

**Minutes of Regular City Council Meeting  
held Monday, August 6, 2018, at 7:00 P.M.  
in the Council Chambers, 11 North 3<sup>rd</sup> Street,  
Jacksonville Beach, Florida**



**OPENING CEREMONIES**

The invocation was given by Council Member Wilson, followed by the salute to the flag.

**CALL TO ORDER**

Mayor Latham called the meeting to order at 7:00 P.M.

**ROLL CALL**

Mayor: William C. Latham

Council Members: Lee Buck                      Keith Doherty                      Christine Hoffman  
Bruce Thomason                      Phil Vogelsang                      Jeanell Wilson

Also present was Interim City Manager Karen Nelson.

**APPROVAL OF MINUTES**

It was moved by Ms. Wilson, seconded by Ms. Hoffman, and passed unanimously, to approve the following minutes:

- Council Briefing held July 16, 2018
- Regular City Council Meeting held July 16, 2018

**ANNOUNCEMENTS**

Tyler Burk, Fletcher Middle School student, took the floor to address the City Council. He stated he is attending this meeting to earn his Boy Scout Communications Badge.

**COURTESY OF THE FLOOR TO VISITORS**

Meghan Orman, 1118 4<sup>th</sup> Avenue North, Jacksonville Beach, spoke about getting active in the local government and expressed her appreciation for the work it takes to make this City a wonderful place to live. Ms. Orman stated she is a bee keeper and announced there will be a Honey Bee Festival at the Jacksonville Fairgrounds on August 18<sup>th</sup>, 2018, and a Bees and Brews event on August 21<sup>st</sup>, 2018, at the Atlantic Beach Brewing Company.

Ken Marsh, 2027 Gail Avenue, Jacksonville Beach, spoke about his email sent to the City Council members about the 2007 Vision Plan, RINOs – restaurants in name only, and spoke about the downtown area and the ongoing problems. He stated he is interested in the upcoming workshop and planned to address the issues.

**MAYOR AND CITY COUNCIL**

**CITY CLERK**

**CITY MANAGER**

**(a) Item #18-139 – Approve a Draw From the Law Enforcement Trust Fund for the Following:**

1. Equipment and Related Expenses for Ongoing Crime Prevention and Community Relations Programs; and
2. Continue Funding the Part-time Police Volunteer Coordinator for the Citizen Police Academy Alumni Association and Citizens On Patrol.

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to approve a Draw of \$37,360 from the Law Enforcement Trust Fund to expend as described in a July 25, 2018 memorandum from the Police Chief entitled, “Draw from Law Enforcement Trust Fund for Crime Prevention Programs and Continued Funding for Part-Time Police Volunteer Coordinator.”

**Discussion:** Ms. Nelson explained these funds are awarded for participation in federal criminal investigations and are spent for law enforcement purposes only. As detailed in the memorandum, these funds are for various community programs sponsored by our Police Department.

Ms. Hoffman announced the National Night Out event is scheduled for tomorrow, August 7<sup>th</sup>, 2018, from 5 PM - 7 PM in Latham Plaza, which is one of the community programs sponsored by our Police Department.

Mr. Vogelsang spoke about the Citizen Police Academy and encouraged participation in this program.

Mr. Buck stated that Jacksonville Beach was the first in this area to start the Citizen Police Academy.

**Roll Call Vote:** Ayes – Buck, Doherty, Hoffman, Thomason, Vogelsang, Wilson, and Mayor Latham.  
The motion passed unanimously.

**(b) Item #18-140 – Approve a Draw from the Federal Equitable Sharing Fund for Police Officer Overtime Expenses for Crime Prevention and Community Relations Programs**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to approve a draw of \$19,200 from the Federal Equitable Sharing Fund to expend as described in a July 26, 2018, memorandum from Police Chief Patrick K. Dooley entitled “Draw from Federal Equitable Sharing Fund for the Police Officer Overtime for Crime Prevention and Community Relations Programs.

**Discussion:** Ms. Nelson explained these funds are awarded for participation in federal criminal drug investigations and are spent for law enforcement purposes only. Ms. Nelson reported that these funds would be used for Police Officer overtime for various community programs sponsored by our Police Department.

**Roll call vote:** Ayes – Doherty, Hoffman, Thomason, Vogelsang, Wilson, Buck, and Mayor Latham.  
The motion passed unanimously.

**(c) Item #18-141 – Award Bid No. 1718-22 for Tree Trimming and Vegetation Management**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to award Bid No. 1718-22 for Tree Trimming and Vegetation Management to Core Services, LLC.

**Discussion:** Ms. Nelson advised this is for tree trimming and removal along the Beaches Energy Services (BES) overhead and underground lines, utility easements, and rights of way. It requires trained, qualified and experienced crews with the necessary equipment. Ms. Nelson stated one of the bidders was disqualified because they could not commit to post-storm assignments.

**Roll call vote:** Ayes – Hoffman, Thomason, Vogelsang, Wilson, Buck, Doherty, and Mayor Latham.  
The motion passed unanimously.

**(d) Item #18-142 – Award RFP No. 04-1718 to TC Delivers for Mail Pick-Up and Insert Services**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to award RFP No. 04-1718 to TC Delivers for mail pick up and insert services as described in the memo from Michael Nadeau, Chief Financial Officer, dated July 13, 2018, and to authorize the City Manager at their discretion to approve a one (1) year extension.

**Discussion:** Ms. Nelson explained one year ago the mail processing was contracted out and has proven to be cost-effective, saving the City \$30,000 in just postage this past year. Also, this has eliminated the capital and equipment maintenance costs.

**Roll call vote:** Ayes – Thomason, Vogelsang, Wilson, Buck, Doherty, Hoffman, and Mayor Latham.  
The motion passed unanimously.

**(e) Item #18-143 – Award Bid No. 1718-09, “Road Striping Services: Thermoplastic and Painted Pavement Markings” to Lynne Services, Inc., for a Period of Three (3) Years, Renewable up to Three (3) Additional Years for a Total Contract Length Not to Exceed Six (6) Years.**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to award Bid No. 1718-09, “Road Striping Services: Thermoplastic and Painted Pavement Markings” to Lynne Services, Inc., as explained in the memorandum from the Public Works Director dated July 30, 2018.

**Discussion:** Ms. Nelson stated these services are for the city’s roadways, parking lots, and after asphalt resurfacing. This will establish a three (3) year contract for these services as needed. Ms. Nelson noted \$16,000 was spent in 2017 for these services.

Mr. Thomason inquired about there only being one response for this bid. Dave Millinor, Public Works Director, responded that it is unusual to get one response out of sixteen (16) letters sent. Due to all the hurricane-related work that resulted in the previous two years, he stated it is hard to find available contractors for a small scale contract. Mr. Millinor stated \$25,000 has been budgeted this year.

**Roll call vote:** Ayes – Vogelsang, Wilson, Buck, Doherty, Hoffman, Thomason, and Mayor Latham.  
The motion passed unanimously.

**(f) Item #18-144 – Approve the Completed Emergency Work for the Repair of the Damaged Sanitary Sewer Main Located on 5<sup>th</sup> Street S., South of 1<sup>st</sup> Avenue S.**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to approve the emergency repair of the collapsed sanitary sewer main located on 5<sup>th</sup> Street South, South of 1<sup>st</sup> Avenue South, as explained in the memorandum from the Public Works Director dated July 26, 2018.

**Discussion:** Ms. Nelson stated this was an emergency repair of the sewer main authorized by the City Manager and brought to the City Council at a briefing this past June. Ms. Nelson reviewed the slide with the project details, including a photo of this area behind the Publix store.

**Roll call vote:** Ayes – Wilson, Buck, Doherty, Hoffman, Thomason, Vogelsang, and Mayor Latham.  
The motion passed unanimously.

**RESOLUTIONS:**

**(a) Item #18-146 RESOLUTION NO. 2014-2018**

Mayor Latham requested that the City Clerk read Resolution No. 2014-2018 by title only, whereupon Ms. Scott read the following:

**“A RESOLUTION AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR MANAGERIAL, PROFESSIONAL, ADMINISTRATIVE AND UNCLASSIFIED (NON-UNION) POSITIONS, EFFECTIVE AUGUST 1, 2018. [Adjusts pay grades for Police Commanders and Fire Captains].“**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to adopt Resolution No. 2014-2018, amending the Position Classification and Pay Plan for Non-union Employees to establish a new pay grade for Police Commanders and Fire Captain/Shift Commander and Fire Captain/Fire Marshal.

**Summary:** As detailed in the agenda memo, Ms. Nelson explained this will provide a 4% increase for the Police Commanders and the Fire Captains/Fire Marshal and would align with our internal pay grade and the area market.

**Roll call vote:** Ayes – Buck, Doherty, Hoffman, Thomason, Vogelsang, Wilson, and Mayor Latham.  
The motion passed unanimously.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:27 P.M.

Submitted by: Laurie Scott  
City Clerk

Approval:



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William C. Latham, MAYOR

Date: 8/20/18

LS/njp