



**MINUTES
REGULAR CITY COUNCIL
VIRTUAL MEETING
MONDAY, JULY 6, 2020, 6:00 P.M.**

Pursuant to proper notice, a Regular City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, July 6, 2020, at 6:00 p.m., by Communications Media Technology, pursuant to Governor Executive Order Number 20-69, issued on March 20, 2020 as extended by Executive Order 20-112, Executive Order 20-123 and Executive Order 20-150.

Attendance:**IN ATTENDANCE:**

Mayor Elaine Brown
Vice Mayor Fred Jones
Councilor Kerry Chin
Councilor Scott Wiley
Councilor Josh Messinger

STAFF:

City Manager Stefen Wynn
City Attorney Zachary Roth
Police Commander Michael Key
Public Works Director Leon Smith
Community Development Director Kristina Wright
Senior Center Director Leslie Lyne
Grant and Resiliency Coordinator Colin Moore
City Clerk Catherine Ponson

**Call to Order/Roll
Call**

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

Mayor Brown reminded everyone of the importance of wearing masks and staying safe. She reported the number of cases of COVID-19 in Neptune Beach is up to 92 and Atlantic Beach has 150.

APPROVAL OF MINUTES

Minutes

Made by Messinger, seconded by Jones.

MOTION: **TO APPROVE THE FOLLOWING MINUTES:**
June 1, 2020, Regular City Council Virtual Meeting
June 15, 2020, Workshop City Council Virtual Meeting
June 29, 2020, Special City Council Meeting

Roll Call Vote:

Ayes: 5- Chin, Messinger, Wiley, Jones, and Brown.
Noes: 0

MOTION CARRIED

COMMUNICATIONS AND CORRESPONDENCE

CITY MANAGER REPORT

Police Department Report (Commander Key) Police Commander Michael Key reported that crowds were down for July 4th which helped with compliance. All officers were on duty other than the two who tested positive for COVID-19. There were 16 JSO (Jacksonville Sheriff's Office) officers assisting during the event. The operational goals and objectives were approached this year with social distancing in mind and safety of staff as a priority.

City Manager Report City Manager Stefen Wynn reported that the Public Works Department has opened and closed 263 work orders since January of this year. These include leaking water meters to water main replacement. They have been updating City infrastructure all year. The wastewater plant infiltration is down from 900,000 gallons a day to about 700,000 gallons.

Mobility Management Implementation Plan Mr. Wynn stated that there is a Mobility Management Implementation Plan. He presented a timeline to enforcement. He reviewed the steps, including an educational video, new easy-to-understand signage, license plate reading camera installation and testing. By September 1, 2020, enforcement should begin and the program will be truly implemented. These steps have been being tracked since January 2020 through the project punch-list.

Mr. Wynn is recommending revisiting the Interlocal Agreement with Atlantic Beach regarding the amounts paid and let the agreement with RTA Consulting expire and take the program in-house.

Council discussion included number of parking spaces, approval of signage, revenue allocation, public education and hiring a Mobility Manager.

PUBLIC COMMENT / NONE

VARIANCES / SPECIAL EXCEPTIONS / DEVELOPMENT ORDERS / NONE

ORDINANCES / NONE

OLD BUSINESS /NONE

NEW BUSINESS

Confirmation of New CFO Confirmation of Carl LaFleur as Chief Financial Officer. Mr. Wynn advised that a new Chief Financial Officer has been hired after a national search. Nine individuals were interviewed virtually then three were invited to interview in Neptune Beach. Carl LaFleur was chosen and will begin July 13.

Made by Messinger, seconded by Jones.

MOTION: TO CONFIRM CARL LAFLEUR AS THE CHIEF FINANCIAL OFFICER

Roll Call Vote:

Ayes: 5-Messinger, Wiley, Chin, Jones, and Brown.
Noes: 0

MOTION CARRIED

Municipal Comprehensive Emergency Management Plan Municipal Comprehensive Emergency Management Plan. Mr. Wynn confirmed this is the updated version of the Municipal Comprehensive Emergency Management Plan (MCEMP). Information for the hurricane season and pandemic have been added.

Made by Messinger, seconded by Chin.

MOTION: **TO ADOPT THE MUNICIPAL COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN**

Roll Call Vote:

Ayes: 5-Wiley, Chin, Messinger, Jones, and Brown.

Noes: 0

MOTION CARRIED

Tyler
Technologies
ERP System

Tyler Technologies ERP (Enterprise Resource Planning) System. Mr. Wynn explained this has been an extensive undertaking. Tyler Technologies ERP System will include financial management, personnel management, payroll and utility billing. This new system will benefit everyone. The City had three demonstrations with as many as 35 attendees on the line. It brings all of the software the City is currently using into one system with additional components.

Mike Leshar, Senior Account Executive with Tyler Technologies, stated that the company is growing and part of that process is being able to provide the municipalities the tools they need now and in the future. He added that as long as the City is under Tyler Technology support, the City will continue to get upgrades.

Made by Jones, seconded by Messinger.

MOTION: **TO APPROVE THE PURCHASE OF TYLER TECHNOLOGIES ERP
SYSTEM**

Roll Call Vote:

Ayes: 5-Chin, Messinger, Wiley, Jones, and Brown.

Noes: 0

MOTION CARRIED

Purvis Gray Audit
Contract
Extension

Purvis Gray Audit Contract Extension. Mayor Brown explained this is the contract extension for the auditors. They have been with the City since 2014.

Councilor Messinger stated Purvis Gray has been great to work with but it is best practices to switch up auditors every four to six years. The City is past that time. He suggested extending the contract for one year for the new CFO to get on board and potentially issuing an RFP.

Mr. Wynn explained that each time the current contract was up for renewal, a new Finance Director or CFO had been appointed. There was not a chance for the auditors to get into a situation where they were comfortable with the Finance Director. The management letter from the most recent audit had comments and things the City needed to work on in relation to the budget process.

City Attorney Zachary Roth reported that he was not aware of any issues from a legal perspective.

Councilor Chin commented he had similar concerns as Councilor Messinger, however the fact there is a new CFO and the City has a new accounting system. This would allow the City some stability during the transition.

Councilor Wiley stated that Purvis Gray has done a great job and he agrees that with the new CFO and accounting system, the City should not consider changing at this time.

Made by Jones, seconded by Wiley.

MOTION: **TO APPROVE THE EXTENSION OF THE PURVIS GRAY CONTRACT FOR AUDITING SERVICES**

Roll Call Vote:

Ayes: 5-Messinger, Wiley, Chin, Jones, and Brown.
Noes: 0

MOTION CARRIED

Res. No. 2020-04, CDB
Appointments

Resolution No. 2020-04, A Resolution Appointing Members to the Community Development Board

Mayor Brown reported that the Council had seen the applicants and there was great talent. She advised that the applications would remain on file if not chosen. Robert Frosio would be reappointed to a second term as a regular member. William Randolph would be appointed as a regular member. The three alternates would be Greg Schwartzenberger, Jonathan Raiti and David Jaffee.

Made by Chin, seconded by Jones.

MOTION: **TO ADOPT RESOLUTION NO. 2020-04, APPOINTING MEMBERS TO THE COMMUNITY DEVELOPMENT BOARD**

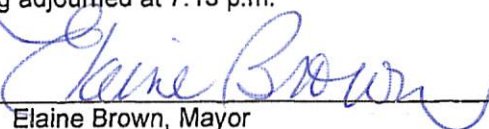
Roll Call Vote:

Ayes: 5-Wiley, Chin, Messinger, Jones, and Brown.
Noes: 0

MOTION CARRIED

Adjournment

There being no further business, the meeting adjourned at 7:13 p.m.


Elaine Brown, Mayor

Attest:


Catherine Ponson, CMC
City Clerk

Approved: 8-3-2020

