



AGENDA
Regular City Council Meeting
Monday, October 6, 2025, 6:00 PM
Council Chambers, 116 First Street, Neptune Beach, Florida

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUESTS
 - A. Special Recognition Award
3. APPROVAL OF MINUTES
 - A. **September 3, 2025, Special City Council Meeting**
September 3, 2025, Regular City Council Meeting
September 15, 2025, Special City Council Meeting
September 15, 2025, Workshop City Council Meeting
September 15, 2025, Town Hall Meeting p. 3
4. COMMENTS FROM THE PUBLIC
5. CITY MANAGER REPORT p. 19
6. CONSENT AGENDA
 - A. Potable Well 5 Mechanical and Electrical Construction Change Orders p. 35
 - B. Construction, Engineering and Inspection (CEI) Services Change Order – 3rd Street Sanitary Sewer Projects p. 38
7. VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS / NONE
8. ORDINANCES
 - PH** A. **ORDINANCE NO. 2025-16, SECOND READ AND PUBLIC HEARING**, An Ordinance of the City of Neptune Beach, Florida, Amending And Revising Chapter 27; By Revising Article XIII, Parking And Loading, Section 27-541, Payment In-Lieu of Providing Off-Street Parking in the Central Business District; and by Creating Section 27-481, Establishing Procedures For Entering Into Leases with Businesses for Utilizing City Parking Spaces for Dumpsters and Other Uses; Providing Severability; Providing for Repeal of Laws In Conflict; and Providing for an Effective Date. p. 47
9. OLD BUSINESS / NONE
10. NEW BUSINESS
 - A. **RESOLUTION NO. 2025-18**, A Resolution of the City Council of the City of Neptune Beach, Florida, Directing the City Manager to Initiate Studies Regarding Capital Revenue Options, Including Impact Fees, Special Assessments, and Utility Rates, and Providing for an Effective Date. p. 57

B. Consideration of Historical Review Board Appointments p. 60

PH C. School Speed Detection System Compliance Report p. 73

11. COUNCIL COMMENTS

12. ADJOURN

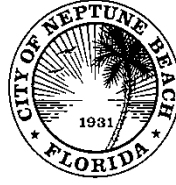
In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which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

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

Residents attending public meetings can use the code **DD14** to validate their parking session at no cost. After 5:30 on the date of the meeting, follow these steps:

Make sure you are parked in a North Beaches public parking space – we can't validate valet parking or parking in private lots.

- **To use a kiosk:** Using a nearby kiosk, press the Start button and then select 2 to enter your plate and the validation code.
- **To use the Flowbird app:** Tap the nearest yellow balloon and tap "Park here." From the payment screen, select "Redeem a code" at the top. Confirm your information and tap "Purchase" – the price will show "Free."



MINUTES
SPECIAL CITY COUNCIL MEETING
WEDNESDAY, SEPTEMBER 3, 2025, 6:00 P.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Special City Council Meeting of the City Council of the City of Neptune Beach was held Wednesday, September 3, 2025, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	IN ATTENDANCE: Mayor Cori Bylund Vice Mayor Nia Livingston Councilor Tim Horvath Councilor Josh Messinger (<i>absent</i>) Councilor Brent Rogers	STAFF: City Manager Richard Pike City Attorney Paul Waters Chief of Police Michael Key Chief Financial Officer Jaime Hernandez Public Works Director Deryle Calhoun Community Development Director Heather Whitmore Parks and Sustainability Director Colin Moore Senior Center Director Leslie Lyne City Clerk Catherine Ponson
Call to Order/Roll Call/Pledge	Mayor Bylund called the Special Meeting to order at 6:00 p.m. and Councilor Horvath led the Pledge of Allegiance.	
Ord. No. 2025-12, FY26 Millage Rate	<u>Ordinance No. 2025-12, Tentative Millage Rate, First Read and Public Hearing.</u> An Ordinance of the City of Neptune Beach, Florida, Adopting a Tentative Millage Rate and Levying Ad Valorem Taxes for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026; 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.	
TRIM Notice	Mayor Bylund read into the record the Truth in Millage (TRIM) Notice. This is the millage public hearing for the City of Neptune Beach, Florida. The "Rolled-back" rate for the City of Neptune Beach is 3.1934 mills. The rate to be adopted reflects a 5.39% increase over the "Rolled-back" rate. The rate that is to be levied in this ordinance by the City Council is 3.3656. This is the same rate levied by the City last year.	
Public Hearing	Mayor Bylund opened the public hearing. There being no comments from the public, Mayor Bylund closed the public hearing. Made by Livingston, seconded by Horvath.	

MOTION: **TO APPROVE ORDINANCE NO. 2025-12, ADOPTING THE TENTATIVE FY 2025-2026 MILLAGE RATE AT FIRST READ**

Roll Call Vote:

Ayes: 4 – Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Ord. No. 2025-13, FY26 Budget Ordinance No. 2025-13, Adopting a Proposed Budget, First Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Adopting a Proposed Budget and Appropriating Funds for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026; Providing an Effective Date

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

Made by Rogers, seconded by Livingston.

MOTION: **TO APPROVE ORDINANCE NO. 2025-13, ADOPTING A PROPOSED FY 2025-2026 BUDGET**

Roll Call Vote:

Ayes: 4- Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

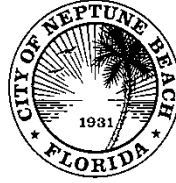
Adjournment There being no further business, the Special Meeting adjourned at 6:06 p.m.

Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: _____



MINUTES
REGULAR CITY COUNCIL MEETING
WEDNESDAY, SEPTEMBER 3, 2025, 6:06 P.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Regular City Council Meeting of the City Council of the City of Neptune Beach was held on Wednesday, September 3, 2025, at 6:06 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266

IN ATTENDANCE:

Mayor Cori Bylund
 Vice Mayor Nia Livingston
 Councilor Tim Horvath
 Councilor Josh Messinger (*absent*)
 Councilor Brent Rogers

STAFF:

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

Call to Order/Roll
 Call

Mayor Bylund called the meeting to order at 6:06 p.m.

APPROVAL OF MINUTES

Minutes

Made by Horvath, seconded by Livingston.

MOTION: TO APPROVE THE FOLLOWING, AS AMENDED:

August 4, 2025, Budget Workshop

August 4, 2025, Regular City Council Meeting

August 18, 2025, Budget Workshop

August 18, 2025, Special City Council Meeting

August 18, 2025, Workshop City Council Meeting

August 18, 2025, Town Hall Council Meeting

Roll Call Vote:

Ayes: 4 – Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

CITY MANAGERCity Manager
Report

City Manager Richard Pike stated he is requesting guidance from Council on moving forward with raising the rates for the paid parking program. Mr. Pike advised that the parking ordinance is written so that the City Manager has the authority to raise or lower the parking program rates. He would like to raise it a flat \$5.00 per hour rate with a maximum payment not to exceed \$60.00. He would also like to increase the free parking for residents from three hours to four hours. The \$5.00 per hour is consistent with other cities.

Council consensus was in support of raising the fees.

City Manager reports can be located on the City of Neptune Beach website at: <https://www.nbfl.gov/city-manager/pages/city-manager-reports>.

VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS1112 Third Street,
LLC

Mayor Bylund explained there are three requests, which include a variance, special exception and a development order. These are all for 1112 Third Street.

V25-05: Application for variance as outlined in Chapter 27, Article III, Division 8 of the Unified Land Development Code of Neptune Beach for 1112 Third Street, LLC for property 1102 and 1112 Third Street, Neptune Beach, Florida (RE: Parcels 172851-0000 and 172852-0000). The applicant requests a variance from Table 27-239 C-1 front yard setback to permit the construction of an office building with a +/- 150-foot front yard maximum setback in lieu of the required 25-foot yard maximum setback. The property is in the C-1 zoning district.

SE25-01: Application for Special Exception as outlined in Chapter 27 Article III Division 9 of the Unified Land Development Code of Neptune Beach for 1112 Third Street, LLC for property 1102 and 1112 Third Street, Neptune Beach, Florida (RE: Parcels 172851-0000 and 172852-0000). The applicants are requesting a special exception for off-site parking in accordance with Sec. 27-540 Parking requirements (e) Offsite Parking for an office. The property is in the C-1 zoning district.

DP25-01: Application for Preliminary Development Plan as outlined in Chapter 27 Article III Division 2 of the Unified Land Development Code of Neptune Beach for 1112 Third Street, LLC for the property 1102 and 1112 Third Street, Neptune Beach, Florida (RE: Parcels 172851-0000 and 172852-0000). The applicant requests a Development Plan approval to permit a 27,346 SF office building with associated parking and landscaping. The property is in the C-1 zoning district

Quasi-Judicial
Proceedings

City Attorney Paul Water explained that this is a quasi-judicial hearing. There would be ex parte communications declared and swearing in of speakers.

Mayor Bylund declared she had met with the applicant a few months earlier regarding the build.

Vice Mayor Livingston stated she met with the applicant.

Councilor Brent Rogers disclosed he had met with the applicant before when the development agreement was on the agenda, but not since then and not concerning these items.

Councilor Horvath stated he had met with Mr. Hassan at the site several months ago and had not met with him since then.

The City Clerk administered the oath to those would be speaking regarding the application.

Staff Presentation Community Development Director Heather Whitmore explained V25-04 is the variance request from Table 27-239 C-1 front yard setback to permit the construction of an office building with a +/- 150 foot front yard maximum setback in lieu of the required 25-foot yard maximum setback. SE25-01 is the special exception request for off-site parking in accordance with Section 27-540 Parking requirements (e) Offsite Parking for an office. DP25-01 is a Development Plan approval to permit a 27,346 square-foot office building with associated parking and landscaping.

The development agreement was approved at the July 21, 2025, Council meeting. Staff recommends approval of the variance, special exception and development order. The Community Development Board unanimously approved all three requests on August 13, 2025.

Applicant Jason Gabriel, Burr & Forman, introduced the development team, Marc Hassan, the developer/owner, and Tripp Means, Means Engineering. He stated that the justification for the request is a cutting-edge, public-private partnership. This is a wonderful joint venture that mitigates the aesthetic, sound, and lighting issues. They also seek to improve both North Street and Magnolia Street, provide some parking spaces, some refurbished asphalt and pavement, and new curb linings. It will be a nice improvement to the area.

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

V25-05 Made by Horvath, seconded by Livingston.

MOTION: **TO APPROVE VARIANCE V25-05 FOR THE FRONT YARD SETBACK, AS SUBMITTED**

Roll Call Vote:

Ayes: 4— Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

SE25-01 Made by Rogers, seconded by Livingston.

MOTION: **TO APPROVE SPECIAL EXCEPTION SE25-01 FOR OFF-SITE PARKING, AS SUBMITTED**

Roll Call Vote:

Ayes: 4 – Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

DP25-01 Made by Livingston, seconded by Horvath.

MOTION: **TO APPROVE DEVELOPMENT PLAN DP25-01, AS SUBMITTED**

Roll Call Vote:

Ayes: 4—Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

ORDINANCES

Ord. No. 2025-15, Municipal Non-Profits Ordinance No. 2025-15, First Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 2, Administration By Enacting Section 2-256, by Allowing for Creation of Non-Profit Business Entities; Providing Codification, Conflicts, Severability, and Providing An Effective Date

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

Mr. Waters pointed out that under the Florida Constitution, the City has the Home Rule Power that gives the City the general authority to carry out any lawful purpose as a municipality. This includes creating non-profit entities. The ordinance does not establish any specific non-profit but grants the City the power to do so in the future. The non-profit must adhere to Florida's ethics laws and public record laws.

Made by Livingston, seconded by Rogers.

MOTION: **TO APPROVE ORDINANCE NO. 2025-15 AT FIRST READING**

Roll Call Vote:

Ayes: 4 – Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Ord. No. 2025-16, Payment In-Lieu, and Res. No. 2025-17, Fees Ordinance No. 2025-16, Payment In-Lieu and Resolution No. 2025-17, Fees, were deferred.

NEW BUSINESS

Local 630 Agreement Approval of Memorandum of Understanding between the City of Neptune Beach and Northeast Florida Public Employees Local 630.

Discussion included responsibility for the negotiations, health insurance provisions and keeping the discussions in mind for future budget meetings.

Made by Horvath, seconded by Livingston.

MOTION: **TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NEPTUNE BEACH AND LOCAL 630**

Roll Call Vote:

Ayes: 4 - Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

City Clerk Employment Agreement City Clerk Employment Contract.

Made by Livingston, seconded by Horvath.

MOTION: **TO APPROVE THE EMPLOYMENT AGREEMENT BETWEEN THE CITY
OF NEPTUNE BEACH AND THE CITY CLERK**

Roll Call Vote:

Ayes: 4- Horvath, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Adjournment

There being no further business, Mayor Bylund adjourned the meeting at 6:54 p.m.

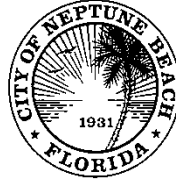
Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: _____

*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, please go to: <https://www.nbfl.gov/minutes-and-agendas>, and click on the video for the meeting in question.



MINUTES
SPECIAL CITY COUNCIL MEETING
MONDAY, SEPTEMBER 15, 2025, 6:00 P.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Special City Council Meeting of the City Council of the City of Neptune Beach was held Monday, September 15, 2025, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	IN ATTENDANCE: Mayor Cori Bylund Vice Mayor Nia Livingston Councilor Tim Horvath Councilor Josh Messinger Councilor Brent Rogers	STAFF: City Manager Richard Pike City Attorney Paul Waters Chief of Police Michael Key Chief Financial Officer Jaime Hernandez Public Works Director Deryle Calhoun Community Development Director Heather Whitmore Parks and Sustainability Director Colin Moore Senior Center Director Leslie Lyne City Clerk Catherine Ponson
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Call to Order/Roll Call/Pledge Mayor Bylund called the Special Meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Ord. No. 2025-12, FY26 Millage Rate Ordinance No. 2025-12, 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, 2025, and ending September 30, 2026; 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.

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

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

Made by Livingston, seconded by Messinger.

MOTION: **TO ADOPT ORDINANCE NO. 2025-12, ADOPTING A FINAL MILLAGE RATE ON SECOND READ**

Roll Call Vote:

Ayes: 5 – Horvath, Messinger, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Ord. No. 2025-13, FY26 Budget Ordinance No. 2025-13, Adopting a Final Budget, Second Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Adopting a Final Budget and Appropriating Funds for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026; Providing an Effective Date.

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

Made by Messinger, seconded by Horvath.

MOTION: **TO ADOPT ORDINANCE NO. 2025-13, ADOPTING THE FINAL FY2025-2026 BUDGET**

Roll Call Vote:

Ayes: 5 - Messinger, Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

Ord. No. 2025-15, Municipal Non-Profits Ordinance No. 2025-15, Second Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 2, Administration By Enacting Section 2-256, by Allowing for Creation of Non-Profit Business Entities; Providing Codification, Conflicts, Severability, and Providing an Effective Date.

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

Made by Messinger, seconded by Livingston.

MOTION: **TO ADOPT ORDINANCE NO. 2025-15 ALLOWING FOR THE CREATION OF MUNICIPAL NON-PROFIT BUSINESS ENTITIES AT SECOND READ**

Roll Call Vote:

Ayes: 5 - Rogers, Horvath, Messinger, Livingston and Bylund

Noes: 0

MOTION CARRIED

Ord. No. 2025-16, Payment In-Lieu of Parking Ordinance No. 2025-16, First Read and Public Hearing. An Ordinance of the City of Neptune Beach, Florida, Amending And Revising Chapter 27; By Revising Article XIII, Parking And Loading, Section 27-541, Payment In-Lieu of Providing Off-Street Parking in the Central Business District; and by Creating Section 27-481, Establishing Procedures For Entering Into Leases with Businesses for Utilizing City Parking Spaces for Dumpsters and Other Uses; Providing Severability; Providing for Repeal of Laws In Conflict; and Providing for an Effective Date.

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

Community Development Director Heather Whitmore stated Section 27-541, Payment in-lieu of providing off-street parking in the Central Business District, provides an opportunity for the owner of a property to request a waiver for a portion or all of the required non-ADA off-street parking spaces through payment of a fee-in-lieu of providing required parking pursuant to Section 27-540.

The purpose of this ordinance, sponsored Councilor Messinger is to incentivize payment of the payment in lieu by offering a 20% discount for one-time payments. The Ordinance also establishes a revised payment plan which allows a 20% initial payment (instead of a 50% initial payment) and annual payments (instead of monthly payments) thereafter until the balance is paid in full. The amendment eliminates interest payments except upon default of the payment agreement, at which time the remaining balance shall “accelerate” and become due in full plus interest.

The ordinance also creates Section 27-481 which establishes criteria for lease agreements between the City and business owners in the Central Business District that encumber the City’s parking spaces by the placement of dumpsters or other uses.

Discussion included fairness among businesses, impact on existing businesses, the discount for payment in full, putting up a security deposit, and the need for a restoration component in lease agreements.

Made by Horvath, seconded by Livingston.

MOTION: **TO APPROVE ORDINANCE NO. 2025-16, AS AMENDED , REDUCING FROM A 20% TO A 10% DISCOUNT, CHANGING THE CLASSIFICATION FROM A HARD-SIDED ENCLOSURE TO MASONRY ENCLOSURE AND ADDING A PROVISION WITH A FINANCIAL MECHANISM OF SECURITY AS HIGHLIGHTED BY THE COMMUNITY DEVELOPMENT DIRECTOR AND CITY ATTORNEY**

Roll Call Vote:

Ayes: 5 – Horvath, Messinger, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

Res. No. 2025-17, Payment In-Lieu Fee

Resolution No. 2025-17, A Resolution of the City Council of the City of Neptune Beach, Florida, Establishing Payment In-Lieu of Providing Off-Street Parking in the Central Business District and Providing an Effective Date.

Made by Messinger, seconded by Livingston.

MOTION: **TO ADOPT RESOLUTION NO. 2025-17 WITH AN AMENDMENT ON THE REDUCTION FROM 20% TO 10% TO REMAIN CONSISTENT WITH THE PREVIOUS ORDINANCE AND TO CHANGE LANGUAGE TO READ “THE RATE SHALL BE BASED UPON THE SECURED OVERNIGHT FINANCING RATE AS PUBLISHED BY THE WALL STREET JOURNAL”**

Roll Call Vote:

Ayes: 5 - Messinger, Rogers, Horvath, Livingston and Bylund

Noes: 0

MOTION CARRIED

DEPARTMENTAL ITEMS

FOP Agreement

Agreement Between The Florida State Lodge, Fraternal Order of Police, Inc. and the City of Neptune Beach.

Mr. Pike explained benefits and wages are renegotiated each year. This year, the negotiations focused on providing all employees with a 3.5% cost-of-living adjustment, implementing a career tracks program for the nonsworn personnel, and providing an incremental sliding scale for FY27 and FY28 for the Officer in Charge (OIC) and Night Shift Differential) pay.

Discussion included tabling the agenda item, paying for training and continuing education, keeping officers well-trained and competent, the gradual increases in police compensation and the COLA increase for retirees.

Mr. Waters pointed out that the members of the union had already voted and approved the contract and it would have to go back to collective bargaining again, which would need to be a publicly noticed meeting.

Labor Representative Mark Leone suggested review of a letter presented at the last noticed labor negotiation meeting.

Mayor Bylund stated that this item would be deferred until later in the meeting when Mr. Pike, HR Generalist Jillian McCann and Labor Representative Marc Leone could provide more information.

Lifeguard Station Refresh

Lifeguard Station Refresh. Public Works Director Deryle Calhoun explained the Neptune Beach Lifeguard Station was in need of improvements to ensure the structure remains functional while options for replacement are investigated. Council previously awarded through a piggyback contract for this work in the amount of \$38,584. The contractor requested to be released from the purchase order. As a result, staff solicited quotes:

ACON – No formal quote submitted; budget range of \$70 - \$80k given
Foresight Construction Group, Inc. – \$77,041.80
Home Services by McCue - \$32,430.00
Tremco – Not interested in bidding

Mr. Calhoun is requesting is requesting to award to Home Services by McCue and waive the bid procedure of greater than \$25,000 required to be formally bid.

Made by Messinger, seconded by Horvath.

MOTION: **TO AWARD TO HOME SERVICES BY MCCUE IN THE AMOUNT OF \$32,430.00 WITH STAFF AUTHORIZATION FOR CHANGE ORDERS OF \$5,000, IF NEEDED**

Roll Call Vote:

Ayes: 5 - Rogers, Horvath, Messinger, Livingston and Bylund

Noes: 0

MOTION CARRIED

3rd Street at Florida Blvd Repair

3rd Street at Florida Boulevard Gravity Sanitary Sewer Pipe Failure Repair. Mr. Calhoun stated that a pipe failure in 3rd Street at the intersection with Florida Boulevard on an existing ten-inch diameter sanitary sewer was confirmed during video inspection. The failure occurred on a portion of the pipeline that was spliced in. Public Works has no records regarding the splice. Due to the extent of failure lining as a means of repair is not an option.

A second, less severe failure point was identified on the same pipeline. Staff is consulting with a lining contractor as to whether this portion could be successfully lined in lieu of

excavation. As there may be other pipe joints that could fail in the future, the preference is to structurally line the entire pipeline following repair of the failure in the intersection.

Jax Utilities Management, Inc., already mobilized and awarded additional work at the intersection, has provided a change order:

- Intersection failure (Part A) - \$116,016.00
- Secondary failure, if required (Part B) - \$114,276.00

If lining is confirmed as a rehabilitation method, the proposal will be presented for Council's consideration.

Made by Livingston, seconded by Messinger.

MOTION: **TO AWARD TO JAX UTILITIES MANAGEMENT, INC. IN THE AMOUNT OF \$116,016.00 FOR THE INTERSECTION FAILURE REPAIR AND AUTHORIZE STAFF TO PROCEED WITH THE SECONDARY FAILURE IN THE AMOUNT OF \$112,276.00 IF LINING IS NOT AN OPTION**

Roll Call Vote:

Ayes: 5 – Horvath, Messinger, Rogers, Livingston and Bylund

Noes: 0

MOTION CARRIED

FOP Contract

Mr. Waters advised there were two options. Council could approve the contract or deny the contract. If the contract is denied, then the City Manager and HR Generalist would go back to the collective bargaining table. He is recommending denying the contract and give specific feedback instructions for renegotiations. He stated it seemed there were too many open issues.

Made by Rogers, seconded by Bylund.

MOTION: **TO DENY THE CONTRACT BETWEEN THE CITY OF NEPTUNE BEACH AND FRATERNAL ORDER OF POLICE**

Roll Call Vote:

Ayes: 2 - Rogers and Bylund

Noes: 3 -Messinger, Horvath and Livingston

MOTION FAILED

Made by Livingston, seconded by Messinger.

MOTION: **TO APPROVE THE CONTRACT BETWEEN THE CITY OF NEPTUNE BEACH AND FRATERNAL ORDER OF POLICE**

Roll Call Vote:

Ayes: 3 - Horvath, Messinger and Livingston

Noes: 2 - Rogers and Bylund

MOTION CARRIED

Adjournment

There being no further business, the Special Meeting adjourned at 8:17 p.m.

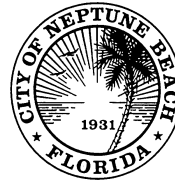
Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: _____

*These minutes reflect the actions taken and portions of the discussion during the meeting.
To review the entire discussion concerning any agenda item, please go to:
<https://www.nbfl.gov/minutes-and-agendas>, and click on the video for the meeting in
question.



MINUTES
WORKSHOP CITY COUNCIL MEETING
MONDAY, SEPTEMBER 15, 2025, 8:17 P.M.
IMMEDIATELY FOLLOWING SPECIAL MEETING
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Workshop City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, September 15, 2025, at 8:17 p.m., in Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida, 32266

Attendance

IN ATTENDANCE:

Mayor Cori Bylund
 Vice Mayor Nia Livingston
 Councilor Tim Horvath
 Councilor Josh Messinger
 Councilor Brent Rogers

STAFF:

City Manager Richard Pike
 City Attorney Paul Waters
 Chief Financial Officer Jaime Hernandez
 Chief of Police Michael Key
 Public Works Director Deryle Calhoun
 Parks and Sustainability Director Colin Moore
 Senior Center Director Leslie Lyne
 HR Coordinator Jillian McCann
 City Clerk Catherine Ponson

**Call to
Order/Roll Call**

Mayor Bylund called the workshop meeting to order at 8:17 p.m.

**Police
Officers'
Retirement COLA**

Police Officers' Retirement System COLA Discussion. Council discussion included the actuary's assumptions in the latest analysis not aligning with the recently approved contract, financial implications being greater than anticipated and the cost-of-living adjustment significantly impacting the City's budget over the next 15 years. Discussion emphasized the need for clarity on the financial responsibilities and potential revenue streams to support these adjustments.

**Hurricane
Preparedness/
SB 180**

Hurricane Preparedness/SB 180. Community Development Director Heather Whitmore outlined Senate Bill 180, effective on July 1, 2025, retroactive to August 1, 2024. Key provisions include the establishment of mutual aid agreements, online permitting, and the necessity for municipalities to have operational plans in case of facility damage. The bill emphasizes the importance of having staff available to issue permits promptly.

COUNCIL COMMENTS

**Council
Comments**

Vice Mayor Livingston voiced concerns about the confusion stemming from the meeting's information flow. She requested earlier discussions on contracts to facilitate better understanding. She commended the effectiveness of the budget workshops and suggested similar proactive communications could alleviate future misunderstandings.

Adjournment There being no further business, the workshop meeting adjourned at 8:39 p.m.

Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: _____

*These minutes reflect the actions taken and portions of the discussion during the meeting.
To review the entire discussion concerning any agenda item, please go to:
<https://www.nbfl.gov/minutes-and-agendas>, and click on the video for the meeting in question.



**MINUTES
TOWN HALL MEETING
IMMEDIATELY FOLLOWING THE WORKSHOP MEETING
MONDAY, SEPTEMBER 15, 2025, 8:39 P.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266**

Pursuant to proper notice, a Town Hall Meeting of the City Council of the City of Neptune Beach was held on Monday, September 15, 2025, at 8:39 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	IN ATTENDANCE: Mayor Cori Bylund Vice Mayor Nia Livingston Councilor Tim Horvath Councilor Josh Messinger Councilor Brent Rogers	STAFF: City Manager Richard Pike City Attorney Paul Waters Chief Financial Officer Jaime Hernandez Chief of Police Michael Key Public Works Director Deryle Calhoun Parks and Sustainability Director Colin Moore Senior Center Director Leslie Lyne HR Generalist Jillian McCann City Clerk Catherine Ponson
Call to Order/Roll Call/Pledge	Mayor Bylund called the Town Hall Meeting to order at 8:39 p.m.	
Public Comments – Open Topics	Mayor Bylund opened public comments on open topics. There were no requests to speak at the Town Hall meeting.	
Adjournment	The Town Hall Meeting adjourned at 8:39 p.m.	

Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: _____

*These minutes reflect the actions taken and portions of the discussion during the meeting.

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City Manager's Report

Departmental Recaps-10/01/2025

Police Department- Chief Michael Key *(See Separate September 2025 Report)*

City Clerk-Catherine Ponson

- Submitted Final Capstone Paper for Florida Clerk Professional Program – Score: 96
- Prepare PPT for 10-minute presentation for Capstone Paper
- Fulfill ongoing public records requests
- Prepare Minutes and Council agenda packets
- Prepare public notices for all upcoming meetings
- Prepare and submit required public hearing notices

Community Development-Heather Whitmore

1. Public Meetings:

a. City Council

i. Oct 6, 2025

1. Downtown Parking Fee in Lieu and Leases Ordinance
2. Resolution: City Revenue
3. Historic Preservation Board Appointment

b. Community Development Board:

i. October 8, 2025: Cancelled

2. Current Projects

- a. City-Wide Revenue Study
- b. Hurricane and Flood Preparedness Campaign
- c. Parking Lease Study
- d. Community Development Online Permitting and Electronic Records
- e. Historic Preservation Board established – accepting applications for board members
- f. Special Magistrate RFP – Use Division of Administrative Hearings
- g. JFRD Fire Plans Examination and Inspection Service Contract – forthcoming, pending dates from JFRD
- h. Comp Plan Updates
 - i. Property Right's Element
 - ii. Infrastructure Element: Water Supply Facilities Work Plan

3. Important Legislation:

- a. State Legislation SB 784- Effective July 1, 2025

- i. Requiring administrative approval of all plats.
- b. State Legislation SB 180 - Effective July 1, 2025**
 - i. Creates requirements for municipal post-storm permitting, training, and operations.
- c. State Legislation SB 683 - Effective July 1, 2025**
 - i. Reduces the time period for a building department to review residential and trade building permit applications to *five days*.
- 4. Planning and Public Engagement Initiatives**
 - a. SAFE AND CLEAN: Code Enforcement Campaign for hurricane preparedness
 - b. Third/Atlantic Master Planning/Kmart Redevelopment/Lemon Street Unified Plan- forthcoming for review by Council Workshop
- 5. Incoming Development**
 - a. 1112 Third St (for review and comment)
 - b. Bakkes/Marsh Point Development- Purchase extension
 - c. 626 Atlantic Blvd -Fifth Third Bank
 - d. 1300 Atlantic Blvd- Seven Brew Coffee
- 6. Services/Contracts**
 - a. Community Development Online Permitting (2026 Debut)
 - i. All permits online
 - ii. Inspection requests
 - iii. Plan review
 - b. Community Development Online Electronic Records (2026 Debut)
 - i. Scanning all paper records
 - ii. Online access to all permitting records
- 7. Monthly Revenue:**

Building Activity 10/1/24-10/1/25	
Month	Cash Receipts
Oct-24	\$ 24,781.74
Nov-24	\$ 22,912.39
Dec-24	\$ 30,572.52
Jan-25	\$ 42,657.66
Feb-25	\$ 13,974.35
Mar-25	\$ 33,700.11
Apr-25	\$ 29,562.53
May-25	\$ 15,853.00
Jun-25	\$ 18,906.85
Jul-25	\$ 36,803.93
Aug-25	\$ 36,663.68
Sep-25	\$ 15,027.52
Totals	\$321,416.28

Finance-Jaime Hernandez

Started auditing process for FY 2023-24

- Trial balance and other documents/schedules have been forwarded to PG

Uploading Budgets for 2025-26 into TYLER

- Expect completion by 10.03.2025

Completed TRIM process:

- Filed certified Form DR-420 (Certificate of Taxable Value)
- Completed and certified form series DR-487 (Certification of Compliance)
 - DR-420MM (Maximum Millage Levy Calculation)
 - DR-487V (Vote Record for Final Adoption of Millage Levy)
- Sent copies of Ordinances:
 - 2025- Adopted Final Millage Rate for 2025
 - 2025-13 – Adopting Final Budget FY2025-26
- Sent copies of Advertisements and proof of Publication for:
 - Notice of Proposed Tax Increase
 - Budget Summary FY2025-26

Closing FY 2024-25 that ended on 9-30-2025 (Expected completion 11.30.2025.

Human Resources-Jillian McCann

- Human Resources is actively recruiting for a GIS Architect to enhance our City's data management and ensure the City's strategic goals are met. We welcome Mr. Blake West as Project Manager in the Parks and Sustainability Department and Mr. Shawn Ashe in the Public Works Department.
- The Safety Committee recently attended an accident investigation training session to strengthen our workplace safety initiatives and enhance incident response capabilities.
- Mandatory compliance training will be implemented for all employees to ensure adherence to federal, state, and local laws and regulations.
- Professional development is ongoing.

IT Department-Ricardo Pizarro

Social Media:

Our social media presence has increased in viewership and engagement across both platforms with the addition of video reels and highlighting trending topics.

Hashtags:

Hashtag	Post	Reach	Engagement
trends	1	794	14.20%
happyfirstdayoffall	1	736	6.17%
planting	1	661	8.07%
neverforget	1	623	11.08%
neptunebeach	5	618	7.63%

Post Summary:

POSTS	REACH	REACTIONS	COMMENTS	SHARES	ENGAGEMENT
28	46358	949	67	71	10%
INCREASED BY:	1200%	955%	1017%	492%	16%

Infrastructure and Security:

Current Projects: **MyGov, P1, T2, Genea, CDD Disaster Recovery Configuration, Camera Upgrades, Data Center Phase2.**

MyGov is proceeding with some minor setbacks with the configuration of workflows. We will have a breakout session on Friday, Sept 26th, to discuss options to accommodate additional forms related to special scenarios. All users have been added for training for both asset management, work orders, and permitting.

P1 is back on the table now that the accreditation is complete. Testing in Dispatch for Phase1 has started. Phase2 will include officers familiar with P1 from previous assignments.

Genea finalized at PW today, and the gate is being installed at the PD with a potential completion date of 1 month.

CDD Disaster Recovery has been ordered, and testing will be conducted tomorrow for a tabletop exercise.

Camera Upgrades are now underway, replacing the project manager due to their resignation from the Company.

Data Center Phase2 discussions with vendors continue to finalize quotes to procure new hyperconverged infrastructure.

Systems Support:

System Health has increased with the addition of an IT Support Specialist – we have dropped significantly on our vulnerable systems with their addition in the management of patching and software deployments.

Parks & Sustainability- Colin Moore

- New trees approved by the COJ Tree Commission were planted in Cleary Park on 8/27
- Presentation on Neptune Beach Bicycle/Pedestrian Counting at the FDOT Non-Motorized Monitoring Traffic Meeting on 9/17
- Installation of new beach shower at Lemon St on 9/19
- Coordinating with Jacksonville Beach and DCPS on the crosswalk for the intersection of Fourth St and Seagate Ave
- Jarboe Park Butterfly Garden Ribbon Cutting scheduled for Monday, October 20, at 11:00 am
- Fall Movies with The Mayor (“Ratatouille”) scheduled for Friday, November 14 at 6:00 pm

Public Works- Deryle Calhoun

(Updates in underline font)

Potable Water System

- Replacement Well 5 – FDEP approval of Well 5 and related infrastructure has been received. Contractor making mechanical corrections week of 10.06.25. Controls contractor scheduled to complete programming the same week, at which time Well 5 pump and controls will be tested at full capacity. Successful testing will result in project close-out.

Wastewater System

- Redundant 3rd Street gravity pipeline – Construction of new pipeline completed week of 9.22.25. Contractor scheduled to begin repairs to pavement and concrete.
- Reconstruction of gravity sewer at 3rd and Florida – Contractor currently scheduled to begin 10.13.25.
- Cave-in on existing pipe at 3rd and Florida – Council approved a change order for this work. FDOT has approved the maintenance of traffic plan.

Stormwater System

- Hopkins Creek improvements at Florida and Forest – COJ engineering consultant at 60% design in April. Final design and permitting expected by end of calendar year and released for bid early 2026. Construction would begin mid-2026.
- Myra, Margaret, and South stormwater improvements – Contractor is finalizing schedule. Door flyers will be distributed to residents, and social media will be updated once the schedule is confirmed.

Senior Center

- Water intrusion damage repairs – Due to inclement weather, Contractor delayed roof start until 10.06.25.

Public Works

- Public Works roofing project – Working through submittals and a minor modification to construction plans.
- Lifeguard station intermediate improvements – Council awarded for improvements. Working with the Contractor to establish a schedule.

Senior Center-Leslie Lyne

- YTD DONATIONS/FUNDRAISERS **\$33,961.67**
- Guests/Members scheduled fundraising tours to California Sequoia tour, Costa Rica, Holland Belgium Tulip tour, Paris & Normandy tour; Christmas Markets, Black Hills & Badlands, National Parks, Italy, America's Music Cities, Hawaii, Norway
- October 1st-Full Moon Women's Circle
- AARP Safe Driving Class October 4-5, 2025
- NEW AI class for seniors scheduled in September (15 attendees) and November
- October 15, 2026, New Rules in Medicare presentation Lunch & Learn
- Travel Presentation October 22, 2025
- October 14, presentation Concierge Mobil Medical Guide Program
- Life Management Advisor with Heather Bayfield, October 23
- October 29, 2025, birthday party for everyone, sponsored by Conviva
- Christmas concert in St. Augustine Basilica scheduled for Sunday, December 21, 2025
- March 10, 2026, Broadway in Jacksonville "Moulin Rouge"
- YTD Attendees-9,179 (duplicated participation)
- YTD Attendees-796 (unduplicated)

Building Activity October 1, 2024 to September 30, 2025					
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Valuation of work Done
Oct-24	125	83	187	\$24,781.74	\$2,510,542
Nov-24	72	53	160	\$22,912.39	\$2,166,100
Dec-24	83	55	156	\$30,572.52	\$2,549,817
Jan-25	100	63	162	\$42,657.66	\$2,692,440
Feb-25	83	67	176	\$13,974.35	\$3,587,915
Mar-25	111	70	194	\$33,700.11	\$1,902,369
Apr-25	114	77	195	\$29,562.53	\$2,974,802
May-25	110	91	203	\$15,853.00	\$1,540,389
Jun-25	80	90	112	\$18,906.85	\$1,454,720
Jul-25	91	108	156	\$36,803.93	\$4,706,709
Aug-25	100	94	170	\$36,663.68	\$4,083,838
Sep-25	86	84	136	15,027.52	\$1,165,953
Totals	1155	935	2007	\$321,416.28	\$31,335,594

Building Activity October 1, 2023 to September 30, 2024					
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Valuation of Work Done
Oct-23	97	54	202	\$22,747.07	\$1,815,941
Nov-23	67	64	145	\$21,240.24	\$2,137,749
Dec-23	69	57	121	\$25,076.22	\$3,926,104
Jan-24	80	40	171	\$32,451.56	\$1,608,064
Feb-24	97	73	160	\$26,968.00	\$2,956,444
Mar-24	95	72	169	\$20,826.74	\$1,474,411
Apr-24	78	54	161	\$29,682.00	\$2,196,388
May-24	105	71	202	\$23,169.39	\$2,291,398
Jun-24	73	46	171	\$21,351.09	\$1,955,108
Jul-24	82	50	153	\$15,333.15	\$1,067,218
Aug-24	95	62	139	\$36,846.66	\$3,513,713
Sep-24	78	54	145	23,020.28	\$1,293,492
Totals	1016	697	1939	\$298,712.40	\$26,236,030
Difference	139	238	68	\$ 22,704	\$ 5,099,564
%	14%	34%	4%	8%	19%

2025 Monthly Case Activity Report

09/01/2025 -
10/01/2025

Case #	Main Status	Description of Violation	Parcel #	Activity Date	Activity Type	Description	Assigned To	Case Date
2025045	Open		173072 0000	9/30/2025	Follow up		Todd Stevens	6/9/2025
2025038	Open	POOL FENCE	177729 9095	9/30/2025	Follow up		Todd Stevens	5/27/2025
2025075	Open	ROOF OF GARAGE IS COLLAPSING.	172403 1770	9/30/2025	Follow up		Todd Stevens	8/22/2025
2025092	Open	Hedges obstructing view	173460 0000	9/30/2025	Inspection	Cited property for hedges in sight triangle over height and obstructing sidewalk. Posted green contact card at door	Todd Stevens	9/30/2025
2025090	Closed	Water restrictions	172715 0000	9/29/2025	Follow up	Sprinklers have been turned off and no longer spraying sidewalk	Todd Stevens	9/24/2025
2025091	Open	Boat in front yard unit 2143	173368 0000	9/26/2025	Inspection	Spoke with Matt on site and explained ordinance regarding boat in front yard. He stated he would get boat moved and debris cleaned	Todd Stevens	9/26/2025
2025038	Open	POOL FENCE	177729 9095	9/26/2025	Follow up	No access to neighbors property to confirm violation remains. Called Mr Connelly 904-923-3666. Reattempt Monday 9/29	Todd Stevens	5/27/2025

2025038	Open	POOL FENCE	177729 9095	9/26/2025	Follow up	no fence at pool. Mr Conolly granted access to his property (1534) to view and photograph rear of lot and pool at 1530.. violation remains as cited issue and send new notice of violation. Posted green contact card at door. spoke with Mr Jones 904-219-6429and he stated he will contact pool contractor about expired permits. and he will send email regarding contract for new vinyl fence for pool surround.	Todd Stevens	5/27/2025
2023071	Open	UNFINISHED CONSTRUCTION. TARP ON ROOF AND TYVEK ON HOUSE FOR OVER A YEAR.	173372 0600	9/26/2025	Follow up		Todd Stevens	7/5/2023
2023089	Open	Grass, unsecure bldg & property, water not on fire protection is off permits have expired, work has not been completed	177547 0000	9/26/2025	Inspection	no one on site. no active permits. no active water. photos are from walk thru with property manager and building inspector. property remains in unsafe status. sending new courtesy notice.	Todd Stevens	9/5/2023
2023089	Open	Grass, unsecure bldg & property, water not on fire protection is off permits have expired, work has not been completed	177547 0000	9/26/2025	Follow up		Todd Stevens	9/5/2023

2025035	Open		177653 2020	9/25/2025	Inspection	meet with property owner	Todd Stevens	5/23/2025
2025035	Open		177653 2020	9/25/2025	information	spoke with Mr. Brunelle and we discussed case and we decided to meet on site to get accurate assessment of site to coordinate getting property into compliance. date tentative for next week.	Todd Stevens	5/23/2025
2025090	Closed	Water restrictions	172715 0000	9/24/2025	Inspection	Inspection conducted starting at 107PM. Sprinklers have cycled 5 times during inspection. Public works initiated complaint due to a citizen slip and fall. No one appears to be home posted green contact card. Set reinspection for 5 days.	Todd Stevens	9/24/2025
2025090	Closed	Water restrictions	172715 0000	9/24/2025	Follow up	spoke with property owner Zain Jazrawi 904-707-4414 and he stated the sprinklers are currently turned off and he has contractor scheduled to come change heads to a more directional spray version to focus spray away from sidewalk. he stated he will call with update once completed.	Todd Stevens	9/24/2025

2025089	Open		173606 0000	9/22/2025	Inspection	Spoke with complainant Mr. Daugherty and he granted access to his property to view accessory structure in rear of 572 Seagate. Posted green contact card at door. Sent email to property owner Luis Sarria (luis.j.sarria@gmail.com)	Todd Stevens	9/22/2025
2025089	Open		173606 0000	9/22/2025	Follow up		Todd Stevens	9/22/2025
2025035	Open		177653 2020	9/22/2025	Follow up		Todd Stevens	5/23/2025
2025075	Open	ROOF OF GARAGE IS COLLAPSING.	172403 1770	9/19/2025	information	Spoke with Kelly meyers 904-322-2548 and she stated she is working to hire a contractor to repair roof. I will get update at next inspection	Todd Stevens	8/22/2025
2025088		water discharge	172693 0000	9/19/2025	information	spoke with complainant and he gave consent to his property to inspect to see violation from his rear yard. i will inspect and update him on findings.	Todd Stevens	9/19/2025
2025088		water discharge	172693 0000	9/19/2025	Inspection		Todd Stevens	9/19/2025
2025087	Open	A SUMMER KITCHEN IS BEING BUILT AT THE SIDE OF THE HOUSE ON NEW DRIVEWAY. THIS BLOCKS ACCESS TO CITY'S LIFT STATION.	178077 2020	9/19/2025	information	RECEIVED CALL THAT A SUMMER KITCHEN WAS BEING BUILT ON NEW DRIVEWAY NEXT TO HOUSE. NO PERMIT HAS BEEN ISSUED FOR IT.	Piper Turner	9/19/2025

2025087	Open	A SUMMER KITCHEN IS BEING BUILT AT THE SIDE OF THE HOUSE ON NEW DRIVEWAY. THIS BLOCKS ACCESS TO CITY'S LIFT STATION.	178077 2020	9/19/2025	Inspection	TOOK PICTURES AND POSTED STOP WORK ORDER. STRUCTURE DOES NOT APPEAR TO BE ATTACHED TO GROUND.	Todd Stevens	9/19/2025
2025087	Open	A SUMMER KITCHEN IS BEING BUILT AT THE SIDE OF THE HOUSE ON NEW DRIVEWAY. THIS BLOCKS ACCESS TO CITY'S LIFT STATION.	178077 2020	9/19/2025	Follow up	RECEIVED CALL FROM PROPERTY OWNER THAT HE IS BUILDING A DISPLAY FOR THE HOME AND PATIO SHOW ON HIS DRIVEWAY AND THAT IT IS NOT A PERMANENT FIXTURE AND WILL BE MOVED OFF SITE ONCE HTE SHOW OPENS IN OCTOBER.	Todd Stevens	9/19/2025
2025086	Closed		178939 0000	9/18/2025	Inspection	Posted green contact card, front yard partial overgrown set inspection for 10 days. Spoke with neighbor Mrs. Irle and she stated she would inform owner.	Todd Stevens	9/18/2025
2025086	Closed		178939 0000	9/18/2025	Follow up	Grass mowed close case	Todd Stevens	9/18/2025
2025077	Closed	REMOVAL OF ASBESTOS SIDING. NO PERMIT DISPLAYED.	172900 0000	9/15/2025	Follow up	No workers on site. STOP WORK ORDER posted by front door. Call Howard Edmond 818-522-8491 no answer left voicemail	Todd Stevens	8/26/2025

2025082		Debris	173085 0000	9/15/2025	Inspection	Spoke with property owner and he stated he will get a remaining items stored and secured set out one week to confirm	Todd Stevens	9/15/2025
2025082		Debris	173085 0000	9/15/2025	Follow up		Todd Stevens	9/15/2025
2025083	Closed	Loose debris	173265 0200	9/15/2025	Inspection	NO ONE ON SITE AT TIME OF INSPECTION. called Chris with Bluewave builders 904-535-8852 no answer left voicemail. Set inspection for one week.	Todd Stevens	9/15/2025
2025083	Closed	Loose debris	173265 0200	9/15/2025	Follow up	All loose debris originally cited picked up. Active construction site. Spoke with contractor and he stated they will keep site clean and they have storm safety plan in place	Todd Stevens	9/15/2025
2025083	Closed	Loose debris	173265 0200	9/15/2025	Follow up	Spoke with Chris with Bluewave Builders and he stated he made call for crew to go to site and secure all debris and usable materials	Todd Stevens	9/15/2025
2025084	Open	RECEIVED AND EMAIL ABOUT A ROOFTOP PERGOLA BEING BUILT.	172662 0000	9/15/2025	information	RECEIVED EMAIL ASKING ABOUT THE ENGINEERING AND HEIGHT OF THE PERGOLA THAT WAS BEING BUILT OVER THE WEEKEND.	Piper Turner	9/15/2025

						I ADDRESSED THIS SAME ISSUE IN MARCH 2025 WHILE THE HOUSE WAS UNDER CONSTRUCTION AND LET THE BUILDER KNOW THAT THE PERGOLA AS NOT ALLOW AS IT WOULD EXCEED THE HEIGHT LIMIT AND NO PERMIT HAD BEEN SUBMITTED. THE BUILDER DID NOT PROCEED WITH THE CONSTRUCTION AS THAT TIME. PIPER CASE# 2025015		
2025084	Open	RECEIVED AND EMAIL ABOUT A ROOFTOP PERGOLA BEING BUILT.	172662 0000	9/15/2025	Follow up	No answer at door. Posted STOP WORK ORDER at front door. will make second inspection to attempt contact in one week.	Todd Stevens	9/15/2025
2025084	Open	RECEIVED AND EMAIL ABOUT A ROOFTOP PERGOLA BEING BUILT.	172662 0000	9/15/2025	Follow up		Todd Stevens	9/15/2025

2023089	Open	Grass, unsecure bldg & property, water not on fire protection is off permits have expired, work has not been completed	177547 0000	9/15/2025	Follow up	Met with Darren Goban (site manager) and Eric Pardee (building inspector) on site. after inspection Mr Pardee stated that some repairs have been completed. property has active power. property has not been completed. Mr Pardee explained to site manager that permits will have to be reapplied for and all work must be completed, inspected, and approved i explained once work is completed and reinspected by me to ensure compliance from unsafe status at that time case can be closed. current status: flooring incomplete, missing doors, missing electrical fixtures, broken windows, missing fence at pool area, trash and debris damaged ceilings. unfinished stonework	Todd Stevens	9/5/2023
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2025077	Closed	REMOVAL OF ASBESTOS SIDING. NO PERMIT DISPLAYED.	172900 0000	9/13/2025	information	Officer Damzko was dispatched to the property for working on the building while the stop work order was still in placed. Workers were told to leave. Code Enforcement to follow up on Monday.	Todd Stevens	8/26/2025
2025074	Closed		173144 0000	9/12/2025	Follow up	All debris removed	Todd Stevens	8/22/2025
2025064	Open		172717 0000	9/12/2025	Follow up		Todd Stevens	7/24/2025
2025077	Closed	REMOVAL OF ASBESTOS SIDING. NO PERMIT DISPLAYED.	172900 0000	9/10/2025	Follow up	permit submitted to complete siding work by TRILINE CONTRACTOR INC. WSTOP WORK ORDER CANCELLED.	Todd Stevens	8/26/2025
2025081	Closed		172486 0000	9/10/2025	Inspection	Spoke with property owner Mrs Hollod and she stated complainant is a disgruntled family member. She stated son lives in house and that shed is storage and work space. She declined access due to dogs on site. Close case	Todd Stevens	9/10/2025
2025072	Open		172458 0000	9/10/2025	Follow up		Todd Stevens	8/20/2025
2025045	Open		173072 0000	9/10/2025	Follow up	2small trailers remain. Called Mr Moore to update on remaining items left to comply	Todd Stevens	6/9/2025



Agenda Item #6A Well #5 Mechanical and Electrical Change Orders

CITY OF NEPTUNE BEACH CITY COUNCIL MEETING STAFF REPORT

AGENDA ITEM:	Potable Well 5 Mechanical and Electrical Construction Change Orders
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	September 30, 2025
BACKGROUND:	Gruhn-May was awarded construction of mechanical and electrical components of Well 5 in the amount of \$514,961.00. During construction, several issues resulted in change orders, some caused by a requirement that the well be located at least 100' from the on-site wastewater pump station and discovery of an unknown pipelines: • CO 1 - Relocate on-site wastewater pump station at no charge • CO 2 and 5 - Provide and install flange adapter for development of well at full capacity – not included on original plans • CO3 - Relocating well approximately 75' to meet pump station separation requirement required additional piping • CO 4 - Shortening of flush line resulted in a credit • CO 6 – Install storm grate on flush line at no charge • CO 7 - Relocate raw water pipeline tie-in location due to conflicts. Wet tap of two pipelines discovered confirmed they were abandoned. • CO 8 - After-hours raw water pipeline tie-in due to risk of damage while connecting to existing pipeline • CO 9 - Install pipeline for flushing during bacteriological sampling • CO 10 - Relocation of the well resulted in additional electrical wire and labor
BUDGET:	401-4336-536-60-63 Improvements – Not Buildings. FY25 Current Budget is \$1,799,439.76. As of September 30, 2025, Budget Available is \$794,639.35.
RECOMMENDATION:	Approve change orders to Gruhn-May, Inc., in the amount of \$37,802.34.
ATTACHMENT:	Change Order summary from Gruhn-May, Inc.

Change Order Form

EJCDC C-941 Change Order

Owner: City of Neptune Beach

Owner's Project No.: PO# 01167

Engineer: Kimley Horn

Engineer's Project No.: 045696000

Contractor: Gruhn May, Inc.

Contractor's Project No.: 2501007

Project: Well #5

Contract Name: City of Neptune Beach Well #5

Date Issued: 12/3/24

Effective Date of Change Order:

The Contract is modified as follows upon execution of these Change Orders:

Change Order #1: Relocate Onsite Pump Station: Relocate Pump Station, moved pump station +/- 30ft to the north to accommodate the SJRWMD 100' separation. The well was also moved but could not be moved enough due to the size of the site, thereby requiring the pump station to be moved. Effect on Contract: None, No charge

Change Order #2: Provide Flange Connection: Provide and install an above ground flanged connection to allow the well driller to develop the well at full capacity. The site is fully fenced and flooding would have caused undermining of the fence and possibly flooded the building.

Effect on Contract: Increase of \$2,150.00

Change Order #3: Relocate Well: Relocate well +/- 75ft to the south to accommodate the 100ft separation requirement of the SJRWMD. The relocation of the well required an additional 120lf of 12" piping for the discharge and flush lines. The additional piping cost is \$7,209.60.

Effect on Contract: Increase of \$7,209.60

Change Order #4: Shorten Flush Line: The flush line was terminated inside the fence eliminating +/- 70 of piping. This is a labor only deduction as the piping was already purchased and cannot be returned. The City took possession of the excess material.

Effect on Contract: Decrease of \$1,750.00

Change Order #5: Well Flushing Discharge: Installed a 12" MJ 90 and brought up to grade level to allow well drillers to develop the well at full capacity without flooding the site. This

was done in conjunction with providing the flanged above ground connection mentioned in Change Order #2.

Effect on Contract: Increase of \$2,143.00

Change Order #6: Install Grate on Flush Line: Install storm drain grate on the flush line at grade level.

Effect on Contract: Increase of No Charge

Change Order #7: Tie-In Relocation: Relocate the tie-in location due to the relocation of the well and elevation conflicts with the existing pipes, some of which known or shown on the drawings. The cost includes the time to excavate and identify the conflicts and determine if the lines were active. We performed wet taps on two of the lines and determined they were inactive. Those lines were cut, capped and abandoned.

Effect on Contract: Increase of \$8,400.00

Change Order #8 After Hours Tie-In: Additional Cost for the tie-in being performed after hours, due to concern of possibly encountering difficulties connecting to the existing pipe.

Effect of Contract: Increase of \$3,675.00

Change Order #9: Provide Temporary Flush Line: Due to concerns of flooding the plant site and erosion, provide, install and remove a +/- 120lf temporary flush line from the well header to the flush line. This pipe had to be pressure rated and restrained joints to allow the well to run at full pressure for the 10 day sampling period.

Effect on Contract: Increase of \$9,550.00

Change Order #10: The relocation of the well also resulted in an increase in the electrical cost for additional labor and materials to install an additional 75lf of conduit and wires.

Effect on Contract: Increase of \$6424.74

Total of Change Orders 1 thru 10 is an Increase of \$37,802.34



Agenda Item #6B CEI Service Change Orders-3rd Street Sanitary Sewer Projects Change Order

CITY OF NEPTUNE BEACH CITY COUNCIL MEETING STAFF REPORT

AGENDA ITEM:	CEI Services Change Order - 3rd Street Sanitary Sewer Projects
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	September 30, 2025
BACKGROUND:	Construction, Engineering and Inspection (CEI) contractors serve as the owner's representative and provide assurance to FDOT that construction is completed in accordance with FDOT standards and specifications. Council previously approved CEI services with VIA Consulting Services, Inc., utilizing a JEA contract piggyback for the 3rd Street redundant gravity sanitary sewer project. Following that award, a change order to the utility contractor was awarded for reconstruction of the previously failed pipeline. In addition to the redundant pipe crossing, VIA has assisted the City with preparing for the change order project. Typical CEI services for this project were provided as needed: • Daily Maintenance of Traffic (MOT) Inspections – coordination with FDOT on lane closures / traffic phase shifts / traffic signal operations • Certifications / inspection of concrete, asphalt and flowable fill • Backfill density testing • Environmental compliance monitoring • As-Builts and final certification that all work was completed in accordance with FDOT standards In addition to standard services and coordination provided, VIA: • Avoided construction start delay by facilitating dewatering permit acceptance by FDOT • Secured FDOT approval of conventional backfill rather than flowable fill as required by permit which avoided additional cost • Obtained permit modification for reconstruction of the failed pipeline in lieu of a separate permit • Developed MOT concept for the upcoming point repair in the Florida and 3rd intersection and obtained FDOT approval • Corrected the contractor's testing procedures with respect to soils moisture and density tests, and use of FDOT forms

	• Corrected the contractor's proposed concrete mix design to ensure FDOT standards compliance • Provided asphalt density testing for the construction trench road base VIA has efficiently managed the original budget beyond the three months covered by the original proposal but current spend rate has the award amount being exhausted by October 18, 2025. This request is to approve additional support to cover construction activities only in the FDOT right-of-way for failed pipeline reconstruction (not within the City's property), and to complete project close-out requirements with FDOT for both pipe projects.
BUDGET:	As of September 30, 2025, FY25 Current Budget for Sewer Improvements Not Buildings (401-4335-535-60-63) is \$2,166,630.35 with Budget Available of \$364,716.02.
RECOMMENDATION:	Award to VIA Consulting Services, Inc. in the amount of \$14,180.27
ATTACHMENT:	VIA Consulting Services, Inc. proposal

VIA Consulting Services, Inc.

10250 Normandy Blvd., Suite 304
Jacksonville, Fl. 32221



SOW 2025-NB002: AMENDMENT NO. 1 - 3rd AVENUE SANITARY GRAVITY SEWER IMPROVEMENTS PROJECT for Construction Engineering and Inspection Services.

Date

September 30, 2025

Services Performed By:

VIA Consulting Services, Inc.
10250 Normandy Blvd., Suite 304
Jacksonville, Fl. 32221

Services Performed For:

City of Neptune Beach
Deryl Calhoun, P.E.
Director of Public Works
210 Forest Avenue
Neptune Beach, Fl. 32266

VIA Consulting Services, Inc. is pleased to submit this Statement of Work for Amendment No. 1 to provide Construction Management and Inspection Services to the City of Neptune Beach for the 3rd Avenue Sanitary Gravity Sewer Improvements Project.

This SOW # 2025-NB002 (hereinafter called the "SOW"), effective as of October 6, 2025, is entered into by and between Consultant and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

The Services are anticipated to commence on October 20, 2025, and shall continue through October 31, 2025.

Engagement Resources

VIA Consulting Services proposes to use Mr. Brian Plummer as the inspector for the 3rd Avenue Sanitary Gravity Sewer Improvements Project and will utilize the expertise of Mr. Reid Harriett, P.E. and Mr. Scott Anaheim for Project Management Services.

Scope of Work

REQUIREMENTS OF THE CONSULTANT:

General

It shall be the responsibility of the Consultant to administer, monitor, and observe the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.

The Consultant will observe the Contractor's work to determine the progress and quality of the work. Identify discrepancies, report significant discrepancies to the Client, and direct the Contractor to correct such observed discrepancies.

It shall be noted that observations of the Contractor's work is limited to the actual allowable work hours per the contract (ie. Full time inspection contract equates to full time observation, Part-time inspection contract equates to part-time observation).

Inform the Client's Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor.

On-site Inspection

Monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. Maintain detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

Monitor and inspect Contractor's Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with the City of Neptune Beach's and FDOT's procedures. Consultant employees performing such services shall be qualified in Maintenance of Traffic.

Sampling and Testing

Require sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in City of Neptune Beach's specifications.

Determine the acceptability of all materials and completed work items on the basis of either test results, certified mill analysis or appropriate industry certifications. Require Contractor to re-work or reconstruct any areas that fail the required sampling and testing specifications.

Project Management Services

Services include surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract. Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes. Services include:

- 1) Schedule and conduct a Pre-construction meeting and another meeting prior to project final acceptance. The purpose of these meetings is to discuss the required documentation, including as-builts, necessary for permit(s) compliance.
- 2) Schedule and conduct periodic progress meetings on a bi-weekly basis and provide meeting minutes for the meetings.
- 3) Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project.
- 4) Analyze the Contractor's schedule(s) (ie. Baseline(s), revised baseline(s), updates, as-builts, etc.) for compliance with the contract documents. Elements including, but not limited to, completeness, logic, durations, activity, flow, milestone dates, concurrency, resource allotment, and delays will be reviewed. Verify the schedule conforms with the construction phasing and MOT sequences, including all contract modifications. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, errors in logic, and any other concerns.
- 5) Analyze problems that arise on a project and proposals submitted by the Contractor; work to resolve such issues, and process the necessary paperwork.
- 6) Monitor, inspect and document utility construction for conformance with the utility relocation plan. Identify potential utility conflicts and assist in the resolution of utility issues with the appropriate agencies and City.
- 7) Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Contractor operations and to facilitate prompt processing of such information in order to make timely payment to the Contractor.
- 8) Assist the Client in providing Public Information Services and be proactive in keeping the community aware of the status and traffic impacts of the referenced project. Provide timely, professional responses to project inquiries including emails, telephone calls, etc...
- 9) Video tape the pre-construction conditions throughout the project limits. Provide a digital photo log or video of project activities, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy.

Fee Schedule

This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOW shall not exceed \$14,180.27 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value.

This figure is based on the attached hours of professional services and rate schedule. Please see the attached exhibit.

Out-of-Pocket Expenses / Invoice Procedures

Client will be invoiced monthly for the consulting services in accordance with the P-29-15 Agreement. Invoices are due upon receipt. There are no Out-of-Pocket expenses anticipated for this SOW.

Invoices shall be submitted monthly in arrears, referencing this Client's SOW Number to the address indicated above. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods. Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Consultant shall provide Client with sufficient details to support its invoices, including time sheets for services performed, unless otherwise agreed to by the parties.

Completion Criteria

Consultant shall have fulfilled its obligations when any one of the following first occurs:

- Consultant accomplishes the Consultant activities described within this SOW, and Client accepts such activities and materials without unreasonable objections.
- Consultant and/or Client has the right to cancel services or deliverables not yet provided with [20] business days advance written notice to the other party.

Assumptions

It is assumed that all construction invoicing processing and contractor payments will be the responsibility of the City of Neptune Beach. Consultant is only to review and verify quantities and acceptable completed items for allowable payment.

It is assumed that all Public Outreach meetings, flyers, notices will be the responsibility of the City of Neptune Beach. Consultant responsibility is for providing field communication to individual residents/business owners based on actual construction activities affecting the individual residents/business owners.

Survey Control for bench marks and construction controls are to be provided by the Construction Contractor or the City of Neptune Beach.

Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.

- The designated Project Manager of the requesting party (Consultant or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Consultant and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Consultant will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

City of Neptune Beach

VIA Consulting Services, Inc.

By: _____
Name:

By: _____
Name: Reid Harriett, P.E.

Title: _____

Title: Senior Project Engineer

Date: _____

Date: 9/30/25

CONTRACT FEE SUMMARY FOR COJ CEI VARIOUS CITY PROJECTS



PART I - GENERAL				
1. Project CEI Services for 3rd Avenue Sanitary Gravity Sewer Improvements Amendment No. 1 - Time Extension		2. Contract Number 		
3. Name of Consultant VIA Consulting Services, Inc. Subconsultant		4. Date of Proposal 9/30/2025		
PART II - LABOR RELATED COSTS				
5. Loaded Labor Rates	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 222.35	0	\$ -	
Senior Project Engineer	\$ 222.35	14	\$ 3,112.90	
Project Administrator	\$ 202.55	25	\$ 5,063.75	
Contract Support Specialist	\$ 100.51	12	\$ 1,206.12	
Senior Inspector	\$ 95.95	50	\$ 4,797.50	
Inspector	\$ 77.67	0	\$ -	
Admin	\$ 65.49	0	\$ -	
TOTAL LABOR				\$ 14,180.27
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation			\$ -	
Copying			\$ -	
Shipping & Mail			\$ -	
Miscellaneous Direct Costs Sub Total			\$ -	
10. REIMBURSABLE COSTS (Limiting Amount)				
Lab Testing and Asphalt Testing (Allowance)				
SUBTOTAL REIMBURSABLES				\$ -
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Reimbursables/NTE) (Items 7,8,9 and 10)				\$ 14,180.27

MONTHLY MANHOOR ALLOCATIONS

PART I - GENERAL																
1. Project CEI Services for 3rd Avenue Sanitary Gravity Sewer Improvements Amendment No. 1 - Time Extension		2. Contract Number														
3. Name of Consultant VIA Consulting Services, Inc. Subconsultant		4. Date of Proposal 9/30/2025														
PART II - LABOR RELATED COSTS																
5. Direct Labor	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
	2025							2026								
Principal																0
Senior Project Engineer																14
Project Administrator																25
Contract Support Specialist																12
Senior Inspector																50
Inspector																0
Admin																0
TOTAL DIRECT LABOR																101

**SPONSORED BY:
COUNCILOR JOSH MESSENGER**



**Agenda Item #8A
Second Read
Ord. No. 2025-16
Payment In-Lieu/
Lease Agreements**

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

AGENDA ITEMS:	Second Reading of Ordinance 2025-16: Parking Ordinance
SUBMITTED BY:	Heather Whitmore, AICP, Community Development Director
DATE:	October 6, 2025
BACKGROUND:	LDC Sec. 27-541. – “Payment in-lieu of providing off-street parking in the Central Business District” provides an opportunity for the owner of a property to request a waiver for a portion or all of the required non-ADA off-street parking spaces through payment of a fee-in-lieu of providing required parking pursuant to section 27-540. The purpose of this ordinance is to incentivize payment of the payment in lieu by offering a 10% discount for one-time payments (This was reduced from 20% discount to a 10% discount upon motion made at first reading). The Ordinance also establishes a revised payment plan which allows a 20% initial payment (instead of a 50% initial payment) and annual payments (instead of monthly payments) thereafter until the balance is paid in full. The amendment eliminates interest payments except upon default of the payment agreement, at which time the remaining balance shall “accelerate” and become due in full plus interest. The ordinance creates Section 27-481 which establishes criteria for lease agreements between the City and business owners in the Central Business District that encumber the City’s parking spaces by the placement of dumpsters or other uses. Motion was made at first reading to change the dumpster enclosure to masonry and to require an up front deposit to restore the leased area to pre-lease conditions. Resolution No. 2025-17 was adopted on September 15, 2025.

RECOMMENDATION:	Second reading and final adoption of Ordinance 2025-16
ATTACHMENTS:	1. Business Impact Estimate provided in accordance with section 166.041(4), Florida Statutes. 2. Draft Ordinance 2025-16 3. Resolution 2025-17 (Adopted September 15, 2025)



Business Impact Estimate

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

Proposed ordinance's title/reference: **ORDINANCE 2025-16: AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA AMENDING AND REVISING CHAPTER 27 OF THE UNIFIED LAND DEVELOPMENT REGULATIONS BY REVISING ARTICLE XIII - PARKING AND LOADING SECTION 27-541 PAYMENT IN-LIEU OF PROVIDING OFF-STREET PARKING IN THE CENTRAL BUSINESS DISTRICT; AND BY CREATING SECTION 27-481 ESTABLISHING PROCEDURES FOR ENTERING INTO LEASES WITH BUSINESSES FOR UTILIZING CITY PARKING SPACES FOR DUMPSTERS AND OTHER USES; PROVIDING SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

This Business Impact Estimate is provided in accordance with section 166.041(4), *Florida Statutes*. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☒ X The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government.
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:

¹ See Section 166.041(4)(c), *Florida Statutes*.

- a. Part II of Chapter 163, *Florida Statutes*, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
- b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
- c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or
- d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

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

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

The Ordinance allows business owners greater flexibility to enter into payment plans for payment-in-lieu of parking agreements by allowing a smaller initial payment (from 50% down to 20%) and annual payments for the remaining balance owed, instead of monthly payments. The Ordinance also eliminates interest payments unless upon default of the agreement at which time payment of the remaining balance shall “accelerate” and payments shall become due in full plus interest. The Ordinance also creates criteria for leasing parking spaces to business owners in the Central Business District that are encumbered by dumpsters or other uses.

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

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance, or for which businesses will be financially responsible; and
- (c) An estimate of the City’s regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

(a) Unknown

(b) Unknown

(c) Unknown

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

All businesses in the incorporated City limit total over. Any impacts to business owners in the Central Business District should be minimal and effect a small number of businesses.

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

N/A

INTRODUCED BY:
COUNCILOR JOSH
MESSINGER



ORDINANCE NO. 2025-16

A BILL TO BE ENTITLED

AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA AMENDING AND REVISING CHAPTER 27; BY REVISING ARTICLE XIII - PARKING AND LOADING SECTION 27-541 PAYMENT IN-LIEU OF PROVIDING OFF-STREET PARKING IN THE CENTRAL BUSINESS DISTRICT; AND BY CREATING SECTION 27-481 ESTABLISHING PROCEDURES FOR ENTERING INTO LEASES WITH BUSINESSES FOR UTILIZING CITY PARKING SPACES FOR DUMPSTERS AND OTHER USES; PROVIDING SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 2(b), Article VIII of the Florida Constitution and Chapter 166 of the Florida Statutes, the City of Neptune Beach possesses the powers to enact ordinances in order to protect the health, safety, and welfare of the City's citizens and residents; and

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

WHEREAS, the City of Neptune Beach, Florida has determined that it is necessary and in the interest of the public welfare to amend the language contained Section 27-541 of the Code of Ordinances regarding associated with payment-in-lieu of providing off street parking in the Central Business District; and

WHEREAS, the City Council of the City of Neptune Beach, Florida has determined that it is necessary and in the interest of the public welfare to establish criteria for leases with businesses within the Central Business District for using the City's parking spaces to place dumpsters and other uses by creating Section 27-549 of the Code of Ordinances.

WHEREAS, leasing parking spaces for private use reduces the availability of parking for the public. By charging business owners rent to lease those spaces under the criteria set forth herein ensures that the citizens of Neptune Beach are not negatively impacted and is in accordance with the Florida Constitution, which requires the use of public funds for a public purpose and not a private gain.

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

SECTION 1. Section 27-541 of the Code of Ordinances, City of Neptune Beach, Florida is hereby amended to read as follows: (~~strike through~~ text shall mean deletions and underlined text shall mean additions. All amendments are **highlighted** for the benefit of

the City Council. All ~~strike-throughs~~, underlines and highlights shall be removed after final adoption.):

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

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

- (1) *Fee calculation.* The amount of the payment to the payment-in-lieu of parking program will allow the City of Neptune Beach to acquire land, finance, design, construct, and carry out maintenance and repairs to public parking facilities; and to perform other necessary and desirable actions to provide improvements to public off-street parking facilities, and to promote parking alternatives and nonvehicular transportation. The amount of the payment shall be a flat amount per space as established by resolution of the city council and updated from time to time.
 - a. New construction and existing structures. For new construction and expansion, alteration or rehabilitation, or change of use of an existing structure that results in an increased parking requirement as determined in accordance with the Code the payment in-lieu of parking fee shall be satisfied as determined by the community development department fee adopted by separate city council resolution and updated from time to time. The payment-in-lieu parking fee may be paid to the city in one payment or pursuant to the terms and conditions of a payment plan as more fully described herein. The first payment of fifty (50) percent of the total fee shall be made to the community development department prior to issuance of a building permit for construction of a principal building or structure on the lot or the first certificate of occupancy (whichever comes sooner). The fifty (50) percent balance amount due may be paid in equal monthly payments for up to two (2) years pursuant to the agreement requirements and payment plan detailed in subsections (2) and (3) below.
- (2) *In-lieu of parking fee agreement.* The executed agreement shall be recorded by the community development department prior to the issuance of the building permit or certificate of occupancy or certificate of use, as applicable. The obligations imposed by the agreement shall constitute a restrictive covenant upon a property, and shall bind successors, heirs and assigns in favor of the city. The restrictive covenant shall be released by the city only upon full payment of

the in-lieu parking fees due. In-lieu of parking fee agreements shall only be made between the city and the owner(s) of the subject property.

- (3) *Fee collection for ~~monthly~~ payment plan.* Property owners may pay the payment-in-lieu of parking fee in accordance with the terms and conditions of a payment plan as determined by the community development department fee adopted by separate city council resolution. The first fee payment for applicants entering into an in-lieu of parking fee agreement shall be paid to the community development department prior to the issuance of a building permit for construction of a principal building or structure on the lot. If no building permit is needed, the first payment shall be due and paid to the community development department at the time the certificate of use, or certificate of occupancy (if required) is issued. ~~The remaining amounts shall be paid in no more than twenty-four (24) monthly payments due on the first day of the first month following the initial fifty (50) percent payment, plus interest in the amount of prime rate percent per annum, until the city has received payment in full of the remaining balance. The prime rate shall be determined at the time of execution of the parking fee agreement and shall be based on the rate established by the Wall Street Journal. If such rate is not available, the city may use such other source as it determines appropriate in its reasonable discretion.~~
- (4) *Administration.* The community development department shall administer the collection of in-lieu funds. The finance department shall administer the collection of ~~monthly~~ fees for applicants entered in an in-lieu of parking fee agreement using information provided in writing by the community development department. Additional payments and procedures for late payments and failure to pay penalties shall be determined by the community development department and adopted by separate city council resolution and included within the in-lieu of parking fee agreement.

SECTION 2: The Code of Ordinances, City of Neptune Beach, Florida, is hereby amended by adding a section, to be numbered 27-549, which section reads as follows (All new text shall be underlined and highlighted for the benefit of the City Council. All underlines and highlights shall be removed after final adoption.):

Sec. 27-481. Establishing lease criteria for encumbrance of parking spaces in the Central Business District.

The City shall enter into a lease agreement with any business owner within the Central Business District that encumbers parking spaces for the placement of a dumpster or other use by the business approved by the City Council. The lease agreement shall be for a term of one year, which shall automatically renew unless either party provides 30-day notice of termination prior to the end of the term. The rent shall be calculated on a per-parking space basis. The value of each parking space shall be determined by the average amount of revenue generated by each space in the Central Business District as reported by the budgetary report provided for the City's annual budget which is published in October of each year. The amount of rent shall be automatically adjusted in the January

following each renewal of the lease agreement. Any lease agreement for a dumpster shall require construction of a ~~hard-sided masonry~~, gated enclosure that is consistent with the aesthetics and character of the business's building. Construction of all enclosures must meet the requirements found in the City's Land Development Code. The enclosure shall also meet additional requirements of the waste management vendor to allow unencumbered pick-ups. The lease agreement shall require the tenant provide an up-front deposit sufficient to restore the leased area to pre-lease conditions. The amount of the deposit shall be determined on a case-by-case basis and shall be equal to the estimated amount of the restoration. The lease agreement may contain other terms and conditions negotiated by the City Attorney or City staff and each lease agreement shall be approved by the City Council. The provisions of this part shall apply to all existing leases upon renewal. Staff shall review all leases on an annual basis.

SECTION 3: Codification. The provisions of this Ordinance shall become and be made a part of the *Code of Ordinances of the City of Neptune Beach, Florida* and the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section," "Article", or other appropriate word; provided, however, that Sections Two, Three, Four and Five shall not be codified.

SECTION 4. 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 5. 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 6. Effective Date. This ordinance shall immediately take effect upon second reading and approval.

(ADOPTION PAGE FOLLOWS)

VOTE RESULTS OF FIRST READING AND FIRST READING:

Mayor Corrine Bylund	YES
Vice Mayor Nia Livingston	YES
Councilor Tim Horvath	YES
Councilor Josh Messinger	YES
Councilor Brent Rogers	YES

Passed at First Reading this 15th day of September, 2025

VOTE RESULTS OF SECOND READING AND FINAL READING:

Mayor Corrine Bylund
Vice Mayor Nia Livingston
Councilor Tim Horvath
Councilor Josh Messinger
Councilor Brent Rogers

Passed at Second Reading this ____ day of _____, 2025.

Cori Bylund, Mayor

ATTEST:

Catherine Ponson, City Clerk

Approved as to form and content:



Paul Waters, City Attorney

**INTRODUCED BY:
COUNCILOR JOSH
MESSINGER**



RESOLUTION NO. 2025-17

**RESOLUTION ESTABLISHING PAYMENT IN-LIEU OF
PROVIDING OFF-STREET PARKING IN THE CENTRAL
BUSINESS DISTRICT AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, on August 1, 2022, the City Council adopted Ordinance No.2022-03 Chapter 27 Unified Land Development Code Article VIII Parking and Loading, Section 27-541 "Payment in-lieu of providing off-street parking in the Central Business District" as amended by Ordinance No. 2025-13 on or about September 15, 2025; and,

WHEREAS, Section 27-541 stipulates that a payment in-lieu of providing off-street parking in the Central Business District fees and obligations shall be established by the resolution of the City Council.

WHEREAS, the City of Neptune Beach has determined that the payment of the in-lieu parking fee may be made in one lump sum at a discounted rate, or the payment in-lieu of parking fee may be made in accordance with the terms and conditions of a payment plan; and

WHEREAS, breach of said payment plan shall result in penalties as outlined herein and in an agreement for payment plan.

NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEPTUNE BEACH, FLORIDA, that a payment in-lieu of providing off-street parking in the Central Business District fee be established at **\$13,500** per parking space. The total payment in-lieu of providing off-street parking fee shall be discounted **ten (10)** percent if paid in full in one payment. Payment shall be due and paid to the community development department at the time the certificate of use, or certificate of occupancy (if required) is issued. Fee shall automatically be updated annually in October in accordance with the Consumer Price Index for All Urban Consumers (CPI-U), South Region, Other goods and services, as published by the Bureau of Labor Statistics.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEPTUNE BEACH, FLORIDA, upon approval by the City Council, the property owner may enter a payment plan agreement for the payment-in-lieu parking fee. Any fee for a payment-in-lieu parking plan shall be calculated on a per-parking space basis. An initial payment of at least twenty (20) percent shall be due and paid to the community development department at the time the certificate of use, or certificate of occupancy (if required) is issued. The remaining amounts shall be paid in equal annual payments, interest free, due on the first day of the first month following the initial execution of the payment plan

agreement. Any payment more than thirty days late shall be considered a material breach of the payment plan agreement. In the event of default, the remaining balance shall “accelerate” and be immediately due and payable in full plus interest. In the event of default for late payment, the City Manager or their designee may approve no more than two 30-day extensions during the term of the payment plan. The interest rate shall be determined at the time of breach of the payment plan agreement and shall be based on the “prime rate” as published by the Wall Street Journal at the time of assessment. If such rate is not available. The city may use such other source as it determines appropriate in its reasonable discretion. In addition to the acceleration payments and charging interest, the City may enforce the payment pan agreement and collect the outstanding balance by any remedies available in law and equity. All terms and conditions in this Resolution shall be included in the payment plan agreement.

This Resolution shall become effective upon adoption of Ordinance 2025-16.

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Special City Council Meeting held on this ____ day of September, 2025.

Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, City Clerk

Approved as to Form and Content:



Paul Waters, City Attorney

**SPONSORED BY:
COUNCILOR TIM HORVATH**

**Agenda Item #10A
Res. No. 2025-18
Directing Revenue Study**



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

AGENDA ITEMS:	Resolution No. 2025-18(Directing Revenue Study)
SUBMITTED BY:	Heather Whitmore, AICP, Community Development Director
DATE:	October 6, 2025
BACKGROUND:	The resolution directs the City Manager to engage the appropriate City staff to perform, or cause to be performed, one or more studies assessing the City's current and potential utilization of impact fees, special assessments, utility rates and any other potential revenue sources to provide and maintain certain services and facilities for the benefit and welfare of its citizens of Neptune Beach
RECOMMENDATION:	Adopt Resolution Number 2025-18
ATTACHMENTS:	Resolution 2025-18

**INTRODUCED BY:
COUNCILOR TIM HORVATH**



RESOLUTION NO. 2025-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEPTUNE BEACH, FLORIDA, DIRECTING THE CITY MANAGER TO INITIATE STUDIES REGARDING CAPITAL REVENUE OPTIONS, INCLUDING IMPACT FEES, SPECIAL ASSESSMENTS, AND UTILITY RATES, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Neptune Beach has a duty to provide and maintain certain services and facilities for the benefit and welfare of its citizens; and

WHEREAS, the funding of these services and facilities requires careful planning to ensure both fiscal responsibility and the long-term sustainability of the City's operations; and

WHEREAS, the City Council recognizes that capital revenue solutions, including but not limited to impact fees, special assessments, and utility rates, may provide appropriate and equitable methods to fund the City's obligations; and

WHEREAS, the City has a responsibility to ensure that the costs of growth and the provision of services are fairly and equitably distributed among current residents, future residents, and other beneficiaries of municipal services and facilities; and

WHEREAS, the City Council finds it to be in the best interest of the citizens of Neptune Beach to evaluate the City's current and potential utilization of these revenue sources;

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

Section 1. The City Manager is hereby directed to engage the appropriate City staff to perform, or cause to be performed, one or more studies assessing the City's current and potential utilization of impact fees, special assessments, and utility rates and any other potential revenue sources.

Section 2. The results of such study or studies shall be presented to the City Council upon completion for review and consideration of potential policy action.

Section 3. This Resolution shall become effective immediately upon its adoption.

(ADOPTION PAGE FOLLOWS)

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Regular City Council Meeting held on this _____ day of _____, 2025.

Corrine A. Bylund, Mayor

ATTEST:

Catherine Ponson, City Clerk

Approved as to Form and Content:



Paul Waters, City Attorney



Agenda Item #10B Historical Review Board Appointments

CITY OF NEPTUNE BEACH CITY COUNCIL MEETING STAFF REPORT

AGENDA ITEM:	Historical Review Board Appointments
SUBMITTED BY:	Mayor Cori Bylund
DATE:	October 1, 2025
BACKGROUND:	Ordinance No. 2025-05, adopted on July 21, 2025 established the Historical Review Board. The board will consist of <u>five</u> members, all of whom shall be residents of Neptune Beach for at least one year. Initial Members of the Historical Review Board shall serve staggered terms. Three of the initial Board Members shall be appointed for terms of three (3) years. Two of the initial Board members shall be appointed for terms of two (2) years. Seven applications were received: Eugene “Monty” Kiernan, Jimmy Monroe, Alison Ronzon, Julie Schwartzenberger, Mackennah Tarmey, Virginia “Ginny” Thurson and Timothy Townsend. All members of the Historical Review Board shall be appointed by the Mayor and confirmed by the City Council. Mayor Bylund is recommending as listed below: 1. Julie Schwartzenberger- 3-year term 2. Timothy Townsend - 3-year term 3. Alison Ronzon - 3-year term 4. Virginia “Ginny” Thurson - 2-year term 5. Eugene Kiernan - 2-year term
RECOMMENDATION:	Approve Mayor Bylund’s recommendations to the Historical Review Board
ATTACHMENT:	Historical Review Board Applications



CITY OF NEPTUNE BEACH

Board Membership Application

RECEIVED

By Catherine Ponson at 10:34 am, Aug 05, 2025

Name: Eugene "Monty" Kiernan		
Address: 234 Florida Blvd. Neptune Beach, FL 32266		
Mobile Phone: (203) 858-1998	Work Phone: NA	
Email address: monty@kiernangroup.net		
Occupation: Retired	Place of Employment:	
How long have you lived in the City of Neptune Beach?		
6 Years (Owned Property for over 9 Years)		
Education MBA Marketing	Major	Did you graduate?
High School: New York Military Acad.		Y
College: EAST CAROLINA UNIV., Columbia Univ.	MMBA	Y
What are your hobbies and interests?		
Landscaping, Golf, Surfing, Marketing Analytics		
Which Board do you desire to serve on? (see second page for description)		
	Community Development Board	
	Police Retirement Fund Board	
	Finance & Auditor Selection Committee	
X	Historical Review Board	
Please explain what qualifications, employment, or volunteering, you possess that is relevant to this board.		
See attached		
Provide a brief explanation of your interest in being appointed to this board.		
See attached		
The Community Development Board meets at 6:00 p.m. on the second Wednesday of the month.		
The Pension Board meets quarterly on Fridays at 1:00 p.m.		
The Finance & Auditor Selection Committee meets once a month between 8:00 a.m. and 5:00 p.m. The Historical Review Board will meet each calendar month.		
Are you a registered voter? Yes		
Signature: <i>E. Monty Kiernan</i>		Date: 07.30.25

BOARD MEMBERSHIP APPLICATION – Historical Review Board

Eugene “Monty” Kiernan

EXHIBIT (A)

Please explain what qualifications, employment, or volunteering, you possess that is relevant to this board.

10 years as President of a CT-based Condo Association (historical conversion of an old wire factory into 24 deluxe residential units and two retail spaces). Role included leadership and governance, financial mgmt., communications and community relations, and operation oversight w/ property mgrs.

Relevant experience in three full-scale home renovations; managing and executing multiple improvement projects ...encompassing working w/ Architects + designers, sourcing + managing contractors thru construction and completion (Project mgmt., design and planning, construction processes, budget mgmt., and troubleshooting + solutions)

Over 35 yrs business and marketing consulting experience; analytical thinking and decision making, communications, Fortune 500 client service and support (enabling organizations with more forward-looking solutions for planning and execution).

Provide a brief explanation of your interest in being appointed to this board.

9-year property owner and resident of Neptune Beach, who fell madly in love with this “little jewel” of a village. Buoyed by the results of the Workshop and Town Council, I have a deep belief that one of the ways that we can retain our nature, “our vibe” is thru reasonable encouragement and being supportive of historical property preservation.



CITY OF NEPTUNE BEACH

Board Membership Application

RECEIVED

By Catherine Ponson at 10:06 am, Sep 12, 2025

Name: JIMMY MONROE		
Address: 412 Myra St, Neptune Beach FL 32266		
Mobile Phone: 904.955.4162	Work Phone:	
Email address: Jimmy.Monroe@Altour.com		
Occupation: TRAVEL CONSULTANT	Place of Employment: SELF EMPLOYED	
How long have you lived in the City of Neptune Beach? 12 yrs		
Education	Major	Did you graduate?
High School: SUNNY HILLS, FULLERTON CA		yes
College: some		
TRADE: SEATTLE TRAVEL SCHOOL	TRAVEL	yes
What are your hobbies and interests?		
Travel, gardening, cooking, volunteering at Beaches Chapel Church & School		
Which Board do you desire to serve on? (see second page for description)		
	Community Development Board	
	Police Retirement Fund Board	
	Finance & Auditor Selection Committee	
X	Historical Review Board	
Please explain what qualifications, employment, or volunteering, you possess that is relevant to this board.		
I have been interested in older historical homes since I was in my early 20's. I lived in Seattle for 10 years and during that time worked for an architect who purchased and restored historical homes to their original beauty. I have traveled extensively through the U.S. and have stayed in many historic B&B's, as well as touring historic homes open to the public. I have collected history from older homes for years.		
Provide a brief explanation of your interest in being appointed to this board.		
My wife and I moved to Neptune in 2013 from the suburbs of Jacksonville. It has always been our desire to live in a small beach community that cares about it's residents and preserving the homes and history. We purchased a 1962 beach bungalow and made minor improvements while keeping the original integrity of the home. I want our residents to be able to keep their homes and make changes without feeling the need to sell or tear down the structure or rebuild a home that no longer fits the neighborhood. I want us to remain a historic beach town		
The Community Development Board meets at 6:00 p.m. on the second Wednesday of the month.		
The Pension Board meets quarterly on Fridays at 1:00 p.m.		
The Finance & Auditor Selection Committee meets once a month between 8:00 a.m. and 5:00 p.m. The Historical Review Board will meet each calendar month.		
Are you a registered voter? YES		
Signature: Jimmy Monroe		Date: 9/11/25



RECEIVED

By Catherine Ponson at 4:10 pm, Jul 24, 2025

CITY OF NEPTUNE BEACH

Board Membership Application

Name: <u>Alison Ronzon</u>		
Address: <u>221 South St. Neptune Beach, FL 32266</u>		
Mobile Phone: <u>904-982-2092</u>		Work Phone:
Email address: <u>agronzon@comcast.net</u>		
Occupation: <u>retired teacher</u>		Place of Employment:
How long have you lived in the City of Neptune Beach? <u>32 years</u>		
Education	Major	Did you graduate?
High School: <u>Terry Parker High School</u>		<u>yes</u>
College: <u>University of Florida</u>	Elem. Education	<u>yes</u>
What are your hobbies and interests? <u>running, travel, reading, working on my 87 year old Neptune Beach home and gardens, work part time at 1st Place Sports-Jax Beach</u>		
Which Board do you desire to serve on? (see second page for description)		
☐	Community Development Board	
☐	Police Retirement Fund Board	
☐	Finance & Auditor Selection Committee	
☒	Historical Review Board	
Please explain what qualifications, employment, or volunteering, you possess that is relevant to this board.		
<u>I started a Facebook group page, "Neptune Beach's Historical Homes and Buildings", and have done extensive research on our city's older homes, commercial buildings and history. I also co-founded Neptune Beach Preservation-</u>		
Provide a brief explanation of your interest in being appointed to this board. <u>a 501(c)(3) nonprofit.</u>		
<u>I want to be part of something that helps to encourage the preservation of our historical homes when the owner has a desire to do so. I think preserving the charm and character of our city is extremely important.</u>		
The Community Development Board meets at 6:00 p.m. on the second Wednesday of the month.		
The Pension Board meets quarterly on Fridays at 1:00 p.m.		
The Finance & Auditor Selection Committee meets once a month between 8:00 a.m. and 5:00 p.m. The Historical Review Board will meet each calendar month.		
Are you a registered voter? <u>yes</u>		
Signature: <u>Alison Ronzon</u>		Date: <u>7-24-25</u>



CITY OF NEPTUNE BEACH Board Membership Application

RECEIVED

By Catherine Ponson at 6:08 pm, Sep 10, 2025

Name:		
Address:		
Mobile Phone: 904-881-1062	Work Phone:	
Email address:		
Occupation: Interior Designer , Hotelier	Place of Employment: Self Employed-	
Co-owner/ Hotel Palms	Edge and Lines Design, Owner Principal	
How long have you lived in the City of Neptune Beach?		
Education	Major	Did you graduate?
High School: Stanton College Prep		
College: UNF , The Art Institute		
UNF was my first degree, I went back a few years later to study Interiors		
What are your hobbies and interests?		
Which Board do you desire to serve on? (see second page for description)		
	Community Development Board	
	Police Retirement Fund Board	
	Finance & Auditor Selection Committee	
	Historical Review Board	
Please explain what qualifications, employment, or volunteering, you possess that is relevant to this board.		
Provide a brief explanation of your interest in being appointed to this board.		
The Community Development Board meets at 6:00 p.m. on the second Wednesday of the month.		
The Pension Board meets quarterly on Fridays at 1:00 p.m.		
The Finance & Auditor Selection Committee meets once a month between 8:00 a.m. and 5:00 p.m. The Historical Review Board will meet each calendar month.		
Are you a registered voter?		
Signature: <i>Julie Schwartzenberger</i>		Date: 09/08/2025

COMMUNITY DEVELOPMENT BOARD

The CDB Meetings are held on the second Wednesday of the month at 6:00 p.m.

The Community Development Board is designated as the local planning agency. As such, the board is created to carry out the functions of a local planning agency pursuant to the requirements of Florida Statutes, Chapter 163, and to review: (i) special exceptions and land use policies; (ii) preliminary development plans; (iii) variance requests; and (iv) administrative appeals.

POLICE OFFICERS' RETIREMENT BOARD

The quarterly meetings are held quarterly on Fridays at 1:00 p.m.

The board is designated as the plan administrator. The sole and exclusive administration of and responsibility for the proper operation of the police retirement system is vested in the Board of Trustees.

FINANCE & AUDITOR SELECTION COMMITTEE

Please see Ordinance No. 2025-04 for more information, <https://www.nbfl.gov/city-clerk/pages/ordinances>. **Please note the Finance & Auditor Selection Committee is required to meet once a month, between the hours of 8:00 a.m. and 5:00 p.m.**

HISTORICAL REVIEW BOARD

Please see Ordinance No. 2025-05 for more information. <https://www.nbfl.gov/city-clerk/pages/ordinances>. **The Historical Review Board will meet each calendar month.**

Pursuant to Florida Statutes Chapter 112, any appointed member of a board of any political subdivision is required to file a financial disclosure (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment

**RECEIVED**

By Catherine Ponson at 4:09 pm, Jul 24, 2025

CITY OF NEPTUNE BEACH

Board Membership Application

Name: Mackennah Tarmey		
Address: 10100 Baymeadows Rd. Apt #1112 Jacksonville, FL 32256		
Mobile Phone: Work Phone: 850-567-7837		
Email address: mmtarmey@gmail.com		
Occupation: Marketing Intern,		Place of Employment: University of Florida (Remote)
Historic Preservation Program		
How long have you lived in the City of Neptune Beach?		
Although I'm not a full-time resident, I have lived in Atlantic Beach for a year and the surrounding areas in Jacksonville.		
Education	Major	Did you graduate?
High School: Leon High School		Yes, 2019
College: University of North Florida	Interdisciplinary Studies focused on Historic Preservation.	AA received in 2024. Expected graduation Fall 2025.
What are your hobbies and interests?		
Outside of academics and professional work, I'm passionate about historic preservation, environmental advocacy, and stewardship. I enjoy exploring historic sites, researching community stories, and engaging in creative projects that blend history and communication. These interests reflect my commitment to thoughtful, community-centered work and help inform my interdisciplinary approach to problem-solving.		
Which Board do you desire to serve on? (see second page for description)		
	Community Development Board	
	Police Retirement Fund Board	
	Finance & Auditor Selection Committee	

	<u>Historical Review Board</u>
Please explain what qualifications, employment, or volunteering, you possess that is relevant to this board.	
I possess a strong foundation in historic preservation through my academic studies, field experience, and community involvement. I've worked as a marketing intern for the University of Florida's Historic Preservation Program, participated in the Preservation Institute Nantucket, and volunteered with the Florida Trust for Historic Preservation, including at the Preservation on Main Street conference. My background also includes public outreach, advocacy, and promoting engagement with cultural heritage—skills that will align closely with the mission of this board.	
Provide a brief explanation of your interest in being appointed to this board.	
I'm interested in serving on this board because I care deeply about how communities grow while honoring their past. A Historic Review Board plays a vital role in preserving the Neptune Beach identity and guiding development in a way that respects its unique character and heritage. I see this board as an opportunity to support that balance while helping foster public understanding of the value of preservation. Serving in this role would allow me to contribute my skills in outreach, communication, and preservation, while also learning from others who share a strong commitment to protecting cultural and historic resources.	
The Community Development Board meets at 6:00 p.m. on the second Wednesday of the month.	
The Pension Board meets quarterly on Fridays at 1:00 p.m.	
The Finance & Auditor Selection Committee meets once a month between 8:00 a.m. and 5:00 p.m. The Historical Review Board will meet each calendar month.	
Are you a registered voter? Yes.	

 Signature:	Date: 7/23/2025
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COMMUNITY DEVELOPMENT BOARD

The CDB Meetings are held on the second Wednesday of the month at 6:00 p.m. The Community Development Board is designated as the local planning agency. As such, the board is created to carry out the functions of a local planning agency pursuant to the requirements of Florida Statutes, Chapter 163, and to review: (i) special exceptions and land use policies; (ii) preliminary development plans; (iii) variance requests; and (iv) administrative appeals.

POLICE OFFICERS' RETIREMENT BOARD

The quarterly meetings are held quarterly on Fridays at 1:00 p.m.

The board is designated as the plan administrator. The sole and exclusive administration of and responsibility for the proper operation of the police retirement system is vested in the Board of Trustees.

FINANCE & AUDITOR SELECTION COMMITTEE

Please see Ordinance No. 2025-04 for more information, <https://www.nbfl.gov/city-clerk/pages/ordinances>. **Please note the Finance & Auditor Selection Committee is required to meet once a month, between the hours of 8:00 a.m. and 5:00 p.m.**

HISTORICAL REVIEW BOARD

Please see Ordinance No. 2025-05 for more information. <https://www.nbfl.gov/city-clerk/pages/ordinances>. **The Historical Review Board will meet each calendar month.**

Pursuant to Florida Statutes Chapter 112, any appointed member of a board of any political subdivision is required to file a financial disclosure (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment

**RECEIVED**

By Catherine Ponson at 10:31 am, Sep 15, 2025

CITY OF NEPTUNE BEACH

Board Membership Application

Name: "Ginny Thurson - Virginia"		
Address: 1200 7 th St. NB		
Mobile Phone: 904-704-4527	Work Phone: _____	
Email address: tedthurson@aol.com		
Occupation: _____	Place of Employment: _____	
How long have you lived in the City of Neptune Beach? 23 + 32		
Education	Major	Did you graduate?
High School: Bishop Kenny	_____	✓
College: FSU	2 yr _____	_____
What are your hobbies and interests? walking - NB growth - biking - travel		
Which Board do you desire to serve on? (see back for description)		
☒ Historical Review Board		
☐ Community Development Board		
☐ Police Retirement Fund Board		
Please explain what qualifications, employment, or volunteering, you possess that is relevant to this board.		
I attend most city council meetings & am familiar with the process of variances. I believe in the mission of preservation of our city & our way of life.		
Provide a brief explanation of your interest in being appointed to this board.		
I believe this board is necessary to help residents that want to remodel/update older homes & help to stay within city code or provide a variance to save it from destruction.		
Are you available one night per month? yes		
Are you a registered voter? Yes		
Signature: Ginny H. Thurson Virginia H. Thurson		Date: 9-12-25

COMMUNITY DEVELOPMENT BOARD

The CDB Meetings are held on the second Wednesday of the month at 6:00 p.m.

The Community Development Board is designated as the local planning agency. As such, the board is created to carry out the functions of a local planning agency pursuant to the requirements of Florida Statutes, Chapter 163, and to review: (i) special exceptions and land use policies; (ii) preliminary development plans; (iii) variance requests; and (iv) administrative appeals.

POLICE OFFICERS' RETIREMENT BOARD

The quarterly meetings are held quarterly on Fridays at 1:00 p.m.

The board is designated as the plan administrator. The sole and exclusive administration of and responsibility for the proper operation of the police retirement system is vested in the Board of Trustees.

Pursuant to Florida Statutes Chapter 112, any appointed member of a board of any political subdivision is required to file a financial disclosure (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment.



CITY OF NEPTUNE BEACH Board Membership Application

Name: Timothy N. Townsend
Address: 428 Hopkins St.
Mobile Phone: 904-521-4058 | Work Phone: 904-249-9707
Email address: t-townsend2@bellsouth.net
Occupation: Retired | Place of Employment:

How long have you lived in the City of Neptune Beach? all my life, 79 years

Education	Major	Did you graduate?
High School: <u>Fletcher High School</u>		<u>yes</u>
College: <u>Jacksonville University</u>	<u>History/Business</u>	<u>yes</u>

What are your hobbies and interests? History, Public Events, Architecture

Which Board do you desire to serve on? (see second page for description)

☐	Community Development Board
☐	Police Retirement Fund Board
☐	Finance & Auditor Selection Committee
☒	Historical Review Board

Please explain what qualifications, employment, or volunteering, you possess that is relevant to this board.

I have a background in construction. Familiar with home construction (father was building contractor). Worked 32 yrs w/ COAB and did many projects there.

Provide a brief explanation of your interest in being appointed to this board.

Have Always been interested in historic preservation. Mother's family from Charleston, S.C. I am a student of the history of American architecture

The Community Development Board meets at 6:00 p.m. on the second Wednesday of the month.

The Pension Board meets quarterly on Fridays at 1:00 p.m.

The Finance & Auditor Selection Committee meets once a month between 8:00 a.m. and 5:00 p.m. The Historical Review Board will meet each calendar month.

Are you a registered voter? yes

Signature: Timothy N. Townsend

Date: 8/18/2025



Agenda Item #10C School Speed Detection System Compliance Report

CITY OF NEPTUNE BEACH CITY COUNCIL MEETING STAFF REPORT

AGENDA ITEM:	Compliance Report; School Speed Detection System
SUBMITTED BY:	Michael J. Key Jr., Chief of Police
DATE:	10/01/25
BACKGROUND:	Compliance report pursuant to Fla. Stat. 316.1896 & 316.0776 See attached report.
BUDGET:	N/A
RECOMMENDATION:	N/A
ATTACHMENT:	2024-2025 Compliance Report; School Speed Detection System

2024 - 2025

City of Neptune Beach School Speed Camera Program

Annual Report

Prepared By :

**City of Neptune Beach
Police Department**

Collaboration with:

Altumint

Reporting Period, Pursuant to 316.1896:
October 1, 2024 – June 30, 2025



STATE OF FLORIDA REQUIREMENTS:

316.1896 & 316.0776 mandates;

- A municipality that operates a school zone speed detection system must annually report the results of all systems within the municipality's jurisdiction by placing the report as a single reporting item on the agenda of a regular or special meeting of the municipality's governing body.
- Interested members of the public must be allowed to comment.
- Must identify the public safety objectives used to identify a school zone for enforcement, results of the speed detection system in the school zone, and the procedures for enforcement.
- The report must include a written summary of:
 - the number of notices of violation issued,
 - the number that were contested,
 - the number that were upheld,
 - the number that were dismissed,
 - the number that were issued as uniform traffic citations,
 - the number that were paid and how collected funds were distributed and in what amounts.
- Municipality must submit a report by October 1, 2024, and annually thereafter, aligning with the State of Florida's fiscal year (July 1 – June 30).
- Information related to the location of each speed detection system, including
 - The geocoordinates of the school zone,
 - the directional approach of the speed detection system,
 - the school name,
 - the school level,
 - the times the speed detection system was active,
 - the restricted school zone speed limit enforced,
 - the posted speed limit enforced at times other,
 - the date the systems were activated to enforce violations,
 - and, if applicable, the date the systems were deactivated.
- Each municipality that operates a speed detection system is responsible for and must maintain its respective data for reporting purposes for at least 2 years after such data is reported to the department.



Public Safety Objectives

Key public safety objectives used include:

- High Incidence of Speeding Violations
- Elevated Crash or Collision Rates
- Proximity to Pedestrian Crossings or High Student Activity
- Contribution to Broader Traffic Fatality Reduction Goals
- History of Near-Misses or Injury Incidents

Initial Speed Study (2024)

SPEED STUDY RESULTS

Location	Violations (Per Day)	Monthly (20 School Days)	Annual (9 Months)
Neptune Beach ES	200	4,000	36,000
Beaches Chapel	182	3,640	22,760
Total	382	7,640	68,760

Warning Period into 1st month of Enforcement Period

92%

REDUCTION

(DAILY VIOLATIONS: STUDY: 382, WARNING PERIOD 62.3 CITATIONS 30.1)



NEPTUNE BEACH POLICE DEPARTMENT

Generated Thursday, May 8 14:24:50 2025
Jurisdiction: Neptune Beach, Florida

WARNING PERIOD

Date Range: 3.3.25 - 4.21.25

Site Number/Location	Total Events	Total Rejected Events	Events Pending Altumint Review	Police Queue to be Approved	Police Approved	Mailed Citations	Warning	Average Speed per violation
4 locations	4462	1964	0	3	2492	0	2492	
600 Block Florida Blvd, EB (77211)	368	49	0	0	319	0	319	30.80
600 Block Florida Blvd, WB (77212)	81	13	0	0	68	0	68	26.72
1500 Block Florida Blvd, EB (77213)	2533	1147	0	3	1381	0	1381	35.18
1500 Block Florida Blvd, WB (77214)	1480	755	0	0	724	0	724	33.72

CITATION PERIOD

Date Range: 4.22.25 - 5.8.25

Site Number/Location	Total Events	Total Rejected Events	Events Pending Altumint Review	Police Queue to be Approved	Police Approved	Mailed Citations	Warning	Average Speed per violation
4 locations	1026	517	3	227	225	0	0	
600 Block Florida Blvd, EB (77211)	121	8	3	79	22	0	0	30.07
600 Block Florida Blvd, WB (77212)	27	5	0	0	21	0	0	26.37
1500 Block Florida Blvd, EB (77213)	501	272	0	148	56	0	0	36.47
1500 Block Florida Blvd, WB (77214)	377	232	0	0	126	0	0	35.24

St 316.1896(1) COMPLIANCE

- The geocoordinates of the school zone (Address | Latitude | Longitude)
 - 600 Block Florida Blvd, EB | 30.3142112 | -81.4016258
 - 600 Block Florida Blvd, WB | 30.3144144 | -81.4004855
 - 1500 Block Florida Blvd, EB | 30.3176403 | -81.413735
 - 1500 Block Florida Blvd, WB | 30.3173506 | -81.4126973
- The directional approach of the speed detection system
 - 600 Block Florida Blvd, EB & WB (Beaches Chapel School)
 - 1500 Block Florida Blvd, EB & WB (Neptune Beach Elementary)
- The school name
 - Beaches Chapel School
 - Neptune Beach Elementary
- The school level
 - Beaches Chapel School (Elementary, Middle, & High School)
 - Neptune Beach Elementary (Elementary)
- The times the speed detection system is active
 - 7:31:00 AM - 8:29:00 AM, 8:30:00 AM - 2:30:00 PM, & 2:31:00 PM - 3:29:00 PM (Beaches Chapel School)
 - 7:31:00 AM - 8:59:00 AM, 9:00:00 AM - 2:30:00 PM, 2:31:00 PM - 3:29:00 PM (Neptune Beach Elementary)
- The restricted school zone speed limit enforced
 - Speed Limit 15 - Enforced Speed 26 (Beaches Chapel School)
 - Speed Limit 15 - Enforced Speed 26 (Neptune Beach Elementary)
- The posted speed limit enforced at times other
 - Speed Limit 25 - Enforced Speed 36 (Beaches Chapel School)
 - Speed Limit 30 - Enforced Speed 41 (Neptune Beach Elementary)
- The date the systems were activated to enforce violations
 - 4/22/2025 (all activated same date)
- and, if applicable, the date the systems were deactivated.
 - N/A

Results (as of 06/30/25)

- Program Started late 24-25 school year
 - Rental fees of system (\$4,138.80) before first payment received
 - Citations go-live occurred late April (4/22/25)
 - School year stopped as of May 29, 2025
- Citations have 30-day payment grace period
 - Collecting funds is always in the rear
 - Uncollected funds/Unpaid Citations are now becoming issued UTCs as of August 2025
- Summer School Program not enforced
 - 'Payment' for system while no new citations being issued
- New School Year started on 8/7/25 (Beaches Chapel) & 8/11/25 (Neptune Beach Elementary)
 - Normal programs level out financially after 90-days but this is subject to traffic patterns/activity remaining at increased levels

Jurisdiction (District)	Neptune Beach
County	Duval County
Reporting_period	10/01/2024 - 06/30/2025
Camera_type	SPD / 2
NOVs_issued	1,019
NOVs Paid	779
NOVs _pending	239
NOVs _contested	0
NOVs_contested_upheld	0
NOVs_dismissed	1
NOVs_issued_as_UTC	0

Total Payments/Deposits	\$	59,560.00
# of Paid Citations		597
State of Florida (23%)	\$	13,698.80
County School District (12%)	\$	7,147.20
School Crossing Guard (5%)	\$	2,978.00
Net Disbursement to Neptune Beach	\$	4,569.75
Net Disbursement to Altumint	\$	31,166.25



TIMELINE

- 2.20.24
Passed by Ordinance 24-01
- 3.3.25
Warning Period Start
- 4.21.25
Warning Period End
(50 days/35 week days)
- 4.22.25
Citations Begin
- 5.29.25
School Ends for Summer
- 6.30.25
State Reporting Period Ends
- 8.7.25 & 8.11.25
School Begins Again