



MINUTES
WORKSHOP CITY COUNCIL MEETING
DECEMBER 16, 2002 AT 7:00 P.M.
CITY HALL, 116 FIRST STREET
NEPTUNE BEACH, FLORIDA

Pursuant to proper notice a Workshop Meeting of the City Council of the City of Neptune Beach was held December 16, 2002 at 7:00 p.m., in the Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida.

Attendance:

IN ATTENDANCE:

Mayor Richard A. Brown
Vice Mayor James Gilbert
Councilor Harriet Pruette
Councilor Larry Shealy
City Attorney Christopher White
City Manager Richard A. Linn

City Clerk Lisa Volpe, CMC
Director of Public Services Leon Smith
Director of Public Safety William Brandt
Director of Finance Steve Ramsey
Building Official Dan Arlington
Assistant to the City Manager Terry Klein
Deputy City Clerk Karla Strait, CMC

ABSENT:

Councilor John Weldon

Call to Order/Roll Call

The Mayor called the meeting to order at 7:00 p.m.

COMMITTEE REPORTS

IBBC

ISH BRANT BEAUTIFICATION COMMITTEE: The Ish Brant Beautification Committee continued to meet and work on ongoing projects.

CITY MANAGERS PUNCH LIST

Bike Path

BIKE PATH IMPROVEMENT: Construction of the Bike Path was scheduled to begin on January 2, 2003.

Utility Improvements

UTILITY IMPROVEMENT PROJECT: Jim Miller, Engineering Consultant, PBS&J, gave a report and update on the Water Improvement Project at the November workshop meeting.

Kings Rd. Bridge

KINGS ROAD BRIDGE: The contract for the Kings Road Bridge was signed and the architect was working on the design.

Underground
Containers

UNDERGROUND TRASH CONTAINERS: Negotiations were still underway with the manufacturer to trade in the jumbo underground trash containers for smaller ones.

Fire

REPORT ON DECEMBER 11, 2002, FIRE AT 900 THIRD STREET: The City of Jacksonville Fire Department responded within 6 minutes of the call to a fire at 900 First Street on December 11th that started at approximately 4:30 a.m. Neptune Beach police

officers were on the scene prior to the firefighters arrival and reported the fire had already burned through the roof. The firefighters had a problem opening the fire hydrant closest to the scene and reported they had to use a fire hydrant 400 feet away. The fire hydrant in question was last opened and tested 6 weeks ago when the line was flushed because a new hydrant was installed for the new Secure One building.

Councilor Pruette felt the problem with the hydrants created a lack of confidence among citizens. She suggested the three beach cities combine resources and create a single fire department.

Public Services Director Leon Smith reported the fire hydrant was a little stiff and hard to open however his men were able to open the hydrant when they tested it around 8:30 a.m.

City Manager Linn reported 21 fire hydrants had been completely replaced and another 37 were due to be replaced. Currently there were 11 inoperable fire hydrants in the city that were clearly marked in black.

Mr. Linn had asked the City of Jacksonville Fire Chief Ray Alfred to have his men check all the fire hydrants in Neptune Beach and report back to him. Mr. Linn added the Building Official had recently required the owner of the building to install a firewall that saved the remainder of the building. The fire was currently under investigation as a possible arson.

Councilor Shealy questioned how council members were notified of important incidents. Mr. Linn responded upon request he could have the dispatcher notify each council member. Public Safety Director Chief Brandt stated he would inform the dispatcher to notify all council members of such incidents.

PROPOSED ORDINANCES

PDRB Notices
Ord.

NOTICE OF PLANNING & DEVELOPMENT REVIEW BOARD MEETINGS – COUNCILOR PRUETTE: AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA AMENDING SECTION 27-40(d), ADDING ADDITIONAL LANGUAGE RELATING TO NOTICE OF MEETINGS OF THE PLANNING & DEVELOPMENT REVIEW BOARD AND PROVIDING AN EFFECTIVE DATE.

Councilor Pruette felt abutting residential property owners in commercial districts should be notified of proposed changes regarding businesses and be advised of the Planning & Development Review Board meeting.

Building Official Dan Arlington suggested that an orange sign would be enough notification on its own.

Consensus: **MOVE FORWARD WITH THE ORDINANCE.**

Budget Amendment
Ord.

BUDGET AMENDMENT PROVIDING FUNDING FOR COUNTYWIDE POLICE RADIO SYSTEM – FINANCE DIRECTOR STEVE RAMSEY: AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF NEPTUNE BEACH, FLORIDA FOR FISCAL YEAR 2003 BEGINNING OCTOBER 1, 2002 AND ENDING SEPTEMBER 30, 2003.

The Public Safety Department had been working with the county, J.E.A., and police agencies within the county and northeast Florida to develop a common radio system. The total cost of \$217,000 was not determined during the budget process. City Manager Linn recommended scheduling a special meeting on December 17, 2002, at 6:00 p.m. for the first read of the Ordinance.

Officer Larry Dean explained the need for the special meeting was to have the first read of the ordinance in December and the second reading in January because the cost was based on the City of Jacksonville's contract, which would expire in January.

City Attorney White advised an emergency would have to be declared in order to hold a special meeting for a reading of an ordinance.

Consensus: **DECLARE AN EMERGENCY MEETING FOR DECEMBER 17, 2002 BASED UPON THE TIME LINE FOR FIRST READ AND HAVE THE SECOND READ IN JANUARY.**

CONTRACTS / AGREEMENTS

Water Impr. Project

REQUEST FOR CHANGE ORDER FOR THE WATER IMPROVEMENT PROJECT – CITY MANAGER LINN: During the Water Improvement Project, Phase I B&C, three areas of concern arose that caused the need to issue change orders.

Jim Miller, PBS&J, Engineering Consultant, explained the need for the change orders.

City Manager Linn recommended approval of the change order for the Penman Road intersection crossing at \$103,014.00, and the 6" line on Strand at \$24,012.00.

Mr. Linn felt the city would be in a better position to evaluate the need for the 12" line from the water plant to Seawood Drive after the Joint Beach Utility Study was completed. He did not recommend approval of the 12" line at this time.

Consensus: **FORWARD TO SPECIAL MEETING DECEMBER 17, 2002 AT 5:30 P.M.**

ISSUE DEVELOPMENT

Building Dept.
Functions

BUILDING DEPARTMENT FUNCTIONS – COUNCILOR PRUETTE: Councilor Pruette requested looking into the functions of the Building Department in order to run it more efficiently and provide better services. She was concerned over the costs of contracting outside help for plan reviews and inspections. She also had received complaints about the time involved in issuing permits.

City Manager Linn stated during the budget process Council discussed hiring another person for the Building Department. At that time Council decided it was better to contract out the services. He added the costs of the contractor services were recovered from the permit and inspection fees. It was also determined during the budget process that the Building Official would not be involved in code enforcement and that task would be turned over to Officer Larry Dean.

Councilor Pruette stated the past Building Official informed her that he did all the plan reviews and inspections himself without the aide of an outside contractor.

Building Official Dan Arlington stated that building permits had increased 20% this year. He was also still involved in code enforcement because Officer Dean had been assigned to temporary patrol duty. He added that Florida Statutes allowed a 30-day time limit for residential permits and his office currently had a 2-week turnaround.

Councilor Gilbert asked City Manager Linn to report to Council on the Building Departments performance and the possibility of hiring an outside entity to act as the Building Department.

Special Mtg.

SET A SPECIAL MEETING FOR DECEMBER 17, 2002, AT 6:00 P.M. IF NECESSARY:

A special meeting needed to be scheduled for December 17, 2002, at 6:00 p.m. for a reading on the Budget Amendment Ordinance.

Consensus: **TO DECLARE AN EMERGENCY MEETING FOR DECEMBER 17, 2002, AT 5:30 FOR THE FIRST READ OF THE BUDGET ORDINANCE AND THE APPROVAL OF CHANGE ORDERS FOR THE WATER IMPROVEMENT PROJECT.**

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

Public Comments

Lynda Padtra, 1113 First Street, asked that the sale of the existing radios go back into the fund and if the Building Department performance was being measured.

Building Official Dan Arlington responded the Building Department performance was recently rated a 3 on a 10 to 1 scale by the D.C.A. and I.S.O. with 10 being the worst and 1 being the best.

Adjournment

There being no further business, the meeting adjourned at 8:41 p.m.

Richard A. Brown, Mayor

Attest:

Lisa Volpe, CMC, City Clerk

Approved: _____