



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**MONDAY, SEPTEMBER 16, 2019 AT 6:00 P.M.**  
**COUNCIL CHAMBERS, 116 FIRST STREET**  
**NEPTUNE BEACH, FLORIDA**

Pursuant to proper notice a Special Meeting of the City Council of the City of Neptune Beach was held Monday, September 16, 2019, at 6:00 p.m. in the City Hall Council Chambers, 116 First Street, Neptune Beach, Florida

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|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attendance                                       | <p><b>IN ATTENDANCE:</b><br/> Mayor Elaine Brown<br/> Vice Mayor Fred Jones(via phone)<br/> Councilor Kerry Chin<br/> Councilor Josh Messinger<br/> Councilor Scott Wiley</p> <p><b>STAFF:</b><br/> Interim City Manager Leon Smith<br/> City Attorney Zachary Roth<br/> Chief of Police Richard Pike<br/> Finance Director Peter Kajokas<br/> Code Compliance Supervisor Piper Turner<br/> City Clerk Catherine Ponson</p>                                                                                                             |
| Order<br>Call/Pledge                             | Mayor Brown called the meeting to order at 6:00 p.m. Councilor Messinger led the Pledge of Allegiance.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ordinance<br>2019-08<br>Final<br>Millage<br>Rate | <p><b><u>ORDINANCE NO. 2019-08, ADOPTING FINAL MILLAGE RATE, SECOND READ AND PUBLIC HEARING:</u></b> AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, ADOPTING FINAL MILLAGE RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; SETTING FORTH CERTAIN INFORMATION REGARDING "ROLLED-BACK RATE"; DIRECTING THE CITY MANAGER TO ADJUST THE ADOPTED MILLAGE RATES IN THE EVENT OF CHANGES IN THE ASSESSMENT ROLL AND TAXABLE VALUE; AND PROVIDING AN EFFECTIVE DATE.</p>   |
| TRIM                                             | Mayor Brown read "for the record" the Truth in Millage (TRIM) as follows: "This is the millage public hearing for the City of Neptune Beach, Florida. The "rolled-back" rate for the City of Neptune Beach is 3.1732 mills. The rate to be adopted reflects a 6.06% increase over the "rolled-back" rate. The rate that is to be levied in this ordinance by the City Council is 3.3656. This is the same rate levied by the City last year, not the higher rate proposed on your Notice of Proposed Property Taxes from Duval County." |
| Public<br>Hearing<br>Millage Rate                | Mayor Brown opened the public hearing. There being no comments from the public, the public hearing was closed.                                                                                                                                                                                                                                                                                                                                                                                                                          |

Made by Messinger, seconded by Wiley.

**MOTION:** TO APPROVE ORDINANCE 2019-08, ADOPTING FINAL MILLAGE RATE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020

Roll Call Vote:

Ayes: 4-Messinger, Wiley, Chin, and Brown.

Noes: 0

**MOTION CARRIED**

Ordinance  
2019-09  
Final Budget  
FY2020

**ORDINANCE NO. 2019-09, ADOPTING A FINAL BUDGET, SECOND READ AND PUBLIC HEARING:** AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, ADOPTING A FINAL BUDGET AND APPROPRIATE FUNDS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; AND PROVIDING AN EFFECTIVE DATE.

Public  
Hearing  
Budget

Mayor Brown opened the public hearing. There being no comments from the public, the public hearing was closed.

Made by Wiley, seconded by Messinger.

**MOTION:** TO APPROVE ORDINANCE 2019-09, ADOPTING FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020

Roll Call Vote:

Ayes: 4-Messinger, Wiley, Chin, and Brown.

Noes: 0

**MOTION CARRIED**

Adjournment

There being no further business, the meeting adjourned at 6:04 p.m.

ATTEST:

  
Catherine Ponson, City Clerk

Approved: 10/7/19

  
Elaine Brown, Mayor





**MINUTES**  
**WORKSHOP CITY COUNCIL MEETING**  
**FOLLOWING SPECIAL BUDGET MEETING**  
**MONDAY, SEPTEMBER 16, 2019, 6:04 P.M.**  
**NEPTUNE BEACH CITY HALL, 116 FIRST STREET**  
**NEPTUNE BEACH, FLORIDA**

Pursuant to proper notice a Workshop City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, September 16, 2019, at 6:04 p.m., in the Council Chambers, City Hall, 116 First Street, Neptune Beach, Florida

**Attendance**

**IN ATTENDANCE:**

Mayor Elaine Brown  
 Vice Mayor Fred Jones (via phone)  
 Councilor Kerry Chin  
 Councilor Josh Messinger  
 Councilor Scott Wiley

**STAFF:**

Interim City Manager Leon Smith  
 City Attorney Zachary Roth  
 Police Chief Richard Pike  
 Finance Director Peter Kajokas  
 Deputy Public Works Director  
 City Clerk Catherine Ponson

**Call to  
 Order/Pledge  
 of Allegiance**

Mayor Brown called the workshop meeting to order at 6:00 p.m.

**AWARDS / PRESENTATIONS / RECOGNITION OF GUESTS / NONE**

**CITY MANAGER REPORT**

**City Manager  
 Report**

Interim City Manager Leon Smith reported:

- Three interviews for Community Development Director would be conducted this week.
- The Transportation and Public Safety and Land Parks Committees would meet on the morning of Wednesday, September 18.
- Dover, Kohl & Partners would be here also on Wednesday, September 18 for a City tour and scoping discussion.
- The electronic timekeeping should be installed and running by mid-October.
- The FDOT project is progressing.

**Police Chief  
 Report**

Police Chief Richard Pike reported that the dispatch remodel is halfway completed. Fletcher High School homecoming parade would be on Monday, September 23.

**City Attorney  
 Report**

City Attorney Zachary Roth reported that the Paid Parking Interlocal Agreement is on the City of Atlantic Beach's, Monday, September 23, 2019 agenda. It had been tabled earlier to have more questions answered.

Councilor Messinger wanted to make sure that Parking Consultant Mark Rimmer is available to answer any questions in order to ensure transparency throughout this process.

### **COMMITTEE REPORTS**

- Land Use and Parks Committee Chairman Messinger reported that his committee would meet on Wednesday, September 18, 2019 at 10:00 a.m. to discuss Jarboe Park. He also stated that he would be discussing the introduction of legislation by himself and Councilor Chin regarding the R-4 zoning district imposing a moratorium on lot splits until Dover, Kohl can assess the situation.
- Transportation and Public Safety Committee Chairman Jones reported that his committee would meet on Wednesday, September 18, 2019 at 9:00 a.m. and is developing a Complete Streets CIP, with respect to pedestrian and bicycle safety. A map is being prepared to identify hot spots that can be reviewed to look at potential locations for various projects.
- Finance/Boards/Charter Review Committee Chairman Wiley reported his committee would meet next month.

### **PUBLIC COMMENTS**

- Public Comment Bee Jay Lester, 907 Second Street, Neptune Beach, requested a system be put in place to way to check on the elderly on a regular basis.

### **PROPOSED ORDINANCES / NONE**

### **CONTRACTS / AGREEMENTS / NONE**

### **ISSUE DEVELOPMENT**

- City Manager Search Process City Manager Search Process Update. Jim Hanson, Florida City and County Managers Association Advisor, encouraged the Council to move ahead and make decision to interview the five candidates that stand out. He encouraged Council to pick a date and an assessment process. He also suggested a tour and meeting other City staff.

Councilor Wiley suggested bringing in the top three in order to do this in a two-day process. He also stated he would like to meet them one-on-one.

Councilor Messinger recommended interviewing the top five candidates and having the process on a Friday and Saturday would be more conducive for travel arrangements.

Councilor Chin agreed to interview the top five and going into the weekend would allow them to only take one day off and it would give them a chance to see the nature of Neptune Beach.

Vice Mayor Jones agreed that the weekend would give ample time to go through the interview process.

Mayor Brown summarized that the candidates would arrive on Thursday, October 10, and begin the process on Friday, October 11, and continue into Saturday, October 12.

COUNCIL COMMENTS

Vice Mayor Jones commented on the importance of the upcoming process of the Comprehensive Plan and Land Development beginning with the visioning process. He added that the moratorium of the R-4 zoning district lot splitting is a good thing as part and parcel to this effort.

Adjournment

There being no further business, the workshop meeting adjourned at 6:31 p.m.



Elaine Brown, Mayor

ATTEST:



Catherine Ponson, City Clerk

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

10/17/19

