



**MINUTES**  
**WORKSHOP CITY COUNCIL MEETING**  
**DECEMBER 11, 2000 AT 7:00 P.M.**  
**CITY HALL, 116 FIRST STREET**  
**NEPTUNE BEACH, FLORIDA**

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Pursuant to proper notice a Workshop Meeting of the City Council of the City of Neptune Beach was held December 11, 2000 at 7:00 p.m., in the Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida.

Attendance:

IN ATTENDANCE:

Mayor Dick Brown	Assistant to the City Manager Terry Klein
Vice Mayor Robert D. Shimp	Director of Public Safety William Brandt Lieutenant James Kelly
Councilor J.W. Buddy Crout	Records Supervisor Joan Herman
Councilor Ronald Patronik	Director of Public Works John Galen
Councilor Harriet Pruette	Administrative Assistant Robert Harding
City Manager Richard A. Linn	Supervisor of Water & Wastewater Leon Smith
City Attorney Christopher A. White	Supervisor of Streets & Parks Paul Williams
City Clerk Lisa Volpe, CMC	Finance Director John Herbst
Deputy City Clerk Karla Strait	Finance Director Steve Ramsey
	Building Official Dan Arlington
	Assistant to the Building Official Piper Turner

Call to Order/Roll Call      The Mayor called the meeting to order at 7:00 p.m.

**ORIENTATION - CITY MANAGER**

City Managers Office      City Manager Linn felt that it was important for the staff to explain their duties to the Council so that Council would be more familiar with each department. Mr. Linn opened the orientation by stating the goals in his department for the upcoming year. Mr. Linn introduced his assistant Terry Klein to speak about a software program called Civic Tracker.

Assistant to the City Manager Terry Klein introduced herself to the Council and explained that the City Manager's office was in the process of implementing a new software program called Civic Tracker that would track citizens complaints.

City Attorney/  
Legalities      City Attorney Christopher White explained the Government in the Sunshine Manual and that the basic rule of thumb was that if you want to discuss city business with another Council Member it must be done at a Council Meeting. Mr. White added that any City business that was done on a home computer was considered public record.

City Clerk's Office      City Clerk Lisa Volpe introduced herself and her Deputy City Clerk Karla Strait to the new Council. Ms. Volpe proceeded to explain that the Clerks Office supported the City Council

with administrative services, handled the record management system, prepared the agendas, prepared the minutes of the meetings, advertised public notices, and served as Supervisor of Elections for the City. Ms. Volpe informed the Council on the total operation of the clerk's office and gave advice on how the Council could help the clerk's office run smoother.

Discussion ensued about agendas and how each Council Member would like to be informed about agenda items.

Public Works  
Department

Director of Public Services/City Engineer John Galen gave each Council Member a copy of his organizational chart. Mr. Galen introduced Leon Smith and Paul Williams.

Supervisor of Water and Wastewater Leon Smith introduced himself to Council and explained that his job was to oversee the water and wastewater treatment plants collection and distribution systems, and the stormwater department. Mr. Smith added that he took care of the purchasing and coordinated the activities for the departments, and also took care of customer concerns and complaints. Mr. Smith invited the Council Members to tour the wastewater and water plants.

Supervisor of Public Works Paul Williams stated that he worked in the parks department and dealt with all the street maintenance.

Administrative Assistant Bob Harding introduced himself to the Council Members and stated that he received most of the complaints before anyone else and asked them to give him a call if they had any problems with public works.

Public Safety  
Department

Director of Public Safety William Brandt introduced Joan Herman and Lt. James Kelly. Chief Brandt stated that he felt the two most important things that had been done in the police agency was to become accredited and to go through the career tracks program. Chief Brandt also informed the Council that the three beaches police departments worked together and had a good relationship. Chief Brandt thought that it was very important to maintain a good image in the community and he felt that our Police Department did have a good image.

Records' Supervisor Joan Herman introduced herself to the Council and stated that she was the Services Division Supervisor. Ms. Herman stated there were seven civilians that worked in the department three of them in the record section, two of which were part-time dispatchers. Ms. Herman added that her department provided support to all the personnel, helped with reports, and made sure the right agencies had the proper reports. Ms. Herman proceeded to explain the various services and duties of the department.

Lieutenant James Kelly informed the Council that he was in charge of criminal investigation and handled all the follow-ups on all investigations. Lt. Kelly added that he also handled complaints and reported back to the Chief on them and most complaints were related to parking and traffic tickets.

Finance Department

Finance Director John Herbst introduced himself and new Finance Director Steve Ramsey. He gave the name of each person on his staff, their job title, and what each job entailed. Mr. Herbst added that he felt he had a truly outstanding staff that went above and beyond their call of duty. Mr. Herbst explained what his department was responsible for including: 1) the daily, weekly, monthly, and annual accounting, 2) the monthly and annual budget, 3) the Comprehensive Annual Financial Report, 4) managing the main computer system and, 5) the maintenance and upkeep on the city web page.

Building Department

Building Official Dan Arlington introduced himself and his assistant Piper Turner to the new Council. Mr. Arlington explained that his department regulated building & zoning

through plan review, checked licenses and insurance and did the building inspections. Mr. Arlington added that he and Piper also served as the staff for the Planning & Development Review Board, the Board of Appeals, and the Code Enforcement Board. Mr. Arlington stated that his department also regulated liquor licenses and worked with the Fire Marshall on fire regulations. Mr. Arlington felt that their biggest challenge was treating all variance requests equally.

Administrative Assistant to the Building Official Piper Turner explained that she issued all the building, mechanical, electrical, and miscellaneous permits. Piper also stated that she felt there was a problem with the code because they had 31 requests for variances this year and that 90% of the variances were preexisting non-compliance issues.

Discussion ensued about the Land Development Regulations.

For the Record Mayor Brown stated on the record that the three council members that lived west of Third Street would be glad to work with the council on reviewing the Land Development Regulations.

Councilor Pruette asked the other council members to think about how to allow the citizens more time to speak on issues at the Council Meetings.

#### **911 SALARY AGREEMENT**

911 Salary Meeting 911 SALARY AGREEMENT: City Manager Linn explained that the 911 agreement was a standard agreement we had with the City of Jacksonville each year whereby they gave us money to operate our dispatch center and asked the Council for a consensus to place the agreement on the consent agenda.

Consensus: **TO PLACE THE 911 SALARY AGREEMENT ON THE CONSENT AGENDA.**

#### **DATE OF NEXT MEETING**

Next Meeting Date SETTING A DATE FOR THE NEXT CITY COUNCIL MEETING: City Manager Linn explained that he had nothing on the agenda for the December 18, 2000, City Council Workshop Meeting and suggested that the next Regular City Council Meeting be held on Monday, January 8, 2000.

Discussion ensued about holiday travel plans.

Consensus: **TO HAVE THE REGULAR JANUARY CITY COUNCIL MEETING ON JANUARY 8, 2001**

Public Comments **PUBLIC COMMENTS ON AGENDA ITEMS ONLY/NONE**

There were no comments from the public.

Adjournment There being no further business, the meeting adjourned at 10:00 p.m.

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Richard A. Brown, Mayor

Attest:

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Lisa Volpe, CMC, City Clerk

Approved: \_\_\_\_\_