



MINUTES
REGULAR CITY COUNCIL MEETING
FEBRUARY 2, 2015, AT 6:00 P.M.
CITY HALL, 116 FIRST STREET,
NEPTUNE BEACH, FLORIDA

Pursuant to proper notice a Regular Meeting of the City Council of the City of Neptune Beach was held February 2, 2015, at 6:00 p.m. in the City Hall Council Chambers, 116 First Street, Neptune Beach, Florida.

Attendance

IN ATTENDANCE:

STAFF:

Mayor Harriet Pruette
Vice Mayor Richard Arthur
Councilor John Jolly
Councilor Kara Tucker
Councilor Scott Wiley
City Attorney Patrick Krechowski
City Manager Jim Jarboe
City Clerk, Karla Strait, CMC

Community Development Director Amanda Askew
Director of Public Safety David Sembach

Order Call/Pledge

Mayor Pruette called the meeting to order at 6:00 p.m. and asked Councilor Wiley to lead the pledge of allegiance.

AWARDS / PRESENTATIONS/ RECOGNITION OF GUESTS / NONE

APPROVAL OF MINUTES

Moved by Tucker, seconded by Jolly.

Minutes

Motion: **TO APPROVE THE FOLLOWING MINUTES:**

JANUARY 5, 2015, WORKSHOP CITY COUNCIL MEETING
JANUARY 5, 2015, REGULAR CITY COUNCIL MEETING
JANUARY 20, 2015, WORKSHOP CITY COUNCIL MEETING

Roll Call Vote:

Ayes: 5 – Arthur, Jolly, Tucker, Wiley, Pruette
Noes: 0

MOTION CARRIED

Mayor Pruette acknowledged Mr. Keith Baker and thanked him for donating a framed newspaper article, which he framed himself, from 1913 that advertised lots for sale in Neptune Beach. The framed article will hang on the wall in City Hall for years to come.

CITY MANAGER REPORT

City Manager Jarboe reported on the following:

- An employee vehicle was towed from the parking lot behind City Hall this morning. Another employee witnessed the towing and informed the owner of the vehicle. The owner immediately contacted the tow truck company and the driver returned the vehicle. The driver was about to tow away another vehicle until he was informed that vehicle also belonged to a City employee. Mr. Jarboe advised that once the Southcoast Capital building on the corner of Second Street and Atlantic Boulevard is completed, the parking situation will become worse. That may be one of the reasons why Southcoast Capital is beginning to have the parking lot monitored. They want to make sure people parking in the lot are patronizing their businesses. He also felt between now and this summer a lot of cars will be towed and there will be a lot of complaints. He added the towing would also apply to vehicles of citizens attending Council meetings. He is going to set up a meeting with a representative of Southcoast Capital, to discuss the issue and ask them to attend a Council meeting.
- Once the weather warms up the paving contractor is going to begin the overlay process on the selected streets. The overlay should be completed by the end of March. He would like to have First Street and the Town Center area finished before the beginning of the summer season.
- The framed article donated by Mr. Keith Baker is very interesting. He asked everyone to take a look at it when they had a chance.

COMMUNICATIONS & CORRESPONDENCE

City Clerk Strait made the following announcements:

- Due to the Presidents' Day holiday, the February workshop meeting will be held on Tuesday, February 17, 2015. The February workshop meeting agenda is pretty full. So far on the agenda there are two proposed ordinances, the new "Welcome to Neptune Beach" sign, and the city manager's performance evaluation process.
- Mayor Pruette has completed the online ethics training course. The Florida League of Cities is offering free training classes in a few cities in our area. That option is also available to elected officials.
- The City is at the beginning stages of upgrading our website. Once the agreement is signed it should take about 60 days to complete. There should not be any downtime on the website during the transition period.

Tipping Fees

City Attorney Krechowski advised on January 21st, he sent a letter, as directed by Council, to the City of Jacksonville withdrawing our tipping fee settlement proposal. In response to that letter, he received a letter from the Office of the General Counsel January 26th, requesting again, that we go to mediation to settle the dispute. They offered to pay the cost of the mediation citing that as one of the reasons we did not want to mediate.

He and Mayor Pruette have shifted focus of the tipping fee dispute from the City of Jacksonville Mayor's Office to the Jacksonville City Council. They presented the issue to the Jacksonville City Council at their January 27th meeting. The issue raised the attention of the City Council and brought discussion on the floor. In summary, we have denied their latest invitation to go to mediation and we are going to focus on working with the Jacksonville City Council to resolve the dispute.

Parking Lot
Towing

Councilor Wiley asked City Manager Jarboe if the police are notified when vehicles are towed. Mr. Jarboe replied the police are not notified because it is private property. There is a sign placed in front of the parking lot with a tow-away warning and a telephone number for where to call to retrieve a towed vehicle. Ironically, that sign is on City property.

Vice Mayor Arthur asked if Southcoast Capital had a policy for the determining which vehicles belonged to those patronizing their businesses and those who were not. City Manager Jarboe explained he was informed that they videotaped vehicles pulling into the parking lot and watched to see where the drivers and passengers were going.

Mayor Pruette felt this parking problem needed to be placed on a future workshop agenda for discussion. Councilor Tucker agreed.

COMMENTS FROM THE PUBLIC

Ruth Forrest, 2729 Lois Lane, Jacksonville Beach, asked Council to confer with Jacksonville Beach to eliminate the She also voiced concern regarding the lifespan of the bridge and the causeway due to vehicles not obeying the 10 ton weight limit and response time for emergency vehicles.

City Manager Jarboe explained the Jacksonville Beach Police Department has a key to open the gate in case of an emergency. He added there is an agreement between Neptune Beach and Jacksonville Beach that if the gate was ever eliminated Seagate Avenue would have to be opened. He would try to obtain a copy of that agreement.

Mayor Pruette felt at the very least our Police Department and City Manager should have a key to the gate.

CONSENT AGENDA

Relay for Life

APPROVAL OF RELAY FOR LIFE / AMERICAN CANCER SOCIETY / JARBOE PARK / APRIL 18, 2015:

Moved by Tucker, seconded by Arthur.

City Manager Jarboe advised he would send the event coordinator a standard letter notifying them of the requirements for special events held in Jarboe Park.

Motion: **TO APPROVE THE CONSENT AGENDA.**

Roll Call Vote:

Ayes: 5 – Arthur, Jolly, Tucker, Wiley, Pruette

Noes: 0

MOTION CARRIED

VARIANCES / NONE

ORDINANCES

Ord. No. 2015-01 **ORDINANCE NO. 2015-01, FOOD TRUCKS, FIRST READ: AN ORDINANCE OF THE**
Food Trucks **CITY OF NEPTUNE BEACH, FLORIDA, AMENDING CHAPTER 17, SECTION 17-**
 48(5), FOOD TRUCKS AT SPECIAL EVENTS; AND PROVIDING AN EFFECTIVE
 DATE.

City Manager Jarboe advised this Ordinance will allow individual property owners in commercial and residential districts to have a food truck catered event on their private property one time per year.

Moved by Tucker, seconded by Arthur.

Motion: **TO PASS ORDINANCE NO. 2015-01, FOOD TRUCKS, ON FIRST READ.**

Roll Call Vote:

Ayes: 5 – Arthur, Jolly, Tucker, Wiley, Pruette

Noes: 0

MOTION CARRIED

Ord. No. 2015-02 **ORDINANCE NO. 2015-02, SIGNS, FIRST READ AND PUBLIC HEARING: AN**
Signs **ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING THE**
 CODE OF ORDINANCES, CHAPTER 27, UNIFIED LAND DEVELOPMENT
 REGULATIONS; ARTICLE XV, ADVERTISING; SECTION 27-592, NONCONFORMING
 SIGNS; ARTICLE XVIII, NONCONFORMING LOTS, STRUCTURES, USES AND
 SIGNS; SECTION 27-707, NONCONFORMING SIGNS; AND PROVIDING AN
 EFFECTIVE DATE.

Mayor Pruette read Ordinance No. 2015-02 by title only and opened the public hearing.

Steve Diebenow, One Independent Drive, Jacksonville, Representative for Winn Dixie, was interested in following up on the Sign Ordinance meeting dates. He suggested Council consider adding an additional 30 days to the deadline. He felt this would allow time for Council to receive recommendations from the Community Development Board. City Manager Jarboe asked Mr. Diebenow to contact him regarding future meeting dates for the Sign Ordinance.

There being no further comments from the public, the public hearing was closed.

City Attorney Krechowski advised the only change to the Ordinance in this packet is the removal of the words "replaced or" in Section 27-595(4).

Mayor Pruette explained final read for the Sign Ordinance will be on March 2nd. The Sign Ordinance will also be on the February 17th workshop meeting agenda for discussion. A workshop meeting will also be held before the March 2nd regular meeting for further discussion before second read.

Councilor Wiley felt the two workshops would allow Council more time to consider any other recommended amendments.

Moved by Jolly, seconded by Arthur.

Motion: **TO PASS ORDINANCE NO. 2015-02, SIGNS, ON FIRST READ, FORWARD IT TO THE FEBRUARY 17TH, COUNCIL WORKSHOP MEETING, FORWARD TO THE FEBRUARY 18TH, COMMUNITY DEVELOPMENT BOARD MEETING AND HOLD A WORKSHOP MEETING BEFORE THE MARCH 2ND COUNCIL MEETING BEFORE SECOND READ.**

Roll Call Vote:

Ayes: 4 – Arthur, Jolly, Wiley, Pruette

Noes: 1 – Tucker

MOTION CARRIED

Ord. No. 2015-04
Meeting Dates

ORDINANCE NO. 2015-04, REGULAR MEETING DATES, FIRST READ: AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING CHAPTER 2, ADMINISTRATION; ARTICLE II, CITY COUNCIL; SECTION 2-26(a)(b), REGULAR MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

City Clerk Strait explained this Ordinance will amend the Code to coincide with our regular meeting dates and times. If the regular meetings dates are specified in the Code they do not have to be advertised in the Beaches Leader. This will save the City money in advertising.

Moved by Arthur, seconded by Jolly.

Motion: **TO PASS ORDINANCE NO. 2015-04, MEETING DATES, ON FIRST READ.**

Roll Call Vote:

Ayes: 5 – Arthur, Jolly, Tucker, Wiley, Pruette

Noes: 0

MOTION CARRIED

OLD BUSINESS / NONE

NEW BUSINESS

Res. No. 2015-01
CDB

RESOLUTION NO. 2015-01: A RESOLUTION APPOINTING MEMBERS TO THE COMMUNITY DEVELOPMENT BOARD.

This Resolution reappoints Aaron Evens and John Muhler to a third one-year term as alternates on the Community Development Board.

Mayor Pruette stated she received a telephone call from Mr. Evens informing her that he had a conflict in his schedule and would not be present tonight. She acknowledged Mr. Muhler in the audience and thanked them both for volunteering their time to serve on the Board.

Moved by Tucker, seconded by Wiley.

Motion: **TO ADOPT RESOLUTION NO. 2015-01.**

Roll Call Vote:

Ayes: 5 – Arthur, Jolly, Tucker, Wiley, Pruette

Noes: 0

MOTION CARRIED

CDB15-01
207 Atlantic Blvd.

CDB15-01 / 207 ATLANTIC BOULEVARD / SOUTHCOAST CAPITAL PARTNERSHIP, LTD. / FLYING IGUANA:

City Manager Jarboe explained there is a two foot area between the North Beach Fish Camp and the Flying Iguana roof awnings. Southcoast Capital would like to extend the awning from Flying Iguana to cover the two foot area. The Community Development Board has recommended approval with the condition that the property owner incorporate in the building plans a design to ensure that the roof drainage will not negatively impact adjacent businesses.

Moved by Pruetto, seconded by Jolly.

Motion: **TO APPROVE CDB15-01 DEVELOPMENT ORDER FOR SOUTHCOAST CAPITAL / FLYING IGUANA WITH THE CONDITION THAT THE OWNER SHALL INCORPORATE IN THE BUILDING PLANS A DESIGN TO ENSURE THAT THE ROOF DRAINAGE WILL NOT NEGATIVELY IMPACT ADJACENT BUSINESSES OR CITY EASEMENT.**

Roll Call Vote:

Ayes: 5 – Arthur, Jolly, Tucker, Wiley, Pruetto

Noes: 0

MOTION CARRIEDCOUNCIL COMMENTS

Councilor Jolly asked Ms. Forrest if she had a copy of the agreement between the City of Jacksonville Beach and Neptune Beach regarding the locked gate on Seagate Avenue. Ms. Forrest replied she did not have a copy of the agreement.

Adjournment

There being no further business, the meeting adjourned at 6:30 p.m.



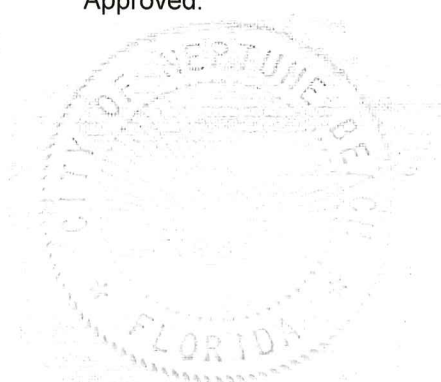
Harriet Pruetto, Mayor

ATTEST:



Karla Strait, CMC, City Clerk

Approved:





**MINUTES
WORKSHOP CITY COUNCIL MEETING
FEBRUARY 17, 2015 AT 6:00 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 February 17, 2015, at 6:00 p.m., in the Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida.

Attendance:

IN ATTENDANCE:

STAFF:

Mayor Harriet Pruette
Vice Mayor Richard Arthur
Councilor John Jolly
Councilor Kara Tucker
Councilor Scott Wiley
City Attorney Patrick Krechowski
City Manager James Jarboe
City Clerk Karla Strait, CMC

Director of Public Safety David Sembach
Assistant Public Safety Director Tony Carrillo
Community Development Director Askew

**Call to Order /
Roll Call**

Mayor Pruette called the meeting to order at 6:00 p.m. and asked Councilor Tucker to lead the Pledge of Allegiance.

PRESENTATIONS / NONE

COMMITTEE REPORTS / NONE

CITY MANAGER'S ACTION LIST

City Manager Jarboe reported on the following:

- The paving process should begin on selected streets in March. It was brought to his attention today that there was a problem with sealing of cracks on one particular road. He will check on the problem.
- The Public Service Department was able to complete the pipe bursting at Penman Road and Lemon Street.
- City Manager Jarboe asked Chief Sembach to report on the incident that occurred at Pete's Bar last Sunday night. Chief Sembach reported a man inside of Pete's Bar was bothering another customer and was asked to leave. The man attempted to go back inside. After not being allowed to go back inside the man pulled out a gun and fired four or five shots onto the sidewalk. One of the shots hit a man in the foot. The gunman ran off and was chased by a

couple of other men. The gunman fired shots at the men that were chasing him before getting inside his car and leaving the scene. The department has a few leads that should lead to his arrest.

- The construction of the new Proctor Ace Hardware store is on a fast track to completion. The building official conducted an inspection over the weekend. They hope to have the roof completed within the next couple of weeks.

Mayor Pruette stated there was some material included in the agenda packet relating to traffic problems on Florida Boulevard at Beaches Chapel. City Manager Jarboe responded traffic is a problem on Florida Boulevard when the schools let out. He asked the Police Department to look into the problem. The Police Department suggested opening up Seventh Street to get some of the traffic off of Florida Boulevard. With approval of Council he would like to ask Beaches Chapel to consider revising their development order.

Councilor Wiley stated there used to be an entrance and exit off of Seventh Street. Mr. Jarboe replied Seventh Street was closed off as part of the Beaches Chapel development order.

Mayor Pruette and Council members all agreed Seventh Street needed to be reopened.

- City Manager Jarboe stated he would contact Beaches Chapel about revising their development order.
- The Police Department's call out system has been upgraded to provide text messaging for major occurrences.

CITY CLERK'S CONSENSUS LIST

City Clerk Strait explained there were two items of unfinished business on the tracking list.

1. The portion of Ordinance No. 2015-03 that would create a share plan for active police officers' is on hold while we are waiting to find out what happens with the State legislation. Meanwhile we are moving forward with the portion of the Ordinance that creates a thirteenth check for retirees' by introducing Ordinance No. 2015-06.
2. The Media Holdings / Recycling Stations was forwarded to a future workshop meeting while we look into other areas that are using the program and consider any changes that would need to be made to the sign ordinance.

PUBLIC COMMENTS

Kevin Brown, 1833 Kings Court, Jacksonville Beach, Environmental Marine Science teacher at Fletcher High School, explained one of the projects this year is to plant sea oats in the dunes. He has a permit from Florida Wildlife for catch and release and restoring ecosystems. The students have collected data on the dunes from Walnut Street to Cedar Street and found some sparse areas where sea oats needed to be planted. The project is being supported by Beaches Watch.

Mayor Pruette asked City Manager Jarboe if the City could help with the project by contributing \$200 for the purchase of the sea oats. Mr. Jarboe felt the City should be able to contribute \$200.

Vice Mayor Arthur, Councilor Wiley and Councilor Tucker all supported the City contributing \$200.00 for the purchase of the sea oats. Councilor Jolly stated he would like to personally contribute to the project instead of using City funds.

Rory Diamond, 120 Davis Street, supported the sea oat planting project. He also supported Ordinance No. 2015-06, sponsored by Councilor Jolly that divided the money among the retirees' to benefit those who have been retired longer. He asked Council to consider whether or not to continue the defined pension plan for new police officers. He also asked them to consider providing a cost of living increase within the plan. He hoped the incident at Pete's Bar was an isolated event and would not give the City a bad reputation.

Ramsey Bakkar, 320 North First Street, Suite 706, Jacksonville Beach, supported removing the sunset date and reviewing the trigger points in the Sign Ordinance.

Mary Frosio, 1830 Nightfall Drive, stated she had a petition with 144 signatures in opposition of opening the Jacksonville Beach gate on Lakeside Drive. She felt Neptune Beach should have a key to unlock the gate in case of an emergency.

Mayor Pruette announced a key to the gate has been given to our Public Safety Department.

PROPOSED ORDINANCES

Ord. No. 2015-02
Signs

ORDINANCE NO. 2015-02, SIGNS / SPONSORED BY COUNCILOR WILEY: AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 27, UNIFIED LAND DEVELOPMENT REGULATIONS, ARTICLE XV, ADVERTISING; SECTION 27-592, NONCONFORMING SIGNS; ARTICLE XVIII, NONCONFORMING LOTS STRUCTURES, USES AND SIGNS; SECTION 27-707, NONCONFORMING SIGNS; AND PROVIDING AN EFFECTIVE DATE.

City Attorney Krechowski explained based on previous discussion it was his understanding that the consensus of Council was to remove Section 5, eliminating the sunset date of December 31, 2017, and to leave the nonconforming triggers in Section 3. The Community Development Board will be addressing the multi tenant issue at their February 18th meeting and make a recommendation to Council. He will prepare the Ordinance based on that information for the March 2nd workshop meeting.

Council agreed City Attorney Krechowski was correct in his understanding.

Councilor Wiley stated it is his intent to remove the December 31, 2017, sunset date from the Ordinance.

Vice Mayor Arthur was concerned about multi tenant signage. The CDB will be reviewing that language at their February 18th meeting so Council can workshop the Ordinance based on their recommendations before second read March 2nd, which is when the extended compliance date expires.

City Manager Jarboe stated the Ordinance may have to be amended immediately after the March 2nd workshop meeting in order for Council to vote on the second read, otherwise Council could adopt the Ordinance and reconsider the Board recommendations at a later date.

Councilor Jolly disagreed with the removal of the December 31, 2017 sunset date. He asked Council to advise Community Development Director Askew of any questions they have regarding the Ordinance so she could relay them to the Board.

Councilor Tucker agreed to the removal of the sunset date. She was interested in the recommendations of the Board and would like to find out what Atlantic Beach and Jacksonville Beach have in their Ordinance.

City Attorney Krechowski advised he would prepare the Ordinance based on the discussion and recommended changes from the Board for the March 2nd meetings.

Consensus: **FORWARD ORDINANCE NO. 2015-02 TO THE MARCH 2ND WORKSHOP MEETING THAT WILL BE HELD BEFORE THE MARCH 2ND REGULAR MEETING TO REVIEW AND DISCUSS THE RECOMMENDATIONS OF THE BOARD AND FORWARD TO THE FOLLOWING REGULAR MEETING FOR SECOND READ.**

Ord. No. 2015-05
Internet Cafes

ORDINANCE NO. 2015-05, INTERNET CAFES / COUNCILOR JOLLY: AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES, DELETING CHAPTER 5, AMUSEMENTS AND ENTERTAINMENTS; ARTICLE II, VIDEO GAME PARLORS; AND PROVIDING AN EFFECTIVE DATE.

Mayor Pruette thanked City Clerk Strait for bringing this Ordinance forward to update the Code. She stated she would sponsor the Ordinance.

City Clerk Strait explained back in 2011, Council adopted Ordinance 2011-01 on an emergency read to regulate adult arcade amusement centers. Shortly thereafter Council adopted Ordinance No. 2011-03 which prohibited adult arcade entertainment centers. This proposed Ordinance will delete Chapter 5, Article II, so the prohibited establishments will no longer be regulated.

Ms. Strait added that this was brought to our attention when another agency contacted Chief Sembach to find out how we regulated adult arcade entertainment centers. After a discussion with Chief Sembach, Community Development Director Askew and City Attorney Krechowski, this Ordinance was brought forward.

Vice Mayor Arthur, Councilor Tucker and Council Wiley agreed to support the Ordinance.

Councilor Jolly stated he sponsored Ordinance 2011-01 and would like to sponsor this Ordinance as well.

Consensus: **FORWARD ORDINANCE NO. 2015-05 TO THE MARCH REGULAR MEETING FOR FIRST READ.**

Ord. No. 2015-06
PORF (option 1)

ORDINANCE NO. 2015-06, POLICE OFFICERS' RETIREES' THIRTEENTH CHECK / MAYOR PRUETTE: AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE V, EMPLOYEE BENEFITS; DIVISION 4, POLICE OFFICERS' RETIREMENT SYSTEM; ADDING SECTION 2-349.26, GRANTING THE RETIREES' OF THE POLICE OFFICERS' RETIREMENT SYSTEM A THIRTEENTH CHECK FOR THE 2015 CALENDAR YEAR; AND PROVIDING AN EFFECTIVE DATE.

OR

Ord. No. 2015-06
PORF (option 2)

ORDINANCE NO. 2015-06, POLICE OFFICERS' RETIREES' THIRTEENTH CHECK COUNCILOR JOLLY: AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE V, EMPLOYEE BENEFITS; DIVISION 4, POLICE OFFICERS' RETIREMENT SYSTEM; ADDING SECTION 2-349.26, GRANTING THE RETIREES' OF THE POLICE OFFICERS' RETIREMENT SYSTEM A THIRTEENTH CHECK FOR THE 2015 CALENDAR YEAR; AND PROVIDING AN EFFECTIVE DATE.

Mayor Pruette stated she sponsored the first Ordinance to start the process to give the police officer retirees a thirteenth check. Councilor Jolly introduced another Ordinance that she felt was fairer to the retirees.

Consensus: **FORWARD ORDINANCE NO. 2015-06 SPONSORED BY COUNCILOR JOLLY TO THE MARCH REGULAR MEETING FOR FIRST READ.**

CONTRACTS / AGREEMENTS / NONE

ISSUE DEVELOPMENT

Welcome Signs

WELCOME TO NEPTUNE BEACH SIGN / ISH BRANT BEAUTIFICATION COMMITTEE: Councilor Tucker stated she has been working with Ish Brant Beautification Committee members, Chris Goodman and Josh Messenger, Sean Kelly with the Florida Department of Transportation and Representative Janet Adkins to have new "Welcome to Neptune Beach" signs installed on Atlantic Boulevard and at First Street and Seagate Avenue.

Chris Goodman, 220 Hopkins Street, member of the Ish Brant Beautification Committee explained the committee has been working to obtain approval from the Florida Department of Transportation to install two new welcome signs. The plan is to place a large sign on Atlantic Boulevard and a smaller sign in the median at First Street and Seagate Avenue. They are currently working on getting quotes for the engineering design to present to FDOT. So far all of the feedback with FDOT has been positive.

Mayor Pruette stated there is currently \$2,600 in contributions from the Green Market that could be used toward the purchase of the signs. She asked how much the two signs along with the engineering would cost. Mr. Goodman replied he is working with the sign company on the cost of engineering to assure that it is included in the quote. He would expect the cost of engineering to be around \$400 to \$500.

Josh Messinger, 220 Hopkins Street, member of the Ish Brant Beautification Committee, stated the cost of the large sign would be approximately \$5,500 and the smaller sign would cost approximately \$800.

Councilor Tucker stated there is currently \$2,600 in the fund from the Green Market. She asked if funds could be used from our reserves for the remainder of the costs. Mr. Goodman added the committee could try to raise the funds.

Councilor Jolly was concerned about the size of the highway sign. He wants to make sure that it is in compliance with our Sign Ordinance. Mr. Goodman replied the sign would be regulated by the Florida Department of Transportation and he assured Council the sign would meet all State regulations and requirements. Mayor Pruette stated FDOT's regulations took precedence over ours.

Councilor Jolly asked if the sign would be located between the Mayport Flyover and Atlantic Boulevard. Mr. Goodman replied that was correct.

City Manager Jarboe stated the Florida Department of Transportation requires the sign to be located outside of the guardrails, so it will have to be a little further toward the bridge.

Chris Goodman explained there were two proposed locations. The location they are proposing now will require a breakaway design that will withstand a wind speed of 130 miles per hour.

Councilor Arthur asked if the signs would have solar lighting. Mr. Messinger responded both signs would have solar lighting. There would be a light with a battery pack on a post that will sit on a concrete block that is placed in the ground. The lighting will also meet all requirements.

Councilor Arthur asked how much more money they would need on top of the \$2,600. City Manager Jarboe replied they will need approximately \$4,600 more, plus the cost of engineering would amount to approximately \$5,000.

Mr. Goodman stated the committee will be installing and donating the posts for the project. Mr. Messinger added some contractors have also donated material and agreed to donate their time to help with the installation of the signs. The plant materials will also be donated.

Councilor Wiley asked who would provide the maintenance for the signs. Mr. Messinger replied very little maintenance would be required for the signs. They would be built with composite material and once they are painted will not need to be repainted or maintained. They may only need to be cleaned every couple of years.

Councilor Wiley asked if they thought about installing the signs in stages. Mr. Messinger replied their plan was to install these two signs first and work in stages to install one on Third Street, one on Penman Road, and one in Town Center.

Mayor Pruette thanked Kerry Chin for designing the signs and the Ish Brant Beautification Committee for all their hard work.

Mayor Pruette stated years ago the City received a grant for the Ish Brant Beautification Committee. The community used the money to put some beautiful plants in the First Street barricade. The plants were there for a long time until one day employees of our Public Works Department came and removed all of them. She felt because the City removed all those plants that we should help with the cost and maintenance of new plants.

City Manager Jarboe reminded the committee they needed to go through the purchasing process and obtain three quotes. Mr. Goodman stated he would make sure everything was in regulation with the City.

Mayor Pruette stated the City may have some extra money if we do not hire a new Assistant City Clerk. She asked City Manager Jarboe to look into City funding for this project.

Councilor Jolly asked if the committee was working on improving the Butterfly Garden in Jarboe Park. Mr. Messinger answered that the bricks and stones have been painted and the committee is heavily focused on improving the Butterfly Garden. He added it will look fantastic this Spring and Summer.

Consensus: **TO HAVE CITY MANAGER JARBOE MEET WITH THE MEMBERS OF THE ISH BRANT BEAUTIFICATION COMMITTEE AND BRING INFORMATION BACK TO COUNCIL FOR APPROVAL.**

Animal Control
Volunteer
Program

ANIMAL CONTROL VOLUNTEER PROGRAM: Mayor Pruette stated she was contacted by the media regarding our Animal Control Volunteer Program. There was a nice article in the Saturday Shorelines about the program. She asked Animal Control Officer Dee Zagari to explain the program.

Dee Zagari, Animal Control Officer, explained her goal for the volunteer program was to help keep police officers on the streets so they would not have to tend to the kennel on her off days. She created a Volunteer Program and had it approved by the City Manager. She currently has one fully committed volunteer that comes in every Sunday. Since the article was published she has received more telephone calls inquiring about the program. Her goal is to eventually have ten volunteers to rotate shifts. She is also involved in the City of Jacksonville's Animal Adoption Program.

Mayor Pruette asked how many animals were usually in the kennel. Ms. Zagari answered she usually has anywhere from three to ten animals in the kennel. Because we are such a small city, dogs that get loose from their homes are usually picked up within an hour. She also works with the City of Jacksonville on the constant number of feral cats.

Councilor Jolly stated he did not see the article and asked which newspaper the article was published in. Ms. Zagari replied the article was in Saturday's Times Union Shorelines.

Councilor Tucker stated she read the article. It was a very nice article. She asked Ms. Zagari if she partnered with any local veterinarians. Ms. Zagari stated she knew every veterinarian at the beach. She uses Shorelines as her personal veterinarian and for the City as well.

Vice Mayor Arthur asked how many hours she would like for volunteers to commit. Ms. Zagari replied she would like for volunteers to make a six month commitment to at least one hour a day. They would need to be consistent with what the day of the week and the hour, whether it is morning, afternoon or evening.

Councilor Wiley stated he also read the article. He asked Ms. Zagari if she ever heard from people who have adopted animals from her. Ms. Zagari stated she always receives telephone calls and messages regarding the animals she adopts out. She uses her personal social media accounts to promote animals that need to be adopted. Councilor Wiley suggested that Ms. Zagari use the City website to promote animal adoptions.

City Manager
Evaluation
Process

CITY MANAGER EVALUATION PROCESS: City Manager Jarboe explained the first form in the agenda packet is what is used for City personnel and is fairly comprehensive. It has been used for many years and covers different traits. The ratings are; clearly outstanding, exceptional, satisfactory, some deficiencies, and unsatisfactory. It also has an area for summary comments on strengths and weaknesses and suggestions for improvements. There is also an area for employee comments. Mayor Pruette has added to the packet evaluation forms used by the City of St. Augustine Beach, the Town of Orange Park, the City of Oviedo and the City of Alachua.

Mayor Pruette stated she felt the form used by the City Manager to evaluate general employees' should not be used for department heads or the City Manager. The forms she included in the agenda packet were specifically aimed for evaluating City Manager's.

Councilor Tucker stated she liked the evaluation form used by the City of Oviedo and the ratings used by the City of Alachua. She also liked having areas for comments by the City Manager and Council comments.

Councilor Jolly stated any of the forms would be acceptable to him.

Mayor Pruette also liked the City of Oviedo and the City of Alachua forms.

Vice Mayor Arthur stated the general form that was in the agenda packet was copyrighted in 1999 and was not specific to the City Manager position. He also liked the form used by the City of Oviedo but he did not like the rating scale. He liked the rating scale used on the Town of Orange Park form, which had ratings of 1 through 5 and a summary score.

Councilor Wiley agreed with Vice Mayor Arthur. He felt some of the questions could be eliminated. He suggested incorporating the forms from the City of Oviedo and the Town of Orange Park.

Councilor Wiley asked City Clerk Strait to obtain a copy of the form used by the City of Jacksonville Beach and the City of Atlantic Beach.

Consensus: **TO HAVE THE CITY ATTORNEY DRAFT AN EVALUATION FORM BASED ON THE DISCUSSION AND HAVE THE CITY CLERK OBTAIN A COPY OF THE FORM USED BY THE CITY OF JACKSONVILLE BEACH AND THE CITY OF ATLANTIC BEACH.**

PUBLIC COMMENTS / NONE

COUNCIL COMMENTS / NONE

Adjournment

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

Harriet Pruette, Mayor

Attest:

Karla Strait, CMC, City Clerk

Approved:

3.2.15

