
The Council Briefing began at 5:30 P.M.

The following City Council Members were in attendance:

Mayor: William C. Latham

Council Members: Keith Doherty Georgette Dumont Sandy Golding
Christine Hoffman Cory Nichols Phil Vogelsang (late)

Also present were City Manager Mike Staffopoulos and City Attorney Chris Ambrosio.

Purpose of Briefing

The purpose of the briefing was to update the Council Members about ongoing items in the City.

City Attorney

Permanent and Primary Special Magistrate for Code Enforcement Hearings

Mr. Ambrosio explained the need for a permanent, regular Special Magistrate and a regular schedule for hearings. He asked the Council to authorize him to identify a law firm that would supply qualified attorneys to provide these services. They would also keep a contract with an outside alternate. The meetings would be scheduled for the fourth Wednesday of each month at 2:00 P.M.

Mr. Ambrosio stated he looked into two law firms already and noted a Special Magistrate was prohibited from serving in that capacity for two municipalities because it was considered a public office. One of the firms he had considered had this issue, and the other had a \$3,000 per month retainer. He stated they could draft an RFQ to advertise.

Mr. Ambrosio estimated each hearing entailed approximately three to five hours of work, including communications and drafting orders. He stated if there were no hearing in a particular month, the contract would indicate no payment was due.

Council Members suggested additional options including hiring one attorney [not a firm] to be the primary Special Magistrate and retain their current alternate, or inquiring if the current alternate was interested in becoming the primary Special Magistrate and then looking for a new alternate.

Mr. Staffopoulos said Mr. Ambrosio wished Council's authorization to explore possible combinations and come back with a recommendation. Council agreed.

Revisions to the Purchasing Policy and Code

Mr. Staffopoulos stated staff wished to revise the purchasing policy. Mr. Ambrosio reported the policy [manual] and code both required revision because they failed to address certain topics. He had already met with staff and begun to address the deficiencies and inefficiencies. He stated the

policy and code would ensure fairness in procurement, help protect the city, provide guidance to staff, and enable a standardization for all departments. Examples of topics to be covered included: insurances and bonds, and standardization of solicitation documents.

Mr. Ambrosio noted several Florida municipalities had outstanding purchasing codes, and they could utilize a lot of their language.

Mr. Ambrosio informed the Council the process would take over a year. Mr. Ambrosio stated they could subcontract some of the work, but staff would need to work with the contractor. He stated this was among his "top 10" large projects in terms of need because the code was so deficient, and the manual was so outdated.

Mr. Staffopoulos recalled they had created a matrix of City Council priorities in September and said if they agreed the purchasing policy and code needed to be added, he would discuss it with Mr. Ambrosio and other directors to determine how to allocate resources to achieve those goals in the most reasonable timeframe.

Mr. Staffopoulos said he and Mr. Ambrosio would determine where on the matrix this item should be. They would return to the Council to discuss where they would need to contract services.

City Manager

Other topics

Mr. Staffopoulos informed the Council of the following:

- The new Communication Manager, Jacob Board, would start on January 27, 2020.
- Per the annual Police Statistics report, there was a roughly 10% increase in calls for service and dispatched officers for service. Chief Smith would address the Council in the future to explain the statistics.
- The community visioning process would begin on January 23, 2020, at City Hall. There would be a total of six meetings.
- The ordinance cleanup package that had been presented and denied in the Fall of 2018 would come back to Council.
- In April or May, he would present them with the budget assumptions prior to preparation of the budget for their input.
- Brazilian Pepper had been identified in Cradle Creek Preserve, and they were working with Felicia Boyd, Program and Outreach Director from the Timucuan Parks Foundation to address the problem before it became too invasive.
- Director of Beaches Energy, Allen Putnam had been voted president of the Florida Municipal Electric Association.
- He agreed to send the legislative updates to Council members.
- A Council member wished to attend the Florida League of Cities' Action Days in Tallahassee with Mayor Latham. Mayor Latham, Mr. Nichols, and Ms. Golding indicated they would attend.
- JFRD, with whom they contracted for fire service, handled EMS special event assignments differently, and charged differently, from how Jacksonville Beach did.

Community Redevelopment Agency (CRA) Discussion with Redevelopment Attorney Cliff Shepard

Mr. Mann stated Mr. Shepard had done legal consulting work for the CRA since 2011. He stated the CRA had approved the contract with Mr. Shepard's firm to consolidate and update the existing plan. This should take approximately 130 hours and cost \$25,000 to \$30,000. The contract must be approved by the CRA and the City Council. Mr. Mann stated the new 2039 CRA expiration date was 17 years sooner than the date indicated in the previous legislative session.

Mr. Shepard explained the Council must vote to recognize the original or new expiration date in order to adopt their plan(s). For clarity, they should vote for each plan separately.

Mr. Shepard confirmed a very small percentage of Florida municipalities had CRA boards that had members separate from their elected officials.

Mr. Staffopoulos recalled Council wanted to reserve time to discuss Council issues. Time for this was currently scheduled every four months, and he asked if Council wanted to change the schedule. The Council agreed to reserve time during Mr. Staffopoulos's briefing once per month.

The Council discussed vacation rentals, and Mr. Ambrosio reported there had been very few applications submitted, even though the deadline was January 31.

Ms. Golding stated Neptune Beach wanted to purchase a beacon for the crosswalk from Jacksonville Beach to Neptune Beach in front of Fletcher High School, and she had suggested they ask Atlantic Beach to participate in approving the design and paying for it. Mr. Staffopoulos was attending the meeting with the city managers of the three beach communities the following day and agreed to bring this up with them.

Mr. Ambrosio noted the lack of claims against the city for injuries in their parks and attributed this to Parks and Recreation's adherence to maintenance, repair, and inspections.

Mr. Ambrosio announced they would hold a Workers' Compensation seminar in March to educate departments about Workers' Compensation laws and requirements.

The briefing adjourned at 6:52 P.M.

Submitted by: Jodilynn Byrd
Administrative Assistant

Approved:



William C. Latham, MAYOR

Date: 3 February 2020