



MINUTES
SPECIAL CITY COUNCIL MEETING
MONDAY, MARCH 21, 2022, 6:00 P.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a Special City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, March 21, 2022, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:

IN ATTENDANCE:

Mayor Elaine Brown
 Vice Mayor Kerry Chin
 Councilor Lauren Key (*absent*)
 Councilor Nia Livingston
 Councilor Josh Messinger

STAFF:

City Manager Stefen Wynn
 City Attorney Zachary Roth
 Police Chief Richard Pike
 Public Works Director Jim French
 Community Development Director Samantha Brisolara
 Grant and Resiliency Coordinator Colin Moore
 Mobility Management Director Megan Steward
 City Clerk Catherine Ponson

**Call to Order/Roll
Call/Pledge**

Mayor Brown called the Special Meeting to order at 6:00 p.m. and Councilor Livingston led the Pledge of Allegiance.

**Res. No. 2022-04,
Supporting Ukraine**

Resolution No. 2022-04, A Resolution of the City of Neptune Beach, Florida, Supporting Ukraine Against Russian Government Aggression. Mayor Brown read into the record the resolution in support of Ukraine against Russian government aggression.

Made by Messinger, seconded by Livingston.

MOTION:

**TO ADOPT RESOLUTION NO. 2022-04, SUPPORTING UKRAINE
AGAINST RUSSIAN GOVERNMENT AGGRESSION**

Roll Call Vote:

Ayes: 4-Livingston, Messinger, Chin and Brown
 Noes: 0

MOTION CARRIED

New Positions

Consideration of Approval of New Positions: Accounts Payable and Payroll Accountant. City Manager Stefen Wynn explained that over that last two years, he had a chance to audit some of the open positions or needs for the City. There are two that are most immediate and pressing. One is the Staff Accountant position and there are too many duties for that one employee. He split out those duties and created an Accounts Payable and Payroll Account position.

Mr. Wynn presented a breakdown of anticipated costs with the maximum amount of benefits. It is broken up just like the budget with 45% of the salary allocated from Finance, 40% from Water/Sewer Admin, 5% from Sanitation Fund, and 10% from Stormwater Utilities. The position does payroll for every department within the City. The accounts payable procedures are currently between three different positions being the City Manager, the previous Staff Accountant and the Assistant to the City Manager.

The second position is the Pump Mechanic. This was discussed at the May 29, 2021, Council Roundtable for FY22. There was a lateral move in Public Works, leaving the position open and it was not funded. We are trying to bring this back as it is a necessary position. New pumps are very expensive and maintenance is also expensive. The salary will be paid 50% from Public Works, 25% from Sanitation Fund, and 25% from Non-Departmental. It is changing the positional cap for this budget year and there are enough funds in the three accounts to make up for the last six months. There is no need for a budget amendment.

Councilor Messinger stated that would be a good return on investment for the Pump Mechanic position. There would be no surplus costs associated with the maintenance of the pumps that would be able to be done in-house. He added that the additional costs for the new Accounts Payable and Payroll Clerk would be a good investment if we are able to use this position. He would like to hear back after this is created in the next year to see if we have reduced the burnout that had been occurring.

Vice Mayor Chin commented that in reference to the Pump Mechanic position, in addition to saving on the cost of calling in a service during an emergency, having a pump mechanic in-house gives you regular maintenance of the equipment so that you never even reach that critical point. He pointed out that the City was recently at that critical point where we had to call an outside service because of a failure of pumps that could have impacted the entire sewer system. It is an important position we need to fill and he supports the hiring.

Mayor Brown remarked that safety issues are what the City is required to do for the public. This is a money saver, makes it safer and keeps the City functioning as it should. This is a very good move and is certainly warranted.

Made by Messinger, seconded by Chin.

MOTION: **TO APPROVE TWO NEW POSITIONS: ACCOUNTS PAYABLE AND PAYROLL ACCOUNTANT AND PUMP MECHANIC**

Roll Call Vote:

Ayes: 4-Messinger, Livingston, Chin, and Brown

Noes: 0

MOTION CARRIED

Confirmation of
New CFO

Confirmation of Danielle Dyer-Tyler as Chief Financial Officer.

Made by Chin, seconded by Livingston.

MOTION: **TO CONFIRM DANIELLE DYER-TYLER AS CHIEF FINANCIAL OFFICER**

Roll Call Vote:

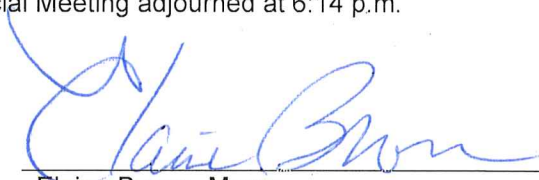
Ayes: 4-Livingston, Messinger, Chin, and Brown

Noes: 0


MOTION CARRIED

Adjournment

There being no further business, the Special Meeting adjourned at 6:14 p.m.


Elaine Brown, Mayor

ATTEST:


Catherine Ponson, CMC
City ClerkApproved: 4-4-2022