



**MINUTES**  
**WORKSHOP CITY COUNCIL MEETING**  
**IMMEDIATELY FOLLOWING THE SPECIAL MEETING**  
**MONDAY, SEPTEMBER 18, 2023, 6:24 P.M.**  
**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 18, 2023, at 6:24 p.m., in Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida, 32266

**Attendance****IN ATTENDANCE:**

Mayor Elaine Brown  
 Vice Mayor Kerry Chin  
 Councilor Lauren Key  
 Councilor Nia Livingston  
 Councilor Josh Messinger

**STAFF:**

City Attorney Zachary Roth  
 City Manager Richard Pike  
 Chief Financial Officer Jaime Hernandez  
 Public Works Director Deryle Calhoun  
 Parks and Sustainability Director Colin Moore  
 Police Chief Michael Key  
 Community Development Director Heather Whitmore  
 City Clerk Catherine Ponson

**Call to  
Order/Roll Call**

Mayor Brown called the workshop meeting to order at 6:24 p.m.

**AWARDS/PRESENTATIONS/RECOGNITION OF GUESTS**

**Neptune Trident  
Award**

Mayor Brown presented the Neptune Trident Award to Charlie and Rebecca Miller. The Neptune Trident Award is an award to honor residents that have contributed to improving the quality of life of the community.

**Proclamation**

Mayor Brown read and presented a proclamation to the Jacksonville Beaches Woman's Club and recognized September 30, 2023, as a National Day of Service, to address food insecurity. They will be participating with the BEAM Food Pantry on this food drive.

**COMMITTEE REPORTS / NONE**

**PUBLIC COMMENTS**

**Public Comments**

Penny Kennedy, 2010 Acacia Road, Neptune Beach, stated she could not find the budget on the website. She requested it be placed where it could be found. She added she did not know the Senior Center had the porch added. She also asked for the cost.

**ISSUE DEVELOPMENT****Special  
Assessment  
Presentation**

Special Assessment Presentation. Terrell K. Arline, Of Counsel, presented information regarding special assessments. He reported that special assessments are authorized by Chapter 197, Florida Statutes, to be collected pursuant to the Uniform Assessment Collection Act (tax bill).

Mr. Arline stated that a special assessment is often used to recover a local government's cost to provide services or capital projects that provide a special benefit to real property. The master assessment ordinance will not obligate the City to impose assessments, impose any assessments or utilize the procedures in Chapter 170, Florida Statutes. It is not a substitute for code enforcement. He recommends adopting a master special assessment ordinance under the direction of Heather Encinosa, attorney for Nabors and Giblin.

Mr. Roth gave examples of how this would help the City. The homes south of the Kings Street bridge do not have City sewer and have septic tanks. Eventually, there will be a law that we have to get rid of septic tanks. This ordinance would allow us to charge the cost to neighborhood rather than the entire City pay to extend sewer service over the bridge.

Another example is if a hurricane hits this area and properties are left abandoned. An ordinance would give the City a mechanism to clean those properties and guarantee the City get paid.

Councilor Key stated she feels strongly that this is something we need if, for no other reason, if we are hit by a hurricane, there would be areas rebuilt and other areas that are not taken care of. It is responsible to have this in place as a coastal community.

Mayor Brown commented this is something we should pursue and keep updated.

Councilor Messinger expressed that this is a mechanism that gives more teeth to what Code Enforcement has now. If we have very bad flooding and people choose to abandon their homes, this would make sure the City is reimbursed for the expenses of keeping the property secure and cleaned up.

It was the consensus of Council to move forward with the special assessment ordinance process. Mr. Roth stated Ms. Encinosa had provided an engagement letter. The letter did not have a cap but had an hourly rate. He would come back with how many hours it could possibly take.

**Payment In-  
Lieu of  
Parking**

Payment In-Lieu of Parking. Community Development Director Heather Whitmore explained that 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

There is currently no fee established for the payment in-lieu of parking program. Furthermore, the existing ordinance requires the that fees must be used to construct or provide additional parking. Staff recommends establishing a flat rate fee for the payment fee-in-lieu of parking. Staff also recommends revising the ordinance to allow funds to spent to support a variety parking and transportation improvements in the Central Business District.

Discussion included use changes, a flat rate to increase yearly with the CPI, payment structure and expenditure of the revenues.



The consensus of Council is for the amount to be \$12,500 per space with 50% of the total fee paid upfront and the remaining balance be paid over 24 months.

Ms. Whitmore will prepare a formal ordinance to be presented at the October 2, 2023, Council meeting.

Police Chief  
Report

Police Chief Michael Key presented the August monthly police report. He stated the PD was actively working on the arson case on Nightfall Drive. He encouraged anyone with any information to contact the NBPD at (904) 270-2413. To remain anonymous, please contact First Coast Crime Stoppers 1 (866) 845-8477. He also stated that the NBPD is taking a stance on gun violations. He added that we need to encourage parents to educate their children on e-bike safety.

#### PUBLIC COMMENTS

Public Comment Nicole de Venoge, 617 Oak Street, Neptune Beach, addressed communications. She suggested more text alerts. She suggested sending emails about what's going on in the Community.

Mark Waddell, 617 Oak Street, Neptune Beach, stated we need to address golf cart safety. He added he had concerns regarding the special assessment and if the special assessment limited to a single property, a neighborhood or the entire town.

#### COUNCIL COMMENTS

Council  
Comments


Councilor Key commented that information people need is on the website. If it can't be found, call and ask. To be an engaged citizen, you have to ask questions, call representatives and looking for information. There should be ownership on the resident side of being proactive. She has spoken with City Manager Pike about doing a newsletter. Things aren't hidden and there is misinformation going around. This is not good for our community. She hopes this will empower people to be proactive.

City Attorney

Mr. Roth stated that you cannot use a special assessment to replace taxes. It has to be a special assessment for a special purpose.

Adjournment

There being no further business, the workshop meeting adjourned at 7:25 p.m.

  
Elaine Brown, Mayor

ATTEST:

  
Catherine Ponson, CMC  
City Clerk



Approved: 10-16-2023