AGENDA
Special and Workshop City Council Meeting
Monday, September 16, 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, FINAL MILLAGE RATE, SECOND READ AND PUBLIC HEARING. An Ordinance of the City of Neptune Beach, Florida, Adopting a Final Millage Rate and Levying Ad Valorem Taxes for the Fiscal Year Beginning October 1, 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; and Providing an Effective Date p. 3

PH 3. ORDINANCE NO. 2024-06, FINAL BUDGET, SECOND READ AND PUBLIC HEARING. An Ordinance of the City of Neptune Beach, Florida, Adopting a Final Budget and Appropriating Funds for the Fiscal Year beginning October 1, 2024, and ending September 30, 2025; and Providing an Effective Date. p. 6

PH 4. ORDINANCE NO. 2024-07, SECOND 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. 56

5. CONSENT AGENDA

   A. Water and Sewer As-Builts Change Order p. 60
   B. Supplemental Agreement No. 5 with Dewberry Engineers, Inc., for MS4 Compliance Annual Reporting Services p. 67
   C. Attorney Engagement for Consumptive Use Permit (CUP) Support p. 71

6. ADJOURN

WORKSHOP CITY COUNCIL MEETING IMMEDIATELY FOLLOWING THE ABOVE SPECIAL MEETING

1. CALL TO ORDER / ROLL CALL

2. AWARDS / PRESENTATIONS / RECOGNITION OF GUEST

   A. Suicide Prevention Month Proclamation p. 77
   B. Florida League of Mayors and Business Watch City Catalyst Grant Award Presentation p. 78

3. COMMITTEE REPORTS
   A. Charter Review
   B. Finance
   C. Land Use and Parks
   D. Transportation and Infrastructure Planning

4. PUBLIC COMMENTS

5. PROPOSED ORDINANCES / NONE

6. CONTRACTS / AGREEMENTS / NONE

7. ISSUE DEVELOPMENT / NONE

8. PUBLIC COMMENTS

9. COUNCIL COMMENTS

10. 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

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

Passed on First Reading this 3rd day of September, 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:

____
Paul Waters, 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	YES
Vice Mayor Kerry Chin	YES
Councilor Lauren Key	ABSENT
Councilor Nia Livingston	ABSENT
Councilor Josh Messinger	YES

Passed on First Reading this 3rd day of September, 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:

____
Paul Waters, City Attorney

Exhibit A

CITY OF Neptune Beach

PROPOSED BUDGET

FISCAL YEAR 2024-2025

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

Table of Contents

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	44.99%
Franchise Fees		784,300	7.49%
Licenses & Permits		335,050	3.20%
Intergovernmental Revenues		1,670,650	15.95%
Charges for Services		28,500	0.27%
Fines & Forfeiture		39,025	0.37%
Investment Income		230,000	2.20%
Rents & Royalties		81,157	0.77%
Disposition of Surplus Property		30,000	0.29%
Miscellaneous Revenues		225,000	2.15%
Transfer In from Other Funds		635,000	6.06%
Appropriated Fund Baance		1,704,703	16.27%
	$	**10,476,562**	**100.00%**
EXPENDITURES BY CATEGORY			
Personnel	$	6,928,009	66.13%
Operational		1,714,493	16.37%
Capital Outlay		1,834,060	17.506%
	$	**10,476,562**	**100.00%**
EXPENDITURE BY DEPARTMENT			
Mayor & City Council	$	11,787	0.11%
City Manager		116,678	1.11%
Finance		256,035	2.44%
Legal		37,188	0.35%
Non-Departmental		139,894	1.34%
City Clerk		59,035	0.56%
Community Development		710,519	6.78%
Police Dewpartment/Public Safety		5,678,980	54.21%
Animal Control		102,049	0.97%
Public Works		2,446,730	23.35%
Ocean Rescue		327,836	3.13%
Park & Sustainability		589,831	5.63%
	$	**10,476,562**	**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		1,704,703
Subgroup : [380] Other Financing Sources	**$**	**205,000**	**$**	**1,604,278**	**$**	**2,255,026**	**$**	**2,339,703**
TOTAL GENERAL FUND REVENUES	**$**	**6,587,756**	**$**	**7,785,893**	**$**	**9,237,253**	**$**	**10,476,562**

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		-	-	-	(40,241)
	TOTAL:	**$ 39,120**	**$ 41,020**	**$ 40,248**	**$ 11,787**
BUILDING IMPROVEMENTS		-	$ -	$ -	$ -
MACHINERY & EQUIPMENT		-	-	-	-
Subgroup : [60] CAPITAL OUTLAY		**$ -**	**$ -**		**$ -**
	TOTAL:	**$ 39,120**	**$ 41,020**	**$ 40,248**	**$ 11,787**

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				(278,852)
TOTAL:	**$ 202,158**	**$ 220,400**	**$ 154,674**	**$ 81,678**
BUILDING IMPROVEMENTS	$ -	$ -		$ -
MACHINERY & EQUIPMENT	6,500	-		35,000
Subgroup : [60] CAPITAL OUTLAY	**$ 6,500**	**$ -**		**$ 35,000**
TOTAL:	**$ 208,658**	**$ 220,400**	**$ 154,674**	**$ 116,678**

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	-	-	-	(701,704)
TOTAL:	**$ 234,730**	**$ 230,925**	**$ 297,404**	**$ 205,535**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	5,000	5,000	-	50,500
Subgroup : [60] CAPITAL OUTLAY	**$ 5,000**	**$ 5,000**	**$ -**	**$ 50,500**
TOTAL:	**$ 239,730**	**$ 235,925**	**$ 297,404**	**$ 256,035**

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
Professional Services	$ 150,000	$ 150,000	$ 150,000	$ 150,000
COMMUNICATION SERVICES	-	-	-	5,400
INSURANCE	-	-	-	8,500
Books, Subscriptions & Memberships	125	150	150	250
Subgroup : [30] Operating Expenditures	**$ 150,125**	**$ 150,150**	**$ 150,150**	**$ 164,150**
TRANSFER OUT-G&A COST ALLOCATION				(126,962)
	$ 150,125	$ 150,150	$ 150,150	$ 37,188
TOTAL:	**$ 150,125**	**$ 150,150**	**$ 150,150**	**$ 37,188**

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				70,522
	$ 505,979	**$ 535,050**	**$ 508,044**	**$ 675,519**
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**	**$ 710,519**

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	**-**	**-**	**-**	**(201,548)**
	$ 120,280	**$ 218,550**	**$ 234,897**	**$ 59,035**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	-	6,500	-	-
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ 6,500**	**$ -**	**$ -**
TOTAL:	**$ 120,280**	**$ 225,050**	**$ 234,897**	**$ 59,035**

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		**-**	**-**	**-**	**(477,606)**
	TOTAL:	**$ 781,806**	**$ 303,418**	**$ 589,548**	**$ 139,894**
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**	**$ 139,894**

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	**-**	**-**	**-**	**570,068**
	$ 3,597,415	**$ 4,070,030**	**$ 4,390,778**	**$ 5,460,580**
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**	**$ 5,678,980**

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	-	**10,654**
Total Animal Control	**$ 80,944**	**$ 102,050**

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				$ 225,629
TRANSFER OUT-OVH COST ALLOCATION				(811,192)
	$ 525,725	**$ 634,921**	**$ 632,112**	**$ 1,350,070**
BUILDING IMPROVEMENTS	$ 25,000	$ 25,000	$ 800,000	$ 746,660
IMPROVEMENTS NOT BUILDINGS	20,000	40,000	210,000	350,000
MACHINERY & EQUIPMENT	65,850	30,000	65,000	-
Subgroup : [60] CAPITAL OUTLAY	**$ 110,850**	**$ 95,000**	**$ 1,075,000**	**$ 1,096,660**
TOTAL:	**$ 636,575**	**$ 729,921**	**$ 1,707,112**	**$ 2,446,730**

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				**34,225**
	$ 256,460	**$ 297,225**	**$ 290,008**	**$ 327,836**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL	**$ 256,460**	**$ 297,225**	**$ 290,008**	**$ 327,836**

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				**$ 28,900**
	$ -	**$ -**	**$ 357,210**	**$ 276,831**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
IMPROVEMENTS NOT BUILDINGS	-	-	-	280,000
MACHINERY & EQUIPMENT	-	-	-	33,000
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ 313,000**
TOTAL	$ -	$ -	$ 357,210	$ 589,831

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	84,000
DONATION INKIND			43,766	-
CLASS FEES		39,911	12,000	20,000
TRAVEL FEES		32,749	12,000	20,000
APPROPRIATED FUND BALANCE	-	-	-	51,051
Total Revenues	**$ 116,100**	**$ 197,160**	**$ 220,993**	**$ 223,051**
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	**-**	**-**	**-**	**23,286**
Total Operating Costs	**$ 116,100**	**$ 189,520**	**$ 209,072**	**$ 223,051**
BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL EXPENSES:	**$ 116,100**	**$ 189,520**	**$ 209,072**	**$ 223,051**
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	**$**	**15,000**	**$**	**12,500**	**$**	**10,000**

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)**	**$ -**	**$ -**

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	**$ -**	**$ -**	**$ -**

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 GENERAL FUND	498,000	375,000	350,000
TRANSFER OUT- CAPITAL INVESTMENT		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:	-	-	**440,287**
OVH Costs Allocation:	-	-	**464,337**
Total Indrect Cost Allocation			**904,624**
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**	**$ 9,810,846**
SURPLUS/(DEFICIT)	**$ 438,630**	**$ 150,462**	**$ 20,669**

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	-	-	229,747
TRANSFER IN-OVH COST ALLOCATION			242,296
TOTAL INDIRECT COST ALLOCATION	**$ 1,347,300**	**$ 1,172,800**	**$ 2,443,003**
NET (INCOME) LOSS - SANITATION FUND	**$ (32,500.00)**	**$ 211,200**	**$ 24,377**

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 Fund 107-Local Option Gas Tax	-	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	-	-	99,144
TRANSFER IN-OVH ALLOCATION	-	-	104,559
TRANSFER IN-IT EXPENSES	-		
	$ 1,006,800	**$ 843,292**	**$ 1,054,239**
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**	**$ 5,014**

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
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	285,000
TRANSFER IN-G&A COST ALLOCATION			**44,575**
	$ 740,697	**$ 619,863**	**$ 711,980**
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**	**$ 269,020**

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

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.

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.

Capital Improvement Projects

DEPT	Project Name	Comments	FY 24-25
GF-PW	Paving Mill and Overlay-Various Roads		150,000
GF-PW	PW Roof Replacement		600,000
GF-PW	PE Roof Support		85,600
GF-PW	Beach Walkover (Myra, Cedar, Lemon)		200,000
GF-PW	Small tool Building (Aluminum Frame)		60,060
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	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		901,000
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		33,000
GF-Finance	Equipment		15,500
GF-PD	Mobile Equipment		218,400
Parking			7,000
Information Technologies			120,000
TOTAL			$ 8,304,075

Special Meeting
Agenda Item #4
Ord. No. 2024-07,
Parking Fines

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	**4 – Ordinance No. 2024-07, Second Read and Public Hearing**
SUBMITTED BY:	Chief Michael J. Key Jr.
DATE:	08/28/2024
BACKGROUND:	An amendment toallowing 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. Ordinance No. 2024-07 passed at First Read on September 3, 2024
BUDGET:	N/A
RECOMMENDATION:	Amend as written
ATTACHMENT:	Ordinance No. 2024-07

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 no less than thirty-five dollars ($35.00) for each offense and may be raised as determined by the chief of police.

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

SECTION 2. Conflict. 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. Severability. 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. Effective Date. This ordinance shall take effect upon final reading and approval.

VOTE RESULTS OF FIRST READING:

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

Passed on First Reading this 3rd day of September, 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

Special Meeting
Consent Agenda #5A
Water and Sewer As-Built Change Order

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	Water and Sewer As-Builts Change Order
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	September 8, 2024
BACKGROUND:	A few years ago, Gruhn-May completed replacement of water and sewer infrastructure between Florida Boulevard and Seagate Avenue, and 3rd Street to 5th Street. Gruhn-May was not tasked with providing as-built drawings. A purchase order was issued to Gruhn-May earlier this year in the amount of $24,760.00 to survey the new infrastructure and create as-builts. This change-order for $24,925.00 was for the surveyor to provide vertical elevations of infrastructure, rather than using contractor field notes of elevations, in support of the stormwater design project on Myra, Margaret and South. For perspective, the value of construction on the subject project was approximately $2.6M.
BUDGET:	Sewer Services, Improvements Not Buildings 401-4335-535-60-63 approved budget amount of $785,521.00 with $310.264.88 remaining.
RECOMMENDATION:	• Approval of award to Gruhn-May in the amount of $49,685.00 increasing PO 613 by $24,925.00
ATTACHMENT:	• Invoices from Gruhn-May and surveyor KayKar

Gruhn May, Inc.
6897 Phillips Parkway Dr N
Jacksonville, Fl 32256
vgruhn@gruhnmay.com

Phone # (904) 262-9544

Invoice

Date 8/28/2024
Invoice # 5432
P.O. No. 00613

Bill To
City of Neptune Beach
ATTN: PUBLIC WORKS
2010 Forest Avenue
Neptune Beach, Fl 32266

Job 2407008 - 400&500 Block Florida-S...

Date of Completion

Description	Amount
Continuation of survey work of water and sewer in the 400 & 500 block between Florida and Seagate	12,440.00
Total	$12,440.00

Terms
Net 15

AMERICAN EXPRESS MasterCard VISA DISCOVER NETWORK

INVOICE

11566 DUNES WAY DRIVE NORTH
Jacksonville, FL 32225
(904) 508-7228
kaykarconsulting@gmail.com

Invoice # : GM 05
Invoice Date : 07/28/24

Bill To : **GRUHN MAY CONSTRUCTION**
6897 PHILLIPS PKWY DR N
Jacksonville, FL 32256
Attn : Gordon Gruhn
Phone : 904-838-6585
Fax :
Email :

CITY OF NEPTUNE BEACH UTILITY AS BUILT

05/02/24	SET SURVEY CONTROL – HORIZONTAL AND VERTICAL	10.0	$130.00	$1,300.00
05/07/24	CONTINUE TO SET HORIZONTAL AND VERTICAL SURVEY CONTROL	8.0	$130.00	$1,040.00
05/14/24	FINISH SETTING SURVEY CONTROL (2 CREWS ON SITE).	9.0	$130.00	$1,170.00
05/14/24	FIND AND FLAG PROPERTY CORNERS TO ESTABLISH RIGHT-OF-WAY	10.0	$130.00	$1,300.00
05/15/24	FIND AND FLAG PROPERTY CORNERS. (2 CREWS ON SITE).	6.0	$130.00	$780.00
05/15/24	MARGARET STREET - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM	10.0	$130.00	$1,300.00
05/16/24	MARGARET STREET - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM	5.0	$130.00	$650.00
05/16/24	HOPKINS STREET - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM	10.0	$130.00	$1,300.00
05/17/24	HOPKINS STREET - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM	4.0	$130.00	$520.00
05/18/24	FIND AND FLAG PROPERTY			

	CORNERS.	3.0	$130.00	$390.00
05/20/24	FIND AND FLAG PROPERTY CORNERS	8.5	$130.00	$1,105.00
05/22/24	FIND AND FLAG PROPERTY CORNERS	11.0	$130.00	$1,430.00
05/23/24	LOCATE UTILITIES ON SOUTH STREET	9.0	$130.00	$1,170.00
05/24/24	BOWELS STREET - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM	10.0	$130.00	$1,300.00
05/25/24	BOWELS STREET - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM – LOCATE PROPERTY CORNERS ON STREETS	7.0	$130.00	$910.00
05/30/21	4TH STREET STREET - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM – LOCATE PROPERTY CORNERS ON STREETS	9.5	$130.00	$1,235.00
06/02/24	SOUTH STREET - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM – LOCATE PROPERTY CORNERS ON STREETS	8.5	$130.00	$1,105.00
06/10/24	GET INVERTS ON CLEANOUTS	9.5	$130.00	$1,235.00
06/14/24	BEGIN LOCATING PROPERTY CORNERS ON ALL STREETS	9.5	$130.00	$1,235.00
06/19/24	CONTINUE LOCATING PROPERTY CORNERS ON ALL STREETS	5.0	$130.00	$650.00
06/21/24	FLORIDA BLVD. - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM	8.0	$130.00	$1,040.00
06/25/24	FLORIDA BLVD. - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM	5.0	$130.000	$650.00
06/26/24	SEAGATE AVE. - LOCATE WATER FITTINGS AND METERS, WATER	7.5	$130.00	$975.00

KAYKAR CONSULTING LLC

I N V O I C E

	PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM			
06/27/24	SEAGATE AVENUE. - LOCATE WATER FITTINGS AND METERS, WATER PAINT MARKS. LOCATE CLEANOUTS AND MANHOLES, AND GET INVERTS ON THEM	5.0	$130.00	$650.00
			Subtotal	$24,440.00
			Tax	
			Total	$24,440.00

Make all checks payable to :
KayKar Consulting

INVOICE

11566 DUNES WAY DRIVE NORTH
Jacksonville, FL 32225
(904) 508-7228
kaykarconsulting@gmail.com

Invoice # : GM 06
Invoice Date : 07/28/24

Bill To : **GRUHN MAY CONSTRUCTION**
6897 PHILLIPS PKWY DR N
Jacksonville, FL 32256
Attn : Gordon Gruhn
Phone : 904-838-6585
Fax :
Email :

CITY OF NEPTUNE BEACH UTILITY AS BUILT

07/02/24	LOCATE EDGE OF ASPHALT SO THAT DRAFTING TEAM COULD PUT IN FITTINGS BASED OFF OF GORDONS HAND SKETCHES	6.5	$130.00	$845.00
07/07/24	LOCATE EDGE OF ASPHALT SO THAT DRAFTING TEAM COULD PUT IN FITTINGS BASED OFF OF GORDONS HAND SKETCHES	8.0	$130.00	$1,040.00
07/08/24	LOCATE EDGE OF ASPHALT SO THAT DRAFTING TEAM COULD PUT IN FITTINGS BASED OFF OF GORDONS HAND SKETCHES	8.5	$130.00	$1,105.00
07/11/24	LOCATE EDGE OF ASPHALT SO THAT DRAFTING TEAM COULD PUT IN FITTINGS BASED OFF OF GORDONS HAND SKETCHES. LOCATE PROPERTY CORNERS	9.0	$130.00	$1,170.00
07/18/24	LOCATE EDGE OF ASPHALT SO THAT DRAFTING TEAM COULD PUT IN FITTINGS BASED OFF OF GORDONS HAND SKETCHES	2.5	$130.00	$325.00
07/21/24	SOUTH STREET – LOCATE WATER FITTINGS AND WATER METERS, CLEANOUTS AND MANHOLES, AND GETTING INVERTS ON THEM. 2 CREWS ON SITE	7.0	$130.00	$910.00
07/21/24	OLEANDER STREET – LOCATE WATER FITTINGS AND WATER METERS, CLEANOUTS AND MANHOLES, AND GETTING INVERTS ON THEM.	7.0	$130.00	$910.00
07/22/24	OLEANDER STREET – LOCATE WATER FITTINGS AND WATER METERS, CLEANOUTS AND	7.5	$130.00	$975.00

	MANHOLES, AND GETTING INVERTS ON THEM.			
07/23/24	3RD STREET – LOCATE WATER FITTINGS AND WATER METERS, CLEANOUTS AND MANHOLES, AND GETTING INVERTS ON THEM. 2 CREWS ON SITE	10.0	$130.00	$1,300.00
07/23/24	5TH STREET – LOCATE WATER FITTINGS AND WATER METERS, CLEANOUTS AND MANHOLES, AND GETTING INVERTS ON THEM.	10.0	$130.00	$1,300.00
07/24/24	LORA STREET – LOCATE WATER FITTINGS AND WATER METERS, CLEANOUTS AND MANHOLES, AND GETTING INVERTS ON THEM. 2 CREWS ON SITE	8.0	$130.00	$1,040.00
07/24/24	POP AND SHOOT MISC MANHOLES ON ALL STREETS	9.5	$130.00	$1,235.00
07/25/24	LORA STREET – LOCATE WATER FITTINGS AND WATER METERS, CLEANOUTS AND MANHOLES, AND GETTING INVERTS ON THEM.	5.0	$130.00	$650.00
			Subtotal	$12,805.00
			Tax	
			Total	$12,805.00

Make all checks payable to :
KayKar Consulting

Consent Agenda
Agenda Item #5B
Supplemental Agreement #5
MS4 Permit Assistance

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	Municipal Separate Storm Sewer Systems (MS4) Permit Compliance Support Engineering Services
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	September 9, 2024
BACKGROUND:	City of Neptune Beach is permitted by Florida Department of Environmental Protection (FDEP) through the National Pollutant Discharge Elimination System (NPDES) for discharges of stormwater to surface waters of the United States. Staff relies extensively on a consulting engineer to compile and submit data annually as required to FDEP, and provide other support as needed. This request is to continue utilizing Dewberry Engineers, Inc., a consulting engineer with an existing continuing services contract with CONB. Dewberry has provided a scope of services and fee proposal which bills on a time and materials basis.
BUDGET:	Proposed Budget FY25 for Stormwater includes a Professional Services budget of $150,000.
RECOMMENDATION:	Approve MS4 NPDES assistance scope of services and fee proposal dated July 2, 2024, in the amount of $25,000.
ATTACHMENT:	Supplemental Agreement to General Engineering Continuing Contract CONB RFO NO. 2021-04 for MS4 Compliance Annual Reporting Services for FY 24/25.

Dewberry

Dewberry Engineers Inc.
200 West Forsyth Street, Suite 1100
Jacksonville, FL 32202-4308
904.332.8601
www.dewberry.com

SUPPLEMENTAL AGREEMENT NO. 5 TO THE GENERAL ENGINEERING CONTINUING CONTRACT CONB RFQ NO. 2021-04 FOR MS4 COMPLIANCE ANNUAL REPORTING SERVICES FOR FY 2425.

CONSULTANT:	**DEWBERRY ENGINEERS INC.**	**OWNER:**	**CITY OF NEPTUNE BEACH**
DATE:	**JULY 1, 2024**		

ITEM	**DESCRIPTION OF SERVICES:**	
	PROVIDE CONSULTING SERVICES AS IDENTIFIED IN THE ATTACHED CONSULTANT'S SCOPE OF SERVICES AND FEE PROPOSAL DATED JULY 1, 2024.	
TASK #1	**MS4 COMPLIANCE AND ANNIAL REPORTING SERVICES**	**$15,000**
TASK #2	**TMDL/BMAP COMPLIANCE ASSISTANCE**	**$10,000**
TOTAL NOT-TO-EXCEED FEES		**$25,000**

THE CONSULTANT SHALL COMPLETE TASKS DILIGENTLY AND AS SOON AS PRACTICAL TO AVOID DELAYS, AND THE MS4 ANNUAL REPORT SHALL BE READY FOR SUBMISSION TO THE FDEP NO LATER THAN MARCH 30, 2025. THE CONSULTANT SHALL BILL THE ABOVE TASKS AS INCURRED ON A TIME ANDMATERIAL BASIS. THE CONSULTANT SHALL NOT EXCEED THE FEES STATED ABOVE WITHOUT PRIOR WRITTEN APPROVAL FROM THE CITY. THIS DOCUMENT, ALONG WITH THE CONSULTANTS SCOPE OF SERVICES DATED JULY 1, 2024, SHALL BECOME AN AMENDMENT TO THE GENERAL ENGINEERING CONTINUING CONTRACT CONB RFQ NO. 2021-04 AND ALL PROVISIONS OF THE AGREEMENT WILL APPPLY HERETO.

ACCEPTED BY: Amy L Tracy **DATE:** 7-2-24

CONSULTANT:
DEWBERRY ENGINEERS, INC.
AMY TRACY, SENIOR ASSOCIATE

ACCEPTED BY: ______________________ **DATE:** ______________________

OWNER:
CITY OF NEPTUNE BEACH
RICHARD PIKE, CITY MANAGER

SCOPE OF SERVICES for Municipal Separate Storm Sewer (MS4) National Pollutant Discharge Elimination System (NPDES) FLS000012-004 Permit Compliance Support to the City of Neptune Beach for FY2425.

Dewberry (CONSULTANT) has been requested by City of Neptune Beach (CITY) to provide professional services to facilitate permit compliance with the City's NPDES MS4 permit.

A. Scope of Services

Upon authorization to proceed from the CITY, the CONSULTANT will provide the following identified services. This authorization shall be in full force and effect until the CONSULTANT completes all services as described in the CONSULTANT Supplemental Agreement and any subsequent modifications hereto.

PHASE 100 – MS4 Stormwater Compliance

Task 101 - TMDL/BMAP/NPDES Compliance Facilitate meetings with regulatory agencies regarding permit related items, attend public meetings and provide written summary of information obtained, provide public comment, coordinate with co-permittees. Co-Permittees to the NPDES MS4 permit are required to follow the same permit conditions as the City of Jacksonville resulting in a defined area of successful coordination of efforts to maintain surface water quality standards.

Task 102 – NPDES MS4 Report Data Compilation
Work with City staff to gather the required information needed to complete the various items the Florida Department of Environmental Protection (FDEP) requires from the CITY's in the permit annual report submission, as required in FAC 62-624.600.

B. Deliverables

The CONSULTANT shall prepare and submit to the CITY, including electronic format when applicable, the following deliverables:

Task	Activity	Deliverable
101	TMDL/BMAP/NPDES Compliance	Attend and participate in all Regulatory meetings pertaining to TMDL/BMAP/NPDES compliance, provide summary notes, assist in updating online reporting functions.
102	NPDES MS4 Report Data Compilation	Completed annual report submission.

C. Schedule

The CONSULTANT will proceed with the services identified herein immediately upon receipt of an executed copy of this Consultant Purchase Order and a formal Notice-to-Proceed (NTP) from the CITY.

D. Compensation

This AGREEMENT establishes a time and materials cost of $25,000. Compensation for the services performed under this Agreement shall include all personnel services and any authorized reimbursable expenses.

E. The CITY's Responsibilities

The CITY will provide the following information for the CONSULTANT and / or perform the following services related to the Project:

- Provide one representative by the CITY to coordinate, schedule, and receive comments/information related to this project.
- The CITY will provide access to readily available studies, reports, and other data pertinent to the CONSULTANT's services.

All documents and data provided by the CITY shall be provided in digital format (e.g., PDF, database files, spreadsheet, etc.) to the greatest extent feasible and practical.

F. Assumptions

The Scope of Services and compensation arrangement outlined in this Consultant Purchase Order are based on the following assumptions:

1. This scope assumes that if a supporting document is unavailable but required for the NPDES MS4 permit, consultant will provide a list of all permit compliance needs to the City to develop an approach to obtain compliance and prepare for agency audit.
2. This scope of services excludes the development of a water quality sampling plan or the collection of surface or groundwater water samples.

Consent Agenda
Agenda Item #5C
CUP Support

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEM:	Attorney Engagement for Consumptive Use Permit (CUP) Support
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	September 9, 2024
BACKGROUND:	City of Neptune Beach is permitted by St. Johns River Water Management District (WMD) for withdrawals of potable water from the aquifer. A Consumptive Use Permit (CUP) renewal application was submitted to WMD by CONB's consulting engineer on June 10, 2022. Technical questions and information have been exchanged following the initial submittal. Work remains in reaching agreement on terms which ultimately determine the quantity of water permitted for withdrawal over the life of the 20-year permit. This request is to engage Gardner, Bist, Bowden, Dee, LaVia, Wright, Perry & Harper, P.A., a firm with extensive experience in consumptive use regulations and permitting. The City Attorney has approved the letter of engagement.
BUDGET:	Proposed Budget FY25 includes a combined $783,500 in Professional Services and Other Contractual Services.
RECOMMENDATION:	Approve engagement of Gardner, Bist, Bowden, Dee, LaVia, Wright, Perry & Harper, P.A.
ATTACHMENT:	Engagement letter from Gardner, Bist, Bowden, Dee, LaVia, Wright, Perry & Harper, P.A.

Gardner, Bist, Bowden, Dee, LaVia,
Wright, Perry & Harper, P.A.
Attorneys at Law

Michael P. Bist***
Garvin B. Bowden*
David S. Dee***
Charles R. Gardner***
Robert A. "Gus" Harper, III
John T. LaVia, III
Timothy J. Perry**
Robert Scheffel "Schef" Wright

1300 Thomaswood Drive
Tallahassee, Florida 32308
Telephone 850.385.0070
Facsimile 850.385.5416
www.gbwlegal.com

*Board Certified Real Estate Lawyer
**Also Licensed to Practice in Alabama
***Of Counsel

August 26, 2024

Richard Pike, City Manager
City of Neptune Beach
116 First Street
Neptune Beach, Florida 32266

Re: Engagement to Represent the City of Neptune Beach

Dear Mr. Pike:

As we have discussed, this letter will confirm the engagement of our law firm, Gardner, Bist, Bowden, Dee, LaVia, Wright, Perry & Harper, P.A. ("Firm") to represent the City of Neptune Beach ("City" or "Neptune Beach") with regard to the City's application for a consumptive use permit (Application No. 842-6) (the "CUP") filed with the St. Johns River Water Management District (the "District" or "SJRWMD"). This engagement letter sets forth our understanding as to the nature and scope of the services that the Firm will provide in connection with this matter, our agreement regarding fees for the contemplated services, and the terms on which fees and costs will be charged in the course of the proposed engagement.

Scope of Representation and Services to be Provided

As we discussed, this engagement will involve our representing, and providing advice and counsel to, the City in connection with its pending CUP application, including negotiating the terms of the CUP with the SJRWMD and, if necessary, filing an administrative challenge concerning the proposed CUP.

As we discussed, within the Firm, Tim Perry and I will have primary responsibility for this representation. During the course of the representation, we will expect to receive direction primarily from you and from any other City personnel designated by you.

Fees for Services and Cost Reimbursement

The Firm will charge the City for actual time expended in connection with this matter. Our current rates for the City, which represent substantial discounts from our normal rates, are set forth on the attached schedule. These rates will not be increased before January 1, 2026.

To the extent necessary, the Firm will also charge for reimbursement of certain out-of-pocket costs and expenses, together with applicable taxes, if any, including: photocopying costs, telecopying costs, all reasonable travel expenses (coach class for domestic air flights and mileage reimbursement at the then-current rate authorized by the U.S. Internal Revenue Service or by Florida Statutes, whichever is less), express courier service (i.e., Federal Express) charges, extraordinary postage (Express Mail or postage expenses for a large-volume mailing), computer research charges, court reporting fees, filing fees, and recording costs. In the event unusually large costs or expenses are anticipated, we may either request an advance deposit to cover such expenditures or - request that you pay for such items directly. With respect to experts, our normal practice is to assist clients in identifying and recruiting such experts, but to have the experts enter separate contracts with you and bill you separately and directly for their services. We understand that the City may have specific billing protocols and requirements as to documentation that must accompany our invoices, and we agree to conform to and abide by all reasonable protocols and related requirements.

We are sensitive to the cost of legal services and we understand that every client wishes to avoid unnecessary expenses. Accordingly, we will use our best efforts to ensure that our work for the City is performed as efficiently and cost-effectively as possible.

Conflict Identification Policy and Practices

Of course, our firm strictly follows the requirements of The Florida Bar regarding conflicts of interest. At this time, we have not identified any conflicts with our representation of the City of Neptune Beach. Further, considering the specific subject matter of this engagement, we do not anticipate that we would encounter any conflicts of interest in the course of our representation concerning the City's CUP application.

Payment of Fees and Costs

No initial retainer payment is required for this representation. Invoices for fees and costs will be submitted to you monthly, shortly after the first of each month, and we expect payment within 30 days. If you have any problem with any bill at any time, please call me and we will resolve it.

Commencement of Representation

Our engagement with respect to this matter will commence upon your confirmation and acceptance of this engagement letter by signing in the space indicated below and returning one copy of this engagement letter to me. My signature below confirms the Firm's agreement to the engagement on the terms set forth above.

Thank you again for the opportunity to be of service. I look forward to working with you and the Neptune Beach team.

Cordially yours,

GARDNER, BIST, BOWDEN, DEE, LaVIA,
WRIGHT, PERRY & HARPER, P.A.

John T. LaVia, III

For the Firm

Engagement accepted and agreed to this _____ day of August 2024.

CITY OF NEPTUNE BEACH, FLORIDA

By: ________________________________

Title: ________________________________

GARDNER, BIST, BOWDEN, DEE, LaVIA, WRIGHT, PERRY & HARPER, P.A.

SCHEDULE OF 2024-2025 BILLING RATES FOR THE CITY OF NEPTUNE BEACH

ATTORNEY/SERVICE PROVIDER	HOURLY RATE
JOHN T. LAVIA, III	$ 275
TIM PERRY	$ 275
OTHER ATTORNEYS*	$275-$400

* **ONLY WITH SPECIFIC PRIOR AUTHORIZATION**

Workshop Agenda Item #2A

PROCLAMATION
City of Neptune Beach

WHEREAS, Suicide is the most preventable cause of death; and

WHEREAS, the City of Neptune Beach remembers those lost to suicide, including our former colleague Miklos Stoffel, and supports those who are suicide attempt survivors, suicide loss survivors, and suicide prevention specialists; and

WHEREAS, Duval County suffered 179 suicide deaths, 464 self-harm injuries, and 738 self-harm ER visits in 2022 alone; and

WHEREAS, 26% of Duval County high school students considered suicide, 21% made a suicide plan, and 17% attempted suicide in 2021 alone; and

WHEREAS, Neptune Beach is home to Here Tomorrow, a one-of-a-kind organization that is transforming lives by building a community where suicide prevention is accessible without barriers; and

WHEREAS, Here Tomorrow has supported more than 2,000 individuals in crisis at no cost and with no wait, including at least 47 Neptune Beach residents; and

WHEREAS, Here Tomorrow offers monthly suicide prevention trainings at no cost, including three this month in collaboration with the City of Neptune Beach;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the City of Neptune Beach and the City Council, this 16th day of September, 2024, do hereby proclaim the month of September as

SUICIDE PREVENTION MONTH

Neptune Beach, Florida is calling upon each citizen and business to participate in QPR suicide prevention training (Question, Persuade, Refer). Here Tomorrow is conducting QPR training that is free and open to the public on Wednesday, September 25 from 6 to 7:30 pm at 910 3rd Street in Neptune Beach.

____

Elaine Brown
Mayor

Workshop Agenda Item #2B
Award Letter

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