purposes, and an ad valorem tax of 0.0000 mills for debt service, making a total of 3.3656 mills.

B. Such millage shall be levied upon the dollar amount of the assessed valuation of all nonexempt taxable property in the City of Neptune Beach as returned by the Duval County Property Appraiser as shown in the 2024 assessment roll for the City, allowing homestead and other lawful exemptions. All such taxes so specified and levied are ordered extended upon the assessment roll to show the tax attributable to all taxable property, and shall be collected by the Duval County Tax Collector as provided by law.

SECTION 2. The ad valorem taxes hereby levied are for the purpose of raising funds, revenues and monies to be used, set aside, and exempted for the functions and purposes of the municipal government of the City of Neptune Beach pursuant to the provisions of the City Charter and the laws of the State of Florida.

SECTION 3. The following information is set forth as required by Section 200.065(2)(d), Florida Statutes;

A. As to the entire City of Neptune Beach, the millage rate levied herein is 8.32 percent more than the "rolled-back rate," 3.1072, which represented the "percentage increase in property taxes" according to the characterization ascribed to said percentage by Florida law.

SECTION 4. Pursuant to Section 200.065(6), Florida Statutes, the City Manager is hereby authorized to adjust the adopted millage rate set forth herein if the taxable value within the jurisdiction of the City of Neptune Beach as certified by the property appraiser is at variance by more than one percent with the taxable value shown on the assessment roll to be extended, such that the taxes are computed by applying the adopted rate against the certified taxable value are equal to the taxes computed by applying the adjusted adopted rate to the taxable value on the roll extended, except that no adjustment shall be made to levies required by law to be a specific millage amount. The City Manager shall certify to the property appraiser of the aggregate change in the assessment roll and taxable value, if any, from that certified.

SECTION 5. Effective Date. This ordinance shall become effective immediately upon its adoption by the City Council.

VOTE RESULTS OF FIRST PUBLIC HEARING AND READING:

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

Passed on First Reading this___day of ____________, 2024.

VOTE RESULTS OF SECOND AND FINAL PUBLIC HEARING AND READING:

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

Passed on Second and Final Reading this _____day of __________, 2024.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved as to form and contents:

____
Zachary R. Roth, City Attorney

INTRODUCED BY: **ORDINANCE NO. 2024-06**

MAYOR ELAINE BROWN, VICE MAYOR KERRY CHIN, COUNCILOR LAUREN KEY, COUNCILOR NIA LIVINGSTON, COUNCILOR JOSH MESSINGER

A BILL TO BE ENTITLED

AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, ADOPTING A FINAL BUDGET AND APPROPRIATING FUNDS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Neptune Beach has held a public hearing on its proposed millage rate and its tentative budget for the 2024-2025 fiscal year, and has adopted a tentative budget and proposed millage rate necessary to fund the tentative budget; and

WHEREAS, a further public hearing has been held to adopt a final millage rate and to adopt a final budget.

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

SECTION 1. The budget for the City of Neptune Beach as attached, marked Exhibit "A", is hereby adopted as the final and approved budget for fiscal year beginning October 1, 2024 and ending September 30, 2025.

SECTION 2. Funds are hereby appropriated in accordance with the City Charter as set forth in the budget adopted above.

SECTION 3. The City Council may amend this budget in order to make any appropriations, transfers, authorizations, or adjustments by adoption of a Resolution.

SECTION 4. All funds appropriated for the 2023-2024 fiscal year which are encumbered, but unexpended as of the last day of the fiscal year, shall be deemed re-appropriated for the same purpose for the 2024-2025 fiscal year.

SECTION 5. Effective Date. This ordinance shall become effective immediately upon its adoption, but the budget adopted hereby shall take effect as of October 1, 2024.

VOTE RESULTS OF FIRST PUBLIC HEARING AND READING:

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

Passed on First Reading this __ day of _________, 2024.

VOTE RESULTS OF SECOND AND FINAL PUBLIC HEARING AND READING:

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

Passed on Second and Final Reading this ___ day of _________, 2024.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Exhibit A

City of Neptune Beach, Florida

Proposed Annual Budget

For the Fiscal Year 2024-25

Table of Contents

Elected Officials

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

City Council Appointed Officials

CITY MANAGER – Richard J. Pike
CITY ATTORNEY – Zachary Roth
CITY CLERK – Catherine B. Ponson, C.M.C.

Appointed by City Manager/Confirmed by City Council

CHIEF FINANCIAL OFFICER – Jaime F. Hernandez, MBA

CHIEF OF POLICE – Michael J. Key, Jr.

CHIEF INFORMATION OFFICER – Ricardo Pizarro

PUBLIC WORKS DIRECTOR – Deryle Calhoun, Jr., P.E.

COMMUNITY DEVELOPMENT DIRECTOR – Heather Whitmore, AICP, PTP

SENIOR CENTER DIRECTOR – Leslie Lyne

PARKS AND SUSTAINABILITY DIRECTOR – Colin Moore

Background

The City of Neptune Beach was organized under Section 6 of Chapter 15356 Laws of Florida, 1931 and is currently governed as a municipal corporation under the Home Rule Charter of the City of Neptune Beach, Florida adopted by Laws of Florida Chapter 88-481, effective October 1, 1988.

Since 1989, the City has operated under an elected Mayor-Council form of government. The City Council is responsible for enacting the ordinances and resolutions that govern the City. The Mayor presides over public meetings and ceremonial events. The Council appoints the City Manager as the Chief Executive Officer, the City Manager is charged with the enforcement of all ordinances and resolutions passed by the Council. Department heads for Public Safety, Public Works and Finance are recruited by the City Manager. By special referendum the City Clerk became an appointed position in October 1999. The City Clerk is appointed by the City Council and serves as Clerk to the Council and is charged with the custody of all public records.

The City of Neptune Beach is located on Duval County's barrier island, adjacent to the Atlantic Ocean. The structure of government with the consolidated City of Jacksonville (Duval County) makes an uncommon relationship between the City of Neptune Beach and its county government. As an entity, the City of Neptune Beach exists as approximately 2.25 square miles bounded on the east by the Atlantic Ocean, the west by the Intra-Coastal Waterway, the north by Atlantic Beach and the south by Jacksonville Beach.

Since its inception in 1931, the City of Neptune Beach has grown to have a population of approximately 7,500. That growth is nearing its maximum capacity due to build-out of all available land. Less than 5% of the City's area is non-residential. A portion of that 5% includes two schools and six churches within the City limits.

Lacking industrial development, the limited commercial district is primarily retail, with restaurants occupying a considerable percentage of the commercial base. Neptune Beach is primarily a residential community. Tourism is minimal due to the residential character of the city and limited hotel accommodations. Town Center, the central business district joining Atlantic Beach and Neptune Beach at Atlantic Boulevard and the ocean, was completed in fiscal year 2001 transforming parking, lighting, landscaping, and brick-laid walkways.

The overall economic outlook for the City of Neptune Beach continues to mirror the economy of Florida.

General Budgetary Principles

The annual budget is the primary financial planning tool for the City. It sets forth management's estimate of available resources and describes the way in which those resources will be expended. Like any plan, the budget is carefully monitored throughout the year to identify and address material variances. Since no plan can accurately predict all future events, management must have sufficient flexibility to adjust during the year without altering the general intent of the City Council as reflected in the adopted budget. The rules set forth below are intended to provide that control and flexibility.

- Formal budgetary integration is employed as a management control device during the year for the General Fund and the Special Revenue Funds. Formal budgetary integration is not employed for Debt Service or Enterprise Funds.
- The City maintains the legal level of budgetary control at the fund level in the General Fund and for all other governmental funds. Total expenditures for each fund may not exceed appropriations without approval by Council.
- The City Manager is authorized to transfer budgeted amounts between accounts within a fund at any time during the year. The City Manager may transfer unencumbered appropriated balances among line items within one department, or between departments within the same fund, provided that such transfer does not exceed the total appropriation for that fund.
- If uncontrollable circumstances cause deviations from budget in an amount greater than that which can be remediated through line-item transfer, flexibility and relief are provided by budget amendment procedures as established by Florida Statutes. These statutes give the City Council the authority to adopt a budget and modify it as necessary during the fiscal year.
- The city also maintains an encumbrance accounting system to assist in budgetary control. At year-end, outstanding encumbrances are recorded as reservations of fund balance.

FUNDS

A fund is a fiscal and accounting entity with a self-balancing set of related accounts recording cash and other financial resources, related liabilities, residual equity or fund balance, and any changes therein, that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses the fund accounting system makes possible for the City of Neptune Beach to both:

- Presents fairly and with full disclosure the funds and activities in conformity with generally accepted accounting principles (GAAP), and
- Determine and demonstrate compliance with finance-related legal and contractual requirements.

There are three broad categories of funds: governmental funds, proprietary funds, and fiduciary funds. Withing each of the three categories, the individual funds are further categorized by fund type. The City uses all the categories of funds just described.

GASB Statement No. 54, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments, sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category or the governmental and enterprise funds combined for the determination of major funds. Governmental and enterprise funds, which do not meet the criteria for reporting as major funds, are designated as nonmajor.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains twelve individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and the better Jacksonville half-cent tax fund, which are major funds. Data from the other ten governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriated budget for all funds. Budgetary comparison schedules have been provided for all governmental funds to demonstrate compliance with the budget.

Mayor Governmental Funds:

General Fund: The General Fund is used to account for the resources devoted to financing the general services the City performs for its citizens, such as police, building and zoning, maintenance of streets and roads, and other services. Property taxes, sales taxes, franchise fees, fines and other sources of revenue used to finance the fundamental operations of the City are included in the General Fund. The General Fund is also charged with all the costs of operating for the government for which a separate fund has not been established. The financial resources of the General Fund are expended for current operations. Debt service and large capital projects are recorded in the Debt Service Fund and Capital Projects Fund respectively.

Better Jacksonville Half-Cent Tax Fund: The Better Jacksonville Half-Cent Tax Fund is the Duval County Gas Tax revenues to be used to support capital outlay projects and maintenance of local roads and drainage systems. This includes public transportation, maintenance of roadways, rights-of-ways, drainage systems, street lighting, bridge maintenance, traffic engineering, signs, pavement markings, equipment, structures for the storage of equipment, supporting personnel costs for maintenance of city streets and rights of way, and debt service on projects related to the above programs.

Non-Mayor Governments Funds:

The city combines all non-major governmental funds into a single aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report. Police Education Fund, CDBG Fund, Convention Development Fund, Local Option Gas Tax, Radio Communication Trust Fund, Better Jax ½ Cent Tax, Holiday Decoration Fund, Street Improvement Fund, and Capital Improvement Funds.

Special Revenue Funds: As previously mentioned, the city maintains ten (10) small governmental funds. These funds are categorized as Special Revenue Funds. A special revenue fund is a fund that is used by government entities to accumulate proceeds from certain revenue sources whose use is restricted to specific purposes or activities. The primary reason for establishing such a fund is to demonstrate accountability and transparency when tracking cash inflows and outflows for special purposes. Through a special revenue fund, the government ensures it maintains the accountability of specially allocated funds.

Under the GASBS 54, restricted or committed resources should continually comprise a large part of the reported inflows in the special revenue fund. The government may also report other proceeds, such as earnings from investments or transfers from other funds, provided the proceeds are expended in accordance with their purpose.

If a significant portion of the inflows is not expected to come from the committed revenue sources, the government is obliged to stop reporting a special revenue fund. Rather, the fund's remaining proceeds should be reported to the general fund.

Proprietary Funds

The second category of funds is the enterprise fund. The City maintains five enterprise funds and three internal service funds. Proprietary funds are used to report activities that are like business-type enterprises in the government-wide financial statements.

Enterprise funds: The City uses enterprise funds to account for its water and sewer fund, the sanitation fund, stormwater fund, and the paid parking fund. These funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and sewer fund, the sanitation fund, and the stormwater fund, which are considered major funds of the City. The paid parking fund is reported as a non-major fund.

Internal Service Funds: Internal service funds provide services to other city departments and charge a fee to provide such services. The City uses three Internal service funds to account for the operations of Information Technologies, Central Purchasing, and Payroll services. Revenues and expenses have the same value. Budgeted revenues have an equal budgeted expenses in other operating funds, which is basically budget neutral and does not represent a change in fund balance.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the City (e.g., pension beneficiaries). Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Pension Fund: The city has one pension fund that accounts for the defined pension plan for the police. The fund balance is restricted to making payments for current and future retirees.

Appropriation and Encumbrances

In all funds, encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. Encumbered appropriations are carried forward into the subsequent year's budget without being re-budgeted. All unencumbered appropriations, except project budgets lapse at the end of each fiscal year. Unencumbered project budgets are carried forward for the life of the project.

> **An encumbrance** is an estimated open amount of expenditure commitment to a transaction created in the General Ledger, such as purchase order (PO), contract, or any other expected expenditure chargeable to an appropriation. An encumbrance is used for budgetary purposes and is not considered an actual expense and is not included in the actual-expenses balance.
>
> **Appropriation** is a decision made by the City Council representing the maximum amount of expenditure that allow the city to incur in obligations and to make payments for a specific purpose with a specific sum of money (*fund*), or indefinite sum of money for a long-term commitment.

GENERAL FUND SUMMARY

DESCRIPTION		AMOUNT	PERCENTAGE OF REVENUE
REVENUES			
Property Taxes	$	4,713,177	45.38%
Franchise Fees		784,300	7.55%
Licenses & Permits		335,050	3.23%
Intergovernmental Revenues		1,670,650	16.09%
Charges for Services		28,500	0.27%
Fines & Forfeiture		39,025	0.38%
Investment Income		230,000	2.21%
Rents & Royalties		81,157	0.78%
Disposition of Surplus Property		30,000	0.29%
Miscellaneous Revenues		225,000	2.17%
Transfer In from Other Funds		635,000	6.11%
Appropriated Fund Baance		1,614,322	15.54%
	$	**10,386,181**	**100.00%**
EXPENDITURES BY CATEGORY			
Personnel	$	7,079,241	68.16%
Operational		1,628,840	15.68%
Capital Outlay		1,678,100	16.157%
	$	**10,386,181**	**100.00%**
EXPENDITURE BY DEPARTMENT			
Mayor & City Council	$	11,894	0.11%
City Manager		117,418	1.13%
Finance		247,898	2.39%
Legal		37,525	0.36%
Non-Departmental		141,162	1.36%
City Clerk		59,570	0.57%
Community Development		709,654	6.83%
Police Dewpartment/Public Safety		5,671,984	54.61%
Animal Control		101,918	0.98%
Public Works		2,370,266	22.82%
Ocean Rescue		327,416	3.15%
Park & Sustainability		589,476	5.68%
	$	**10,386,181**	**100.00%**

GENERAL FUND-PROJECTED REVENUES

Description	Final Budget FY2021-22	Final Budget FY2022-23	Adopted Budget FY2023-24	Proposed Budget FY2024-25
REAL PROPERTY TAXES	3,133,814	$ 3,742,596	$ 4,156,073	$ 4,534,453
PERSONAL PROPERTY TAXES	55,761	65,917	76,234	93,724
DELINQUENT REAL PROPERTY	10,000	-	-	85,000
Subgroup : [311] Taxes	**3,199,575**	**$ 3,808,513**	**$ 4,232,307**	**$ 4,713,177**
JAX BEACH ELEC. FRANCHISE	220,000	$ 220,000	$ 210,000	$ 250,000
GAS FRANCHISE	1,400	1,400	1,400	2,500
SANITATION FRANCHISE	128,400	125,500	125,500	246,800
TELECOMMUNICATIONS TAX	24,200	252,750	270,000	285,000
Subgroup : [323] Franchise Fees	**374,000**	**$ 599,650**	**$ 606,900**	**$ 784,300**
PROFESSIONAL/OCCUPATIONAL. LICENSES	20,000	$ 30,000	$ 15,000	$ 30,000
BUILDING PERMITS	181,000	150,000	205,000	220,000
PLAN REVIEW FEES	38,000	36,000	75,000	80,000
Fire Plan Review Fees	-	10,000	-	4,800
Building Department Credit Card Fees	-	-	-	-
INSPECTION FEES	1,000	2,500	1,500	250
Subgroup : [322] Licenses and Permits	**$ 240,000**	**$ 228,500**	**$ 296,500**	**$ 335,050**
Federal Grant - Public Safety	$ -	$ -	$ 48,000	$ 48,000
ARPA Funding	-	-	-	-
DISASTER RELIEF FUNDING/FEMA FUNDING	-	-	-	-
11 CENT CIG. TAX/REV. SHARING	181,360	180,000	222,336	245,000
ALCOHOLIC BEVERAGE. LICENSES	10,300	8,800	8,800	-
LOCAL HALF CENT SALES TAX	856,800	785,000	953,450	965,000
MOTOR FUEL TAX REBATE	2,400	2,400	2,400	450
FDOT GRANT	40,000	37,500	37,500	37,500
911 USER FEES	98,735	99,250	119,799	90,000
FLORIDA BLVD. MAINTENANCE	250,740	37,500	37,500	37,500
LIFEGUARD/BEACH CLEAN-UP	-	240,000	240,000	247,200
COUNTY OCCUPATIONAL TAX	1,500	-	-	-
Subtotal [330] Intergovernmental Revenue	**$ 1,441,835**	**$ 1,390,450.00**	**$ 1,669,785.00**	**$ 1,670,650.00**
BOARD OF APPEALS FEES	$ -	$ 1,500	$ 1,500	$ 2,500
PLANNING REVIEW BOARD FEE	8,200	3,500	3,500	20,000
SALE OF MAPS/PUBLICATIONS	-	-	-	-
LIEN LETTERS	-	7,000	5,500	5,500
NOTARY FEES	-	-	-	-
COPIES	500	500	500	250
ID & FINGERPRINT CHARGES	100	50	50	-
ZONING VERIFICATION CHARGES	360	100	100	-
ELECTION QUALIFYING FEES	-	-	-	-
INCIDENT REPORTS	70	70	250	250
Subgroup : [341] Charges for Services	**$ 9,230**	**$ 12,720**	**$ 11,400**	**$ 28,500**
COURT FINES	$ 35,000	$ 15,000	$ 15,000	$ 15,000
PARKING TICKETS	18,000	8,200	8,200	12,500
ALARM VIOLATIONS	25	25	25	25
ANIMAL CONTROL VIOLATIONS	3,000	2,200	3,003	1,000
CODE ENFORCEMENT VIOLATIONS.	-	2,000	12,750	10,500
Subgroup : [354] Fines and Forfeitures	**$ 56,025**	**$ 27,425**	**$ 38,978**	**$ 39,025**
INTEREST ON INVESTMENTS	$ 2,500	$ 200.00	$ 200.00	$ 230,000
STATE BOARD ADMIN INTEREST	-	-	-	$ -
Subgroup : [361] Investment Income	**$ 2,500**	**$ 200.00**	**$ 200.00**	**$ 230,000**

GENERAL FUND PROJECTED REVENUES-CONTINUATION

Description	Final Budget FY2021-22	Final Budget FY2022-23	Adopted Budget FY2023-24	Proposed Budget FY2024-25
CELLULAR TOWER RENTALS	$ 40,000	$ 50,000	$ 50,000	$ 51,500
FOP LODGE RENTAL (Not in Use)	-	-	-	-
BREWHOUND RIGHT-OF-WAY LEASE	2,400	2,400	2,400	2,400
FISH CAMP SIDEWALK RENTAL	4,934	4,934	4,934	4,934
HAWKERS NEPTUNE BEACH SIDEWALK LEASE	2,923	2,923	2,923	2,923
JAX SURF & PADDLE AND FLYING IGUANA LEASES	4,934	6,000	6,000	6,000
SOUTHCOAST BEACHES SIDEWALK RENT	2,400	2,400	2,400	2,400
GARDEN LEASE	-	-	-	-
THE LOCAL DUMPSTER PAD RENTAL	1,000	6,000	6,000	6,000
GREEN MARKET LEASE PAYMENT	-	-	-	-
NEPTUNE HOUSE RENTALS	1,000	1,000	6,500	5,000
Subgroup : [362] Rents and Royalties	**$ 59,591**	**$ 75,657**	**$ 81,157**	**$ 81,157**
SURPLUS EQUIPMENT SALES	$ 5,000	$ 7,500	$ 15,000	$ 30,000
INSURANCE PROCEEDS	-	1,000	-	-
[364] Sales - Disposition of Fixed Assets		**8,500**	**15,000**	**30,000**
OTHER MISC. REVENUES	1,000,000	30,000	30,000	225,000
Subgroup : [369] Miscellaneous Revenue	**$ 1,000,000**	**$ 30,000**	**$ 30,000**	**$ 225,000**
Interfund Transfers	$ -	$ 603,000	$ 598,000	$ -
CONTRIB. FROM - PAID PARKING			214,753	635,000
CONTRIB. FROM WATER/SEWER	130,000	120,000	150,000	-
CONTRIB. FROM OTHER FUNDS	75,000	210,000	300,000	-
APPROPRIATED FUND BALANCE	-	671,278	992,273	1,614,322
Subgroup : [380] Other Financing Sources	**$ 205,000**	**$ 1,604,278**	**$ 2,255,026**	**$ 2,249,322**
TOTAL GENERAL FUND REVENUES	**$ 6,587,756**	**$ 7,785,893**	**$ 9,237,253**	**$ 10,386,181**

MAYOR AND CITY COUNCIL

The City Council is the legislative branch of the City Government. The City Council is responsible for creating and enforcing the laws, ordinances, promulgates the ordinances and resolutions and defines the policies to be carried out by the City Administration. The Council represents the City's interests before other legislative and regulatory bodies and can establish citizen advisory boards and committees to assist the Council in its duties.

MAJOR GOALS AND CHANGES

- Establish an effective policy framework to ensure efficient operations of the City of Neptune Beach to meet the needs of the residents and visitors of the City.

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Mayor	1	1	1	1
Vice-Mayor	1	1	1	1
Councilor	3	3	3	3
Total Budgeted Positions	**5**	**5**	**5**	**5**

DESCRIPTION	Actual Budget FY 2021-22	Final Budget FY 2022-23	Adopted Budget FY 2023-24	Proposed Budget FY 2024-25
EXECUTIVE SALARIES	$ 27,810	$ 27,000	$ 27,810	$ 28,783
FICA	1,725	1,900	2,127	2,202
WORKER'S COMPENSATION	380	400	47	4,263
MEDICARE	405	500	-	-
Subgroup : [10] Personnel Services	**$ 30,320**	**$ 29,800**	**$ 29,985**	**$ 35,248**
TRAVEL & PER DIEM	$ 1,200	$ 1,500	$ 1,500	$ 1,200
COMMUNICATIONS SERVICES	-	1,570	1,570	4,500
INSURANCE	800	1,450	1,494	6,180
PROMOTIONAL & ADVERTISING	3,000	3,000	3,200	3,200
OFFICE SUPPLIES	600	1,000	500	200
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	2,000	1,500	1,500	1,500
EDUCATIONAL COURSES	1,200	1,200	500	-
Subgroup : [30] Operating Expenditures	**$ 8,800**	**$ 11,220**	**$ 10,264**	**$ 16,780**
TOTAL OPERATING EXPENDITURES	**39,120**	**41,020**	**40,248**	**52,028**
TRANSFER-OUT-G&A COST ALLOCATION	-	-	-	(40,134)
TOTAL:	**$ 39,120**	**$ 41,020**	**$ 40,248**	**$ 11,894**
BUILDING IMPROVEMENTS	-	$ -	$ -	$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**		**$ -**
TOTAL:	**$ 39,120**	**$ 41,020**	**$ 40,248**	**$ 11,894**

CITY MANAGER

The City Manager is the Chief Administrative Officer of the city and is responsible to manage the day-to-day operations of the City government, which includes law enforcement, public works, water and sewer, sanitation, financial operations, human resources, community development, and paid parking. The City Manager is charged to provide professional leadership and guidance in the execution of policies and programs established by the City Council. To administer and monitor the daily affairs of the Creates and implements new management techniques to facilitate the effective delivery of municipal services. Fosters the effective use of all City assets and a safe work environment for all employees. Recruits and maintains a skilled work force to handle the daily needs of the citizens to create a clean and safe environment that includes those amenities that produce a sense of pride, a sense of community and a high quality of life.

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
City Manager	1	1	1	1
Assistant to City Manager	1	1	1	1
Total Budgeted Positions	**2**	**2**	**2**	**2**

DESCRIPTION RESOURCE ALLOCATION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ 108,810	$ 122,350	$ 81,658	$ 224,645
OVERTIME	-	-	-	-
SPECIAL PAY	500	500	500	1,200
PTO EXPENSE	-	7,875	4,388	8,640
COMP TIME				-
FICA	6,800	7,750	6,882	18,581
RETIREMENT CONTRIBUTIONS	8,000	8,500	6,053	15,137
HEALTH INSURANCE	25,000	27,500	14,509	39,913
WORKER'S COMPENSATION	200	250	150	413
LIFE INSURANCE				2,351
VEHICLE ALLOWANCE	1,600	1,800	3,500	8,400
Subgroup : [10] Personnel Services	**$ 150,910**	**$ 176,525.00**	**$ 117,640**	**$ 319,280**
PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -
OTHER CONTRACTUAL SERVICES	6,973	1,500	3,000	3,000
TRAVEL & PER DIEM	3,200	4,000	7,000	7,000
INSURANCE	5,200	7,575	17,534	17,750
REPAIR & MAINTENANCE	2,900	2,900	-	-
PROMOTIONAL & ADVERTISING	1,500	1,500	-	1,000
OFFICE SUPPLIES	5,000	5,000	4,000	4,000
OPERATING SUPPLIES	1,875	2,800	-	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	6,200	6,200	2,500	2,500
EDUCATIONAL COURSES	9,400	9,400	3,000	3,000
VEHICLE REPAIR & MAINTENANCE	1,500	1,500	-	1,500
GAS, OIL & LUBRICANTS	1,500	1,500	-	1,500
VEHICLE ALLOWANCE	6,000		-	-
Subgroup : [30] Operating Expenditures	**$ 51,248**	**$ 43,875**	**$ 37,034**	**$ 41,250**
TOTAL OPERATING EXPENDITURE	**$ 202,158**	**$ 220,400**	**$ 154,674**	**$ 360,530**
TRANSFER OUT-G&A COST ALLOCATION				(278,112)
TOTAL:	**$ 202,158**	**$ 220,400**	**$ 154,674**	**$ 82,418**
BUILDING IMPROVEMENTS	$ -	$ -		$ -
MACHINERY & EQUIPMENT	6,500	-		35,000
Subgroup : [60] CAPITAL OUTLAY	**$ 6,500**	**$ -**		**$ 35,000**
TOTAL:	**$ 208,658**	**$ 220,400**	**$ 154,674**	**$ 117,418**

FINANCE

The mission of the Finance Department is to provide oversight to all City's financial assets by establishing a strong system of internal controls to provide assurance and consistency in capturing financial information accurately and complete. In addition, the Finance Department provides:

- Professional management of governmental resources, accomplished in part by identifying, developing and advancing fiscal strategies and practices for the public benefit.
- Coordinates, administers, and invests the pooled financial resources of the City and provides accounting, billing, bookkeeping and cashiering services to all departments and divisions.
- Inventory management and to dispose of surplus materials and equipment no longer required by the City as required the Code of Ordinance.
- Ensure that financial transactions are recorded in accordance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standard Board (GASB).

The Finance Department provides critical financial and managerial information to support the Mayor and City Council, the City Manager, Department heads and all fund operations. It is our goal to provide quality internal and external financial services and high-quality financial reports necessary in the decision-making process to resident and stakeholders of the City of Neptune Beach, by exercising sound financial leadership, planning and guidance, recommending and establishing sound fiscal policies and practices, and establishing adequate financial controls and flexibility. Sec. 2-176. Of the City's Ordinance Code combined accounting, finance, and treasury function into one single department. The major responsibilities are as follows:

Finance:

- Manage the Finance Department
- Establish financial policies and procedures for the organization
- Develop and prepares the City's annual budget
- Administer budget transfers and amendments
- Prepare monthly financial activity

Accounting:

- Processes weekly Accounts Payable (AP) payments
- Reconcile weekly AP runs
- Processes bi-weekly payroll
- Reconcile bi-weekly payroll
- Close fiscal period

Treasury:

- Manages cash-flows,
- Monitor daily bank activity
- Performs monthly cash reconciliation
- Invest surplus funds

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Chief Financial Officer	1	1	1	1
Sr. Accountant	1	1	1	1
Payroll & Accounts Payable Accountant	1	1	1	1
Staff Accountant	0	0	1	1
Accounting Technician	0	0	1	1
Billing Supervisor	1	1	1	1
Cashier I	1	1	1	1
Cashier II	1	1	1	1
Meter Reader	1	1	1	1
Total Budgeted Positions	**7**	**7**	**9**	**9**

Finance-Continuation

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	FINAL BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ 143,000	$ 126,750	$ 215,322	$ 653,863
OVERTIME	2,000	2,700	437	3,000
SPECIAL PAY	300	600	945	2,400
PTO	-	7,500	8,282	25,149
COMP TIME	-	-	-	-
FICA	9,000	9,000	17,206	52,358
RETIREMENT CONTRIBUTIONS	9,950	9,100	15,073	45,770
HEALTH INSURANCE	15,000	19,750	-	70,616
WORKER'S COMPENSATION	180	225	940	2,752
MEDICARE	2,100	2,100		-
LIFE INSURANCE				6,331
CAR ALLOWANCE	-	-	-	-
Subgroup : [10] Personnel Services	**$ 181,530**	**$ 177,725**	**$ 258,204**	**$ 862,239**
ACCOUNTING & AUDIT	$ 14,000	$ 14,000	$ -	$ -
OTHER CONTRACTUAL SERVICES	4,600	4,600	4,600	5,000
TRAVEL & PER DIEM	5,500	5,500	5,500	6,000
COMMUNICATION SERVICES	1,500	1,500	1,500	2,500
POSTAGE (INC. FED EX)	100	100	100	-
INSURANCE	8,800	8,800	8,800	9,000
REPAIR & MAINTENANCE	4,900	4,900	4,900	1,000
PRINTING & BINDING	500	500	500	-
OFFICE SUPPLIES	4,200	4,200	4,200	5,000
OPERATING SUPPLIES	3,600	3,600	3,600	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	3,000	3,000	3,000	3,000
EDUCATIONAL COURSES	2,500	2,500	2,500	5,000
VEHICLE REPAIR & MAINTENANCE	-	-	-	3,500
GAS, OIL & LUBRICANTS	-	-	-	5,000
Subgroup : [30] Operating Expenditures	**$ 53,200**	**$ 53,200**	**$ 39,200**	**$ 45,000**
TOTAL OPERATING EXPENDITURES	234,730	230,925	297,404	907,239
TRANSFER OUT-G&A COST ALLOCATION	-	-	-	(699,841)
TOTAL:	**$ 234,730**	**$ 230,925**	**$ 297,404**	**$ 207,398**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	5,000	5,000	-	40,500
Subgroup : [60] CAPITAL OUTLAY	**$ 5,000**	**$ 5,000**	**$ -**	**$ 40,500**
TOTAL:	**$ 239,730**	**$ 235,925**	**$ 297,404**	**$ 247,898**

LEGAL COUNSEL

MISSION The Legal Counsel is responsible for providing effective legal counseling services to the City Council and City Staff. These services include providing legal advice on federal, state and local laws, drafting and review of legislation, defense of suits brought against the City, initiation of legal actions on behalf of the City, and prosecution of violations of City ordinances. Additionally, the City Legal Counsel defends the City's interest in mediation; provides legal advice in negotiation of contracts; and advises the Boards and Commissions of the City Council. In the latter part of fiscal year 2019, the City's Council voted to contract Ansbacher Law firm as a City's Legal Counsel.

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25	G&A ALLOCATION -77.14%	PROPOSED BUDGET FY 2024-25
Professional Services	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ (115,710)	$ 34,290
COMMUNICATION SERVICES	-	-	-	5,400	$ (4,166)	$ 1,234
INSURANCE	-	-	-	8,500	$ (6,557)	$ 1,943
Books, Subscriptions & Memberships	125	150	150	250	$ (193)	$ 57
Subgroup : [30] Operating Expenditures	**$ 150,125**	**$ 150,150**	**$ 150,150**	**$ 164,150**	**$ (126,625)**	**$ 37,525**
TRANSFER OUT-G&A COST ALLOCATION				(126,166)		
	$ 150,125	$ 150,150	$ 150,150	$ 37,984	$ (126,625)	$ 37,525
TOTAL:	**$ 150,125**	**$ 150,150**	**$ 150,150**	**$ 37,984**	**$ (126,625)**	**$ 37,525**

COMMUNITY DEVELOPMENT

The Community Development provides the City of Neptune Beach residents and contractors with courteous, friendly, and knowledgeable information. To review and process permits. To provide a thorough inspection process that assures the residents and business owners of a well-constructed structure. Maintain zoning regulations, process variance requests and commercial development applications.

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Community Development Direct	1	1	1	1
Code Compliance Supervisor	1	1	1	1
Code Compliance Assistant	0	0	0	1
Code Enforcement Officer	1	1	1	1
Fire Marshall	1	1	1	0
Total Budgeted Positions	**4**	**4**	**4**	**4**

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ 195,000	$ 285,000	270,902	$ 335,977
OVERTIME	500	-	-	3,000
SPECIAL PAY	1,600	1,800	2,100	2,100
PTO LIABILITY	-	10,500	10,420	12,787
COMP TIME	-	-	-	-
FICA	12,300	18,000	-	27,071
RETIREMENT CONTRIBUTIONS	7,300	22,000	21,682	24,770
LIFE & HEALTH INSURANCE	23,700	40,750	18,963	41,121
WORKER'S COMPENSATION	1,200	2,000	41,121	2,351
Liffe Insurance	2,900	4,250	2,351	2,320
Subgroup : [10] Personnel Services	**$ 244,500**	**$ 384,300**	**$ 367,539**	**$ 451,497**
PROFESSIONAL SERVICES	$ 126,557	$ 85,000	90,000	$ 90,000
OTHER CONTRACTUAL SERVICES	75,000	10,000	12,000	10,000
TRAVEL & PER DIEM	5,500	5,000	5,000	5,000
COMMUNICATIONS SERVICES	480	2,000	2,000	4,000
INSURANCE	4,000	18,750	15,805	28,000
REPAIR & MAINTENANCE	6,150	2,000	-	2,000
PRINTING & BINDING	-	500	500	500
PROMOTIONAL & ADVERTISING	-	1,500	1,000	1,500
OFFICE SUPPLIES	-	1,400	2,500	2,500
OPERATING SUPPLIES	3,800	3,600	-	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	13,792	12,000	6,000	6,000
EDUCATIONAL COURSES	6,000	3,000	3,000	1,500
RADIO REPAIR AND MANTENANCE	-	-	-	-
VEHICLE REPAIR & MAINTENANCE	-	1,500	1,000	1,000
GAS, OIL & LUBRICANTS	-	2,500	1,500	1,500
Subgroup : [30] Operating Expenditures	**$ 241,279**	**$ 148,750**	**$ 140,305**	**$ 153,500**
			-	-
TOTAL OPERATING EXPENDITURES:	$ 505,979	$ 535,050	$ 508,044	$ 604,997
TRANSFER IN-G&A COST ALLOCATION				69,657
	$ 505,979	**$ 535,050**	**$ 508,044**	**$ 674,654**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	20,000	2,000	-	35,000
MUNICIPAL BOARDS	200	-	200	-
Subgroup : [60] CAPITAL OUTLAY	**$ 20,200**	**$ 2,000**	**$ 200**	**$ 35,000**
	$ 526,179	**$ 537,050**	**$ 508,244**	**$ 709,654**

CITY CLERK

The mission of the City Clerk is to record and maintain orderly and accessible records of all City Council meetings, discussions and other communications. Additionally, the City Clerk transcribes and maintains the records of all advisory commission activities as directed by the City Council. The City Clerk acts as the repository to preserve all official municipal documents in an efficient and dependable manner. All contracts with a value in excess of $10,000 are maintained in the Clerk's files. Further, the City Clerk is the Supervisor of Elections for all City Referenda and Elections.

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
City Clerk	1	1	1	1
Human Resources	1	1	1	1
Total Budgeted Positions	**2**	**2**	**2**	**2**

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ 78,000	$ 140,000	$ 147,320	$ 173,286
OVERTIME	-	-	-	-
SPECIAL PAY	-	300	300	300
PTO LIABILITY	-	2,850	5,666	6,665
FICA	4,800	8,700	11,726	13,314
RETIREMENT CONTRIBUTIONS	5,500	10,250	10,312	$ 11,711
HEALTH INSURANCE	9,500	25,000	10,311	8,944
WORKER'S COMPENSATION	150	250	155	296
LIFE INSURANCE	1,150	2,100	-	1,368
Subgroup : [10] Personnel Services	**$ 99,100**	**$ 189,450**	**$ 185,790**	**$ 215,883**
OTHER CONTRACTUAL SERVICES	$ 3,000	$ 5,500	$ 10,000	$ 10,000
TRAVEL & PER DIEM	2,000	3,000	5,000	5,000
COMMUNICATIONS SERVICES	480	1,200	900	5,000
INSURANCE	1,000	4,400	14,007	7,000
REPAIR & MAINTENANCE	1,750	1,000	-	1,000
PRINTING & BINDING	3,000	4,500	4,500	4,500
PROMOTIONAL & ADVERTISING	4,750	2,250	3,900	5,000
OFFICE SUPPLIES	600	750	1,800	1,200
OPERATING SUPPLIES	-	-	-	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	2,600	4,500	5,000	1,500
EDUCATIONAL COURSES	2,000	2,000	4,000	4,500
Subgroup : [30] Operating Expenditures	**$ 21,180**	**$ 29,100**	**$ 49,107**	**$ 44,700**
TOTAL OPERATING EXPENDURES	**$ 120,280**	**$ 218,550**	**$ 234,897**	**$ 260,583**
TRANSFER OUT-G&A ALLOCATION	**-**	**-**	**-**	**(201,013)**
	$ 120,280	**$ 218,550**	**$ 234,897**	**$ 59,570**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	-	6,500	-	-
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ 6,500**	**$ -**	**$ -**
TOTAL:	**$ 120,280**	**$ 225,050**	**$ 234,897**	**$ 59,570**

NON-DEPARTMENTAL

Non-departmental accounts are used for expenses that are associated with the general operation of city government that cannot specifically be allocated to any other department.

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ 40,920	$ 72,000	$ -	$ -
OVERTIME	2,500	6,500	-	-
SPECIAL PAY	380	300	-	-
PTO LIABILITY	-	4,940	-	-
FICA	2,715	4,900	-	-
RETIREMENT CONTRIBUTIONS	3,760	5,500	-	-
LIFE & HEALTH INSURANCE	6,800	12,750	-	-
WORKER'S COMPENSATION	2,270	2,500	-	-
MEDICARE	640	1,200	-	-
Subgroup : [10] Personnel Services	**$ 59,985**	**$ 110,590**	**$ -**	**$ -**
LOBBYIST FEES	$ -	$ -	$ 42,000	$ 42,000
AUDITING & ACCOUNTING FEES	-	-	50,000	65,000
OTHER CONTRACTUAL SERVICES	96,000	119,718	-	35,000
COMMUNICATIONS SERVICES	30,000	55,000	330,690	230,000
POSTAGE & SHIPPING	15,000	-	-	7,000
UTILITY SERVICES	13,500	25,000	-	22,000
RENTAL & LEASES	13,000		26,858	16,000
INSURANCE	42,000	32,000	-	50,000
REPAIR & MAINTENANCE	40,000	50,000	-	25,000
PRINTING & BINDING	-	-	100,000	-
PROMOTIONAL & ADVERTISING	2,200	2,500	40,000	3,500
OFFICE SUPPLIES	13,200	15,000	-	22,000
OPERATING SUPPLIES	500	500	-	-
GAS, OIL & LUBRICANTS	830	2,200	-	-
UNIFORMS	100	300	-	-
MISCELLANEOUS EXPENDITURES	800	1,200	-	
HOLIDAY EXPENDITURES	12,600	-	-	-
HURRACAINE EXPENSES	5,000	-	-	-
VIRUS EXPENDITURES	45,000	-	-	-
CONTINGENCIES & EMERGENCIES	25,000	-	-	100,000
TRANSFERS	427,076	-	-	-
	-	-		-
Subgroup : [30] Operating Expenditures	**$ 781,806**	**$ 303,418**	**$ 589,548**	**$ 617,500**
TRANSFERS OUT-G&A COST ALLOCATION	**-**	**-**	**-**	**(476,338)**
TOTAL:	**$ 781,806**	**$ 303,418**	**$ 589,548**	**$ 141,162**
BUILDING IMPROVEMENTS	$ 45,000	$ 175,000	$ -	$ -
MACHINERY & EQUIPMENT	-	$ 15,000	$ -	$ -
Subgroup : [60] CAPITAL OUTLAY	**$ 45,000**	**$ 190,000**	**$ -**	**$ -**
TOTAL:	**$ 886,791**	**$ 604,008**	**$ 589,548**	**$ 141,162**

POLICE /PUBLIC SAFETY

The Neptune Beach Police Department is to actively engage in the provision of police services to the public. The combined efforts of Patrol, Communications, Administration, Detectives, and School Crossing Guards provides patrol of the city streets, crime deterrence and prevention, criminal investigations, traffic investigations and enforcement, narcotic investigations, neighborhood watch programs, record keeping, and response to emergency and non-emergency calls for service by the citizens.

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Police Chief	1	1	1	1
Police Commander	2	2	2	2
Police Sergeant	2	2	2	2
Police Sergeant-Detective	1	1	1	1
Police Detective	2	2	2	2
Police Officers	13	13	13	13
Communication Officers	5	5	5	5
Service Division Supervisor	2	2	2	2
Service Division Supervisor (PT)	2	2	2	2
Record Specialist	1	1	1	1
School Crossing Guards (PT)	5	5	5	5
	36	**36**	**36**	**36**

POLICE /PUBLIC SAFETY-CONTINUATION

DESCRIPTION	BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ 1,950,000	$ 2,125,500	$ 2,499,440	$ 2,660,120
OVERTIME	295,000	195,000	210,000	245,798
SPECIAL PAY	75,000	45,000	45,000	45,000
PTO	-	166,500	89,922	95,885
COMPENSATORY	-	-	-	30,000
FICA	148,000	146,000	222,264	222,264
RETIREMENT CONTRIBUTIONS	310,000	390,000	395,889	395,889
HEALTH INSURANCE	320,000	335,000	364,420	364,420
WORKER'S COMPENSATION	60,000	72,250	61,000	82,014
MEDICARE	35,000	35,000	-	-
LIFE INSURANCE	-	-		24,262
UNIFORM ALLOWANCE	-	-	-	7,360
CAR ALLOWANCE	-	-	-	-
Subgroup : [10] Personnel Services	**$ 3,193,000**	**$ 3,510,250**	**$ 3,887,935**	**$ 4,173,012**
PROFESSIONAL SERVICES	$ 1,500	$ 1,500	$ 1,500	$ 2,000
OTHER CONTRACTUAL SERVICES	24,890	37,550	37,550	22,000
INVESTIGATIONS	1,200	1,200	1,200	1,250
TRAVEL & PER DIEM	4,000	5,500	5,500	12,000
COMMUNICATIONS SERVICES	90,000	80,480	80,480	90,000
UTILITY SERVICES	300	300	300	9,150
INSURANCE	65,000	129,400	66,463	190,000
REPAIR & MAINTENANCE	39,000	40,850	40,850	42,300
PROMOTIONAL & ADVERTISING	3,000	3,000	3,000	5,000
OTHER CURRENT CHARGES	-	-	-	-
OFFICE SUPPLIES	10,000	10,000	10,000	14,500
OPERATING SUPPLIES	39,725	39,000	40,000	40,000
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	1,000	20,200	20,200	10,000
EDUCATIONAL COURSES	10,000	14,500	14,500	16,500
RADIO REPAIR & MAINTENANCE	-	-	-	5,000
VEHICLE REPAIR & MAINTENANCE	35,000	35,000	35,000	40,000
GAS, OIL & LUBRICANTS	42,000	75,500	75,500	85,000
UNIFORMS	37,800	30,800	40,800	40,800
MISCELLANEOUS EXPENDITURES	-	-	30,000	30,000
JAG C GRANT	-	35,000	-	62,000
Subgroup : [30] Operating Expenditures	**$ 404,415**	**$ 559,780**	**$ 502,843**	**$ 717,500**
TOTAL OPERATING COST (Objects 10 & 30	**$ 3,597,415**	**$ 4,070,030**	**$ 4,390,778**	**$ 4,890,512**
TRANSFER IN-G&A COST ALLOCATION	-	-	-	**563,072**
	$ 3,597,415	**$ 4,070,030**	**$ 4,390,778**	**$ 5,453,584**
BUILDING IMPROVEMENTS	$ -	$ 5,000	$ 32,400	$ 13,400
MACHINERY & EQUIPMENT	137,048	131,113	135,000	205,000
Subgroup : [60] CAPITAL OUTLAY	**$ 137,048**	**$ 136,113**	**$ 167,400**	**$ 218,400**
Total Budget:	**$ 3,734,463**	**$ 4,206,143**	**$ 4,558,178**	**$ 5,671,984**

ANIMAL CONTROL DIVISION

Provide the City of Neptune Beach residents with courteous, friendly animal control coverage.

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Animal Control Officer	1	1	1	1
Total Budgeted Positions	**1**	**1**	**1**	**1**

DESCRIPTION	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Salaries	48,265	63,300
Overtime	5,000	5,000
Special Pay	600	600
PTO	1,856	2,435
Comp Time	-	-
FICA	4,263	5,457
Retirement Contribution	3,901	4,993
Health Insurance	9,315	-
Worker's Comp	95	2,946
Life Insurance		$ 414
Total Object 10:	**$ 73,294**	**$ 85,146**
Expenditures		
Professinal Services	-	-
Other Contractual Svcs	-	-
Investigation	-	-
Tavel & Per Diem	-	-
Communication	-	-
Rentals & Leases	-	-
Utilitiy Service	-	-
Insurance	5,650	3,450
Repair & Maintenance	-	-
Promotional & Advertisements	-	-
Maintenance	-	-
Office Supplies	-	-
Operating Supplies	-	-
Books, Subscriptions & Memnership	-	-
Education Courses	-	-
Radio Repair & Maintenance	-	-
Vehicle Repair & Maintenance	500	500
Gas, Oil, Lubricants	1,500	2,300
Uniforms	-	-
Miscellaneous	-	-
Total Object 30:	**$ 7,650**	**$ 6,250**
TOTAL OPERATING COST	$ 80,944	$ 91,396
TRANSFER IN-G&A COST ALLOCATION	-	**10,523**
Total Animal Control	**$ 80,944**	**$ 101,919**

PUBLIC WORKS DEPARTMENT

The department's mission is to build, maintain, improve and regulate all public rights-of-way, which include roadways, drainage, curbs and walkways. Also, to improve the landscaping of public parks, including their adjacent rights-of-way and their associated irrigation systems. To install and maintain traffic control related items such as signs, markings and striping.

Staffing Level-Public Wroks (Admin & Streets)	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Public Works Director	1	1	1	1
Administrative Assistant	1	1	1	1
Project Manager	1	1	1	1
City Engineer	1	1	1	1
Business Operation Manager	0	0	1	1
Laborer I	3	3	3	5
Laborer II	1	1	1	1
P&S Supervisor	1	1	1	1
P&M Supervisor	1	1	0	0
Crew Chief	1	1	1	0
Mechanic/Crew Chef	1	1	1	1
Maintenance Technician	1	1	1	1
Total Budgeted Positions	13	13	13	14

PUBLIC WORKS DEPARTMENT-CONTINUATION

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ 162,000	$ 215,000	$ 225,246	$ 1,074,487
OVERTIME	5,000	8,500	2,531	2,700
SPECIAL PAY	2,500	2,500	810	6,825
PTO LIABILITY	10,200	26,021	8,670	38,340
COMP TIME				2,000
UNIFORM ALLOWANCE				2,132
FICA	8,900	14,500	18,150	86,176
RETIREMENT CONTRIBUTIONS	-	16,000	16,608	70,161
HELTH INSURANCE	26,000	34,500	13,500	144,314
WORKER'S COMPENSATION	8,200	9,900	6,247	43,621
LIFE INSURANCE	2,400	3,500	1,350	15,877
Subgroup : [10] Personnel Services	**$ 225,200**	**$ 330,421**	**$ 293,112**	**$ 1,486,633**
PROFESSIONAL SERVICES	-	15,000	85,000	15,000
OTHER CONTRACTUAL SERVICES	17,000	25,000	25,000	45,000
TRAVEL & PER DIEM	2,000	2,500	1,000	1,000
COMMUNICATIONS SERVICES	5,000	5,500	5,500	8,500
BANK FEES	-	-	-	50,000
UTILITY SERVICES	120,000	75,000	50,000	130,000
RENTALS & LEASES	2,000	11,000	12,000	2,000
INSURANCE	18,000	22,500	41,500	41,500
REPAIR & MAINTENANCE	41,500	43,000	41,500	41,500
PROMOTIONAL & ADVERTISING	-	20,000	20,000	21,000
OFFICE SUPPLIES	1,125	1,200	2,500	2,500
OPERATING SUPPLIES	29,000	29,000	15,000	25,000
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	17,200	17,600	5,000	3,000
EDUCATIONAL COURSES	6,000	6,000	2,500	2,500
VEHICLE REPAIR & MAINTENANCE	27,500	15,000	16,000	37,500
GAS, OIL & LUBRICANTS	12,000	14,000	12,500	21,500
UNIFORMS	2,200	1,200	1,500	1,500
A1A LANDSCAPING	-	1,000	2,500	-
Subgroup : [30] Operating Expenditures	**$ 300,525**	**$ 304,500**	**$ 339,000**	**$ 449,000**
TOTAL OPERATION COST	$ 525,725	$ 634,921	$ 632,112	$ 1,935,633
TRANSFER IN-G&A COST ALLOCATION				$ 222,860
TRANSFER OUT-OVH COST ALLOCATION				(824,927)
	$ 525,725	**$ 634,921**	**$ 632,112**	**$ 1,333,566**
BUILDING IMPROVEMENTS	$ 25,000.00	$ 25,000.00	$ 800,000.00	$ 686,600.00
IMPROVEMENTS NOT BUILDINGS	20,000.00	40,000.00	210,000.00	350,000.00
MACHINERY & EQUIPMENT	65,850.00	30,000.00	65,000.00	-
Subgroup : [60] CAPITAL OUTLAY	**$ 110,850.00**	**$ 95,000.00**	**$ 1,075,000.00**	**$ 1,036,600.00**
TOTAL:	**$ 636,575**	**$ 729,921**	**$ 1,707,112**	**$ 2,370,166**

OCEAN RESCUE / BEACH CLEANUP

This division provides beach cleanup and trash removal on beaches within the City limits and to provide lifeguard services during the summer season.

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Lifeguard Captain	1	1	1	1
Lifeguard Lieutenant	2	2	2	2
Lifeguards (seasonal & paert-time)	20	20	20	20
Total Budgeted Positions	**23**	**23**	**23**	**23**

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	FINAL BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ 210,000	$ 230,450	$ 219,535	$ 227,219
OVERTIME	8,000	9,750	9,750	9,750
SPECIAL PAY	-	125	-	-
FICA	13,400	15,000	16,794	18,128
RETIREMENT CONTRIBUTIONS	-	1,000	2,822	2,920
HEALTH INSURANCE	-	2,750	2,750	-
WORKER'S COMPENSATION	8,600	9,750	9,750	9,786
MEDICARE	3,200	3,500	3,500	-
LIFE ISURANCE				698
Subgroup : [10] Personnel Services	**$ 243,200**	**$ 272,325**	**$ 264,901**	**$ 268,501**
OTHER CONTRACTUAL SERVICES	500	1,000	1,000	1,000
COMMUNICATIONS SERVICES	-	1,000	1,000	1,000
UTILITY SERVICES	160	500	500	500
INSURANCE	3,500	9,600	9,807	9,810
REPAIR & MAINTENANCE	2,500	2,500	2,500	2,500
PROMOTIONAL & ADVERTISING	3,000	-	-	-
OTHER CURRENT CHARGES	-	-	-	-
OFFICE SUPPLIES	-	1,000	1,000	1,000
OPERATING SUPPLIES		3,500	3,500	3,500
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	-	-	-	-
EDUCATIONAL COURSES	600	600	600	600
RADIO REPAIR & MAINTENANCE	-	-	-	-
VEHICLE REPAIR & MAINTENANCE	500	500	500	500
GAS, OIL & LUBRICANTS	1,000	1,500	1,500	1,500
UNIFORMS	1,500	3,200	3,200	3,200
MISCELLANEOUS EXPENDITURES	-	-	-	-
Subgroup : [30] Operating Expenditures	**$ 13,260**	**$ 24,900**	**$ 25,107**	**$ 25,110**
Total Operating Expenditure	**$ 256,460**	**$ 297,225**	**$ 290,008**	**$ 293,611**
TRANSFER IN-G&A COST ALLOCATION				**33,805**
	$ 256,460	**$ 297,225**	**$ 290,008**	**327,416**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL	**$ 256,460**	**$ 297,225**	**$ 290,008**	**$ 327,416**

PARKS AND SUSTAINABILITY

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Park & Sustainability Director	1	1	1	1
Total Budgeted Positions	**1**	**1**	**1**	**1**

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
REGULAR SALARIES	$ -	$ -	$ 161,890	$ 100,064
OVERTIME	-	-	8,000	-
SPECIAL PAY	-	-	1,395	-
PTO LIABILITY	-	-	5,858	3,547
FICA	-	-	13,551	7,946
RETIREMENT CONTRIBUTIONS	-	-	12,399	7,005
HEALTH INSURANCE	-	-	28,516	8,944
WORKER'S COMPENSATION	-	-	18,015	10,564
LIFE INSURANCE	-	-	-	561
Subgroup : [10] Personnel Services	**$ -**	**$ -**	**$ 249,624**	**$ 138,631**
PROFESSIONAL SERVICES	$ -	$ -	$ -	$ 10,000
OTHER CONTRACTUAL SERVICES	-	-	-	5,500
TRAVEL & PER DIEM	-	-	-	-
COMMUNICATIONS SERVICES	-	-	2,000	3,000
UTILITY SERVICES	-	-	-	-
RENTALS & LEASES	-	-	5,000	5,000
INSURANCE	-	-	19,286	19,500
REPAIR & MAINTENANCE	-	-	-	-
MAINTENANCE			50,000	40,000
PROMOTIONAL & ADVERTISING	-	-	-	-
OFFICE SUPPLIES	-	-	500	500
OPERATING SUPPLIES	-	-	25,000	20,000
VEHICLE REPAIR & MAINTENANCE	-	-	1,500	1,500
GAS, OIL & LUBRICANTS	-	-	1,500	1,500
UNIFORMS	-	-	300	300
A1A LANDSCAPING	-	-	2,500	2,500
Subgroup : [30] Operating Expenditures	**$ -**	**$ -**	**$ 107,586**	**$ 109,300**
TOTAL OPERATING EXPENDITURES	**$ -**	**$ -**	**$ 357,210**	**$ 247,931**
TRANSFER IN-G&A COST ALLOCATION				**$ 28,546**
	$ -	**$ -**	**$ 357,210**	**$ 276,476**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
IMPROVEMENTS NOT BUILDINGS	-	-	-	280,000
MACHINERY & EQUIPMENT	-	-	-	33,000
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ 313,000**
TOTAL	**$ -**	**$ -**	**$ 357,210**	**$ 589,476**

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Special Revenue Funds

Special revenue funds are used to account for specific revenues that are restricted to expenditures for a particular purpose. They are fully appropriated each year.

Police Education Fund - This fund accounts for revenues derived from county court costs. Expenditures are used to provide criminal justice education degree programs and training courses for police department personnel.

Capital Improvement Fund - This fund accounts for capital expenditures throughout the City to consolidate these expenditures for tracking purposes.

Community Development Block Grant Fund - This fund accounts for federal grants through the Jacksonville entitlement program, which provides funding for community development and improvements for qualified populations within the City.

Convention Development Tax Fund - This fund accounts for funds received from the levy of the convention development tax which are used to promote convention and tourist development. Due to the size of our community, it is to be used for capital outlay in support of lifeguards and parks.

Forfeiture Proceeds Fund - This fund accounts for revenue derived from confiscated property and cash. Proceeds are used to augment police activities.

Local Option Gas Tax Fund - This fund accounts for the City's share of county gas tax revenues. Funds may be used to support capital outlay and maintenance for local roads and drainage systems.

Radio Communications Fund - This fund accounts for a portion of the revenues obtained from traffic violations. Expenditures are used to enhance public safety communications and automation.

Better Jacksonville Tax - This fund accounts for the revenues obtained from the new ½ cent sales tax. Expenditures are used for capital projects to be determined by the Council.

Holiday/Special Events Fund - This fund accounts for expenditures for Holiday decorations and special events sponsored by the City.

Street Improvements Fund - This fund accounts for the 8th Cent Gasoline Tax. The revenue is restricted per Florida Statutes and may only be used for street construction and paving.

101 POLICE EDUCATIONFUND

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Revenues			
COURT COST	20,000	2,800	2,800
INTEREST ON INVESTMENTS	-	-	-
[300] Total Revenues	**$ 20,000**	**$ 2,800**	**$ 2,800**
[30] Operating Expenses			
OTHER CURRENT CHARGES	-	-	-
OPERATING SUPPLIES	150	2,800	2,800
EDUCATIONAL COURSES	4,000	-	-
[30] Operating Expenses	**$ 4,150**	**$ 2,800**	**$ 2,800**
TOTAL OPERATING COST	$ 4,150	$ 2,800	$ 2,800
TRANSFER IN-G&A COST ALLOCATION	-	-	-
TRANSFER IN-OVH COST ALLOCATION			
TOTAL INDIRECT COST ALLOCATION	**$ 4,150**	**$ 2,800**	**$ 2,800**
NET (INCOME) LOSS	**$ 15,850**	**$ -**	**$ -**

102 JARBOE PARK

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Revenues			
	-	-	-
	-	-	-
[300] Total Revenues	**$ -**	**$ -**	**$ -**
[30] Operating Expenses			
OTHER CURRENT CHARGES			
OPERATING SUPPLIES	-	-	-
EDUCATIONAL COURSES	-	-	-
[30] Operating Expenses	-	-	-
	$ -	**$ -**	**$ -**
TOTAL OPERATING COST			
TRANSFER IN-G&A COST ALLOCATION	$ -	$ -	$ -
TRANSFER IN-OVH COST ALLOCATION	-	-	-
TOTAL INDIRECT COST ALLOCATION			-
	$ -	**$ -**	**$ -**
NET (INCOME) LOSS	**$ -**	**$ -**	**$ -**

103 COMMUNITY DEVELOPMENT BLOCK GRANT

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Sr Center Director	1	1	1	1
Administrative Assistant	2	2	2	2
Total Budgeted Positions	**3**	**3**	**3**	**3**

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Revenues:				
CDBG GRANT	$ 32,495.00	$ 48,000.00	$ 48,000.00	$ 48,000.00
INTERFUND TRANSFERS	83,605	-	-	-
TRANSFER FROM GENERAL FUND		65,000	24,735	-
DONATIONS		11,500	80,492	85,000
DONATION INKIND			43,766	-
CLASS FEES		39,911	12,000	20,000
TRAVEL FEES		32,749	12,000	20,000
APPROPRIATED FUND BALANCE	-	-	-	50,944
Total Revenues	**$ 116,100**	**$ 197,160**	**$ 220,993**	**$ 223,944**
Expenses				
REGULAR SALARIES	$ 84,400	$ 89,500	$ 81,892	$ 84,760
OVERTIME	-	-	-	-
SPECIAL PAY	-	-	-	-
PTO LIABILITY	-	-	7,640	3,260
FICA	5,400	5,750	6,849	6,734
RETIREMENT CONTRIBUTIONS	7,600	6,875	6,267	6,161
HEALTH INSURANCE	10,300	10,975	10,975	-
WORKER'S COMPENSATION	150	750	750	1,895
MEDICARE	1,250	1,500	-	-
LIFE INSURANCE	-	-	-	855
Subgroup : [10] Personnel Services	**$ 109,100**	**$ 115,350**	**$ 114,374**	**$ 103,665**
OPERATING EXPENSES				
PROFESSIONAL SERVICES	$ 100	$ 41,570	$ 41,570	$ 40,000
OTHER CONTRACTUAL SERVICES	-	-	-	-
TRAVEL & PER DIEM	650	1,000	1,000	1,000
COMMUNICATIONS SERVICES	1,000	2,100	2,100	2,100
UTILITY SERVICES	1,800	8,000	8,000	8,000
RENTALS & LEASES		-	-	-
INSURANCE	2,000	4,500	25,028	25,000
REPAIR & MAINTENANCE	1,000	1,500	1,500	1,500
MAINTENANCE			-	-
PROMOTIONAL & ADVERTISING	250	1,000	1,000	3,000
OTHER CURRENT CHARGES		4,500	4,500	5,500
OFFICE SUPPLIES	200	5,000	5,000	5,000
OPERATING SUPPLIES	-	5,000	5,000	5,000
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	-	-	-	-
Subgroup : [30] Operating Expenditures	**$ 7,000**	**$ 74,170**	**$ 94,698**	**$ 96,100**
OPERATING COST (GROUP 10 & 30)	**$ 116,100**	**$ 189,520**	**$ 209,072**	**$ 199,765**
TRANSFER IN-G&A COST ALLOCATION	**-**	**-**	**-**	**24,179**
Total Operating Costs	**$ 116,100**	**$ 189,520**	**$ 209,072**	**$ 223,944**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL EXPENSES:	**$ 116,100**	**$ 189,520**	**$ 209,072**	**$ 223,944**
Surplus / (Deficit)	**$ -**	**$ 7,640**	**$ 11,921**	**$ 0**

105 CONVENTION DEVELOPMENT TAX FUND

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Revenues			
LOCAL OPTION TOURIST TAX FUND	15,000	12,500	10,000
INTEREST ON INVESTMENTS	-	-	-
[300] Total Revenues	**$ 15,000**	**$ 12,500**	**$ 10,000**
[30] Operating Expenses			
OTHER CONTRACTUAL SERVICES	15,000	12,500	10,000
OPERATING SUPPLIES	-	-	-
EDUCATIONAL COURSES	-	-	-
[30] Operating Expenses	**$ 15,000**	**$ 12,500**	**$ 10,000**
TRANSFER IN-G&A COST ALLOCATION	-	-	-
TRANSFER IN-OVH COST ALLOCATION			-
TOTAL INDIRECT COST ALLOCATION	**$ -**	**$ -**	**$ -**
NET (INCOME) LOSS	**$ 15,000.00**	**$ 12,500.00**	**$ 10,000.00**

106 FINES AND FORFEITURE

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Revenues			
CONFISCATED PROPERTY	1,200	1,200	15,000
INTEREST ON INVESTMENTS	(2)	(2)	-
[300] Total Revenues	**$ 1,198**	**$ 1,198**	**$ 15,000**
[30] Operating Expenses			
OTHER CONTRACTUAL SERVICES	-	-	-
OPERATING SUPPLIES	1,198	1,198	15,000
EDUCATIONAL COURSES	-	-	-
[30] Operating Expenses	**$ 1,198**	**$ 1,198**	**$ 15,000**
TOTAL OPERATING COST	$ 1,198	$ 1,198	$ 15,000
TRANSFER IN-G&A COST ALLOCATION	-	-	-
TRANSFER IN-OVH COST ALLOCATION			-
TOTAL INDIRECT COST ALLOCATION	**$ 1,198**	**$ 1,198**	**$ 15,000**
NET (INCOME) LOSS	**$ -**	**$ -**	**$ -**

107 LOCAL OPTION GAS TAX

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Revenues			
LOCAL OPTION GAS TAX	395,000	400,000	400,000
INTEREST ON INVESTMENTS	-	-	-
[300] Total Revenues	**$ 395,000**	**$ 400,000**	**$ 400,000**
REGULAR SALARIES	**$ 174,000**	$ -	$ -
OVERTIME	**3,850**	-	-
SPECIAL PAY	**3,150**	-	-
PTO LIABILITY	-	-	-
FICA	**11,250**	-	-
RETIREMENT CONTRIBUTIONS	**11,500**	-	-
HEALTH INSURANCE	**27,930**	-	-
WORKER'S COMPENSATION	**14,250**	-	-
LIFE INSURANCE		-	-
Subgroup : [10] Personnel Services	**$ 245,930**	**$ -**	**$ -**
[30] Operating Expenses			
OTHER CONTRACTUAL SERVICES	-	-	-
OPERATING SUPPLIES	-	-	-
EDUCATIONAL COURSES	-	-	-
[30] Operating Expenses	**$ -**	**$ -**	**$ -**
TOTAL OPERATING COST	$ 245,930	$ -	$ -
TRANSFER OUT-STORMWATERS	-	200,000	200,000
TRANSFER OUT-GENERAL FUND		200,000	200,000
TOTAL OPERATING EXPENDITURES	**$ 245,930**	**$ 400,000**	**$ 400,000**
NET (INCOME) LOSS	**$ (96,860)**	**$ -**	**$ -**

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108 RADIO COMMUNICATION TRUST FUND

DESCRIPTION		FINAL BUDGET FY 2022-23		ADOPTED BUDGET FY 2023-24		PROPOSED BUDGET FY 2024-25
Revenues						
RADIO COMMUNICATION		13,000		15,000		10,000
APPROPRIATED FUND BALALNCE		-		-		-
[300] Total Revenues	**$**	**13,000**	**$**	**15,000**	**$**	**10,000**
[30] Operating Expenses						
OTHER CONTRACTUAL SERVICES		-		-		-
OPERATING SUPPLIES		13,000		15,000		10,000
EDUCATIONAL COURSES		-		-		-
[30] Operating Expenses	**$**	**13,000**	**$**	**15,000**	**$**	**10,000**
TOTAL OPERATING COST	$	13,000	$	15,000	$	10,000
TRANSFER OUT-STORMWATERS		-		-		-
TRANSFER OUT-GENERAL FUND				-		-
TOTAL 108	**$**	**13,000**	**$**	**15,000**	**$**	**10,000**
NET (INCOME) LOSS	**$**	**-**	**$**	**-**	**$**	**-**

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109 BETTER JAX ½ CENT TAX

DESCRIPTION		FINAL BUDGET FY 2022-23		ADOPTED BUDGET FY 2023-24		PROPOSED BUDGET FY 2024-25
Revenues						
BETTER JAX TAX RECEIPTTS						
APPROPRIATED FUND BALALNCE		498,000		675,000		650,000
[300] Total Revenues		-		-		-
	$	**498,000**	**$**	**675,000**	**$**	**650,000**
[30] Operating Expenses						
OTHER CONTRACTUAL SERVICES						
OPERATING SUPPLIES		-		-		-
EDUCATIONAL COURSES		-		-		-
[30] Operating Expenses		-		-		-
	$	-	$	-	$	-
TOTAL OPERATING COST	$	-	$	-	$	-
TRANSFER OUT-TO OTHER FUNDS		498,000		375,000		350,000
TRANSFER OUT-				300,000		300,000
TOTAL OPERATING EXPENDITURES	**$**	**498,000**	**$**	**675,000**	**$**	**650,000**
NET (INCOME) LOSS	**$**	**-**	**$**	**-**	**$**	**-**

110 HOLIDAY/SPECIAL EVENTS FUND

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Revenues			
DONATION	8,000	8,000	8,000
MOVIE WITH THE MAYOR	2,500	200	200
APPROPRIATED FUND BALANCE	-	14,500	14,500
[300] Total Revenues	**$ 10,500**	**$ 22,700**	**$ 22,700**
[30] Operating Expenses			
OTHER CONTRACTUAL SERVICES	-	-	-
PROMOTIONAL ACTIVITIES	5,000	5,000	10,000
MOVIE WITH THE MAYOR	5,500	-	1,000
[30] Operating Expenses	**$ 10,500**	**$ 5,000**	**$ 11,000**
TOTAL OPERATING COST	$ 10,500	$ 5,000	$ 11,000
TRANSFER OUT-TO OTHER FUNDS	-	-	-
TRANSFER OUT-GENERAL FUND		-	-
TOTAL OPERATING EXPENDITURES	**$ 10,500**	**$ 5,000**	**$ 11,000**
NET (INCOME) LOSS	**$ -**	**$ 17,700**	**$ 11,700**

111 STREET IMPROVEMENT FUND

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
Revenues			
8TH CENT GAS TAX	60,000	85,000	85,000
APPROPRIATED FUND BALANCE	-	-	-
[300] Total Revenues	**$ 60,000**	**$ 85,000**	**$ 85,000**
[30] Operating Expenses			
OTHER CONTRACTUAL SERVICES	1,500	-	-
UTILITY SERVICE	6,500	-	-
TOWN CENTER EXPENDITURE	38,000	-	-
MAYPORT FLYOVER EXPENDITURES	5,000	-	-
ROAD MATERIAL & SUPPLIES	9,000	-	-
[30] Operating Expenses	**$ 60,000**	**$ -**	**$ -**
TOTAL OPERATING COST	$ 60,000	$ -	$ -
TRANSFER OUT-TO STREET IMPROVEMENT FUND	-	85,000	85,000
TRANSFER OUT-GENERAL FUND		-	-
TOTAL OPERATING EXPENDITURES	**$ 60,000**	**$ 85,000**	**$ 85,000**
NET (INCOME) LOSS	**$ -**	**$ -**	**$ -**

Proprietary Funds

Enterprise funds and internal service funds are both classified as "proprietary funds." Enterprise Funds are used to account for services provided to the public on a user charge basis. Internal service funds are used to account for services provided from one department to another department on a user cost reimbursement basis.

Enterprise Funds

The operations are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of net income is appropriate for accountability purposes. The city currently operates four enterprises funds.

Water and Sewer Fund - This fund accounts for the activities of the City's water and sewer utility.

Sanitation Fund - This fund accounts for the activities of the City's sanitation and recycling services.

Stormwater Utility Fund - This fund accounts for the activities of the City's stormwater utility.

Paid Parking Fund - This fund accounts for the activities of the City's public streets parking program.

Internal Service Funds

Information Technologies

WATER & SEWER FUND

DESCRIPTION	FINAL BUDGET FY 2033-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY2024-25
WATER TAPS	$ 10,000	$ 3,500	$ 16,500
WATER BASE CHARGE	885,000	785,500	750,000
WATER VOLUME CHARGE	767,000	861,500	980,000
SEWER TAPS	8,000	5,400	19,685
SEWER BASE CHARGE	1,238,000	1,150,000	1,185,000
SEWER VOLUME CHARGE	1,750,000	1,755,000	1,873,400
Utility Credit Card Fees	-	-	16,000
SET-UP FEES	7,500	7,500	8,400
RECONNECT FEES	5,000	4,500	4,000
DELINQUENT FEES	55,000	30,000	55,000
BAD DEBT RECOVERY	1,000	800	1,900
INTEREST ON INVESTMENTS	2,500	2,500	2,500
OTHER MISC. REVENUES (ARPA) & APPROPRIA	3,913,005	4,150,000	3,100,000
APPROPRIATED FUND BALANCE	-	-	1,819,130
[300] Total Revenue	**$ 8,642,005**	**$ 8,756,200**	**$ 9,831,515**
Expenses			
Salaries	1,279,500	1,039,198	1,008,572
Overtime	27,250	18,613	17,100
Special Pay	8,050	8,153	3,600
PTO	-	38,872	38,792
Comp Time	-	-	5,996
FICA	81,650	77,832	82,166
Retirement Contribution	91,500	69,621	70,601
Health Insurance	229,000	32,192	188,060
Worker's Comp	39,050	44,018	37,190
Life Insurance	19,300	8,031	14,659
Uniform Allowance			3,880
Total Object 10:	**$ 1,775,300**	**$ 1,336,530**	**1,470,616**
Professional Services	1,039,700	659,000	682,000
Lobbyist Fees	-		-
Accounting & Auditing	141,600	101,500	-
Other Contractual Svcs	30,000	13,200	101,500
Tavel & Per Diem	-		13,200
Communication	10,300	3,700	3,700
Rental & Leases	52,890	57,521	57,521
Postage	46,000	40,000	40,000
Bank Fees	-		26,500
Utilities	182,500	182,500	182,500
Insurance	62,750	206,494	206,494
Repair & Maintenance	361,500	410,000	410,000
Other Current Charges	190,000	214,765	214,765
Operating Supplies	343,525	285,000	285,000
Books, Subscriptions & Membership	40,800	10,000	10,000
Education Courses	27,500	19,500	19,500
Vehicle Repair & Maintenance	35,500	35,000	35,000
Gas, Oil, Lubricants	16,000	16,000	16,000
Uniforms	6,010	2,850	2,850
Total Object 30:	**$ 2,586,575**	**$ 2,257,030**	**$ 2,306,530**
			-
Total Cost (Objects 10 & 30)	**$ 4,361,875**	**$ 3,593,560**	**$ 3,777,146**

WATER & SEWER FUND – CONTINUATION

DESCRIPTION	FINAL BUDGET FY 2033-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY2024-25
Indirect Cost Allocations:			
Indirect Cost Allocation:	-	-	**434,135**
OVH Costs Allocation:	-	-	**491,158**
Total Indrect Cost Allocation			**925,293**
Building Improvement	2,075,000	2,391,081	-
Improvement-Not Buildings	1,310,000	2,185,521	4,788,500
Machinery & Equipment	456,500	95,000	-
Total Object: 60	**$ 3,841,500**	**$ 4,671,602**	**$ 4,788,500**
Finance Leases	-	279,606	279,606
Interest Expenses	-	60,970	60,970
Total Object: 70	**$ -**	**$ 340,576**	**$ 340,576**
TOTAL EXPENSES	**$ 8,203,375**	**$ 8,605,738**	**$ 9,831,515**
SURPLUS/(DEFICIT)	**$ 438,630**	**$ 150,462**	**$ -**

Staffing Level-W&S Admin	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
W&S Admin-Division Chief	1	1	1	2
Total Budgeted Positions	**1**	**1**	**1**	**2**

Staffing Level-W&S Sewer	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Mechanic	1	1	1	1
Wastewater C Operator	1	1	1	4
Utility Laborer I	2	2	2	2
Total Budgeted Positions	**4**	**4**	**4**	**7**

Staffing Level-W&S - Water	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Crew Chief	2	2	2	1
Lead Operator	1	1	1	1
Utility Laborer I	1	1	1	1
Utility Laborer II	1	1	1	1
Backflow Prevention Specialist	1	1	1	1
Total Budgeted Positions	**6**	**6**	**6**	**5**

SANITATION FUND

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
SANITATION FUND			
GARBAGE PICKUP	1,340,000	1,360,000	2,437,380
TIPPING FEES	(25,200)	24,000	30,000
INTEREST ON INVESTMENTS	-	-	-
Transfer from Water Sewer to Sanitation	-	-	-
[300] Total Revenues	**$ 1,314,800**	**$ 1,384,000**	**$ 2,467,380**
[10] Personnel Services			
REGULAR SALARIES	82,000	-	-
OVERTIME	1,000	-	-
SPECIAL PAY	750	-	-
FICA	5,200	-	-
RETIREMENT CONTRIBUTIONS	6,000	-	-
LIFE & HEALTH INSURANCE	6,500	-	-
WORKERS' COMPENSATION	2,200	-	-
MEDICARE	1,500	-	-
OTHER POST EMPLOYMENT BENEFIT EXPENSE	-	-	-
[10] Personnel Services	**$ 105,150**	**$ -**	**$ -**
[30] Operating Expenses			
ACCOUNTING & AUDIT	4,700	-	-
WASTE HAULING FEE - TIPPING	-	-	-
OTHER CONTRACTUAL SERVICES.	1,200,000	1,150,000	1,946,160
COMMUNICATIONS SERVICES	-	-	-
POSTAGE (INC. FED EX)	5,000	-	-
INSURANCE	5,600	8,800	10,800
REPAIR AND MAINTENANCE	15,000	7,500	7,500
OTHER CURRENT CHARGES	4,200	-	-
OPERATING SUPPLIES	7,500	6,500	6,500
UNIFORMS	150	-	-
[30] Operating Expenses	**$ 1,242,150**	**$ 1,172,800**	**$ 1,970,960**
TOTAL OPERATING COST	$ 1,347,300	$ 1,172,800	$ 1,970,960
TRANSFER IN-G&A COST ALLOCATION	-	-	226,928
TRANSFER IN-OVH COST ALLOCATION			256,734
TOTAL INDIRECT COST ALLOCATION	**$ 1,347,300**	**$ 1,172,800**	**$ 2,454,622**
NET (INCOME) LOSS - SANITATION FUND	**$ (32,500.00)**	**$ 211,200**	**$ 12,758**

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STORMWATERS FUND

Staffing Level-Stormwaters	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Operator - Stotmwaters	1	1	1	1
Utility Laborer I	2	2	2	1
Total Budgeted Positions	3	3	3	2

STORMWATERS FUND-CONTINUATION

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
STORMWATER UTILITY FEES	1,090,500	1,275,000	1,275,000
Interest Income	-	-	-
Transfer from 109	-	200,000	757,015
Appropiated Fund Balance			667,253
[300] Total Revenues	**$ 1,090,500**	**$ 1,475,000**	**$ 2,699,268**
Salaries	335,000	388,488	359,640
Overtime	2,000	-	
Special Pay	5,200	3,000	3,000
Vehicle Allowance		-	-
PTO		14,942	13,832
Comp Time			
FICA	21,250	31,092	28,800
Retirement Contribution	24,000	27,195	25,174
Health Insurance	66,500	56,824	96,234
Worker's Comp	9,000	26,152	26,538
Life Insurance	5,000	-	5,418
Uniform Allowance	-	-	1,300
	$ 467,950	**$ 547,692**	**$ 559,936**
PROFESSIONAL SERVICES	375,000	150,000	150,000
ACCOUNTING & AUDIT	5,000	5,000	-
OTHER CONTRACTUAL SERVICES.	38,000	45,000	45,000
TRAVEL & PER DIEM	-	-	
COMMUNICATIONS SERVICES	1,200	1,400	1,400
INSURANCE	18,000	19,200	19,200
			-
REPAIR AND MAINTENANCE	25,000	18,000	18,000
OTHER CURRENT CHARGES	500	10,000	10,000
OPERATING SUPPLIES	6,500	6,500	6,500
EDUCATIONAL COURSES	4,000	1,000	1,000
VEHICLE REPAIR & MAINTENANCE	50,000	25,000	25,000
GAS, OIL & LUBRICANTS	15,000	13,000	13,000
UNIFORMS	650	1,500	1,500
			-
Total [30] Operating Expenses	**$ 538,850**	**$ 295,600**	**$ 290,600**
Total Operating Expenses	**$ 1,006,800**	**$ 843,292**	**$ 850,536**
TRANSFER IN-G&A ALLOCATION	-	-	97,927
TRANSFER IN-OVH ALLOCATION	-	-	110,790
TRANSFER IN-IT EXPENSES	-		
	$ 1,006,800	**$ 843,292**	**$ 1,059,253**
BUILDING IMPROVEMENTS	-	1,500	-
IMPROVEMENTS, NOT BUILDINGS	-	300,000	1,640,015
MACHINERY & EQUIPMENT	-	180,000	-
[60] Capital Outlay	**$ -**	**$ 481,500**	**$ 1,640,015**
CONTRIBUTION TO GENERAL FUND		150,000	-
		$ 150,000	**$ -**
Surplus / (Deficit)	**$ 83,700**	**$ 208**	**$ 0**

PARKING/MOBILITY FUND

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Beaches Ambassador (Parking) (PT)	5	5	5	5
Total Budgeted Positions	**5**	**5**	**5**	**5**

DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25
PAID PARKING - EV CHARGING STATION FEES	3,500	4,500	8,000
PAID PARKING - PARKING FEES	720,000	725,000	970,000
PAID PARKING CITATIONS	75,000	75,000	10,000
INTEREST INCOME	-	-	-
MISCELLANEOUS REVENUE	-	-	-
PAID PARKING TRANSFERS FROM OTHER FUNDS	-	-	-
PAID PARKING TRANSFER FROM OTHER FUNDS	-	-	-
METERED PARKING FINES	-	-	-
Subgroup : [500] Revenue	**$ 798,500.00**	**$ 804,500.00**	**$ 988,000**
REGULAR SALARIES	$ 228,000	$ 90,295	$ 118,850
OVERTIME	-	-	-
SPECIAL PAY	75	-	-
PTO LIABILITY	8,405	-	-
FICA	14,150	6,785	$ 9,092.03
RETIREMENT CONTRIBUTIONS	10,150	-	2,000
LIFE & HEALTH INSURANCE	23,200	-	2,578
WORKER'S COMPENSATION	3,700	3,883	3,885
MEDICARE	3,300	-	-
Subgroup : [10] Personnel Services	**$ 290,980**	**$ 100,963**	**$ 136,405**
PROFESSIONAL SERVICES	$ 25,000	$ 10,000	$ 8,500
OTHER CONTRACTUAL SERVICES	48,867	55,000	35,000
PAID PARKING - COURTYARD REV. SHARE	12,000	13,000	13,500
TRAVEL & PER DIEM	2,500	1,500	-
COMMUNICATIONS SERVICES	8,000	1,000	3,500
UTILITY SERVICES	2,000	2,500	3,500
INSURANCE	25,000	8,800	30,500
REPAIR & MAINTENANCE	29,000	29,000	10,500
OFFICE SUPPLIES	3,550	3,550	-
OPERATING SUPPLIES	14,500	5,500	10,000
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	44,500	44,500	1,000
EDUCATIONAL COURSES	3,800	3,800	3,000
VEHICLE REPAIR & MAINTENANCE	4,000	4,000	5,000
GAS, OIL & LUBRICANTS	-	-	-
UNIFORMS	2,000	2,000	2,000
PAID PARKING - ATLANTIC BEACH REV. SHARE	120,000	120,000	120,000
PAID PARKING - MISCELLANEOUS	-	-	-
Subgroup : [30] Operating Expenditures	**$ 344,717**	**$ 304,150**	**$ 246,000**
TOTAL OPERATING COST	**$ 635,697**	**$ 405,113**	**$ 382,405**
TRANSFER OUTTO GENERAL FUND	105,000	214,750	215,000
TRANSFER IN-G&A COST ALLOCATION			**28,323**
	$ 740,697	**$ 619,863**	**$ 625,728**
BUILDING IMPROVEMENTS	-	-	-
IMPROVEMENTS NOT BUILDINGS	50,000	-	-
MACHINERY & EQUIPMENT	7,000	7,000	7,000
Subgroup : [60] CAPITAL OUTLAY	**$ 57,000**	**$ 7,000**	**$ 7,000**
TOTAL (SURPLUS)/DEFICIT:	**$ 105,803**	**$ 392,387**	**$ 355,272**

Internal Service Funds

Information Technologies - provide services to other city departments involving activities undertaking to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance service to the public

DESCRIPTION	ADOPTED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25
IT SERVICE CHARGES	$ 549,338	$ 479,403
	$ 549,338	**$ 479,403**
REGULAR SALARIES	$ 134,986	$ 139,323
OVERTIME	-	-
SPECIAL PAY	-	-
PTO LIABILITY	6,534	3,780
FICA	10,298	10,947
RETIREMENT CONTRIBUTIONS	3,645	7,142
HEALTH INSURANCE	-	8,973
WORKER'S COMPENSATION	-	245
LIFE INSURANCE	-	1,100
Subgroup : [10] Personnel Services	**$ 155,463**	**$ 171,511**
PROFESSIONAL SERVICES	$ 160,000	$ 50,000
OTHER CONTRACTUAL SERVICES	-	-
TRAVEL & PER DIEM	-	-
COMMUNICATIONS SERVICES	55,000	55,000
POSTAGE & SHIPPING	15,000	1,500
UTILITY SERVICES	-	-
RENTALS & LEASES	20,000	20,000
INSURANCE	63,675	63,675
REPAIR & MAINTENANCE	-	-
PROMOTIONAL & ADVERTISING	-	-
OFFICE SUPPLIES	2,000	1,500
OPERATING SUPPLIES	15,000	15,000
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	-	-
EDUCATIONAL COURSES	-	-
VEHICLE REPAIR & MAINTENANCE	-	1,500
GAS, OIL & LUBRICANTS	1,500	1,500
INFORMATION TECHNOLOGIES	50,000	35,000
MISCELLANEOUS EXPENSES	11,700	11,700
Subgroup : [30] Operating Expenditures	**$ 393,875**	**$ 256,375**
TOTAL OPERATING EXPENSES:	**$ 549,338**	**$ 427,886**
TRANSFER IN-G&A COST ALLOCATION:		**$ 51,517**
	$ 549,338	**$ 479,403**
BUILDING IMPROVEMENTS	-	-
IMPROVEMENTS NOT BUILDINGS	-	-
MACHINERY & EQUIPMENT	-	-
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**
SURPLUS/DEFICIT:	$ -	$ 0

INFORMATION TECHNOLOGIES-CONTINUATION

Staffing Level	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25
Chief Information Officer	0	0	1	1
System Administrator	1	1	1	1
GIS Administrator	0	0	0	1
Total Budgeted Positions	**1**	**1**	**2**	**3**

ADDITIONAL INFORMATION

The City's operating budget contains specialized and technical terminology and acronyms that are unique to government and to public finance and budgeting. This glossary has been included in the budget to assist the reader in understanding the more unique terms.

Accrual basis of accounting – method of accounting that recognizes the financial effect of transactions, events, and inter-fund activities when they occur, regardless of the timing of the related cash flows.

ACFR – Annual Comprehensive Financial Report

Ad valorem Tax – a tax assessed on the value of real and personal property. Adopted (approved) budget – the financial plan of revenues and expenditures for a fiscal year, as approved by the City Council.

ACFR – Annual Comprehensive Financial Report

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year, as approved by the City Council.

AICPA – American Institute of Certified Public Accountants.

Amortization – gradual reduction of an amount over time. An example is amortized principal

and interest payments on debt. An asset or liability with a limited life is usually amortized over

the period benefited (i.e., the life of the loan).

Appropriation – a specific amount of funds authorized by the City Council with which

financial obligations may be made.

ARP – All Requirements Project

ARPA – American Rescue Plan Act

ARRA – American Recovery and Reinvestment Act

Assessed Valuation – value placed by the government on real estate or other property for the purpose of levying taxes. The City of Neptune Beach accepts the assessment value of real and personal property as determined by the Duval County Property Appraiser.

Basis of Accounting – Timing of recognition for financial reporting purposes (when the effects of transactions or events should be recognized in financial statements). [SGAS 11]

Budget – total anticipated revenues plus available fund balance, excess of authorized reserves, equals total budgeted expenditures plus required reserves for each fund.

Budget Amendment – a change to the adopted budget which may increase or decrease a fund's balance.

total appropriation.

Budgetary Integration – Use of budgetary accounts to record the operations budget in the general ledger to facilitate control during the year by providing a point of reference for comparison with actual results.

FUNDED CAPITAL IMPROVEMENT PROJECTS

DEPT	Project Name	Comments	Project Number	FY 24-25
PW	Paving Mill and Overlay-Various Roads			150,000
PW	PW Roof Replacement			600,000
PW	PE Roof Support			85,600
PW	Beach Walkover (Myra, Cedar, Lemon)			200,000
Stormwaters	System Improvement-Myra, Margaret & South	Total budget is $1.5M; asking for half in FY25.		757,015
Stormwaters	Bay St. and Davis St. crossings of Davis Creek	Total budget is $2.5M; asking for 1/3 in FY25 ($833k)		883,000
W&S-Wastewater Grid	Florida Blvd - Forest Ave Force Main Extension			1,070,000
W&S-Wastewater Grid	Redundant 12" Sanitary Sewer Crossing 3rd ST			1,500,000
W&S-Wastewater Grid	Replace three pump station panels that have mercury switches			200,000
W&S-Wastewater Grid	Sanitary sewer pipe lining			120,000
W&S-Wastewater Grid	Replace Lighty Lane and 1st Street pump station panels - rotten			75,000
W&S-Wastewater Grid	Replace generator automatic transfer switch at Florida Blvd pump station			70,000
W&S-Wastewater Grid	Sanitary sewer manhole lining			40,000
W&S-Wastewater Grid	Bal Harbor pump station - replace pumps			20,000
W&S-Wastewater Plant	Belt press load-out belt conveyor replacement with screw conveyor			75,000
W&S-Wastewater Plant	NH3/NO3/NO2 Sensors for Plant No. 1			60,000
W&S-Wastewater Plant	Upgrade/Replace Internal Reuse System			50,000
W&S-Wastewater Plant	Air header for Plant 2			50,000
W&S-Wastewater Plant	Annual PA for Gruhn-May			50,000
W&S-Wastewater Plant	VFD's for LoneStar blowers & programming			40,000
W&S-Wastewater Plant	Belt press phase 2 - bearings and seals not changed in Phase 1			25,000
W&S-Wastewater Plant	Replace VFDs in intermediate effluent pumps			24,000
W&S-Wastewater Plant	Diesel Powered Utility Cart			20,000
W&S-Wastewater Plant	Gen Repair/Upgrade-Muffler Wrap-Panel			15,000
W&S-Water Plant	Renovate Ground Storage Reservoir			233,000
W&S-Water Plant	Construction Well 5			1,450,000
W&S-Water Plant	Abandon Well 1 and 2-WMD Permiit			136,500
W&S-Water Plant	Wells 1&2			85,000
W&S-Water Plant	Motor Operaed Valve Aaeratort			10,000
W&S-Water Plant	Trehab Generator Fuel Tank			5,000
GF-Park & Sustainability	Jarbou Park Paking Upgrade			100,000
GF-Park & Sustainability	Jarbou Park-Fence			30,000
GF-Park & Sustainability	Town Center - Lighting Upgrade			150,000
GF-Community Development	Mobile Equipment			35,000
GF-City Mananger	Mobile Equipment			35,000
GF-Park & Sustainability	Mobile Equipment			35,000
GF-Finance	Equipment			5,500
GF-PD	Mobile Equipment			218,400
Parking				7,000
Information Technologies				120,000

City Catalyst Grant Award

July 16, 2024

The Honorable Elaine E. Brown
Mayor, City of Neptune Beach
116 1st Street
Neptune Beach, FL 32266

Dear Mayor Brown:

Congratulations on your Suicide Prevention Education grant approval through the City Catalyst Grant Program!

The Florida League of Mayors (FLM) and Business Watch (BW) are pleased to inform you that a grant has been awarded to your city in the amount of $2,500. Your application stood out from the other applications and reflected solid commitment to the citizens you serve.

These funds must be used specifically for the designated purpose(s) by one-year from date of grant. (Please see the enclosed grant application.) A check in the amount of the grant will be sent directly to your city by September 6, 2024.

Recognition for City Catalyst Grant recipients will be provided during the Florida League of Mayors Business Meeting on Wednesday, August 14, 2024, at 4:15 p.m. ET at the Diplomat Beach Resort in Hollywood, Florida. This meeting is being held in conjunction with the Florida League of Cities Annual Conference, August 15-17, 2024, at the same location. We encourage your attendance and participation in this recognition ceremony. FLM staff will be in touch prior to August 14 to confirm participation and get pertinent information on participants.

We would also like to make a formal presentation in your city, where the public and media can see the value of the activity(s) this grant will provide to enhance the lives of your citizens. FLM staff will be in touch to coordinate these arrangements.

We would like to capture your compelling stories of how this grant award was used to improve your community and the lives of your citizens! We will be featuring stories of our grantees on our website and through Florida League of Cities and Business Watch publications. Please email your photos, new releases or any other press events surrounding these projects to *flm@flcities.com.*

Again, congratulations on this recognition of your important efforts. We look forward to working with you during the coming year!

Sincerely,

C. Scott Dudley
Executive Director
Florida League of Mayors

Beth Rawlins
President
Business Watch

MINUTES
REGULAR CITY COUNCIL MEETING
MONDAY, JUNE 3, 2024, 6:00 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 Monday, June 3, 2024, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266

IN ATTENDANCE:	STAFF:
Mayor Elaine Brown *(absent)*	City Manager Richard Pike
Vice Mayor Kerry Chin	City Attorney Zachary Roth
Councilor Lauren Key	Chief of Police Michael Key
Councilor Nia Livingston	Community Development Director Heather Whitmore
Councilor Josh Messinger	Public Works Director Deryle Calhoun
	Parks and Sustainability Director Colin Moore
	City Clerk Catherine Ponson

Call to Order/Roll Call/Pledge — Vice Mayor Chin called the meeting to order at 6:00 p.m. and Councilor Messinger led the Pledge of Allegiance.

Eddie Bounds Day — Vice Mayor Chin announced that June 3 is Eddie Bounds Day in Neptune Beach.

Chief of Police Michael Key stated that by proclamation every June 3 is Eddie Bounds Day. Officer Eddie Bounds served as a Neptune Beach Police Officer until his passing and he will never be forgotten. Officer Bounds' children, Tyler and Kayla Bounds, were on hand to receive the recognition.

Employee Recognition — Police Commander Gary Stucki and Chief Key recognized Emergency Communications Officer Stephanie Allen for 25 years of service.

Agenda Item Deferral — Vice Mayor Chin announced that Agenda Item #7C, P24-04, Application for Development Plan for 108 Orange Street, has been deferred at the request of the applicant. The application will be heard at the first meeting in July.

APPROVAL OF MINUTES

Minutes — Made by Livingston, seconded by Key.

MOTION: TO APPROVE THE FOLLOWING:

May 6, 2024, Regular City Council Meeting
May 20, 2024, Special City Council Meeting
May 20, 2024, Workshop City Council Meeting

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

MOTION CARRIED

PUBLIC COMMENT

Public Comment

Pat Hazouri, 207 Florida Boulevard, Neptune Beach, stated the Council has failed to represent the citizens. She commented that the mayor has used her position to sell city assets and use tax and city revenue to fill the pockets of developers. Consultants were paid millions. She stated that there has been no work in eight years on the water and sewer lines. A water wagon will most likely be purchased with water and sewer funds. There needs to be set standards of behavior for Councilmembers who have targeted employees and citizens with verbal assaults without consequence. Members of the public should not be allowed to harass employees and or direct employees on projects. She asked the residents to speak out against this developer and investor-driven city council.

David Wicker, 427 South Street, Neptune Beach, stated he has been engaging with people who work with Neptune Beach. On South Street, the water works great and the sewer has never been a problem. He thinks the city is run fairly. He added the City has been responsive to the needs in his area. He came to say thank you and is grateful for what has been done.

DEPARTMENTAL REPORTS

Vice Mayor Chin reported that City Manager Richard Pike is representing the City of Neptune Beach at the Class of 2024 Commencement Ceremony and could not attend this meeting.

Police Chief Report

Chief Key reported that over the Memorial Day weekend, the police department initiated Operation Coastline and through rearranging staffing, overtime was not utilized and enforcement was enhanced. He shared that over the holiday weekend, there 119 parking citations and 23 uniform traffic citations were issued. This included only the area east of 3rd Street to the Atlantic Ocean.

VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS

450 Atlantic Blvd

V24-02, Application for variance as outlined in Chapter 27 Article III Division 8 of the Unified Land Development Code of Neptune Beach for LHV, LLC for the property at 450 Atlantic Blvd (RE# 172395-0060). The applicant requests a variance from Section 27-328 (a) (1) d. to permit air conditioning units to be located 1.8 feet from the western side yard property, rather than the required ten-foot side yard setback. The property is in the C-3 zoning district.

DP24-02, Application for Development Plan as outlined in Chapter 27 Article III Division 2 of the Unified Land Development Code of Neptune Beach for LHV, LLC for the property at 450 Atlantic Blvd (RE# 172395-0060). The applicant requests a Development Plan approval to permit a mixed-use facility to include mixed martial arts training, racquetball, pickleball, karaoke bar, and pool tables. The property is in the C-3 zoning district.

City Attorney Zachary Roth administered the oath to anyone who would be speaking during this agenda item.

Community Development Director Heather Whitmore reviewed the applicant's request, which includes a variance, V24-02 from Section 27-328 (a) (1) d. to permit air conditioning units to be located 1.8 feet from the western side yard property, rather than the required ten-foot side yard setback.

The overall total required parking spaces based on interior net uses is 50 spaces. The site provides 38 parking spaces. A shared parking analysis was conducted by Kimley-Horn and Associates to evaluate the projected maximum parking demand for the proposed development, based on data published by ULI in Shared Parking, Third Edition. The analysis finds that the proposed uses are projected to have a maximum parking need of thirty- five (35) spaces during both weekdays and weekends.

Section 27- 540(c)(3) provides for a reduction of off-street required minimum parking for mixed or joint use of parking spaces. The shared use parking adheres to standards to permit reduction for mixed or joint use of parking spaces. The City Council, after review from the community development board, may authorize a reduction in the total number of required parking spaces for two (2) or more uses jointly providing off-street parking when their respective hours of need of maximum parking do not normally overlap.

Ms. Whitmore reported that staff recommends approval of the variance as well as the development order as outlined in the application. All uses are approved by right. The developer has submitted a final development plan that complies with all staff conditions. The application was heard at the May 8, 2024, Community Development Board (CDB) meeting. The variance and preliminary development plan were approved unanimously.

Council Questions/ Discussion

Councilor Livingston commented that at the CDB meeting, someone spoke from the nearby neighborhood, Neptune by the Sea, about possible noise from the air conditioners. She asked if anyone mentioned concerns about the second floor being a karaoke bar?

Ms. Whitmore stated it was discussed. The building will have all the uses enclosed.

Cyndy Trimmer, Driver, McAfee, Hawthorne and Diebenow, One Independent Drive, Suite 1200, Jacksonville, Florida 32202, representing the applicant, specified that this is an infill project, and all of the uses are permitted by right. This is an existing building so the variance being requested is due to an existing site hardship. They are adding additional units to that side of the building. If you look at the building, one side needs to be reserved for a retention area. The rear of the building has an easement. They will be fixing the nonconformity and bring the fencing to conformity. The maximum required parking with the offsetting hours is 35 spaces and there are 38 spaces onsite.

Vice Mayor Chin stated that upon review of the elevations, there are no window openings on the south, east and west sides. He wanted to be sure that this will stay that way as he would want any kind of intrusive light or activity to impact the greenspace in the residential space behind the building.

Michael Dunlap Architect P.A., commented one of the recent additions is he had studied the project with two windows on the south side, each 5' by 5', one at the end of the hallway on both floors. He added this would be a little relief for a building with no windows other than on the entry side. It would be insulated glass. He does not think the concern about noise or flashing light would spill into the hallway.

Vice Mayor Chin pointed out that the plans submitted at this meeting show no openings.

Mr. Dunlap agreed and added that one of the things that came out of the design studies is that they needed relief as you go down the long hallways. He commented that this could be taken up with the building official at a later date.

Vice Mayor Chin noted that the approval at this meeting would preclude those openings being made.

Mr. Dunlap agreed and stated when they would need to come back or make a minor deviation to the variance is yet to be determined.

Councilor Key commented that she would not see where there would be a problem with windows on the side of the building and questioned why it would need to come before Council again.

Mr. Roth advised that if it is being approved on the basis that there are not additional windows, then that would be a problem to add them later. If Council is saying it is okay with the concept regardless of whether there are the windows, then that is a different approval.

Councilor Key expressed that she is okay with the concept regardless of if there are windows. She would not like to see someone limited to a dark space. She had not heard of the window issue. What would be the basis for not wanting a window?

Vice Mayor Chin stated that if the window was on the back side, it would be facing the passive park and the residential neighborhood. We would be cautious about introducing light activity.

Ms. Trimmer pointed out that the individual karaoke rooms would have soundproofing. They are intended to be designed so multiple people can be doing things and sound is not spilling between the rooms.

Councilor Livingston commented that she has an issue that if Council is approving a development plan, then this is exactly how it is going to be constructed. If windows are being added or anything else is being done to the plans, they should come back at a later date.

Ms. Trimmer added that since the windows just came up at this meeting and are not reflected on the plan, she would ask that the plans be approved as reflected in the materials in front of Council.

Councilor Livingston remarked that for the future she has concerns about things coming before us and going out and seeing the final product as its constructed and it's not what was approved.

Councilor Key commented that she agrees with Councilor Livingston about modifications. This was the first she had heard about the windows.

Public Hearing

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

Discussion

Vice Mayor Chin clarified the variance will be for the air conditioner condensers. There are already condensers in those locations, and this is to replace, update or add units in case they need the capacity. The parking discussion is that the parking capacity should meet the requirements.

Councilor Messinger questioned if the two items needed to be voted on individually and City Attorney Zachary Roth recommended that they should be two separate motions.

Made by Messinger, seconded by Key.

MOTION: TO APPROVE V-24-02

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

MOTION CARRIED

Made by Messinger, seconded by Key and Livingston.

MOTION: TO APPROVE DP24-02

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

MOTION CARRIED

OLD BUSINESS

Water Trailer Purchase

Purchase of Water Trailer from Tree Conservation Fund. Parks and Sustainability Director Colin Moore stated he was coming before Council on behalf of the City Manager. He explained that the tree conservation fund has a couple of different uses. One is purchasing trees and another is the protection and conservation of existing trees. The middle of July will be the end of the two-year warranty on the tree planting project in Jarboe Park by the City of Jacksonville. This request is to purchase a 1,000-gallon water trailer for City of Neptune Beach employees to continue watering the trees.

Mr. Moore confirmed Vice Mayor Chin's statement that this would be paid from the fund that is dedicated toward tree conservation and is not stealing from an infrastructure fund.

Councilor Messinger commented that for the edification of the public, the tree conservation fund is paid into by developers and homeowners. If someone has to take down a tree and they cannot adequately replace those caliper inches on the property, they pay into a fund. The city uses those dollars to plant and maintain trees around all of Neptune Beach. This is not taxpayer funded.

Councilor Key stated that contrary to misinformation stated earlier, this purchase is coming from the tree conservation fund.

Made by Key, seconded by Messinger.

MOTION: TO APPROVE THE PURCHASE OF THE WATER TRAILER FROM THE TREE CONSERVATION FUND

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

MOTION CARRIED

NEW BUSINESS

Milling and Paving Portions of Myrtle Street, Midway Street and Kings Road

Milling and Paving Portions of Myrtle Street, Midway Street and Kings Road. Public Works Director Deryle Calhoun stated he would be pulling this agenda item. He had discussions with residents along Midway Street and determined that adding one and one-half inches of asphalt to existing roadway would push more water onto private property. There is a risk of a milling operation on Midway Street due to an old three-inch iron main running north-south along Midway Street. He would go back to the list and look for roadways that have PVC mains.

Councilor Key questioned if any portions of Myrtle, Midway or Kings Street would be paved.

Mr. Calhoun stated that Myrtle and Kings Street would be included. He will look for additional footage elsewhere as this amount had been budgeted.

Councilor Key remarked there are concerns about the potholes in the area and asked if there was any way to temporarily fix those.

Mr. Calhoun answered that he could backfill any potholes.

Engineering Support Services for Public Works Yard Roofs Project

Engineering Support Services for Public Works Yard Roofs Project. Mr. Calhoun explained roofs at the Public Works yard require replacement and in some cases repair to decks will be necessary. Soffits and gutters are also in various states of disrepair. The roofs are approximately 20 years old, with some previous patching noted. Buildings included in the project are administration, water and stormwater, wastewater operations, animal control and a few smaller buildings including storage, plant electrical, plant controls and generator. Total square footage of all buildings is approximately 27,000.

The City has a continuing services contract with Kimley-Horn who has provided a scope of services, which includes a lump sum of $50,600 and then a time and material not to exceed $35,000. Bids will be solicited for both asphalt shingle and metal roof options.

Councilor Messinger stated that this is a long overdue project. He added that Mr. Calhoun has been bringing city facilities back up to appropriate standards. This not only covers our administrative, but our critical facilities. In this process, making sure we design something that will last for the next 20-30 years is appropriate and good use of funds.

Made by Key, seconded by Messinger.

MOTION: TO APPROVE ENGINEERING SUPPORT SERVICES FOR THE PUBLIC WORKS YARD ROOF PROJECT IN THE AMOUNT OF $85,600.00

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

MOTION CARRIED

COUNCIL COMMENTS

Councilor Messinger commented that staff does a great job day in and day out. They deserve more credit than given. He added that Mr. Calhoun has done more for the city's public works department in the last year than in the prior decade. He is supported by Colin Moore and Chief Key and his officers. This could be on an issue as small as a speed bump. The city attorney has helped with projects and litigation, which is another aspect that all cities deal with. Neptune Beach is not unique as we don't see the most litigation. When people come in and create an atmosphere of negativity, it is the staff that takes it the hardest. He thanked all of the staff members and teams. He added that the data is there for the amount that has been spent to start and continue major improvements.

Councilor Key asked Mr. Calhoun if the City, in the last eight years, spent money on water and sewer?

Mr. Calhoun answered yes.

Councilor Key continued that she thought so. She stated that anyone who attends these meetings sees the millions of dollars that have been spent over the last year and a half since Mr. Calhoun has been on our team. Every month and every meeting, this Council has approved everything that has come before them.

It is unfortunate that Councils before us chose not to address these problems. This Council and staff right now have chosen to move forward with these things. It is not by chance. It has been happening. It has been going on. Unfortunately, many staff feel harassed by certain individuals that may come up here all the time or send emails. They are too afraid to say anything. The accusation that other people are harassing them is interesting. She thinks everyone is doing a great job. The City is moving in a positive direction forward. The sky is not falling. She is happy to serve her last six months doing what's best and right for the city. Good luck to the people who come after them.

Vice Mayor Chin also praised Mr. Calhoun. He stated Mr. Calhoun has been a godsend for Neptune Beach. He has taken the bull by the horns and wrestled Public Works into some semblance of order. We see a light at the end of the tunnel. He stated there were many accusations that Council is not paying attention to infrastructure and not doing anything about it. He could pull up minutes from the last few years of this Council and point out something on each agenda item where Council is touching on infrastructure and approving an expenditure that is much needed. He concurs with the other Councilmembers that this is grave misinformation to say that they don't do anything.

Vice Mayor Chin stated that the Beaches Veterans Memorial Park is trying to fundraise for the Beaches Fallen WWII Monument. It is his understanding that they are about $5,000 short of the needed funds. He wanted to see of the other Councilmembers were interested in putting some money towards this effort.

Councilor Livingston agreed with the other Councilmembers and requested moving forward seeing more kindness to staff and to each other.

Adjournment

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

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Elaine Brown, Mayor

ATTEST:

____

Catherine Ponson, CMC
City Clerk

Approved: ____________

MINUTES
WORKSHOP CITY COUNCIL MEETING
MONDAY, JUNE 17, 2024, 6:00 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, June 17, 2024, at 6:00 p.m., in Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida, 32266

Attendance

IN ATTENDANCE:	STAFF:
Mayor Elaine Brown	City Attorney Zachary Roth
Vice Mayor Kerry Chin	Chief of Police Michael Key
Councilor Lauren Key	Public Works Director Deryle Calhoun
Councilor Nia Livingston	Parks and Sustainability Colin Moore
Councilor Josh Messinger	City Clerk Catherine Ponson

Call to Order/Roll Call

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

Dr. Wayne Wood Presentation

Dr. Wayne Wood, Hon. AIA, Dr. Wood is widely regarded as one of the foremost chroniclers of Jacksonville's history and architecture. He presented information on historic preservation in Neptune Beach. Dr. Wood reviewed what makes a property historic, including sufficient age, of at least 50 years old, a relatively high degree of physical integrity, and suitable for preservation and historical significance.

Dr. Wood stated Neptune Beach is filled with eligible historic buildings. He added that some are not so obvious. It is important not just to savor the most beautiful of all the houses but to savor those on the street that are contiguous, connected and make up a neighborhood.

PUBLIC COMMENT

Public Comment

Alison Ronzon, 221 South Street, Neptune Beach, reported that in a 10-block radius from her home, 22 of Neptune Beach's historic homes have been demolished. A few of the lots where these homes once stood, still stand empty. We are losing the history of our small town at an alarming rate. The historic preservation committee has drafted a thoughtful proposal to help encourage owners of our older homes to renovate and restore them so that they don't get so frustrated with the variance process that they choose demolition.

Candy Sullivan, 220 South Street, Neptune Beach, lives in an historic home and is interested in this process. She added that Neptune Beach has a unique opportunity to protect the character of our City.

Pat Hazouri, 207 Florida Boulevard, Neptune Beach, spoke regarding historic homes and thanked everyone responsible for getting this process started.

Lesley DeRusso, 1815 Twelve Oaks Lane, Neptune Beach, stated that this all comes down to what kind of a town do we want to live in. You can modernize without destroying the original aesthetics. This is happening in cities and towns all over the United States. She added that the value of restored homes aside from their intrinsic beauty puts them pricewise well above new builds. With some guidance, common sense and code flexibility, Neptune Beach can maintain beauty and character.

Historic Preservation Subcommittee

René Atayan, Chair of the Historic Preservation Subcommittee, explained the process of how to grant variances to historic properties was started in November of 2023 by the formation of the Historic Preservation Subcommittee. This was based on the CDB receiving applications for variances and being denied. They were denied due to setback issues. This ended up with tear downs. The subcommittee is trying to use a thoughtful, legal process that Council is comfortable with and would preserve the integrity of this community.

The process began with a 2003 Historic Survey. The information on the survey was entered into a spreadsheet to give a clear picture of the historic buildings in Neptune Beach. She stated that a two-part process makes sense. She mentioned that at the last meeting, there was a responsibility that Council wanted to take. She pointed out that the historic subcommittee along with the CDB could handle the requests. The two-month long process would not be a good use of time. The criteria used would be agreed upon by Council. She also agrees that there should be a supermajority vote.

Vice Mayor Chin questioned what safeguards would be in place and is there a limit to how much a person can ask for? What is to prevent them from doing more once they have achieved the historic status?

Ms. Atayan explained that the historic nature of the home must be maintained. If they continue to change it and it continues to morph, it loses its historic character. The applicant must present a plan and stick to what has been given permission to do.

City Attorney Zachary Roth confirmed that any variance granted is tied to the land and not the house.

Councilor Key expressed her support for this and stated she would like to see it stay with the CDB and the historic subcommittee and not come before Council. She understands the supermajority vote but would not want that to be a hindrance. She would support not having a supermajority. Each home is unique and everything would be on a case-by-case basis.

Councilor Livingston stated that she is okay with the application going through the historic subcommittee and CDB and not coming before Council. She does want to keep the supermajority vote to remain.

Mr. Roth reminded everyone that the historic subcommittee is a subcommittee of the CDB. The members of the subcommittee must be made up of CDB members. A separate committee could be created or there could be change the ability for non-CDB members to be on the subcommittee.

Councilor Livingston commented she would like to see the ability to put non-CDB members on the subcommittee explored as citizens have spent time working on this.

Councilor Messinger pointed out the idea of “bad actors” is a concern. His concern is also how we are defining this and that there could be a board that would not be diligent in keeping Neptune Beach’s charm. He would like to see more definition. Right now, during the variance review process, someone does not have to bring in architectural detail and show how they are going to keep the character of a structure. There just has to be a site plan and basic elevation. If someone is using this mechanism, and they care about their home, we should ask for more detail and a deeper layer of architectural work from the applicant. There needs to be checks and balances on the system that prescribes the vision as explained to future board members.

Councilor Key stated that she would like to see from a code enforcement perspective not allowing homes to go into disrepair. Individuals are left with no choice but to tear them down. We need to discuss code enforcement and what that looks like for our City so we don’t have so many dilapidated homes. She stated that there are different prescriptions for different neighborhoods and what that looks like for being historic. There is not a one size fits all in Neptune Beach.

Mayor Brown thanked Dr. Wood and everyone who spoke. She pointed out that the more complicated it is for someone, the less likely someone will try and save their home. She likes where this is going and what has been said. We all want to help people preserve their older homes.

PUBLIC COMMENT

Public Comment — Pat Hazouri, 207 Florida Boulevard, Neptune Beach, spoke regarding new homes being built and parking. She stated it was good to hear the discussion at this meeting.

Adjournment — There being no further business, the workshop meeting adjourned at 7:21 p.m.

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Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved: ________________

MINUTES
SPECIAL CITY COUNCIL MEETING
MONDAY, JUNE 24, 2024, 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, June 24, 2024, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

	IN ATTENDANCE:	STAFF:
Attendance:	Mayor Elaine Brown	City Attorney Zachary Roth *(via CMT)*
	Vice Mayor Kerry Chin	City Manager Richard Pike
	Councilor Lauren Key	Police Chief Michael Key
	Councilor Nia Livingston	Chief Financial Officer Jaime Hernandez
	Councilor Josh Messinger *(absent)*	Parks and Sustainability Director Colin Moore
		City Clerk Catherine Ponson

Call to Order/Roll Call

Mayor Brown called the Special Meeting to order at 6:00 p.m.

FY2022 Audit Presentation

Ronald Whitesides, Partner, with Purvis Gray, presented the FY2022 Comprehensive Annual Financial Report for the City of Neptune Beach. Andrew Miller, Audit Manager, with Purvis Gray, was also present.

Mr. Whitesides gave a brief overview of the completed audit. He stated the auditors issued a Disclaimer of Opinion. This means they are not rendering an opinion on the financial statements. The reason is during the 2022 period, all city revenues were deposited and recorded into one miscellaneous general fund account. That account had over $9 million.

Mr. Whitesides continued that the current City staff had to go through that $9 million and extract where all of the revenues were posted. At the end of the day, half a million dollars was unidentified and that is why an opinion has not been rendered. There were no instances of anything fraudulent, but the accounting records themselves were a mess.

Mr. Whitesides expressed that in September 2022, the City was in healthy financial condition at that point in time. The fund balance in the General Fund was $2.6 million. The Government Finance Officers Association recommends that a City have two months of operating expenses and Neptune Beach had five months. All of the financial health indicators are good. He added it was a tough year for the pension plan and it was a tough year for all pension plans in the state.

Vice Mayor Chin pointed out the high turnover in the finance department during that time and thanked current staff for untangling the finances.

Mayor Brown reiterated that the City is in a good financial state and CFO Jaime Hernandez would be addressing the internal recommendations from the audit. She thanked Mr. Hernandez for his efforts.

Adjournment

There being no further business, the Special Meeting adjourned at 6:15 p.m.

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Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved: __________________

MINUTES
SPECIAL CITY COUNCIL MEETING
MONDAY, JULY 15, 2024, 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, July 15, 2024, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	IN ATTENDANCE:	STAFF:
	Mayor Elaine Brown	City Manager Richard Pike
	Vice Mayor Kerry Chin	City Attorney Zachary Roth
	Councilor Lauren Key	Chief of Police Michael Key
	Councilor Nia Livingston*(absent)*	Public Works Director Deryle Calhoun
	Councilor Josh Messinger*(via CMT)*	Parks and Sustainability Director Colin Moore
		Community Development Director Heather Whitmore
		City Clerk Catherine Ponson

Call to Order/Roll Call/Pledge

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

Neptune Trident Award

Mayor Brown presented the Neptune Trident Award to Mr. John Jolly. Mr. Jolly has served on the Code Enforcement Board, City Council and Police Officers' Retirement Fund Board. Mr. Jolly also served as Vice Mayor from 2013-2015.

P24-04 108 Orange Street

Mayor Brown stated that this agenda item was deferred.

Milling and Paving Streets

Milling and Paving of Portions of Kings Road and Myrtle, Lemon, Magnolia, and Bay Streets. Public Works Director Deryle Calhoun stated this agenda item had been deferred at the June 3, 2024, Council meeting due to concerns regarding adding asphalt to Midway Street. He stated that since then Midway Street had been repaired and had some of the damage along that roadway improved.

Mr. Calhoun explained that other paving opportunities had been looked at and based on a contractor-graded list, alternatives to Midway were identified. This includes portions of Kings Road and Myrtle, Lemon, Magnolia, and Bay Streets. Paving on Myrtle will also address localized flooding at Myrtle and 2nd.

Made by Key, seconded by Chin.

MOTION: TO AWARD THE PAVING OF THE IDENTIFIED STREETS TO KUDZU 3 TRUCKING IN THE AMOUNT OF $150,955.47

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

MOTION CARRIED

Water Tower Fencing

Approval of Water Tower Property Fencing Replacement. Mr. Calhoun explained this is to replace the approximately 30-year old fence around the water tower. Bids were solicited in May 2024 and five responses were received. Armstrong Fence Company was the most responsive. The lowest bidder did not submit all of the required information.

Vice Mayor Chin questioned why Armstrong Fence Company had put N/A by some of the items on the table in the RFP and others had filled them in.

Mr. Calhoun answered there was probably not a line item for those items. Armstrong Fence Company did provide a typical quote sheet. He added that the main verbiage of the bid form states that "The selected bidder shall furnish, unless otherwise noted, all necessary permits, labor, equipment, materials and incidentals necessary for a functional and complete system ready for intended use."

Councilor Messinger commented that even though Armstrong Fence Company is the second to lowest bidder, the quality of work they have done in the City is solid. For continuity, there is value in keeping with Armstrong Fence Company

Made by Chin, seconded by Key and Messinger.

MOTION: TO AWARD THE WATER TOWER PROPERTY FENCING REPLACEMENT TO ARMSTRONG FENCE COMPANY IN THE AMOUNT OF $30, 835.20.

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

MOTION CARRIED

Adjournment

There being no further business, the Special Meeting adjourned at 6:15 p.m.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved: ___________

MINUTES
WORKSHOP CITY COUNCIL MEETING
MONDAY, JULY 15, 2024, 6:15 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, July 15, 2024, at 6:15 p.m., in Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida, 32266

Attendance

IN ATTENDANCE:	STAFF:
Mayor Elaine Brown	City Manager Richard Pike
Vice Mayor Kerry Chin	City Attorney Zachary Roth
Councilor Lauren Key	Chief of Police Michael Key
Councilor Nia Livingston *(absent)*	Public Works Director Deryle Calhoun
Councilor Josh Messinger *(via CMT)*	Parks and Sustainability Director Colin Moore
	Community Development Director Heather Whitmore
	City Clerk Catherine Ponson

Call to Order/Roll Call

Mayor Brown called the workshop meeting to order at 6:15 p.m.

PUBLIC COMMENT

Public Comment

Alison Ronzon, 221 South Street, Neptune Beach, spoke regarding historic preservation in Neptune Beach. She stated that the Historic Preservation Subcommittee and the Community Development Board have been working hard to amend the variance process for homes deemed as historical. The proposal has been written with the best interest of Neptune Beach residents in mind and it has been well received by those residents. They want owners to be encouraged to preserve what we have so that we don’t lose the history of our town. The issue of preservation is very important to residents. However, while we continue to wait for this proposal to move through City Council, she is afraid we are continuing to lose the character of our City.

ISSUE DEVELOPMENT

COLA Increase for Police Retirees

Sergeant Dustin Kamppi, Chairman of the Neptune Beach Police Officers’ Retirement Fund Board, read a prepared statement regarding the background of the police retiree increase. He reported that the most recent increase was a one-time only 13th check in 2016. Sergeant Kamppi introduced Douglas Lozen, EA, MAAA, Senior Consulting Actuary, with Foster and Foster, Actuaries and Consultants, who are the administrators of the Neptune Beach Police Officers’ Retirement Fund.

Mr. Lozen explained the types of COLAs. There are ad hoc COLAs, which is a one-time increase and automatic COLAs, which is a recurring increase. The goal of a COLA is to minimize the impact of inflation on the buying power of retirement benefits. He presented the proposed COLA for retirees effective October 1, 2024. The proposal is those who retire on and after October 1, 2024, would receive an automatic annual one-percent increase for life. Those who retire prior to October 1, 2020, would receive a one-time increase of two percent for each full year of retirement, up to a maximum of 10 percent.

Mr. Lozen also presented the sources of funding. He added that the current members would increase their contributions from eight percent to nine percent. He also pointed out that the City has over $700,000 in prepaid contributions to assist with plan funding.

Mr. Lozen advised the next steps would be an ordinance approved by Council and the submission of an actuarial impact statement.

Councilor Key expressed that it is the City's duty and right to take care of public safety officers, past, present and future. She supports this and it is long overdue.

Councilor Messinger stated that the proposal is reasonable in the fact that there has not been a proper raise or adjustment in some time. The timing is right. He would like to see what we could do to slowly increasing the City's contributions so when the funds do run out, there is not such an abrasive change from a contribution standpoint.

Mr. Lozen reported an accrual had been submitted to the finance department of projections for that purpose.

Vice Mayor Chin agreed with Councilor Messinger in planning ahead to make sure when the prepaid contributions run out, there is accountability for future increases.

Mayor Brown stated she looks forward to the next steps and thanked Mr. Lozen for his presentation.

Retirement Board Trustee Leona Sheddan stated that to keep up with inflation, a three percent COLA is needed. The only way to do that without a shock to the budget is to automatically give a quarter percent every year until a cap of three percent is reached. Each year, Council can intervene if there is a problem with financing.

Mayor Brown stated she looks forward to the next steps and thanked Mr. Lozen for his presentation.

City Attorney Position Discussion

City Attorney Position Discussion. City Attorney Zachary Roth reported that three responses were received for the City Attorney position by the July 10, 2024, deadline. He reported that the submissions were from Ian Brown, Clayton Knowles, and Vose Law Firm. He added that given the variety of applicants, he is recommending come and present at the August 19, 2024, Council Workshop.

Mayor Brown requested a one-on-one meeting with each of them and to also present at the August 19 workshop. She also mentioned if Councilmembers wanted to meet one-on-one, which could be set up.

Vice Mayor Chin stated it was instructive to get three different applicants with a range where you see small, medium, and large firms. This is a way to compare and think about what this Council is looking for and would be a good fit.

Councilor Key commented she would like more of a roundtable-type interview and discussion process. If Councilmembers wanted to meet one-on-one, they could do that as well.

Councilor Messinger expressed he would be open to a roundtable-style event. He would want time to discuss with Mr. Roth the appropriate next steps. He would also like to discuss how Mr. Roth and the Ansbacher Firm would support the transition with the selection.

PUBLIC COMMENT

Adjournment There being no further business, the workshop meeting adjourned at 6:52 p.m.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved: ________________

MINUTES
SPECIAL CITY COUNCIL MEETING
WEDNESDAY, JULY 31, 2024, 5:00 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 Wednesday, July 31, 2024, at 5:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:

IN ATTENDANCE:	STAFF:
Mayor Elaine Brown	City Manager Richard Pike
Vice Mayor Kerry Chin	City Attorney Zachary Roth *(via CMT)*
Councilor Lauren Key *(absent)*	Chief of Police Michael Key
Councilor Nia Livingston	Parks and Sustainability Director Colin Moore
Councilor Josh Messinger*(absent)*	Senior Accountant Michael Owens
	City Clerk Catherine Ponson

Call to Order/Roll Call

Mayor Brown called the meeting to order at 5:00 p.m.

Mayor Brown announced that the purpose of this meeting was to set the tentative proposed millage rate for FY2024-2025. She stated that the millage rate is remaining at 3.3656, which has been the same for years.

Michael Owens, Senior Accountant, reported that the millage rate would remain the same at 3.3656. This would bring additional revenue of $396,478.00. The total revenue for FY24-25 would be $4,628,177.00.

Councilor Livingston said that she is disappointed this meeting is being held and the millage rate had not been discussed at a regular meeting.

City Manager Richard Pike answered that the tentative millage rate has to be set and approved by Council.

Councilor Livingston stated, and it was confirmed by City Attorney Zach Roth, that this also happened last year and it is an issue. This was an oversight and should have been at a normal meeting. She does know that everyone has been working hard and added that Council is not being granted the opportunity to discuss as a whole due to the special meeting being called.

Vice Mayor Chin agreed with Councilor Livingston. He did explain that this was part of the normal budget process, which is setting the tentative millage by a certain date, which is required the property appraiser. We will be entering into the budget workshop cycle followed by the budget adoption in September. Due to scheduling mistakes, this meeting had to be scheduled.

Mayor Brown reported that she had spoken to the City Manager who has confirmed that this will not happen again.

Made by Chin, seconded by Livingston.

MOTION: TO KEEP THE MILLAGE RATE AT 3.3656

Roll Call Vote:
Ayes: 3 – Livingston, Chin, and Brown.
Noes: 0

MOTION CARRIED

Adjournment

There being no further business, the Special Meeting adjourned at 6:08 p.m.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved: ____________

MINUTES
SPECIAL CITY COUNCIL MEETING
AUGUST 19, 2024, 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, August 19, 2024, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida, 32266

IN ATTENDANCE:	STAFF:
Mayor Elaine Brown	City Manager Richard Pike
Vice Mayor Kerry Chin	City Attorney Zachary Roth
Councilor Lauren Key	Chief of Police Michael Key
Councilor Nia Livingston	Chief Financial Officer Jaime Hernandez
Councilor Josh Messinger	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 6:00 p.m. and Councilor Key led the Pledge of Allegiance.

SWEARING-IN CEREMONY

Swearing-In Ceremony

Chief of Police Michael Key introduced Commander Gary Stucki and Sergeant Jason Haines, both recently promoted. He also introduced new Neptune Beach Police Officers Kellin Ronquille, Matthew Tanner, and Samuel Williams.

Mayor Brown administered the Oath of Office and congratulated all of them on their new positions.

Point of Order

Councilor Key called for a Point of Order. She stated that during the swearing in ceremony, someone made a snarky comment about integrity. The comment came from a female on the right side of the room [from the dais]. She would like to call for decorum and asked that this please not happen again and to do something like that while officers are being sworn in is completely inappropriate. She asked that the meeting not start out in such a manner where people are behaving this way.

CITY ATTORNEY APPLICANTS

City Attorney Applicants Presentation

Mayor Brown reported that the City of Neptune Beach is in the process of hiring a new City Attorney due to the current City Attorney submitted his resignation. Three attorneys responded to the RFP: Ian Brown, Clayton Knowles and Vose Law Firm. They were all invited to present to Council at this meeting.

After the attorneys presented to Council, Mayor Brown advised that the decision would be made at the Special Meeting scheduled for Wednesday, August 21, 2024, at 6:00 p.m.

VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS

108 Orange Street

P24-04, Application for Development Plan as outlined in Chapter 27 Article III Division 2 of the Unified Land Development Code of Neptune Beach for Douglas Driver III for the property at 108 Orange St (RE# 172769-0000). The applicant requests a Development Plan approval to permit a bed and breakfast. The property is in the CBD zoning district.

Break

At 7:01 p.m., Mayor Brown advised there would be a short break. The meeting reconvened at 7:08 p.m.

City Attorney Zach Roth administered the oath for anyone wishing to speak during this item.

Staff Presentation

Heather Whitmore, Community Development Director, explained this is a request for a Preliminary Development Plan as outlined in Chapter 27, Article III, Division 2, of the Unified Land Development Code of Neptune Beach for Douglas Driver III for the property at 108 Orange St (RE# 172769-0000). The applicant requests a Development Plan approval to permit a bed and breakfast. This item was heard at the May 8, 2024, Community Development Board Meeting.

Ms. Whitmore continued that the property has a Comprehensive Plan Town Center Land Use designation and is zoned Central Business District (CBD). Bed and breakfast is a permitted use in this district. Chapter 27, *Article III, Administrative and Enforcement Procedures, Division 2 Development Review,* of the Unified Land Development Code of Neptune Beach requires a preliminary and final development plan (development order) approval when “Changing or expanding any use of a site so that the need for off-street parking is increased.” *Section 27-76* states that “all development in non-residential districts” requires a development order.

A Preliminary Development Plan application for a 3,507 square-foot three-story bed and breakfast has been submitted by the property owners for the property located at 108 Orange Street. The existing lot of record is 50’ x 55’. The existing vacant property is located on the northeast corner of Orange Street and Midway Street. The property is within the CBD and is surrounded by CBD zoning on the east, north and west. The properties to the south are zoned RC/R-4. The immediate properties surrounding the vacant lot consist of single-family and multi-family properties. The proposed bed and breakfast has two rental/guest bedrooms and one owner’s suite, and provides a total of two parking spaces. The ground floor/1st floor consists of an interior parking garage for one parking space and guest bedroom, the second floor consists of living area, lobby and kitchen, and the third floor consists of a guest room and the owner’s suite.

The building complies with setbacks, lot coverage, height, and frontage buildout requirements in the CBD. The building complies with the elevation frontage requirements and standards of the CDB. The building has one primary frontage on Orange St. The Orange St. first-floor frontage included a lobby door and garage door The building frontage is a Lobby style and an accessible front entry from the first floor at sidewalk level. The building’s first floor façade is 35% transparent. The building’s second floor façade is 40% transparent.

The site is served by a total of two parking spaces, one parallel spaces and one garage space. Per the parking requirements in 27-540-1 the development is required to have one parking space per guest room and two parking spaces for the owner/operator for a total of four spaces. Per, Section 27-540 (c) the CBD is given a 50% reduction in parking, therefore the development requires two parking spaces. The site layout parking access configuration complies with driveway standards and maximum driveway apron width.

Staff recommends approval of the proposed application for DP24-04 for 108 Orange Street, as presented herein. The development plan complies with all planning and zoning development standards. It complies with all commercial building standards and commercial fire code standards.

Applicant Presentation

Zach Miller, representing the applicant, 3203 Old Barn Court, Ponte Vedra Beach, stated the property is .06 acres and has been vacant for over a decade. He expressed that this is not a zoning, variance, or a special exception request. This is a development plan. It meets every part of the Code. It meets every part of the CBD. This is just whether the permit meets the Code. He pointed out the two interior parking spaces and stated that if this was a residence, the parking could be tandem. He stated if this was a way to get around the Code to do a single-family residence where the Code does not allow single-family residences except by exception, you would not go to the effort of having two parking spaces interior. That is a requirement for commercial zoning.

Mr. Miller stated that the property is zoned CBD and bed and breakfast is permitted, It is the least intensive use, other than public park, of all the uses that are allowed by right on the property. He also added that the definition of bed and breakfast states a person has to be occupying it for it to be a bed and breakfast. The owner has to live onsite as required by the definition in the Code. He pointed out the façade standards had been met.

Mr. Miller reported that a letter had been received from an attorney, Karl Sanders, representing the neighbors. An issue that had come up is that this had already been decided by a court. The previous application was for an over 5,500 square-foot bed and breakfast. The application that is before Council now is 3,500 square feet of air-conditioned space and the total including porches and garages is 3,900 square feet. This is a material difference in the application. The staff report contains the criteria, and it states the criteria has been met. As a matter of law, that is competent substantial evidence.

Public Hearing

Mayor Brown opened the public hearing.

Rosemary Naughton, 516 1st Street, Neptune Beach, stated unique Neptune Beach is respective of its old-fashioned village lifestyle, which is loved, and we want to protect and is very hard to find these days. The other homes in the area are 28 feet tall as required and to allow a 35-foot towering structure would diminish and compromise the rights of useful enjoyment of the existing homes. She also spoke regarding the congestion, parking and obstructed views of neighboring homes.

Judith Williams, 771 Providence Island Court, Jacksonville, stated she and her husband had lived at 98 Orange Street. She spoke regarding the “by right” clause and it does not apply. She added that the Code clearly states that one person’s rights cannot supersede those of existing residents.

Henny Schoonover, 214 Oceanfront, Neptune Beach, spoke in opposition to the applicant’s request to build a B&B at 108 Orange Street. The neighborhood is a happy mix of shingle, lap-sided and board and batten cottages, all are relative in scale to one another. The proposed B&B does not fit the scale and character of the neighborhood. She requested Council listed to the cares and concerns of the people living this neighborhood and to the recommendations of the Community Development Board.

Heather Peters, 99 Orange Street, Neptune Beach, spoke in opposition to the application. She stated that it would be nice to have a one- to two-story residential home that fits the residential neighborhood instead of a vacant lot. Her house sits directly adjacent to what she now knows is the Central Business District, which appears to be residential. As neighboring residents, they must defend the right to not have a 35-foot high massive, out of character B&B squeezed into a tiny parcel of land.

Russell Peters, 99 Orange Street, Neptune Beach, stated he lives next to where this property is located. He reported that short-term rentals are statistically higher in crime, drug, and overdoses. These are real issues. The people staying at the B&B are not background checked. The B&B shows two parking spaces facing his house directly. There is a huge parking problem. Every week, there is a new random person in front of this 35-foot towering building. He requested the denial of the application.

Alison Ronzon, 221 South Street, Neptune Beach, stated she is strongly opposed to approving the property at 108 Orange Street for a B&B. It is zoned commercial-residential, however a B&B does not fit in with the other residences in the neighborhood. The bordering properties are all residential. Residents in this area are neighbors not tourists. There is a sense of community that would be disrupted. The CDB has already denied this request. Approving a B&B in this neighborhood block would not preserve the pleasant environment or be conducive to retaining the quality of the existing neighborhood. Building a B&B in this section of Neptune Beach would cause residents to move away and deter people from buying a home in this part of Neptune Beach in the future.

Amy Wolfson, 215 Midway Street, Neptune Beach, stated she feels like this is a scam. She added that the level of traffic, drug abuse, and drunken revelers would increase. She has concerns about expanding what is a tourist district into the residential part. It is also a very historical part. This is an insidious maneuver to create a large residence. As a resident, she is adamantly opposed.

Brian Flaherty, 501 2nd Street, Neptune Beach, stated he has lived in Neptune Beach for 26 years and has been very happy. He wants to preserve the residential flavor and he requests the petition be denied. He does not believe the construction of this particular project is consistent with the development and the best interest of the City.

Glenn Sherouse, representing George Schoonover, 214 Oceanfront, Neptune Beach, spoke in opposition to the applicant’s request to build a B&B on 108 Orange Street. A judicial precedent has already been established. The case for a three-story B&B was adjudicated in 2015. From stated goals and objectives in the Neptune Beach Code of Ordinances, Purpose and Intent of Zoning Districts, the design goals for new construction are to preserve the natural beauty of Neptune Beach and protect the residential character of the effects of inharmonious and out of scale developments. He opposes the B&B at 108 Orange Street.

Shellie Thole, 310 Oleander Street, Neptune Beach, stated this has already been to court and was found not in character with the neighborhood. She is confused as to why we are here. This was unanimously denied by the CDB. There are zero things that state why this should be approved.

Andreina Zubizarreta, 111 Orange Street, Neptune Beach, stated she is strongly opposed to the construction of the B&B across from her home. It would be disruptive to the lovely, residential neighborhood. She has two small children who enjoy playing outside on a daily basis. If this massive scale B&B is built, it would have an enormous impact on their quality of life. The usually quiet, residential and family-friendly street will turn into a commercial space with random people visiting and struggling to find parking. The project needs to comply with Land Development Code Section 27-222 (b)(1), Design goals. She requested the denial of the request.

There being no further comments, Mayor Brown closed the public hearing.

The submitted statements in their entirety are on file in the office of the City Clerk.

Applicant Rebuttal

Mr. Miller stated that regarding the LDC, the project meets the lot area, lot width, front yard setback, corner lot setback, rear yard setback, and the lot coverage is met by over 30%.

Mr. Miller reported that the Code sets the building height at 35 feet. The Code made this a commercial zone. This is the least intensive use allowed for this property. He explained that the staff report is competent substantial evidence. He pointed out that Code Section 27-222, Purpose and Intent of Zoning Districts, is not mentioned in that report. Section 27-222 is the overriding guidelines that the Code gives in drafting a particular code for each district. That was the guidepost for the drafting of Code Section 27-82, Procedures for Applying for and Issuing Preliminary and Final Development Orders, which is all the criteria that is applied and all the criteria very specific to the CBD. He reiterated per the staff report and the Code, this project meets all of that.

Mr. Miller addressed the issue that this is misplace business. The decision that is a business was made by the City when it was zoned that way as well as the 35-foot height restriction. There is no variance needed. The structure is 1.4 FAR (Floor Area Ration). The property across the street is approximately 1.8 FAR. The Code sets what is appropriate for this area, including setback requirements, height requirements, the interior parking spaces, and the transparent façade. The applicant has met all of those.

Mr. Miller explained that the previous lawsuit in 2015-2016 was a different application. That was for 5,671 square feet. It was for a one-foot setback, six-foot setback, seven-foot setback, five-foot setback and 71% lot coverage. This is 53.7% lot coverage. He stated that if they can’t do a B&B, they are no other uses for this property. He understands the residents might not like this, but this is unfair to the property rights of his client.

Council Questions/ Discussion

Vice Mayor Chin asked Mr. Roth regarding the applicability of Code Sections 27-222 or 27-82.

Mr. Roth remarked that he agreed with Mr. Miller’s analysis that Section 27-222 is the guiding principle for how we create the rest of the Code. It is not a threshold test, which is why the word “should” is used, instead of “shall” or “must.” He added that Section 27-82 is the operative provision for analyzing this application and making a determination, not 27-222.

Mr. Roth advised that this is a separate application. The fact there was a prior lawsuit has nothing to do with this application. The application should be analyzed on its own merits.

Vice Mayor Chin stated that based on the plans, there is unit on the first floor and also a lobby that fronts it. The lobby is isolated from the rest of the interior space. There are common areas on the backside of the first-floor unit and the stairs to reach the upper level are in that back section. With the lobby cut off from all of that, how would staff manning the lobby go upstairs?

Kevin Solomon, KES Architects, 678 Fort Williams Drive, St. Johns, Florida, 32259, answered that the process would be to check in at the lobby and go out into the garage and up to the second floor. He confirmed that staff would also have to go through the garage.

Vice Mayor Chin commented that at the CDB meeting, it seemed unclear how dedicated Mr. Driver was going to be to operating this as a full-fledged B&B. There was skepticism due to the layout and his own testimony. He also questioned how the staff parking would be accommodated.

Doug Driver, 1150 Florida Boulevard, Neptune Beach, stated that the parking is in accordance with the Code as discussed before. He commented he would find a way for staff to get there. He added that staff would find parking, whether it is paid parking or possibly commute together. He said that most guests would be coming from out of town. He also expressed he is fully dedicated to the B&B.

Vice Mayor Chin asked if the guests would have access to the garage. Mr. Driver related that the first-floor bedroom has an exterior entrance. They can come in from outside. As needed, they can come in the garage to go upstairs.

Mr. Miller addressed the criteria for parking. The City's Code sets out the amount of parking that is required. That has been met. If there needs to be more parking, the way to address that is to change the Code, not to require more parking for this particular applicant. This is analyzed in the staff report and local concurrency requirements have been met.

Mr. Roth clarified that Code Section 27-82(f)(3) states that one of the elements to be considered is "the nature of the proposed development," including the proposed parking areas. This states the nature of the proposed parking areas and not the amount. In his opinion, the nature of the proposed parking area in addition to the number of parking spaces is relevant for Council's analysis.

Mr. Miller commented that the Code does not make any differential on the amount of parking for each use, it just says two spaces.

Ms. Whitmore confirmed Councilor Key's statement that the block has been zoned CBD since the map was drawn in 1959.

Mr. Roth confirmed Councilor Key's statement that if the area was downgraded to residential, we would potentially open ourselves to Bert Harris claim as we would be taking away property rights.

Councilor Key reported the entire western side of that block is occupied with commercial uses, such as retail and office, or very high density residential. There are four to six units in an adjacent building. The eastern side of the block has six residential buildings, of those six, only three are single-family. The rest are duplexes and one triplex. There is one 35-foot building in the block at 101 Lemon Street, so the proposed building would not be the only 35-foot building on the block. Only the block to the south is composed of single-family residential neighborhood uses because that is where that zoning starts.

Councilor Livingston requested a short break to meet with Mr. Roth. Mayor Brown called for a short recess at 8:10 p.m. The meeting reconvened at 8:15 p.m.

Councilor Livingston asked Mr. Driver what areas of the home would guests have access to? She also asked about his contact with the guests, meal preparation and advertising.

Mr. Driver answered that they would have access to everything except the top floor, the owner's suite. He stated that he would interact with them as it is a B&B. It would be a professional relationship. The decision on meal preparation has not been made. It could be himself, his mother, or someone that they hire. They may give gift cards. They would advertise on the internet, Air B&B or other websites.

Mr. Roth pointed out that short-term rentals are not prohibited in the CBD, only in the residential districts.

Councilor Livingston remarked that normally people who start a business have a plan or a mission statement.

Mr. Driver commented that this has been in the works for a year and a half. He was not sure it was going to be approved, so he was not going to waste time and money into a plan until he has a permit. The building is going to take a year to construct. Now there are changes to comply with the Code. He has another job which is remote, so he can dedicate time and effort into this business.

Councilor Messinger reported that the CBD has been in line since 1959, and the boundaries have remained. The Charter referendum for height was passed in 2004 for the height of 35 feet in the CBD and the rest of the community is 28 feet. This has not changed.

Councilor Messinger reported there was an effort in 2015-2016, to see what it would take to modify some of the homes in the CBD to purely residential. He asked Mr. Roth to clarify a mechanism as to how this would be done by using a document that everyone would sign that would relinquish the property rights and value.

Mr. Roth clarified that everyone gives their permission in advance so they can't complain after because they authorized the change.

Councilor Messinger stated, in that process, multiple residents stated they would not sign anything that gave up their values and property rights. The height limits or removing the vested property rights could not be done legally. He also pointed out that the applicant would have to comply with all the fire codes and landscaping requirements.

Mayor Brown asked Mr. Driver to explain to her, as a guest, what the experience of staying at the B&B would be like.

Mr. Driver commented that the plan is still in progress. He has been focused on the design. The City has not asked for a plan for the actual operation of the B&B. He does have experience owning a rental property in South Carolina. He added that when a guest comes to stay, they will have breakfast in the morning. They will have access to the beach. They will have access to the amenities built in the house. People will bring money to the community.

Mayor Brown asked what the guest experience would be that Mr. Driver is envisioning?

Mr. Driver advised that there is a guest room on the first floor. There is a kitchenette in there and there is also access to the main kitchen. The second-floor room is next to the main kitchen. Guests will come and go as they want. There will be security cameras. He was flustered at the CDB meeting and may have spoken out of hand, but he is fully invested in running this B&B.

Councilor Livingston remarked that they are trying to get a better picture of what is going on. She asked how the different guests getting to the kitchen and the shared space? She also asked if there was a proposed name? What price range is he proposing?

Mr. Driver stated that the first-floor bedroom has an outside entrance and also has an interior door leading to the rest of the house. The only part of the house that is not available is the third floor. He commented that he has thought of a few names but has not gone through the official process of naming the business. He reported the rates would be between $150-$250 per night.

Discussion

Councilor Key commented that this is hard for her. Emotionally, she feels one way about it, but when she looks at the facts, she feels differently. They meet the requirements. She doesn't see how not approving this is not going to end up in a lawsuit. She believes in property rights and she thinks they are allowed to do this by right. She knows there are concerns regarding traffic. She has lived at a beach access. She does not know by denying this, what it would improve. She struggles with this and she understands that this is not something that they would want. It is not something she would want either. She thinks it is important to apply our codes properly.

Vice Mayor Chin commented he sees both sides of the argument. He understands they have fulfilled technical requirements. He knows they are not compatible with the existing character. That is something Council needs to be able to take into account. That is part of Section 27-82 not 27-222. This has come before him when it first came through and had similar issues. There is something to be said for trying to fit into the context and be sensitive to the neighborhood. He thinks that our Code tries to guide us towards creating things that are sensitive to the context and this is one of those cases where we have to weigh that and judge what would be better for the development pattern of an area. He is not saying there can't be a B&B, but you have to do it in a way that is sensitive to the area and does not adversely impact the area. He has concerns about how they are handling the parking and safe pedestrian access around that area.

Councilor Livingston stated that she does not think a lawsuit is a reason to go with what is being presented. A B&B is an allowable right, but it also subject to the provisions of the Code. She looks at Section 27-82(f) and she goes through the analysis and it does not meet the criteria. It does not fit into the nature of the neighborhood. This is a 35-foot residence B&B compared to the 28-foot small bungalows surrounding it. She gets that they are meeting the requirements of a B&B, but it does not confirm with what is around it and in the neighborhood. It does not conform with the Comprehensive Plan. The desire is to maintain the integrity of our residential small-town community. Although this is an allowable use, she does not think that what is presented tonight is the proper use under 27-82(f).

Councilor Messinger commented he struggles with this. The reason he brought up the history because is there is not a mechanism before Council to strip and make this a purely residential area. He pointed out that during the land use and zoning process, many people in this room did not want design restrictions put on properties. How do we help the CBD maintain its character without talking rights or ending up in litigation? He does think there are holes in the presentation and he has concerns. Does the concern outweigh potential litigation or taking of rights?

Councilor Livingston added there is a way to use the land and have a B&B. She suggested bringing something forward that is more in tune with the neighborhood. In her opinion, this is not it.

Councilor Key commented that when we are talking about the existing character, it is a modern looking building. While that might not be everyone's aesthetic, she believes it is within someone's right to build what they believe is beautiful for them. Part of that is what we went through with the Dover, Kohl process is that people stated they wanted to build what they wanted to build. The project is meeting the commercial design standards. She understands why everyone is upset and doesn't like it. However, she is empathetic that the applicant is following the rules that are prescribed by our Code. She does not know how to fix it. At the end of the day, what someone does with their property is their business. She is not sure if it is Constitutional to have conversations in taking into considerations certain things.

Vice Mayor Chin explained that when we are talking about character, we aren't talking about style. We are not going to be arguing about the look of a place. It has more to do with the scale, mass, and bulk of the structure. He has the same conflict as everyone else. At the end of the day, he thinks it is a matter of being out of scale compared to the surrounding area. He clarified that the previous application was not denied. It was approved with conditions.

Mayor Brown stated that this is hard. These are our neighbors. She understands meeting the criteria. It does not meet the character of the neighborhood. She has a hard time envisioning this as a true B&B. She also has concerns with the traffic and the parking.

Ex Parte Communications

Councilor Livingston stated she had received emails. She spoke with the Schoonovers and staff. Jacksonville Councilor Rory Diamond also called her.

Councilor Messinger commented he received numerous phone calls. He spoke with the Schoonovers a few times and members in the room. Representatives of the applicant called to see if he had questions. He also spoke with staff and visited the site.

Vice Mayor Chin received numerous emails. He spoke with the Schoonovers and with Councilor Rory Diamond.

Councilor Key reported she received emails and visited the site. She spoke with the Schoonovers, Councilor Rory Diamond, other counsel, and staff.

Mayor Brown disclosed she visited the site. Several attorneys called her. She also received many emails.

Motion and Vote

Made by Livingston, seconded by Chin.

MOTION: TO DENY DP24-04

Roll Call Vote:
Ayes: 5-Key, Livingston, Messinger, Chin, and Brown.
Noes: 0

MOTION CARRIED

ORDINANCES

Ord. No. 2024-04, Pension Ordinance

Ordinance No. 2024-04, First Read and Public Hearing, An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 2, Administration, Article V, Employee Benefits, Division 4, Police Officers' Retirement System of the City of Neptune Beach, Section 2-349, Contributions, and Section 2-349.1, Benefit Amounts and Eligibility, to Provide for an Increase in the Member Contribution Rate; To Provide for an Annual Benefit Increase for Members Who Retired On or After October 1, 2020; To Provide for a One-Time Benefit Increase In Retroactive Benefits for Retirees and Beneficiaries Who Retired Before October 1, 2020; to Make October 1, the Effective Date of any Cost of Living Adjustments; Directing the City Clerk to File a Copy of this Ordinance with the Florida Department of Management Services, Division of Retirement; Providing for Severability of Provisions; Repealing All Ordinances in Conflict Herewith and Providing an Effective Date.

Public Hearing

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

Pension Board Presentation

Leona Sheddan, 2010 Shadow Lane, Neptune Beach, Police Officers' Retirement Fund Board Trustee, introduced other members of the board, Sergeant Dustin Kamppi, Officer Joe Dzamko, and Michael Phillips.

Ms. Sheddan reported that the Neptune Beach Pension is rated among the highest in the state, the Neptune Beach Police Officers pay among the highest contributions in the state, and the pension fund has a $735,000 credit with the state. She then read the ordinance into the record.

Council Discussion

Councilor Key announced she would be recusing herself from this item as it may have potential benefit to a relative. Pursuant to Florida Statutes Section 112.3143, Form 8B has been submitted and is incorporated as part of these minutes.

Councilor Livingston questioned how other officers felt about the increase in contribution.

Sergeant Kamppi stated there was a formal meeting and a vote passed for the increase. He has not heard anything noteworthy from those who did not attend.

Councilor Messinger commented he is supportive of this and knows this has been talked about it for some time. Ms. Sheddan has an extensive financial background is a testament to what is being reviewed.

Motion and Vote

Made by Messinger, seconded by Livingston.

MOTION: **TO APPROVE ORDINANCE NO. 2024-04 ON FIRST READ WITH THE CONDITION THAT THE CITY USE ITS CREDIT TO PAY ONE-HALF OF THE INCREASE AND THEN DRAW DOWN FROM THAT CREDIT AFTER THE FIRST YEAR AND EACH YEAR THEREAFTER CONTRIBUTING 10% TO THE CITY'S SHARE**

Councilor Messinger explained that the goal of the motion is to spread the payments and be more sustainable. It is about doing this in a prudent way. Any change to this would have to be made in a separate meeting outside of the budget cycle.

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

MOTION CARRIED

Gary Fiske, 2232 Jadestone Drive, Jacksonville, retired police officer, thanked the Pension Board and Council for working on this.

PURVIS GRAY EXTENSION

Purvis Gray Contract Extension

Purvis Gray Contract Extension. Chief Financial Officer Jaime Hernandez explained that this is a request for the extension of the audit contract to process FY22-23 and FY23-24 audits. The audit for FY22-23 would begin around October 1, 2024. That audit should take around three months. The FY23-24 audit would begin in March 2025.

Mayor Brown reported that Purvis Gray has been with the City for seven years and the City has had changes with the CFO position. We need the continuity of this firm as we move forward.

Vice Mayor Chin stated that he agreed with Mayor Brown in maintaining continuity. Purvis Gray has institutional knowledge of what the City has experienced.

Councilor Key remarked that since she has been on Council there have been numerous conversations about getting a new auditor. She would like to see in the future, once this is caught up, a new auditor. We have had Purvis Gray for a long time. Even though she will not be on Council, it would be in the best interest of the City.

Mr. Hernandez advised there would be an RFP issued once the FY23-24 audit is complete.

Councilor Messinger commented he would like see Purvis Gray would dedicate more resources to speeding up the timeline. He would like to see a performance clause added.

Made by Messinger, seconded by Key.

MOTION: TO EXTEND THE CONTRACT WITH PURVIS GRAY FOR AUDITING SERVICES UNDER THE CONDITION THAT THERE IS A PERFORMANCE OBLIGATION WITHIN THE CONTRACT AND AN RFP IS DONE FOR SUBSEQUENT AUDITS; TO CHANGE SUCH WOULD REQUIRE A SUPERMAJORITY OF THE COUNCIL

Roll Call Vote:
Ayes: 5- Messinger, Key, Livingston, Chin, and Brown.
Noes: 0

MOTION CARRIED

PUBLIC WORKS ITEMS

Sewer Lateral Pipes

Sewer Lateral Pipes. Public Works Director Deryle Calhoun explained the City operates approximately 31 miles of gravity sanitary sewer of which about nine miles is constructed of vitrified clay (VC) pipe which was replaced as material of choice by plastics in the 1980s. VC is subject to leaking joints and failure due to cracking. Failing pipes introduce groundwater into the system which reduces treatment plant capacity.

Staff received a quote from BLD Services, LLC to clean and televise service laterals in Indian Woods utilizing pricing in a City of Boca Raton contract. The City Attorney has approved utilizing this contract as a piggyback. He is also requesting staff authorization for change orders be approved for 15% of the award.

Made by Messinger, seconded by Key.

MOTION: TO APPROVE/AWARD TO BLD SERVICES, LLC IN THE AMOUNT OF $48,050.00, FOR THE CLEANING AND TELEVISING OF VARIOUS SEWER LATERAL PIPES WITH 15% CHANGE ORDER VARIABLE

Roll Call Vote:
Ayes: 5-Key, Livingston, Messinger, Chin, and Brown
Noes: 0

MOTION CARRIED

Sewer Main Pipes

Sewer Main Pipes. Mr. Calhoun stated this request is for the main larger lines. Staff received a quote from Insituform Technologies, LLC to clean and televise approximately 6,800 feet of pipe utilizing pricing in a City of St. Augustine contract. The City Attorney has approved utilizing this contract as a piggyback.

Made by Messinger, seconded by Key.

MOTION: TO APPROVE/AWARD TO INSTITUFORM TECHNOLOGIES, LLC IN THE AMOUNT OF $48,084.10 WITH STAFF AUTHORIZATION FOR CHANGE ORDERS UP TO 10% OF AWARD

Roll Call Vote:
Ayes: 5- Livingston, Messinger, Key, Chin, and Brown.
Noes: 0

MOTION CARRIED

Fence Replacement

Wastewater Pump Station Fence Replacements. Mr. Calhoun stated fencing at various wastewater pump stations are currently in disrepair and require replacement. Armstrong Fence Company provided quotes utilizing a JEA contract,

Made by Messinger, seconded by Livingston.

MOTION: TO APPROVE/AWARD TO ARMSTRONG FENCE COMPANY FOR REPLACEMENT OF FENCING IN THE AMOUNT OF $30,453.01

Roll Call Vote:
Ayes: 5- Messinger, Key, Livingston, Chin, and Brown.
Noes: 0

MOTION CARRIED

Adjournment

There being no further business, the Special Meeting adjourned at 9:37 p.m.

Elaine Brown, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: ___________

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Key Lauren D	Neptune Beach City Council
MAILING ADDRESS [redacted]	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY Neptune Beach COUNTY Duval	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Lauren Kay, hereby disclose that on August 19, 2024:

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, ___;

X inured to the special gain or loss of my relative, Michael Key;

___ inured to the special gain or loss of ___, by whom I am retained; or

___ inured to the special gain or loss of ___, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

increase in police pension, 1st read
This vote may have a potential benefit to a relative

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

August 22, 2024
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

MINUTES
WORKSHOP CITY COUNCIL MEETING
MONDAY, AUGUST 19, 2024, 9:37 P.M.
IMMEDIATELY FOLLOWING THE SPECIAL MEETING
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, August 19, 2024, at 9:37 p.m., in Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida, 32266

Attendance	IN ATTENDANCE:	STAFF:
	Mayor Elaine Brown	City Manager Richard Pike
	Vice Mayor Kerry Chin	City Attorney Zachary Roth
	Councilor Lauren Key	Chief of Police Michael Key
	Councilor Nia Livingston	Public Works Director Deryle Calhoun
	Councilor Josh Messinger	Parks and Sustainability Director Colin Moore
		Community Development Director Heather Whitmore
		City Clerk Catherine Ponson

Call to Order/Roll Call

Mayor Brown called the workshop meeting to order at 9:37 p.m.

ISSUE DEVELOPMENT

Public Works Expenditures

General Fund

Public Works Expenditures. Public Works Director Deryle Calhoun gave an overview of public works expenditures. He reported that there has been $1.03 million in project expenditures from the General Fund. These General Fund projects include City Hall roof replacement, Senior Center completion, City Hall exterior refresh, engineering support for Public Works roofs replacement project, building maintenance tech van, various HVAC replacements, turf mowers, concrete repairs, Jarboe Park walking bridge replacement, milling and paving of various streets, various air conditioners, and replacement trailer.

Stormwater Fund

Mr. Calhoun stated there was $0.62 million in project expenditures from the Stormwater Fund. These include development of city-wide stormwater model, Florida Blvd culvert, cleaning/televising/lining portions of Bal Harbor pipes, street sweeper, various heavy equipment, engineering design services for portions of South, Myra and Margaret Street and 5th Street erosion pilot.

Water and Sewer Fund

Mr. Calhoun continued that there has been $2.72 million in project expenditures. The two big projects for the wastewater plant were the grit system replacement and fine bubble diffusers. For the wastewater pipe and pump stations, projects include the engineering for redundant 3rd Street crossing and the force main extension down Forest Avenue. For the water plant and pipes, the variable speed drives have been upgraded, the water tank is back online after a significant rehab period, and the new design for Well #5 is complete.

Wellfield Update

Mr. Calhoun gave a history of the City's wells. Wells 1 and 2 were drilled in the 1930s. Wells 3 and 4 were drilled in the 1970s. He reported that Wells 3 and 4 can serve the City's needs. There have been well failures in our sister cities that are newer. $1.4 million has been budgeted for Well #5 construction and the grout filling of Wells 1 and 2. He is requesting Council to approve proceeding with procuring services for Well #5.

COUNCIL COMMENTS

Councilor Key suggested placing Mr. Calhoun's items on a consent agenda to save time. If anyone has questions, it could be pulled for discussion.

Adjournment

There being no further business, the workshop meeting adjourned at 9:50 p.m.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved: ________________

MINUTES
SPECIAL CITY COUNCIL MEETING
WEDNESDAY, AUGUST 21, 2024, 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 Wednesday, August 21, 2024, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	IN ATTENDANCE:	STAFF:
	Mayor Elaine Brown	City Manager Richard Pike
	Vice Mayor Kerry Chin	Chief of Police Michael Key
	Councilor Lauren Key	Chief Financial Officer Jaime Hernandez
	Councilor Nia Livingston	Parks and Sustainability Director Colin Moore
	Councilor Josh Messinger*(via CMT)*	Community Development Director Heather Whitmore
		Chief Information Officer Ricardo Pizarro
		Human Resources Coordinator Jillian McCann
		City Clerk Catherine Ponson

Call to Order/Roll Call

Mayor Brown called the meeting to order at 6:00 p.m.

City Attorney Selection

Mayor Brown stated that the first item would be the new City Attorney selection. The applicant were Ian Brown, Clayton Knowles and the Vose Law Firm.

Vice Mayor Chin commented he appreciated the three applicants who submitted their resumés. They gave a decent choice across the spectrum and allowed Council to think about what they see as a vision of the City moving forward.

Councilor Key expressed that everyone was great but one firm stood out given how they structured their billing regarding special projects.

Councilor Messinger commented there were two standouts, one being local and one being a firm. He looks at where the City would get the best level of service. He also considered if the person passionate about the issues that we will be facing. Our current City Attorney has demonstrated how having someone who is local and lives here pours a little more passion into that role. This is something that has factored into his decision.

Mayor Brown stated that she was impressed with the experience and financial commitment with one of the firms. She liked the attorney from out of town, but thought having to drive so far would be a hindrance

Councilor Livingston remarked that she is ready based on the presentations from the Monday, August 19 meeting. She agreed with Councilor Messinger regarding having someone local, having an investment in the local beaches and wanting to learn.

Mayor Brown explained to Council to write their choice down. Councilor Messinger emailed his selection. The City Clerk and HR Coordinator collected the votes.

Mayor Brown, Vice Mayor Chin and Councilor Key selected the Vose Law Firm. Councilors Livingston and Messinger selected Ian Brown.

Made by Key, seconded by Chin.

MOTION: TO APPROVE THE VOSE LAW FIRM AS NEW CITY ATTORNEY

Roll Call Vote:
Ayes: 5 – Key, Livingston, Messinger, Chin, and Brown.
Noes: 0

MOTION CARRIED

FY24-25 Budget

FY24-25 Budget. City Manager Richard Pike introduced department heads who gave budget updates.

Mayor and Council. Mr. Pike reported there were no major changes to this budget.

City Manager. Mr. Pike pointed out that in FY23-24, some of the salary had been allocated from the Police Department. That has all been shifted to the City Manager for FY24-25.

Finance. CFO Jaime Hernandez gave an overview of the department. He reported that he hired two employees in FY23 to assist with the workload to bring the department up-to-date. There is also a new payroll software program that should be in place October 1, 2024.

Councilor Key questioned salaries coming from other departments. Mr. Hernandez explained that certain salaries are allocated to other departments for services utilized.

Legal Counsel. Mr. Pike reported the changes to this is an IT expense has been added and legal insurance has been added.

Community Development. Community Development Director Heather Whitmore gave an overview of the department and budget. The Community Development Department is made up of the planning division, building inspection and code enforcement. Some of the highlights for this year was the rewriting of the floodplain ordinance and over 900 construction-related permits were issued.

City Clerk/HR. City Clerk Catherine Ponson reported there were no major changes. She added that she requested funds for her and the HR Coordinator for certifications and continuing education.

Nondepartmental. Mr. Hernandez explained this is for expenses that are associated with the general operation of city government and not allocated to a specific department.

Police Department. Chief of Police Michael Key reviewed his budget which includes animal control, ocean rescue and paid parking. He reviewed some of the accomplishments of FY24. He reported the FY25 budget includes more body cameras, a wellness program, and traffic counters. Animal control and ocean rescue budget remain relatively the same. He commented that Neptune Beach is struggling to stay competitive regarding salaries.

Public Works. Public Works Director Deryle Calhoun reviewed the public works budget. He reviewed projects for public works, stormwater fund, and water and sewer fund.

Councilor Key asked about the amount budgeted for Public Works is $2.2 million. She commented that this is confusing as it looks like that is the entire amount budgeted.

Mr. Calhoun explained that there are two funds for water and wastewater. There is another fund for stormwater. Public Works is the General Fund. Each fund has its own budget and line items.

Parks and Sustainability. Parks and Sustainability Director Colin Moore reported that this department is new and this is its second year. There are now designated maintenance funds for Jarboe Park. He reviewed the improvements and accomplishments. He announced for FY25 there would be capital funding for the completion of the original master plan for Jarboe Park. This would be for continuing the path along the east side of the pond, putting in permanent parking, and to formalize the multi-purpose field area.

Information Technology. Chief Information Officer Ricardo Pizarro review the IT budget. He gave an update on projects including network and fiber upgrades and surveillance systems.

Council Comments

Councilor Livingston commented that she appreciates these presentations, but she wishes we had held them months ago and that we would have started this process earlier. This is a lot of information to take in. Last year, the budget process did not go smoothly. We ran into the same issues this year. We had to have an emergency meeting for the millage rate, and this took away the ability to talk about the projects a little more in depth. We should be having multiple meetings about the budget. There is a way to have more meetings and discussions. She would like to see this process starting earlier next year.

Adjournment

There being no further business, the Special Meeting adjourned at 7:24 p.m.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved: ___________

City Manager's Report

Departmental Recaps-09/03/2024

Police Department-Chief Michael Key *(See Separate August 2024 Report)*

Community Development-Heather Whitmore

- Community Development Board September 11, 2024
  - Potentially Pete's Bar
  - Historic Subcommittee Meeting
- City Council: September 1st, 2024
  - No agenda items
- Fee Resolution Table needs to be updated: I suggest all departments work with Finance to do so
- ROW permitting/Water/Sewer Tap fees/Downstream impacts – My office has taken in $42K in tap fees and $40K in downstream impacts this fiscal year 23/24. Need to work with Public Works to make sure we update the administrative process and fees in Chapter 23, "Utilities," to cover cost
- The Historic Preservation Subcommittee is moving forward to develop potential code updates consistent with City Council feedback and priorities. Suggested they wait for the new Council
- **Code Enforcement Officer update: Rico Anderson started August 26th, 2024**

IT Department-Ricardo Pizarro

- Continued working with staff pertaining to VoIP
- Prepared for the FDLE Audit on Wednesday, 8/28/24.
- Continued working with vendors to complete tasks at the Police Department
- Continued cleaning up Office365 tenant accounts at the Police Department and Public Works.

Parks & Sustainability-Colin Moore

- $32.4 million US Army Corps of Engineers Duval County Shore Protection Project completed August 20 at Hanna Park – sea oats and signage to be installed after Labor Day
- Initiated title search for potential land donation adjacent to the marsh
- Replacement shower for Hopkins St beach access (delivery scheduled for mid-September due to supply chain issues)
- Replacement bonnets for trashcans recently installed throughout the Town Center
- Town Center palm trimming scheduled for late August/early September
- Neptune Beach to host a Suicide Prevention Workshop on 9/10 as part of a $2,500 Florida League of Cities grant to Here Tomorrow
- Assisting COJ on supplemental funding from the Resilient Florida grant program for the Florida Blvd/Forest Ave culvert replacement project

Senior Center-Leslie Lyne

- Grant request of Ray & Kay Eckstein Charitable Trust approved/awarded for maintenance to the porch, a new monument sign, and auto-opening entry door in the amount of $60,000
- Remembering Neptune Beach with the long-time NB residents August 28, 2024, 6p-7p
- Meet & Greet the NB Mayoral Candidates on Sunday, September 8, 2024, 1p-3p
- Google photo shoot September 5 @9a.m.
- Travel presentation October 2024-fundraiser for 2025
- NE FL Coastal Quilters fundraiser with raffle to benefit the center September 21, 2024
- Petunia Patch Trunk Show October 3rd potential fundraiser
- October 23, 2024, FSCJ Broadway in Jacksonville 2025 Season Presentation
- Center hosting Beaches Watch November 6, 2024
- Day trip planned to Jacksonville Symphony Orchestra Holiday Pops December 6, 2024, and luncheon at Sweet Pete's
- Friday, January 17, 2025, St. Augustine Night of Lights and dinner
- Wednesday, February 12, 2025, Valentine's Day Tea -JB Woman's Club sponsor
- FSCJ Broadway in Jacksonville production of *MJ*, April 23, 2025
- Center closing for routine maintenance

Center Statistics Year to Date

Events offered:	1,858
Unduplicated Persons services/events:	752 with an additional 312 guests= 1055 individuals
Duplicated attendance:	8423 with an additional 312 guests
Donations:	$34,656.63(does not include Eckstein Foundation $60K)

Human Resources-Jillian McCann

- Advertising for the following open positions:
  - Laborer 1
  - Meter Reader
  - Beaches Parking Ambassador
  - School Crossing Guard
  - Emergency Communications Officer
- Mr. Rico Armstrong, a level 4 certified Code Enforcement Officer with several years of experience, has been selected for the open Code Enforcement position. His expertise and knowledge from working with prior city municipalities and state agencies will undoubtedly strengthen our team.

- Revisions of the employee handbook have been paused but will resume in mid-September.
- Diversity, Equity, and Inclusion training will start in the first week of September.
- I am working with Local630 to clarify units within the city for PERC.
- The implementation of the Alliance HCM is now taking place. Training for Directors and Supervisors will be provided in September before going live on October 1st.
- I am meeting with Here Tomorrow to coordinate an employee lunch and learn.
- Preparing for Open Enrollment.

<u>City Clerk-Catherine Ponson</u>

- Received City Attorney applicant submissions and scheduled requested interviews
- Submitted Continuing Assignments for Clerk Professional Program: Evaluation of Research; Completed Organizational Analysis using Baldrige Excellence Strategy-Grades-100
- Clerk Program Zoom Class Discussion-July 24
- Fulfill ongoing public records requests and answered questions
- Ongoing 2024 Election updates
- Prepare Minutes and Council agenda packets

<u>Finance-Jaime Hernandez</u>

- Completing a review of the budget draft.
- Finishing the budget summary for the paper advertising (due on Thursday, August 29, 2024).
- Audit for FY 2022-23 is scheduled to start on Monday, September 30, 2024:
    - Auditors will be on-site for one week (Sept 30 to Oct 4th) performing the fieldwork.
    - The audit testing should be ending by the end of December 2024.
- Presentation and filing with the state in January 2025.
- Payroll software is on schedule (first payroll in October).
- Continuing the review of TYLER for 2023.

<u>Public Works-Deryle Calhoun</u>

(Updates in **bold** font)

Potable water system

- Well 1 has exhibited signs of failure, like Well 2, which went offline a few years ago. **An update on the well field and replacement Well 5 was given to the Council on 8/19/24. Consultant assembling bid documents.**

- Water Management District - Consumptive Use Permit application additional information was submitted. Meeting held with WMD. **Reviewing options for response to WMD's response to data presented.**
- Lead service lines inventory fieldwork is complete. The required report to FDEP is in draft form.
- Fire protection water supply gap analysis – **Field work with engineering firm completed 8.20.24.**

Wastewater System

- Permit renewal pre-application meeting held with FDEP and engineering consultants. The treatment capacities of both plants will be addressed during the permit renewal process.
- Redundant 3rd Street Gravity – The consulting engineer has submitted the permit application package to FDOT.
- Florida Blvd force main extension to plant – Field survey is complete. The City Engineer is working on the design; they are expected to apply for an FDEP permit in **September**. Budgeting for FY25 project.
- Stormwater and groundwater Inflow and Infiltration (I&I) reduction effort - Worked with the consulting engineer to identify wastewater pipes for targeted cleaning and televising to identify any defects, including customer service laterals. The **Council approved the cleaning and televising of the Indian Woods subdivision at the August 19th meeting.**

Stormwater System

- Stormwater model – Hopkins Creek is complete; the remainder of the city will be completed this fiscal year.
- Hopkins Creek improvements at Florida and Forest – Design is underway with a COJ engineering consultant.
- 5-year CIP discussion and program to address Strategic Plan.
- Design for various small projects was approved by the council. Engineering is essentially complete, with a budget request developed for FY25.
- The erosion control pilot project on Davis Creek has begun. Bahia grass has been installed to stabilize the media, and test planting of various salt-tolerant plants is scheduled for late June/early July.
- Municipal Separate Storm Sewer Systems (MS4) permit compliance audit kick-off meeting with FDEP.

Water Tower Repairs and Maintenance

- Temporary cell tower has been removed.
- Site rehabilitation will include the tower site and across the street and new fencing around the tower property.

Beach Cross-Overs

- Budget for various improvements included in FY25 budget request.

8A- Ord. No. 2024-04 Police Retiree Increase

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	**Agenda Item 8A-**Ord. No. 2024-04, Police Retiree COLA Increase
SUBMITTED BY:	Police Officers' Retirement Fund Board
DATE:	August 29, 2024
BACKGROUND:	The PORF Board is proposing an annual cost of living adjustment for retiree members. The breakdown can be found on the proposed ordinance. This has been discussed at PORF Board quarterly meetings and at the July 15, 2024, Council Workshop. Ordinance No. 2024-04 was approved at First Read on August 19, 2024. The changes based on that discussion have been made and are in red in the ordinance.
RECOMMENDATION:	Consider Adoption of Ordinance No. 2024-04 at Second Read
ATTACHMENT:	Ordinance No. 2024-04 Actuarial Impact Statement

SPONSORED BY:

MAYOR BROWN

ORDINANCE NO. 2024-04

A BILL TO BE ENTITLED

AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE V, EMPLOYEE BENEFITS, DIVISION 4, POLICE OFFICERS' RETIREMENT SYSTEM OF THE CITY OF NEPTUNE BEACH, SECTION 2-349, CONTRIBUTIONS, AND SECTION 2-349.1, BENEFIT AMOUNTS AND ELIGIBILITY, TO PROVIDE FOR AN INCREASE IN THE THE MEMBER CONTRIBUTION RATE; TO PROVIDE FOR AN ANNUAL BENEFIT INCREASE FOR MEMBERS WHO RETIRED ON OR AFTER OCTOBER 1, 2020; TO PROVIDE FOR A ONE-TIME BENEFIT INCREASE IN RETROACTIVE BENEFITS FOR RETIREES AND BENEFICIARIES WHO RETIRED BEFORE OCTOBER 1, 2020; TO MAKE OCTOBER 1 THE EFFECTIVE DATE OF ANY COST OF LIVING ADJUSTMENTS; DIRECTING THE CITY CLERK TO FILE A COPY OF THIS ORDINANCE WITH THE FLORIDA DEPARTMENT OF MANAGEMENT SERVICES, DIVISION OF RETIREMENT; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Trustees of the City of Neptune Beach Police Officers' Retirement System ("Retirement System") desires to provide an annual cost of living adjustment benefit for all Members who retire on or after October 1, 2020 under Normal, Early, Disability, and Pre-Retirement Death; and

WHEREAS, the Board of Trustees of the City of Neptune Beach Police Officers' Retirement System desires to provide a one-time cost of living adjustment benefit for all Retirees, Disability Retirees, and Beneficiaries who retired on or before October 1, 2020 based on their respective Credited Service periods; and

WHEREAS, the Board of Trustees of the City of Neptune Beach Police Officers' Retirement System desires to make the effective date of any cost of living adjustments October 1; and

WHEREAS, an amendment to the City code is necessary to permit such new conditions; and

WHEREAS, the Board of Trustees of the City of Neptune Beach Police Officers' Retirement System have requested and approved such an amendment as being in the best interest of the participants and beneficiaries as well as serving to improve the administration of the Retirement System; and

WHEREAS, the City Council has received and reviewed an actuarial impact statement related to this change and attached as such; and

WHEREAS, the City Council deems it to be in the public interest to provide this change to the Retirement System for its police officers; and

WHEREAS, the City Council of the City of Neptune Beach, Florida has determined that it is necessary to amend the following

NOW, THEREFORE, be it ordained by the City Council of the City of Neptune Beach, Florida that:

SECTION 1. That Chapter 2, Administration, Article V, Employee Benefits, Division 4, Police Officers' Retirement System, of the Code of Ordinances of the City of Neptune Beach is hereby amended by amending Section 2-349, Contributions, subparagraph (a), *Member contributions*, by adding the following underlined language and deleting the stricken through language as follows:

Sec. 2-349. - Contributions.

(a) *Member contributions*.

(1) Amount. <u>Effective October 1, 2024,</u> each member of the system shall be required to make regular contributions to the fund in the amount of ~~eight (8)~~ <u>nine (9%)</u> percent of <u>their</u>~~his~~ salary. Member contributions withheld by the city on behalf of the member shall be deposited with the board immediately

after each pay period. The contributions made by each member to the fund shall be designated as employer contributions pursuant to section 414(h) of the Code. Such designation is contingent upon the contributions being excluded from the members' gross income for federal income tax purposes. For all other purposes of the system, such contributions shall be considered to be member contributions.

* * * * *

SECTION 2. That Chapter 2, Administration, Article V, Employee Benefits, Division 4, Police Officers' Retirement System, of the Code of Ordinances of the City of Neptune Beach is hereby amended by amending Section 2-349.1, Benefit amounts and eligibility, subparagraph (e), *Cost-of-living adjustment*, by adding the following underlined language and deleting the stricken through language as follows:

Sec. 2-349.1. - Benefit amounts and eligibility.

* * * * *

(e) *Cost-of-living adjustment*.

~~Effective retroactively to January 1, 1998, the monthly benefit being received by every retiree, including disability retirees, joint pensioners and beneficiaries who began receiving monthly benefits before January 1, 1998, shall be increased by three (3) percent.~~

(1) Effective October 1, 2024, provide an annual automatic cost-of-living adjustment (COLA) for all who retired on and after October 1, 2020, under Normal, Early, Disability, and Pre-Retirement Death, according to the schedule below:

Effective Date	*COLA Rate*
10/1/2024	*1.00%*
10/1/2025	*1.25%*
10/1/2026	*1.50%*
10/1/2027	*1.75%*
10/1/2028	*2.00%*
10/1/2029	*2.25%*
10/1/2030	*2.50%*
10/1/2031	*2.75%*
10/1/2032 +	*3.00%*

(2) Effective October 1, 2024, all Retirees, Disability Retirees,

and Beneficiaries, who retired prior to October 1, 2020, shall receive a one-time increase of two (2%) percent to their monthly benefits for each full year of retirement as of that date, with a maximum increase of ten (10%) percent.

(3) Effective October 1, 2024, the City shall fund the COLA benefits described herein as follows:

a) apply fifty percent (50%) of the City's existing credit in the amount of $735,000, as reflected in the October 1, 2024, Actuarial Valuation report ("Funding Credit"); and

b) 50% of the cost by increase to the City's annual required contribution as specified in the then most recent Actuarial Valuation report; and

c) Effective October 1, 2025, and each subsequent fiscal year thereafter, apply a 10% increase to the amount described in subsection (e)3(a) here for the immediately prior fiscal year, until the entire Funding Credit is depleted with any remaining benefit costs thereafter being reflected in the City's annual required contribution as specified by the then most recent Actuarial Valuation report.

* * * * *

SECTION 3: Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Neptune Beach.

SECTION 4: All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

SECTION 5: If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION 6: That this Ordinance shall become effective immediately upon its passage and adoption by the City Council.

VOTE RESULTS OF FIRST READING:

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

Passed on First Reading this 19th day of August, 2024.

VOTE RESULTS OF SECOND AND FINAL READING:

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

Passed on Second and Final Reading this ____ day of ____________________, 2024.

____
MAYOR

ATTEST:

____
Catherine Ponson
CITY CLERK

Approved as to form and correctness:

____
CITY ATTORNEY

FOSTER & FOSTER
ACTUARIES AND CONSULTANTS

August 12, 2024

Board of Trustees
City of Neptune Beach
Police Officers' Pension Board

Re: City of Neptune Beach Police Officers' Retirement System

Dear Board:

Enclosed is the following material, which has been prepared in support of the proposed changes to the Fund:

1. Three (3) copies of the required Actuarial Impact Statement, which outlines the costs associated with implementing the changes.

2. Draft of transmittal letters to the Bureau of Local Retirement Systems and the Bureau of Police Officers' and Firefighters' Retirement Trust Funds.

It will be necessary for the Chairman to sign each copy of the Actuarial Impact Statement as the Plan Administrator and forward the Impact Statement, along with a copy of the proposed Ordinance, to the two Bureaus prior to final reading.

If you have any questions concerning the enclosed material, please let us know.

Sincerely,

Douglas H. Lozen, EA, MAAA

Cc via email: Pedro Herrera, Plan Attorney

Enclosure

Mr. Steve Bardin
Police Officers' and Firefighters' Retirement Trust Funds
Department of Management Services, Division of Retirement
3189 S. Blair Stone Rd.
Tallahassee, FL 32301

Re: Actuarial Impact Statement

Dear Mr. Bardin:

The City of Neptune Beach is considering the implementation of amended retirement benefits for its Police Officers. The changes are described in the enclosed material.

Pursuant to the provisions of Chapter 185, we are enclosing the required Actuarial Impact Statement along with a copy of the proposed Ordinance for your review.

If you have any questions or if additional information is needed, please contact us.

Sincerely,

Mr. Keith Brinkman
Bureau of Local Retirement Systems
Division of Retirement
3189 S. Blair Stone Rd.
Tallahassee, FL 32301

Re: Actuarial Impact Statement

Dear Mr. Brinkman:

The City of Neptune Beach is considering the implementation of amended retirement benefits for its Police Officers. The changes are described in the enclosed material.

Pursuant to Section 22d-1.04 of the Agency Rules, we are enclosing the required Actuarial Impact Statement (AIS) and a copy of the proposed Ordinance for your review.

If you have any questions or if additional information is needed, please contact us.

Sincerely,

CITY OF NEPTUNE BEACH
POLICE OFFICERS' RETIREMENT SYSTEM

ACTUARIAL IMPACT STATEMENT

August 12, 2024

Attached hereto is a comparison of the impact on the Minimum Required Contribution (per Chapter 112, Florida Statutes) and the Required City Contribution, resulting from the implementation of the following changes:

a. *Effective October 1, 2024, provide an annual automatic cost-of-living adjustment (COLA) for all who retired on and after October 1, 2020 under Normal, Early, Disability, and Pre-Retirement Death, according to the schedule below:*

Effective Date	*COLA Rate*
10/1/2024	*1.00%*
10/1/2025	*1.25%*
10/1/2026	*1.50%*
10/1/2027	*1.75%*
10/1/2028	*2.00%*
10/1/2029	*2.25%*
10/1/2030	*2.50%*
10/1/2031	*2.75%*
10/1/2032 +	*3.00%*

b. *Effective October 1, 2024, all Retirees, Disability Retirees, and Beneficiaries who retired before October 1, 2020 will receive a one-time increase of 2% for each full year of retirement as of that date, up to a 10% maximum increase.*

c. *Effective October 1, 2024, an increase in the Member Contribution Rate from 8.00% to 9.00%.*

The cost impact, determined as of October 1, 2023, applicable to the fiscal year ending September 30, 2025, is as follows:

	Proposed	Current
Minimum Required Contribution		
% of Projected Annual Payroll	54.35%	36.22%
Member Contributions (Est.)		
% of Projected Annual Payroll	9.00%	8.00%
City And State Required Contribution		
% of Projected Annual Payroll	45.35%	28.22%
State Contribution (Est.) [1]	$64,728	$64,728
% of Projected Annual Payroll	3.15%	3.15%
City Required Contribution [2]		
% of Projected Annual Payroll	42.20%	25.07%

[1] Amount shown is based on Chapter 185 Premium Tax Revenue collected during Calendar Year 2023. Based on the "Default" provisions of Chapter 2015-39, Laws of Florida, the City may use Chapter 185 monies up to the amount received for Calendear Year 2012. Premium Tax Revenue in excess of the amount received for Calendar 2012 ($48,395.90) is split 50/50 between the Membership Share Plan and City funding credit.

[2] Please note that the City has access to a prepaid contribution of $735,026.60. This is available at the City's discretion to assist with future plan funding.

CITY OF NEPTUNE BEACH
POLICE OFFICERS' RETIREMENT SYSTEM

ACTUARIAL IMPACT STATEMENT

August 9, 2024

Unless otherwise noted, all data, assumptions, methods and plan provisions are the same as in the October 1, 2023 actuarial valuation report. It should be noted that changes to retirement benefits could potentially affect participants' retirement or termination behavior. We will monitor and advise of any recommended changes with future experience studies.

Future actuarial measurements may differ significantly from the current measurements presented in this report for a variety of reasons including: changes in applicable laws, changes in plan provisions, changes in assumptions, or plan experience differing from expectations. Due to the limited scope of the analysis, we did not perform an analysis of the potential range of such future measurements.

Please note that contents of this analysis and the October 1, 2023 actuarial valuation report are considered an integral part of the actuarial opinions. In reviewing the results presented in this study, it should be noted that there are risks that may not be inherently apparent to the reader that should be carefully considered. For key risks, please see the Discussion of Risk section of the October 1, 2023 actuarial valuation report.

In performing the analysis, we used third-party software to model (calculate) the underlying liabilities and costs. These results are reviewed in the aggregate and for individual sample lives. The output from the software is either used directly or input into internally developed models to generate the costs. All internally developed models are reviewed as part of the process. As a result of this review, we believe that the models have produced reasonable results. We do not believe there are any material inconsistencies among assumptions or unreasonable output produced due to the aggregation of assumptions.

The changes presented herein are in compliance with Part VII, Chapter 112, Florida Statutes and Section 14, Article X of the State Constitution. The undersigned is familiar with the immediate and long-term aspects of pension valuations and meets the Qualification Standards of the American Academy of Actuaries necessary to render the opinions contained herein.

Doug Lozen

Douglas H. Lozen, EA, MAAA
Enrolled Actuary #23-7778

STATEMENT OF PLAN ADMINISTRATOR

The prepared information presented herein reflects the estimated impact of the proposed Ordinance.

____

Chairman, Board of Trustees

COMPARATIVE SUMMARY OF PRINCIPAL VALUATION RESULTS

	New Benefits 10/1/2023	Old Benefits 10/1/2023
A. Participant Data		
Actives	20	20
Service Retirees	16	16
DROP Retirees	0	0
Beneficiaries	1	1
Disability Retirees	1	1
Terminated Vested	8	8
Total	46	46
Projected Annual Payroll	2,055,064	2,055,064
Annual Rate of Payments to:		
Service Retirees	693,616	693,616
DROP Retirees	0	0
Beneficiaries	14,391	14,391
Disability Retirees	16,599	16,599
Terminated Vested	38,545	38,545
B. Assets		
Actuarial Value (AVA) [1]	10,943,367	10,943,367
Market Value (MVA) [1]	10,179,452	10,179,452
C. Liabilities		
Present Value of Benefits		
Actives		
Retirement Benefits	9,559,974	7,033,637
Disability Benefits	126,029	97,012
Death Benefits	41,402	37,189
Vested Benefits	340,239	340,238
Refund of Contributions	141,135	136,934
Service Retirees	8,144,098	7,490,266
DROP Retirees [1]	0	0
Beneficiaries	213,387	167,426
Disability Retirees	115,161	106,119
Terminated Vested	437,162	437,162
Share Plan Balances [1]	168,265	168,265
Total	19,286,852	16,014,248

C. Liabilities - (Continued)	New Benefits 10/1/2023	Old Benefits 10/1/2023
Present Value of Future Salaries	16,190,613	16,190,613
Present Value of Future Member Contributions	1,457,155	1,295,249
Normal Cost (Retirement)	382,063	281,931
Normal Cost (Disability)	9,034	7,322
Normal Cost (Death)	2,136	1,946
Normal Cost (Vesting)	18,462	18,462
Normal Cost (Refunds)	25,133	24,704
Total Normal Cost	436,828	334,365
Present Value of Future Normal Costs	3,325,351	2,487,717
Accrued Liability (Retirement)	6,546,585	4,840,177
Accrued Liability (Disability)	65,537	49,912
Accrued Liability (Death)	24,802	22,301
Accrued Liability (Vesting)	195,477	195,477
Accrued Liability (Refunds)	51,027	49,426
Accrued Liability (Inactives) [1]	8,909,808	8,200,973
Share Plan Balances [1]	168,265	168,265
Total Actuarial Accrued Liability (EAN AL)	15,961,501	13,526,531
Unfunded Actuarial Accrued Liability (UAAL)	5,018,134	2,583,164
Funded Ratio (AVA / EAN AL)	68.6%	80.9%

D. Actuarial Present Value of Accrued Benefits	New Benefits 10/1/2023	Old Benefits 10/1/2023
Vested Accrued Benefits		
Inactives + Share Plan Balances [1]	9,078,073	8,369,238
Actives	1,467,317	1,332,855
Member Contributions	1,082,892	1,082,892
Total	11,628,282	10,784,985
Non-vested Accrued Benefits	1,487,442	664,415
Total Present Value Accrued Benefits (PVAB)	13,115,724	11,449,400
Funded Ratio (MVA / PVAB)	77.6%	88.9%
Increase (Decrease) in Present Value of Accrued Benefits Attributable to:		
Plan Amendments	1,666,324	
Benefit Changes	0	
Plan Experience	0	
Benefits Paid	0	
Interest	0	
Other	0	
Total	1,666,324	

	New Benefits	Old Benefits
Valuation Date	10/1/2023	10/1/2023
Applicable to Fiscal Year Ending	9/30/2025	9/30/2025
E. Pension Cost		
Normal Cost (with interest)		
% of Projected Annual Payroll [2]	22.05	16.88
Administrative Expenses (with interest)		
% of Projected Annual Payroll [2]	2.53	2.53
Payment Required to Amortize Unfunded Actuarial Accrued Liability over 15 years (as of 10/1/2023, with interest)		
% of Projected Annual Payroll [2]	29.77	16.81
Minimum Required Contribution		
% of Projected Annual Payroll [2]	54.35	36.22
Expected Member Contributions		
% of Projected Annual Payroll [2]	9.00	8.00
Expected City and State Contribution		
% of Projected Annual Payroll [2]	45.35	28.22

[1] The asset values and liabilities include accumulated DROP and Share Plan Balances as of 9/30/2023.

[2] Contributions developed as of 10/1/2023 are expressed as a percentage of Projected Annual Payroll at 10/1/2023 of $2,055,064.

ACTUARIAL ASSUMPTIONS AND METHODS

<u>Mortality Rate</u>	*Healthy Active Lives:* **Female:** PubS.H-2010 for Employees, set forward one year. **Male:** PubS.H-2010 (Below Median) for Employees, set forward one year. *Healthy Retiree Lives:* **Female:** PubS.H-2010 for Healthy Retirees, set forward one year. **Male:** PubS.H-2010 (Below Median) for Healthy Retirees, set forward one year. *Beneficiary Lives:* **Female:** PubG.H-2010 (Below Median) for Healthy Retirees. **Male:** PubG.H-2010 (Below Median) for Healthy Retirees, set back one year. *Disabled Lives:* 80% PubG.H-2010 for Disabled Retirees / 20% PubS.H-2010 for Disabled Retirees. All rates for healthy lives are projected generationally with Mortality Improvement Scale MP-2018. We feel this assumption sufficiently accommodates future mortality improvements. The previously described mortality assumption rates were mandated by Chapter 2015-157, Laws of Florida. This law mandates the use of the assumptions used in either of the two most recent valuations of the Florida Retirement System (FRS). The above rates are those outlined in Milliman's July 1, 2021 FRS valuation report for special risk employees, with appropriate adjustments made based on plan demographics.
<u>Interest Rate</u>	7.50% per year compounded annually, net of investment related expenses. This is supported by the target asset allocation of the trust and the expected long-term return by asset class.

Salary Increases

Salary Scale	
Service	Rate
<5	12.00%
5-9	7.50%
10+	3.75%

The assumed rates of salary increase were approved in conjunction with an actuarial experience study dated August 11, 2021.

Payroll Growth

0.00% for purposes of amortizing the Unfunded Actuarial Accrued Liability. This assumption cannot exceed the ten-year average payroll growth, in compliance with Part VII of Chapter 112, Florida Statutes.

Administrative Expenses

$50,079 annually, based on the average of actual expenses incurred in the prior two fiscal years.

Amortization Method

New UAAL amortization bases are amortized over 15 years.

The amortization payment is subject to a minimum based on a 30-year amortization of the UAAL, if the UAAL is positive, in order to comply with Actuarial Standard of Practice No. 4.

Bases established prior to the valuation date are adjusted proportionally to match the Expected Unfunded Actuarial Accrued Liability as of the valuation date, in order to align prior year bases with the portion of the current year UAAL associated with prior year sources.

Funding Method

Entry Age Normal Actuarial Cost Method. The following loads are applied for determining the minimum required contribution:

Interest - A half year, based on current 7.50% assumption.

Salary - None.

Retirement Age

100% upon first eligibility for normal retirement. The assumed rates of normal retirement were approved in conjunction with an actuarial experience study dated August 11, 2021.

Early Retirement

None. This was approved in conjunction with an actuarial experience study dated August 11, 2021.

Disability Rate

See table that follows (1201). 75% of disablements are assumed to be service related. These assumptions are similar to those utilized by other special risk public pension programs with similar benefits and approved in conjunction with an actuarial experience study dated August 11, 2021.

% Becoming Disabled During the Year	
Age	Rate
20	0.03%
30	0.04%
40	0.07%
50	0.18%

Termination Rate

% Terminating During the Year	
Service	Rate
<5	10.0%
5-9	8.0%
10-14	2.0%
15+	1.0%

The assumed rates of termination were approved in conjunction with an actuarial experience dated August 11, 2021.

Asset Valuation Method

Each year, the prior Actuarial Value of Assets is brought forward utilizing the historical geometric 4-year average Market Value return. It is possible that over time this technique will produce an insignificant bias above or below Market Value.

Low-Default-Risk Obligation Measure

Based on the Entry Age Normal Actuarial Cost Method and an interest rate of 4.87% per year compounded annually, net of investment related expenses. This rate is consistent with the Yield to Maturity of the S&P Municipal Bond 20-Year High Grade Rate Index as of September 30, 2023. All other assumptions for the Low-Default-Risk Obligation Measure are consistent with the assumptions shown in this section unless otherwise noted.

SUMMARY OF CURRENT PLAN

Eligibility	Full-time employees who are classified as full-time sworn police officers shall participate in the System as a condition of employment.
Credited Service	Total years and fractional parts of years of employment with the City as a Police Officer.
Salary	Total W-2 compensation plus tax exempt, tax sheltered, and tax deferred items of income.
	For service earned after the effective date, Salary shall not include more than 300 hours of overtime per calendar year and shall not include payments for accrued unused sick or annual leave. Annual leave and unused sick time accrued prior to this date shall be included.
Average Final Compensation	Average Salary for the best 5 years during the 10 years immediately preceding retirement or termination.
Member Contributions	8.0% of Salary.
City and State Contributions	Remaining amount required in order to pay current costs and amortize any unfunded past service cost as provided in Part VII of Chapter 112, F.S.
Normal Retirement	
Date	Earlier of: 1) age 55 and 10 years of Credited Service, or 2) 25 years of Credited Service, regardless of age.
Benefit	2.75% of Average Final Compensation times Credited Service.
Form of Benefit	Ten Year Certain and Life Annuity (options available).
Early Retirement	
Eligibility	Age 50 and 10 Years of Credited Service.
Benefit	Accrued benefit, reduced 3% for each year prior to Normal Retirement.

<u>Vesting</u>	
Schedule	100% after 10 years of Credited Service.
Benefit Amount	Member will receive the vested portion of his (her) accrued benefit payable at the otherwise Normal Retirement Date.
<u>Disability</u>	
Eligibility	
Service Incurred	Covered from Date of Employment.
Non-Service Incurred	10 years of Credited Service.
Exclusions	Disability resulting from use of drugs, illegal participation in riots, service in military, etc.
Benefit	Benefit accrued to date of disability but not less than 42% of Average Final Compensation (if Service-Incurred).
Duration	Payable for life and ten years certain or until recovery (as determined by the Board). Options available.
<u>Death Benefits</u>	
Pre-Retirement	
Vested	Monthly accrued benefit payable to designated beneficiary for 10 years.
Non-Vested	Refund of accumulated contributions without interest.
Post-Retirement	Benefits payable to beneficiary in accordance with option selected at retirement.
<u>Board of Trustees</u>	Two Council appointees, two Members of the Department elected by the Membership, and a fifth Member elected by other 4 and appointed by the Council.

Deferred Retirement Option Plan

Eligibility	Satisfaction of Normal Retirement requirements.
Participation	Not more than 60 months.
Rate of Return	Actual net rate of investment return (total return net of brokerage commissions, transaction costs, and management fees) credited each fiscal quarter.
Form of Distribution	Cash lump sum (options available) payable at termination of employment.

Chapter 185 Share Account

Initial Allocation	$115,524.10 from the Excess State Monies Reserve as of September 30, 2015, allocated to individual accounts based on years of Credited Service.
Annual Allocation	50% of State Monies in excess of $48,395.90 is allocated equally to eligible Plan participants.
Investment Earnings	Plan earnings, net of investment-related expenses.
Expenses	As determined by the Board, but not exceeding 0.005% of individual Share Balances.

8B-Ord. No. 2024-07 Parking Violation Fines

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	**Agenda Item #8B** – Ordinance No. 2024-07, Traffic and Motor Vehicles
SUBMITTED BY:	Chief Michael J. Key Jr.
DATE:	August 28, 2024
BACKGROUND:	An amendment to Municipal Ordinance 22-26 allowing for municipal parking violation fines to be raised, as deemed necessary and appropriate, by the Chief of Police. The current fine amount is set, pursuant to the municipal ordinance, at $35.00 and as such the ordinance requires that any time a fine increase is needed or necessary, approval must be sought and authorized by the City Council. The amended ordinance removes that requirement and vests the authority with the Chief of Police.
BUDGET:	N/A
RECOMMENDATION:	Amend as written
ATTACHMENT:	Ordinance No. 2024-07(amended draft)

SPONSORED BY: **ORDINANCE NO. 2024-07**

MAYOR BROWN

A BILL TO BE ENTITLED

AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING CHAPTER 22 OF THE CODE OF ORDINANCES,TRAFFIC AND MOTOR VEHICLES, BY AMENDING SECTION 22-26, SCHEDULES OF STREETS, DISTRICT AND ZONES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Neptune Beach, estalbihsed Chapter 22 of the Code of Ordinances, which regulates traffic and motor vehicles within the City; and

WHEREAS, Chapter 22, Article II provides for penalties for parking, stopping, and standing; and

WHEREAS, in enforcing the provisions of the Code, the City has determined that modifications to the penalty structures to permit adjustments by the chief of police to prevent the future need of repeated amendments to ordinances to adjust for inflation; and

WHEREAS, the City Council of the City of Neptune Beach finds that these revisions to the City of Neptune Beach's Code will preserve, promote, and protect the health, safety, and welfare of its citizens.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL ON BEHALF OF THE PEOPLE OF THE CITY OF NEPTUNE BEACH, FLORIDA that:

SECTION 1. Chapter 22-26, of the Code of Ordinances of the City of Neptune Beach, Florida is hereby amended as follows:

Sec. 22-26. - Schedules of streets, district and zones.

(a) Through streets. When signs are erected giving notice thereof, drivers of vehicles shall stop at every intersection.

(b) Parking prohibited at all times. When signs are erected giving notice thereof, no person shall at any time park a vehicle upon any streets or parts of streets.

(c) Parking prohibited during certain hours on certain streets. When signs are erected giving notice thereof, no person shall park a vehicle between the hours specified thereon on any day within the city.

(d) Reserved.

(e) Parking prohibited between curbing and sidewalks on First Street and Third Street. Parking of motor vehicles on the public right-of-way between the curb and the sidewalk on each side of First Street and each side of Third Street in the city is prohibited.

(f) Parking on private property within residential districts. Parking motor vehicles on private property within residential districts in the city without the permission of the owner or occupant of the property or premises is prohibited.

(g) Penalty for parking violations. Parking violations under this section shall carry a penalty of <u>no less than</u> thirty-five dollars ($35.00) for each offense <u>and may be raised as determined by the chief of police</u>.

(h) Cost of immobilizing of vehicles. The cost of removing the immobilizing device on vehicles as set in section 22-5 shall be <u>no less than</u> fifty dollars ($50.00) <u>and may be raised as determined by the chief of police</u>.

SECTION 2. <u>Conflict</u>. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this ordinance are repealed to the extent inconsistent herewith.

SECTION 3. <u>Severability</u>. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 4. <u>Effective Date</u>. This ordinance shall take effect upon final reading and approval.

VOTE RESULTS OF FIRST READING:

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

Passed on First Reading this ____ day of _______________, 2024.

VOTE RESULTS OF SECOND AND FINAL READING:

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

Passed on Second and Final Reading this _____ day of _______________, 2024.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, City Clerk

Approved as to form and content:

____
Paul Waters, City Attorney

10A - Attorney Agreement

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	**Agenda Item 10A-**Approval of Agreement for City Attorney Services
SUBMITTED BY:	Paul Waters Zachary Roth
DATE:	August 29, 2024
BACKGROUND:	A new City Attorney was selected at the August 21, 2024, Special Council meeting. A contract has been drafted for Council review and approval.
RECOMMENDATION:	Approve the Agreement for City Attorney Services
ATTACHMENT:	Agreement for City Attorney Services

AGREEMENT FOR CITY ATTORNEY SERVICES

This Agreement made and entered into as of the Effective Date, by and between the City of Neptune Beach, Duval County, Florida, a municipal corporation under the Constitution of the State of Florida ("City"), and the law firm of Vose Law Firm LLP ("Vose") for the provision of City Attorney services as more particularly set forth herein.

WITNESSETH

WHEREAS, the City desires to retain the services of Vose to provide legal services as the City Attorney on the terms and conditions set forth below; and

WHEREAS, Vose represents that it has the ability to render the services as required by the City as set forth herein; and

WHEREAS, the City seeks to engage Vose to serve as the City Attorney.

NOW THEREFORE, in consideration of the above and the mutual covenants contained herein, the parties agree as follows:

ARTICLE I. RECITALS.

The above recitals are true and correct and are incorporated herein as essential terms of this Agreement.

ARTICLE II. SCOPE OF SERVICES.

Vose shall provide all City Attorney Services ("City Attorney Services") in accordance with the Scope of Services set forth in **EXHIBIT A** attached hereto and incorporated by reference. Such City Attorney Services shall consist of General City Attorney Services, Litigation Services and Extraordinary Services, as described in Exhibit A.

ARTICLE III. COMPENSATION AND INVOICES.

Compensation for all such City Attorney Services shall be as set forth in **EXHIBIT B** attached hereto and incorporated by reference.

ARTICLE IV. TERM AND TERMINATION.

4.1 The term of this Agreement shall be from Effective Date through October 1, 2025, unless terminated earlier pursuant to the provisions of this Agreement. This Agreement shall be automatically extended for additional one (1) year terms or any other extension agreed to by the parties in writing unless either party gives notice of termination as permitted herein.

4.2 Term. This Agreement shall continue in full force and effect until terminated upon sixty (60) days' notice by either party.

4.3 Upon such notification of termination, the parties shall cooperate to provide for an orderly transfer of responsibilities from Vose to its successor.

4.4 The rights, duties and responsibilities of Vose shall continue in full force during the period of notice of termination and period of cooperation.

4.5 If the Agreement is terminated by the City as provided herein, Vose will be paid an amount which is equal to the total of all fees or costs incurred on or prior to the date of termination and the period of cooperation, whichever last occurs.

ARTICLE V. DESIGNATED PERSONNEL.

Services provided by Vose to the City shall be rendered primarily by Paul Waters, designated as the City Attorney. Additional attorneys employed by Vose shall be used in the provision of legal services to the City on an as needed basis and at the direction of Paul Waters or his designee.

ARTICLE VI. INDEPENDENT CONTRACTOR.

Vose is, and shall be, in the performance of the services provided herein an independent contractor and not an employee of the City. All persons engaged in the services provided herein shall at all times, and in all places, be subject to the Vose sole discretion, supervision, and control. Vose does not have the power or authority to bind the City in any promise, agreement or representation other than as specifically provided for herein.

ARTICLE VII. OUTSIDE COUNSEL AND EXPERTS.

From time to time, the City may encounter issues which require retention of outside counsel or other experts with a specialized knowledge in a particular area. If such retention is required, Vose shall have the authority to use or retain on behalf of the City such additional experts or counsel that it deems necessary to implement the related objectives and programs of the City. Such retention shall be expressly subject to the prior approval of the City Manager. Statements for fees and costs incurred by any approved consultant, expert or counsel, shall be first reviewed by Vose and, upon approval, submitted to the City Manager and/or the City Council for payment, as appropriate.

ARTICLE VIII. CONTRACT ADMINISTRATION.

8.1 Vose shall accept direction from the City Council; however, for ease and convenience of administration, the City hereby also designates its City Manager to provide policy direction and instructions to Vose in the administration of its duties hereunder to the extent that such direction and instruction does not conflict with the authority, policy or direction of the City Council.

8.2 Vose shall be entitled to reasonably rely upon direction received from the City Manager or, in the absence of a City Manager, those acting in the role of same.

ARTICLE IX: CONTRACTOR REQUIREMENTS & CERTIFICATIONS.

9.1 Vose hereby certifies that it is legally entitled to enter into this Agreement with the City and that it will not be violating, either directly or indirectly, any conflict of interest statute or any other applicable laws by the performance of this Agreement.

9.2 In connection with the services to be performed under this Agreement, Vose shall comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

ARTICLE X: GENERAL PROVISIONS.

10.1 <u>Public Records.</u> Vose must comply with the public records laws, Florida Statute Chapter 119, specifically Vose must:

a. Keep and maintain public records required by the City to perform the service.

b. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Vose does not transfer the records to the City.

d. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of Vose or keep and maintain public records required by the City to perform the service. If Vose transfers all public records to the City upon completion of the contract, Vose shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vose keeps and maintains public records upon completion of the contract, Vose shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the City, upon the request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

10.2 Insurance. During the term of this agreement, Vose shall maintain the insurance requirements as set forth on Exhibit "C" attached hereto.

10.3 Conflict of Interest. Vose represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of this legal services provided herein, as provided in the standards set forth in Part III of Chapter 112, Florida Statutes. Vose shall promptly notify the City in writing of any circumstance or representation that may create a conflict of interest or other circumstance which may influence or appear to influence the Vose judgment or quality of service. Vose shall abide by The Florida Bar's ethics rules and applicable provisions in Chapter 112, Florida Statutes, in the provision of the services provided herein.

10.4 Indemnification. To the fullest extent permitted by law, Vose shall indemnify and hold the City harmless, its officers and employees from liabilities, damages, losses, and costs to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Vose and other persons employed or utilized by the Vose in the performance of this Agreement.

10.5 Governing Law and Venue. This Agreement shall be governed by the laws of the State of Florida. Venue for all legal actions necessary to enforce this agreement shall be in Duval County, Florida.

10.6 Entire Agreement. The foregoing terms and conditions constitute the entire agreement between the parties hereto and any representation not contained herein shall be null and void and of no force or effect. This Agreement supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions of the parties, whether oral or written, pertaining to the subject matter hereof.

10.7 Amendments. This Agreement may be amended only in writing upon mutual consent of the parties hereto. No amendment, supplement, modification or waiver of this Agreement shall be binding upon any party hereto unless executed in writing by such party. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision of this agreement, whether or not similar, unless otherwise expressly provided.

10.8 Notices. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when hand delivered or mailed by registered or certified mail, postage prepaid, to the parties at the following addresses:

CITY: City of Neptune Beach
City Manager
116 First Street
Neptune Beach, Florida 32266

VOSE: Vose Law Firm LLP
Attn: Paul Waters

146 Istoria Drive
St. Augustine, FL 32095

AND

Vose Law Firm LLP
Attn: Paul Waters
324 W. Morse Blvd.
Winter Park, Florida 32789

Either party may, by written notice given to the other party, designate any further or different addresses to which subsequent notices, certificates or other communications shall be sent. Any notice shall be deemed given on the date such notice is delivered by hand or three days after the date mailed.

10.9 Effective Date. This Agreement shall be effective on the date executed by both parties, as shown below.

****Signatures to Follow on Next Page****

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the day and year first hereinabove written.

Approved as to form:

THE CITY OF NEPTUNE BEACH

By: ______________________________ Date: ______________________________
Elaine Brown, Mayor

ATTEST: Date: ______________________________

____
City Clerk

VOSE LAW FIRM LLP

By: ______________________________ Date: 8-28-24,
Paul Waters

EXHIBIT A
SCOPE OF SERVICES
<u>CITY ATTORNEY SERVICES</u>

Vose shall serve as the City Attorney for the City and shall provide all City Attorney Services required by the City, with reasonable care, diligence, skill and expertise. Such City Attorney Services consist of General City Attorney Services, Litigation Services and Extraordinary Services.

I. General City Attorney Services shall include but are not limited to:

1. Oversee and direct the implementation of internal legal activities and operations, which include planning, coordinating, administering, and evaluating projects, processes, procedures, systems and standards; ensure compliance with Federal, State and local laws, regulations, codes, and/or standards, including, but not limited to, guidance and counsel on responding to public records requests.

2. Research and interpret the law using statutes, case law, resolutions, ordinances, and administrative regulations; provide legal advice, analysis, and opinions upon request for appointed City officials, administrative management staff and advisory City Council concerning local government, administrative policy development, employment, purchasing practices, real estate, code enforcement, public records, land use regulation, comprehensive planning, and/or other related legal issues.

3. Prepare and review proposed legislation, ordinances, resolutions, contracts, deeds, leases, and other legal documents requested by the City Council, Mayor, or City Manager.

4. Make informed decisions to bring regulatory, administrative and litigation matters to a cost-effective conclusion.

5. Prepare, review, interpret and analyze a variety of information, data and reports and make recommendations based on findings.

6. Prepare cost estimates for budget recommendations; monitor and control outside counsel expenditures.

7. Coordinate, monitor and report to the Council on the representation of the City by special outside counsel retained by the Council.

8. Arrive 1-hour prior to City Council meetings prepared to address questions and issues in advance of all such meetings, and then attend meetings of the City Council (twice monthly) and Community Development Board (monthly) and also on occasion attend certain other meetings of various committees or subcommittees as requested by the City Manager. The City Council has one regular meeting on the first Monday of every month. This meeting begins at 6:00 p.m. The Council has workshop meetings on the third Monday of every month. These meetings begin at 6:00 p.m. The Council may conduct special meetings from time to time, normally prior to the workshop meeting, with the special meeting occurring at 6:00 p.m. and the workshop to follow, but may occur on other dates and times depending upon need.

9. Provide legal counsel and guidance to City Council members, members of the Community Development Board, and other officials, as needed, related to the Florida Sunshine Law, and other legal compliance matters as needed or required.

10. Provide legal counsel and guidance City Council members, members of the Community Development Board, and other officials, as needed, related to procurement.

11. Provide legal counsel and guidance to city officials regarding employment matters, including, but not limited to, union contract matters.

12. Attend meetings of the Code Enforcement Magistrate as the attorney for the City. The City's Code Enforcement Officer brings cases to the City's Code Enforcement Board periodically as needed. The City Attorney provides legal advice to the Officer

13. Local bond counsel services.

14. Provide such other legal services as the City Council may from time-to-time direct unless excluded in the Excluded Services.

II. Litigation Services: When requested by the City, Vose shall also provide Litigation Services to the City. Such Litigation Services consist of Vose serving as counsel of record for the City in connection with prosecuting or defending litigation involving the City (ex. state or federal court actions, administrative proceedings, arbitrations, mediations).

III. Extraordinary Services: Extraordinary Services consist of matters relating to General City Attorney Services in which the amount of time required for an individual project is reasonably expected to exceed ten (10) hours in attorney time. These types of activities may include, but are not limited to, preparing, revising and reviewing extensive ordinances, policy provisions, contracts, resolutions, agreements, leases, interlocal agreements, special election ballots, procurement documents, and other legal documents on behalf of the City that are reasonably expected to require more than ten (10) hours of attorney time.

IV. Excluded Services: The following professional services are specifically not included in the legal services provided by Vose under this Agreement, and the City may engage outside counsel with the requisite expertise to provide such services. At the direction of the City Manager, Vose will coordinate with such outside counsel: Risk Management (insurance defense), Special Magistrate Services (which legally cannot be provided by either an inside or outside City Attorney due to conflict issues), and general bond counsel services.

EXHIBIT B
COMPENSATION FOR ALL SERVICES

(A) For the provision of the General City Attorney Services, Litigation Services, and Extraordinary Services, the City shall pay Vose an annual retainer of $126,000.00. Such amount shall be payable in twelve (12) equal monthly installments of $10,500.00.

(B) Vose shall submit an invoice for such services on a monthly basis. Each invoice will be for the prior month's service and shall be in the amount of $10,500.00.

REIMBURSEMENT OF COSTS

There would be no additional billing for any ancillary legal services, research expenses (such as Westlaw/Lexis fees), travel or miscellaneous expenses, (copying, phone, fax, courier, etc.) and no other costs or expenses, (other than the pre-approved out of pocket expenses mentioned below), that would be billed separately. There would be no other expenses or fees charged, regardless of the time needed or complexity involved in any legal matter. Pre-approved out of pocket costs, (such as court filing fees, and court reporter fees), would be billed at cost, with no mark-up or multiplier.

EXHIBIT C

INSURANCE REQUIREMENTS

Vose shall maintain at a minimum, the following limits of insurance coverage during the term of this Agreement:

A.	Worker's Compensation	
1.)	State	Statutory
2.)	Employer's Liability	$100,000 each accident
B.	Business Automobile & Commercial General Liability Insurance	$1,000,000 each occurrence (A combined single limit)
C.	Personal and Advertising Injury	Covered by Professional Liability
D.	Professional Liability	$1,000,000

10B - Res. No. 2024-04 Opposing Development

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	**Agenda Item 10B-**Resolution No. 2024-04, Opposing Development in Anastasia Park
SUBMITTED BY:	Mayor Elaine Brown
DATE:	August 29, 2024
BACKGROUND:	Please see Resolution No. 2024-04
RECOMMENDATION:	Consider Adoption of Resolution 2024-04
ATTACHMENT:	Resolution No. 2024-04

RESOLUTION NO. 2024-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THE CITY OF NEPTUNE BEACH, FLORIDA IN OPPOSITION OF DEVELOPMEMT OF ANASTASIA STATE PARK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Anastasia State Park was acquired by the State of Florida in 1949; and

WHEREAS, Anastasia State Park is located on a peninsula on Anastasia Island across Matanzas Bay from downtown St. Augustine along the Atlantic coastal plain; and

WHEREAS, Anastasia State Park has a variety of wildlife, birds and plants in a setting of beaches, tidal salt marsh, and marine and upland hammock; and

WHEREAS, Anastasia State Park is also home to the Old Spanish Coquina Quarries, an archaeological site from which the coquina stone used in the construction of the Castillo de San Marcos in St. Augustine was mined, earning it a spot on the National Register of Historic Places; and

WHEREAS, the Florida Department of Environmental Protection has proposed constructing a 350-room lodge in Anastasia State Park, which would be the second largest hotel in St. Johns County; and

WHEREAS, the Florida Department of Environmental Protection is also proposing to add pickleball courts, disc golf courses and golf courses; and

WHEREAS, residents of northeast Florida, including those who live in the City of Neptune Beach, enjoy beautiful Anastasia State Park in its current condition; now therefore

BE IT RESOLVED by the Council of the City of Neptune Beach:

Section 1. The City Council hereby opposes the Florida Department of Environmental Protection proposal to construct a 350-room lodge in Anastasia State Park, with new pickleball courts, disc golf courses and golf courses. The Council further directs the Chief of the Legislative Services Division to forward copies of this adopted resolution to the Secretary of the Florida Department of Environmental Protection, the Governor, the President and Minority Leader of the Florida Senate, and the Speaker and Minority Leader of the Florida House of Representatives.

Section 2. **Effective Date.** This Resolution shall become effective upon signature by the Mayor or upon becoming effective without the Mayor's signature.

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Regular Council Meeting held this ___day of _________, 2024.

____
Elaine Brown, Mayor

ATTEST:

____
Catherine Ponson, CMC
City Clerk

10C - Res. No. 2024-05
CDB Members

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	**Agenda Item 10C-**Resolution No. 2024-05, Appointing Members to the CDB
SUBMITTED BY:	City Clerk Catherine Ponson
DATE:	August 29, 2024
BACKGROUND:	William Hilton was appointed to the CDB on in March, 2022, to fill the unexpired term of Councilor Nia Livingston when she was appointed to Council. That term will expire on September 4, 2024 Charlie Miller and Jonathan Raiti were appointed to their first terms in September, 2021 and their terms will also expire on September 4, 2024. The members have requested to be reappointed to the CDB.
RECOMMENDATION:	Consider Adoption of Resolution 2024-05
ATTACHMENT:	Resolution No. 2024-05

RESOLUTION NO. 2024-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEPTUNE BEACH, FLORIDA, 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
William Hilton	Regular Member	1st 3-year	09/04/2024	09/04/2027
Charles Miller	Regular Member	2nd 3-year	09/04/2024	09/04/2027
Jonathan Raiti	Regular Member	2nd 3-year	09/04/2024	09/04/2027

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Regular Council Meeting held this ___day of _______, 2024

____

Elaine Brown, Mayor

ATTEST:

____

Catherine Ponson, CMC
City Clerk