



MINUTES
WORKSHOP CITY COUNCIL MEETING
MONDAY, AUGUST 20, 2018, 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 on Monday, August 20, 2018, at 6:00 p.m., in the City Hall Council Chambers, 116 First Street, Neptune Beach, Florida.

Attendance

IN ATTENDANCE:

Mayor Elaine Brown
 Vice Mayor Scott Wiley
 Councilor Richard Arthur
 Councilor Rory Diamond (via phone)
 Councilor Fred Jones

STAFF:

City Manager Andrew Hyatt
 Deputy City Manager Amanda Askew
 City Attorney Patrick Krechowski
 Chief of Police Richard Pike
 Commander Michael Key
 Senior Center Director Leslie Lyne
 Director of Public Works Leon Smith
 Deputy Public Works Director Megan George
 City Clerk Catherine Ponson

**Order
Call/Pledge**

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

AWARDS / PRESENTATIONS / RECOGNITION OF GUESTS / NONE

CITY MANAGER REPORT

**City
Manager
Report**

City Manager Andy Hyatt reported the following:

- Neptune Beach would be included in the beach renourishment starting in September. This is a 24-hour process and should be completed by December.
- The next City Council meeting would be held on Tuesday, September 4, 2018, due to the Labor Day holiday.
- FDOT drainage projects would be taking place in the summer of 2019, including the bridge replacement on Kings Road. In conjunction with that project, the bid process for 5th Street and Florida Boulevard would take place, and the bridges at Bay Street and Davis Street would be included in that bid.
- The ribbon cutting for the Neptune House in Jarboe Park on Friday, October 19th, 2018 beginning at 5:00 p.m.

Police Chief Pike stated that the Web.com event is on the Council agenda tonight and the Police Department would be the same footprint as last year. The Donna Run monthly meeting would be held 1:30 p.m. on August 21, 2018. The school liaison project is underway, and the Chief's Walk would be held in mid-October with more information coming as needed.

COMMITTEE REPORTS

Land Use and Parks	Chairman Diamond stated that the Land Use and Parks Committee is anticipating the ULI (Urban Land Institute) report. The proposed Neptune House rental rates and the food truck ordinance were discussed at the August 1, 2018 committee meeting and are on the Council agenda tonight.
Transportation and Public Safety	Chairman Arthur reported that on Wednesday, August 1, 2018, the Transportation and Public Safety Committee discussed pay for parking, the proposed roundabout at Penman and Florida Boulevard, and freight truck parking. Chairman Arthur proposed calling a special City Council meeting to further discuss pay for parking. It was decided that the special meeting would be held on Tuesday, August 28, 2018, at 9:00 a.m.
Finance/Charter/Board Review	Chairman Wiley reported that some items discussed at the Finance Committee meeting held on Wednesday, August 15, 2018, are on the Council agenda tonight including the Senior Center update, the Community Development Board vacant positions and the FY 2019 Budget. The fifth member of the Pension Board item would be on the September 4, 2018, Council agenda.
Strategic Planning and Visioning	Chairman Jones reported that at the last committee meeting held on July 12, 2018, the Transportation Element of the Comprehensive Plan was discussed. The Complete Streets Policy and Parks Design Standards/ Policies were discussed and are on the Council agenda tonight. The proposed roundabout was also discussed.

PUBLIC COMMENTS

Shellie Thole, 217 Oleander Street, Neptune Beach, spoke regarding the current Planned Unit Developments and permit fees.

Steve Kowkabany, 102 Magnolia Street, Neptune Beach, spoke regarding future city approach to development.

PROPOSED ORDINANCES

Proposed Ordinance, Food Trucks	<u>Proposed Ordinance No. 2018-??</u> , An Ordinance of the City of Neptune Beach, Florida, Amending Chapter 17, Section 17-48, Food Trucks at Special Events; and Providing an Effective Date.
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Mayor Brown explained that the food truck issue was being considered due to the request of the Green Market held in Jarboe Park on Saturdays in addition to special events in Jarboe Park in the future.

Councilor Arthur questioned if the food trucks operating during the Green Market event would need to submit an application each time.

City Attorney Patrick Krechowski answered that would be incorporated into the Green Market agreement which is being updated with the same qualifiers.

Vice Mayor Wiley asked if there was a limit to the number of food trucks allowed. Mr. Hyatt answered it was currently up to his discretion.

Mr. Krechowski confirmed that the proposed ordinance still contains language regarding frequency and special event nature. He continued that the original ordinance was created for one particular event taking place in the Central Business District. He explained that this ordinance keeps those special event issues in place. This ordinance adds flexibility to

have food trucks in Jarboe Park.

Vice Mayor Wiley stated his concern was being able to control how many food trucks can be operating and if they would all be selling the same type of food.

Councilor Jones commented that the ordinance streamlines the food truck process.

Councilor Diamond stated that the Land Use and Parks Committee had discussed this ordinance and he added that he supports it as it gives the City Manager sufficient leeway to get this done properly.

Mayor Brown stated the City is headed in the right direction with this ordinance. Due to the newly dubbed "Neptune House" in Jarboe Park, there would be more events. She added she is in favor of the Green Market having the ability to have food trucks.

CONSENSUS: **MOVE FORWARD TO THE SEPTEMBER 4TH AGENDA**

CONTRACTS / AGREEMENTS / NONE

ISSUE DEVELOPMENT

Web.com Event Web.com Event. Mr. Hyatt explained this would be the 3rd Annual Web.com event scheduled for Monday, September 17, 2018. He added that it is condensed from last year and there are no issues with event.

Councilor Diamond stated that K9s For Warriors benefits from the Web.com golf tournament, however, the organization does not benefit from this festival.

Stevan Brown, 862 2nd Street, Neptune Beach, stated that the footprint of the event is smaller than last year. This year the merchants would be staying open later rather than place the items on the street. The entrances are at 1st Street and Lemon Street and east of East Coast Boulevard and Atlantic Boulevard.

CONSENSUS: **MOVE FORWARD TO THE SEPTEMBER 4TH CONSENT AGENDA**

FY19 Proposed Budget FY19 Proposed Budget. Interim Finance Director Steve Ramsey stated that the millage rate is staying at 3.3656%. The one expenditure that increased was Ocean Rescue. As attendance at the beach has increased, the lifeguard hours have been extended. The general fund is balanced without using reserves.

Councilor Arthur commented that he would like to identify an area for what could be spent to get Jarboe Park underway, including the playground.

Vice Mayor Wiley agreed with Councilor Arthur regarding Jarboe Park. He added the City should obtain funds from Better Jacksonville Plan or another source to get that project started.

Councilor Jones questioned the reimbursement amount from FEMA from Hurricane Irma. Mr. Ramsey answered that the City had requested about \$325,000. Those anticipated reimbursements cannot be included in the budget due to the amount of time it takes to receive them.

Mr. Ramsey reminded the Council that the first reading for the millage rate and budget ordinances would be at the Tuesday, September 4th, 2018 Regular City Council meeting.

Pay for Parking Pay for Parking. This item would be deferred until the Special City Council meeting scheduled for Tuesday, August 28, 2018, at 9:00 a.m. at City Hall.

Stormwater Rate Stormwater Rate Fee. Deputy City Manager Amanda Askew explained the City had a stormwater study done primarily east of 3rd Street. As a result, it was determined that there are millions of dollars of infrastructure needs, including the intersection of 5th Street and Florida Boulevard and the stormwater drains at Davis Street and Bay Street. Currently, the stormwater fee for residential is \$5.00 and is paid on the City water bill. The current fees barely cover staff costs.

Parsons Engineering performed a stormwater fee analysis and is recommending the fee for residential be increased to \$10.88 and the commercial fee to \$76.97. City staff is recommending a incremental increase beginning with \$8.00 for residential.

Councilor Arthur questioned how the \$10.88 amount was determined.

Marcel Dulay, Ph.D., P.E, representing Parsons Engineering, stated that FDOT is currently working on a major improvement on the main channel on Penman Road. This allowed for improvements at the City level, which is the smaller infrastructure. The analysis shows a long-term approach to take a look at how much those projects costs and also what is being expended from the General Fund. The three culverts needing the most improvement are Florida Boulevard, Bay Street, and Davis Street.

Vice Mayor Wiley stated an incremental increase should be used with the first increase being around \$6.50 as the fee has been the same for so many years.

Councilor Diamond stated that he would not support an increase in the stormwater fee or the water and sewer tap fees at this time.

Councilor Jones commented that this is long overdue and asked if the fee methodology versus a geospatial approach is in line with what is proposed.

Mr. Dulay answered that the geospatial process is onerous and it would have to be maintained. This was a simpler approach by adding it to the water bill. Councilor Jones added he agreed with an interim approach to phasing in the fee. He also commented that on the commercial side there could be an opportunity to explore basing the fee on the amount of impervious surface.

Mayor Brown stated she supported the incremental increase and looking at the commercial aspect to make it fair.

Vice Mayor Wiley stated the commercial side should be reviewed and more numbers received for further discussion.

CONSENSUS: MOVE FORWARD TO THE SEPTEMBER 4TH AGENDA

Water and
Sewer Tap
Fees

Water and Sewer Tap Fees. Ms. Askew explained that the current sewer and tap fees have not changed since 1976. The fees do not cover the cost of material and labor. The average cost is \$4,000 to \$6,000 per tap depending on the depth needed. The City charges \$455 per tap. This would affect new customers only. The recommendation is to bring the fees in line with Atlantic Beach.

Councilor Arthur stated he supports the increase as the cost is being subsidized by the citizens.

Vice Mayor Wiley stated that this does need to be adjusted. However, he has not had the opportunity to look at other cities. He had concerns with the amount of increase.

Councilor Arthur questioned if the residents still on septic tanks would be forced to tie into City water.

Ms. Askew stated that they could potentially be forced to connect due to testing of the water. There is a program that provides funding when mandated by another government agency.

Mayor Brown stated it is important to note that current fees do not cover the costs of materials and labor. She added supports the fee being adjusted.

CONSENSUS: **MOVE FORWARD TO THE SEPTEMBER 4TH AGENDA**

Architectural
Design
Guidelines for
Park Buildings

Architectural Design Guidelines for Park Buildings. Councilor Jones stated that this was discussed at the Strategic Planning and Visioning Committee. This originated from the need to rezone the City's parks and open spaces as a civic, institutional, and recreational open space designation to allow for more flexibility. The idea was not to only look at adding a new zoning district but to provide some design standards seamlessly throughout. This is also a way to make sure there is a consistent and visually pleasing architectural standard that is simple and not too cumbersome. Elements included would be roof types, building fenestration, openings, porches, cupolas, and colors.

Councilor Jones stated the new civic and institutional zoning district should be adopted and these standards would be the supplemental standards to that. They should be part of the Zoning Code as an appendix.

Mr. Krechowski suggested reviewing these standards, and as we move forward with the new zoning classification, this could be incorporated in as a dated or numbered appendix which could be easily changed. He also advised to take the recommendations from the ULI report and add the new zoning classification.

Mayor Brown commented that she would like to receive public input regarding these standards.

Senior Center
Building
Update

Senior Center Building Update. Mr. Hyatt explained he is directing Public Works Director Leon Smith to proceed with demolition of the existing Senior Center Building at 2004 Forest Avenue.

Neptune House
Rental Rates
and Policies

Neptune House Rental Rates and Policies.

Councilor Diamond stated the City should test market the rates to see how it progresses. He added that he supports the one-year reservation policy and no holiday rental.

Vice Mayor Wiley questioned the maximum number of people allowed at an event. Mr. Hyatt stated that number may change based on the fire marshal determination. Vice Mayor Wiley asked if there was adequate parking for that amount of people. Mr. Hyatt answered there was parking based on the plan and parking areas along both sides of 5th Street.

Vice Mayor Wiley continued the discussion by questioning the deposit amount with or without alcohol. He asked if alcohol was ever allowed in Jarboe Park. Mr. Hyatt answered that alcohol was not allowed in Jarboe Park by ordinance. There has previously been a City-sponsored function that had alcohol that the public was invited to.

Councilor Arthur stated he would support charging one-half of the proposed rates until Phase 1 of Jarboe Park is complete.

Discussion ensued regarding renting the entire building as opposed to just the porches.

Councilor Diamond suggested giving the City Manager the authority to implement these policies rather than go before Council each time a change needs to be made.

Mayor Brown stated that it is important to establish what the City Manager is leasing so that the Council has an understanding of what properties are being leased. She added this would be deferred to the next meeting for further discussion.

Resolution
Appointing CDB
Members

Resolution No. 2018-??, Appoint Regular and Alternate Members to the Community Development Board. Councilor Wiley stated that current alternates, Nia Livingston and Colin Moore, are being moved up to regular members. Two new alternates, Charles Miller and William Randolph, are being recommended to fill those positions.

CONSENSUS: MOVE FORWARD TO THE SEPTEMBER 4TH CONSENT AGENDA

Complete
Streets
Resolution

Resolution No. 2018-??, Complete Streets Resolution. Councilor Jones stated that this would fundamentally improve bicycle and pedestrian safety and accessibility throughout the City. He added that this allows the City to be more competitive for funding. He stated he is seeking Council's endorsement of the resolution and companion policy.

Councilor Arthur stated concern regarding how labor intensive these regulations would become and if they would now be incorporated in every project the City takes on.

Councilor Jones explained that the idea is that it offers a layer of protection regarding not only City-sponsored projects but FDOT projects. It offers opportunities to address safety. He added that the reporting requirements are more of an internal issue to show the City is making benchmarks.

Vice Mayor Wiley commented that he did not want to make more work as far as the reporting issue and wants to be sure it is not something we do not actually need to pass.

Councilor Jones added that there is a National Complete Streets Coalition that provides funding and assistance for cities that have adopted this policy.

Councilor Diamond stated the resolution should be light on mandate and he had concerns regarding the language in Section 2 of the resolution that states the City "shall" incorporate the policies. Mayor Brown suggested giving his comments to staff for discussion at the next meeting.

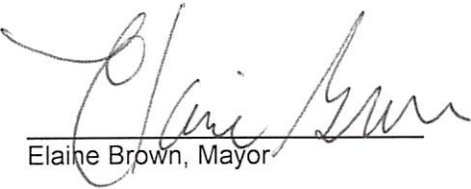
PUBLIC COMMENT

Michael Aston, 1523 Summer Sands Drive, Neptune Beach, stated the Council should proceed with the stormwater fee increase due to the upcoming homestead exemption up for approval at the next election.

Mark Montarro, 2112 1st Street S., Neptune Beach, spoke regarding food trucks, the website calendar, stormwater fee increase, the proposed architectural guidelines, and the water and sewer tap fees.

Adjournment

There being no further business, the workshop meeting adjourned at 7:50 p.m.


Elaine Brown, Mayor

ATTEST:


Catherine Ponson, City Clerk

Approved: 9/4/18

