



MINUTES
WORKSHOP CITY COUNCIL MEETING
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266
MONDAY, APRIL 19, 2021, 6:00 P.M.

Pursuant to proper notice, a Workshop City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, April 19, 2021, at 6:00 p.m., in Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida, 32266

Attendance

IN ATTENDANCE:
 Mayor Elaine Brown
 Vice Mayor Fred Jones
 Councilor Kerry Chin
 Councilor Lauren Key
 Councilor Josh Messinger

STAFF:
 City Manager Stefen Wynn
 City Attorney Zachary Roth
 Commander Michael Key
 Commander Gary Snyder
 Chief Financial Officer Carl LaFleur
 Public Works Director Jim French
 Mobility Management Director Megan Steward
 Senior Center Director Leslie Lyne
 Grant and Resiliency Coordinator Colin Moore
 Community Development Director Kristina Wright
 City Clerk Catherine Ponson

Call to Order/Pledge of Allegiance

Mayor Brown called the workshop meeting to order at 6:00 p.m. and Councilor Key led the Pledge of Allegiance.

AWARDS / PRESENTATIONS / GUESTS

Neptune Beach Police Department Employee of the Year

2020 Neptune Beach Police Department Employee of the Year. Commanders Michael Key and Gary Snyder, on behalf of Police Chief Richard Pike, presented the 2020 Neptune Beach Employee of the Year Award to Records Specialist Sandy Manning. She was nominated by Services Division Supervisor Tammy Monteiro.

DEPARTMENTAL SCORE CARD

Departmental Score Card

Departmental Score Card. City Manager Stefen Wynn reviewed the Departmental Score Card. The Departmental Score Cards are posted on the City website at: <https://www.ci.neptune-beach.fl.us/city-manager/pages/city-manager-reportsdepartmental-score-cards>

Garbage Schedule Change

Mr. Wynn reported that an item not on the Departmental Score Card is the Waste Pro route changes. He announced that anyone east of Penman Road would have their garbage collection days changed from Monday to Tuesday. All other services would remain the same. This has a tentative start date of June 1st, 2021. This would give enough time to get the information to citizens through social media, Alert Neptune, email,

the Beaches Leader, and on the water bill.

- Jarboe Park Tours** Mr. Wynn announced there would be walking tours offered in Jarboe Park. These would be 20-minute walking tours throughout the Park starting Tuesday, April 27 through Thursday, April 29. He encouraged everyone who is interested in hearing about the Park or who has questions to please sign up for a tour. Information would be made available on social media and the City website.
- Jax Surf and Paddle Sidewalk Lease** Mr. Wynn informed Council that the Jacksonville Surf and Paddle Sidewalk Lease Agreement had been signed. Council had approved sidewalk lease space for outdoor retail on November 2, 2020 located at 241 Atlantic Boulevard, Suite 102. All of the outside shelves and racks would be moved at the end of each day. The only thing that has been considered and is being allowed is a fence to be constructed that looks like the fence located at Hawkers, 241 Atlantic Boulevard.
- 2020 Budget Amendments** Councilor Key questioned when the 2020 Budget Amendments would be presented to Council. She stated that this keeps getting pushed back and she is not receiving communications regarding this. CFO Carl LaFleur stated they are ready for review. The 2020 Budget Amendments will be on the April 21, 2021, Finance Committee agenda.
- Infrastructure Update** Councilor Messenger requested that the Bay Street sewer lines and the Indian Woods project be included in the Departmental Score Card for anyone who might review the score card online would be aware of those projects.
- Garbage Schedule Change** Councilor Chin stated his garbage pickup days are Monday and Thursday. If the schedule changes from Monday to Tuesday, there would only be a couple of days between pickups. He added that it doesn't make sense and questioned the rationale for the change to Tuesdays.
- Mr. Wynn explained that there were multiple meetings with the provider, Waste Pro. They have stated they are short-staffed and they are having issues with all of the service areas meeting the demand, especially through COVID-19. The schedule change is the amicable solution that was discussed. This would allow them to focus on all of their routes without increasing costs. The other option was to decrease to one pickup per week.
- Councilor Chin stated that it would seem like one pick up per week. His concern is that for that period of time between pickups, the garbage cans would be left out. He pointed out that the cans are already being left out, which is a Code violation. Councilor Chin requested more enforcement of this violation.
- Councilor Messenger commented that Councilor Chin brought up a good point based on the length of trips. He added that we are under a contract and what would it look like financially if we go down to one day and is there that option.
- Mr. Wynn stated that this would not fundamentally change the contract as it is not a route change. The City has not looked at costs savings with going down to one day. There would be no way of looking at that until it is actually done. The issue is that there is not a transfer station yet. There is a time from when the truck gets full, goes to the landfill, and then time to come back. If you go down to one day, it would stand to reason that there would be more trash in a shorter amount of time. There would still be a staffing issue. He added that working with Waste Pro has been challenging and this is a compromise that we were able to get. Citizens can contact his office if there are problems. He added there could be another meeting to try again.
- Vice Mayor Jones offered that this is problem that is not unique to Neptune Beach. It is nationwide as there is a shortage of garbage workers.

Councilor Messinger asked that if Waste Pro is having issues servicing our area, does this put them in a position where it allows the City to go back to renegotiating the contract or looking at other vendors.

City Attorney Zachary Roth advised that the contract has a right to be terminated for cause not for convenience. It does not define what cause is. If the City built a case based on inadequate service, we could demonstrate that. He anticipates that it would be unlikely that WastePro would agree and go away.

Mayor Brown commented that what we are hearing is for more discussion. The proposed Tuesday/Thursday schedule is something we would like to flush out as it presents problems.

Mr. Wynn pointed out that Atlantic Beach is unhappy with their solid waste provider who is not Waste Pro. They could issue an RFP, which Waste Pro would be interested in. Jacksonville Beach is having the same issue.

Councilor Messinger remarked that if our sister cities are looking at other vendors, could this be an opportunity to get a more favorable contract for costs and level of service.

Mr. Wynn stated he would be meeting with the other beach City Managers to discuss beach-related topics and this would be one of the items discussed.

Mayor Brown concluded that the unhappiness is what is being heard and should be discussed by bringing Waste Pro back to the table.

COMMITTEE REPORTS

Land Use & Parks/Strategic Planning

Councilor Messinger reported there was a Joint Committee meeting of the Land Use and Parks and Strategic Planning and Visioning Committee on March 24, 2021. Items discussed included the Stormwater Preliminary Draft Report, updating the Tree Protection Policy, working with the Beautification Committee and the Duval Tree Mitigation Fund.

Vice Mayor Jones reported that there was discussion of the adoption of the Vision Plan and Council Pledge. The next big thing is the movement into the Comprehensive Plan and Land Development Code. He asked about the CRA Status and how it interfaces with that process.

Community Development Director Kristina Wright reported that in-house this week would be the review of the Land Use Element, which is the big one for the City. What is innovative about that is we are trying to bring more property into conformity and enforce the pervious surface areas for stormwater and resiliency. This would tie into our CRA implementation process because of the nature of the infrastructure. She added that outreach for the CRA would be in May.

Finance Committee

Councilor Key reported that the Finance Committee met on March 24, 2021, and discussed the Jarboe Park update and Senior Center completion. Also discussed, were the 2020 Budget Amendments and the 2021 Budget Status. She reported that none of the departments have overtime allowances in their current budgets. This is the first time this has happened. There are things that require overtime. The discussion was on how this would be addressed and where the funds would be coming from. She was not sure if Council was aware of this.

Mr. Wynn stated that the 2020 Budget amendments have been forwarded and would be discussed at the Finance Committee meeting on April 21, 2021. Moving forward, the

FY2021 budget amendments would be brought to Council monthly, which is a best practice use in other cities in Florida.

Councilor Messinger questioned if the funds for the overtime would come from reserves. CFO Carl LaFleur stated it would depend on where the City is financially at that time, but we may have to use reserves if the funding is not there.

Councilor Key commented that historically in the City's budget, there is a line item for overtime. This year, everyone was put at zero. There are union contracts with our two largest departments that require overtime. This needs to be addressed for FY2022 to make sure this does not happen again.

PUBLIC COMMENT

Public Comment John Holmes, 914 4th Street, Neptune Beach, reported the fence on Bay Street is down. He questioned the hydroseeding in Jarboe Park and he suggested Tuesday and Friday pickup for garbage collection days.

Pat Hazouri, 207 Florida Boulevard, Neptune Beach, commented on the trash pickup east of Third Street. She stated there was no code enforcement. She suggested charging the LLCs when they have a move out. She thanked Terry Downs at the front desk at City Hall and Public Works for their quick response in assisting with her water meter leak. Ms. Hazouri expressed that she would like to know how to get questions answered about the City's operations and plans for the future. She said she has written to one of our Council members for clarification and not had her questions answered. She asked if there were three phases of the reconstruction of Jarboe Park. She asked for more transparency.

PROPOSED ORDINANCES

Proposed Ord. 2021, Professional Services Proposed Ordinance No. 2021- An Ordinance of the City of Neptune Beach, Florida, Amending Division 2, Purchasing and Contracts, of Article VI, Finance, of Chapter 2 of the Code of Ordinances, Administration, by Creating Section 2-388, Professional Services Requirements; Providing for Conflicts; Providing for Severability; and Providing an Effective Date.

Councilor Messinger stated that there are projects that go on in the City. There have been times when the Council has asked for professional services. Moving forward, he wants to have legislation that has the City Manager and Public Works Director following best, professional practices to bring with us services and the items that are part of the project picture. This would ensure we get the best value for our money and avoid costly mistakes.

Mr. Wynn this was revised after the Committee meeting on March 24. He had also recommended that the CFO be included in the decision-making.

Councilor Chin questioned the language in Section 2-388(a) and asked how would the City Manager and Public Works Director know what to recommend for professional services until bids are received.

Councilor Messinger explained if the City wanted to build a new building, the professional services the City Manager and Public Works Director may recommend might be needing an architect or the correct survey. These are the services that would go to bid. It would be clear and concise from the offset and there is no ambiguity.

Mayor Brown stated that because of the process she would see a checklist of services needed and best practices.

Mr. Roth explained that the deliverable expected from Council could be elaborated. He pointed out that a lot of the intention is that on top of everything else we have to do, what as a Council do we want to see done to make sure the project is done properly.

Vice Mayor Jones remarked that it seems to be pre-RFP of the standard procurement process. He suggested including all department heads for evaluating purposes.

Councilor Key stated that the City Manager had recommended including the CFO be a part of this and she asked what that would mean and when would that process take place.

Mr. Wynn commented that his thought process for that is we may get to the point where the amount of professional services is going to become more than the revenue we have available in one fiscal year. He would want to be able to consult with the CFO for that project's funding.

Mr. LaFleur stated that there are elements to project accounting. You may receive a grant that requires you to abide by certain regulations. There are certain elements where the finance department would need to be involved.

Councilor Messinger remarked that his concern is what are the professional services from the City Manager and Public Works Director to do it correctly. There could be a separate item to have the finance department report the viability of the service. He would not want to exclude a professional service from being brought to Council because it has been deemed internally prior to being presented. The financial analysis should be separate and independent.

Councilor Chin expressed that he is not sure the CFO would preclude the City Manager and Director of Public Services from offering what would be considered the best practices. The ordinance states that the Council should review the proposed project and this could be where we add the budgetary analysis.

Mr. Wynn commented that it sounds like we are getting into a matter of policy. He would prefer that Council set the ordinance and if there is a checklist that is needed, he would make sure it is created properly.

Mayor Brown stated that she would like this as complete as possible before coming to Council. She supports having a checklist as part of that.

Councilor Messinger suggested an amendment to include language that on a yearly basis a checklist will be provided for Council review.

Mayor Brown suggested moving this forward, which gives us time to make any changes.

CONSENSUS: **TO MOVE PROPOSED ORDINANCE NO. 2021, PROFESSIONAL SERVICES, TO FIRST READ ON MAY 3, 2021.**

CONTRACTS / AGREEMENTS / NONE

ISSUE DEVELOPMENT

Res. No. 2021-08, Order of Business

Resolution No. 2021-08, A Resolution Establishing the Order of Business for the City Council Regular and Workshop Meetings.

Councilor Chin stated this would give the opportunity for the City Manager to answer any questions or comments from the residents.

Councilor Messinger remarked it would be good policy and give the City Manager a chance to correct statements that are made during public comment.

CONSENSUS: **TO MOVE RESOLUTION NO. 2021-08 TO THE MAY 3, 2021 AGENDA**

PUBLIC COMMENT / NONE


COUNCIL COMMENTS

Councilor Chin questioned if the parking code would change with each meeting. Mr. Wynn stated he thought it would change each meeting.


Councilor Messinger commented in response to members of this body not being responsive. He reported that he forwards the request to the people managing and running the project asking for a detailed response and they provide that response. The request was sent at 3:30 p.m. and the reply was sent at 8:00 a.m. the next morning. All staff are replying back to people. Sometimes it takes more than two hours at the end of a business day. He added that Staff does a really good job of replying to requests.

Adjournment

There being no further business, the workshop meeting adjourned at 7:15 p.m.


Elaine Brown, Mayor

ATTEST:


Catherine Ponson, CMC
City Clerk

Approved: 05-03-2021

