Call to Order

The regular session of the Green Cove Springs City Council was called to order Tuesday, September 17, 2013, at 7:00 p.m. in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

Invocation and Pledge of Allegiance to the Flag

The invocation was performed by Vice Mayor Hampshire followed by the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

COUNCIL MEMBERS PRESENT:
D. Ray Braly
Pamela J. Lewis (via telephone)
Van Royal
C. Felecia Hampshire, Vice Mayor
Roy M. Timberlake, Jr., Mayor

STAFF MEMBERS PRESENT:
L. J. Arnold, III, City Attorney
Lee Bentley, City Clerk
Janis Fleet, Development Services Director
Sue Heath, Asst. City Manager/Finance Director
Cynthia Hunter, Personnel Director
Danielle J. Judd, City Manager
Robert Musco, Chief of Police
Mike Null, Public Works Director
Mark Schultz, Electric Utility Director

AWARDS AND RECOGNITION


Proclamation – Friends of the Library

Mayor Timberlake read the Proclamation into the record and presented it to Jennifer Parker and representatives of the Friends of the Library. Ms. Parker thanked the Council for the recognition.

Jennifer Parker, Branch Manager, thanked the Council for the Proclamation. Sandra Dunnavant gave a brief overview of the library’s “One City – One Book” program and presented the Council with coffee cups and other small tokens from the group.

Retirement – Irma Johnson

Mayor Timberlake read the letter into the record in recognition of the retirement of Irma Johnson after 11 years of service. He presented her with a plaque commending her dedicated support and service to the City. In addition, Ms. Heath shared her thoughts about Ms. Johnson’s retirement.
Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

Mayor Timberlake recognized the following citizen for comments:

Luke Byrne, 3682 Baltusrol Court, Green Cove Springs, who thanked the City Manager for her service. He believed she had performed exceptionally over the past two (2) years and suggested awarding her a substantial raise in her next contract to keep her here and not go elsewhere. He felt it would be a painful loss if she left. In addition, he thought the Pay for Performance Plan was good.

PUBLIC HEARING

1. Second and Final Reading of Ordinance No. O-12-2013, an Ordinance amending City Code Chapter 79, entitled Stormwater, Section 79-7, Implementation / Base Charge, and Section 79-10, Billing, Collection and Payment of Fees, to permit annual billing and other minor changes.

   Mr. Arnold read the title of Ordinance No. O-12-2013 (see attachment marked Exhibit "B") into the record as follows:

   AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AMENDING CITY CODE CHAPTER 79, ENTITLED STORMWATER UTILITY, SECTION 79-7, IMPLEMENTATION / BASE CHARGE; AND SECTION 79-10, BILLING, COLLECTION AND PAYMENT OF FEES, TO PERMIT ANNUAL BILLING AND OTHER MINOR CHANGES; PROVIDING FOR CODIFICATION, REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

   Mayor Timberlake opened the Public Hearing. There being no comments, the Public Hearing was closed.

   Ms. Judd explained that this addressed the undeveloped parcels that were not on the City's utility billing system allowing the City the flexibility to do the annual billing process.

   A MOTION WAS MADE BY VICE MAYOR HAMPSHIRE TO APPROVE ORDINANCE NO. O-12-2013 ON SECOND AND FINAL READING. THE MOTION WAS SECONDED BY COUNCIL MEMBER BRALY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS D. RAY BRALY, PAMELA J. LEWIS, VAN ROYAL, C. FELECIA HAMPSHIRE, AND MAYOR ROY M. TIMBERLAKE, JR. NAYS – NONE.

CONSENT AGENDA

1. City Council approval of and authorization for Staff to submit applications for the 2014/2015 Florida Recreation Development Assistance Program (FRDAP) for Spring Park, Phase VI and Vera Francis Hall Park, Phase V.
2. City Council approval of the Job Description for the Building Assistant at Pay Grade 111.
3. City Council approval of 2013-PZ-89 and 2013-PZ-90, Gateway Corridor and Central Business District Pilot Matching Grant Applications for landscape improvements and building improvements for the property located at 1627 Idlewild Avenue in the amount of $1,865.
5. **City Council authorization for the City to renew its continued piggybacking on the Clay County School Board Bid No. 12-BA-110, Unleaded Gasoline, #2 Undyed Diesel and Dyed Diesel Fuel, effective November 19, 2013 through November 18, 2016.**

Item No. 1 was pulled for discussion by Vice Mayor Hampshire.

A MOTION WAS MADE BY VICE MAYOR HAMPSHIRE TO APPROVE CONSENT AGENDA ITEMS 2 THROUGH 5 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER BRALY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS D. RAY BRALY, PAMELA J. LEWIS, VAN ROYAL, C. FELECIA HAMPSHIRE, AND MAYOR ROY M. TIMBERLAKE, JR. NAYS – NONE.

**Item No. 1** – Vice Mayor Hampshire questioned the specific uses of the grant applications. Discussion ensued regarding the items being sought for funding and the process for submittal of grant applications.

A MOTION WAS MADE BY VICE MAYOR HAMPSHIRE TO APPROVE CONSENT AGENDA ITEM 1 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS D. RAY BRALY, PAMELA J. LEWIS, VAN ROYAL, C. FELECIA HAMPSHIRE, AND MAYOR ROY M. TIMBERLAKE, JR. NAYS – NONE.

**COUNCIL BUSINESS**

Mayor Timberlake advised that the Council would address Council Business Item No. 2 followed by Item No. 1.

2. **Acceptance of and authorization for the City Manager to execute an Engagement Letter with the Center for Building Better Communities (CBBC) at the University of Florida's School of Landscape Architecture and Planning for the creation of a Community Redevelopment Area (CRA) Plan. Fleet**

Discussion ensued with the City Council regarding the Staff Report presented by Ms. Fleet.

Ms. Fleet introduced Laura Dedenbach, representative of the Center for Building Better Communities at the University of Florida. Ms. Dedenbach reviewed her credentials and advised this was an excellent project for the City and students would start a studio project upon approval from the Council.

City Council discussed the request presented by Ms. Fleet with the following action:

1. **Presentation on Quit Doc, Tobacco Free Partnership of Clay County. Joseph O’Hern**

Mayor Timberlake recognized Mr. O’Hern, Tobacco Free Partnership of Clay County, 1403 Idlewild Avenue, Green Cove Springs, for a PowerPoint presentation on this item.

Mayor Timberlake requested Staff and the City Attorney bring back an Ordinance for future action banning the sale of e-cigarettes as was done in Orange Park in addition to proposed changes to the Personnel Policies and Procedures Manual.

3. **Discussion of expansion of the City’s Reclaimed Water (Reuse) System. Null**

Discussion ensued with City Council regarding the Staff Report presented by Mr. Null.

After discussion of the request presented, the following action was taken:

A MOTION WAS MADE BY VICE MAYOR HAMPShIRE TO IMPLEMENT CITY CODE SECTION 78-431(C) OF THE CODE WHICH READS "REGARDLESS OF RECLAIMED WATER SERVICE AVAILABILITY IN PROXIMITY TO THE PROPERTY AT THE TIME OF THE SERVICE APPLICATION, THE APPLICANT SHALL BE REQUIRED TO INSTALL 'DRY LINES' AND ASSOCIATED APPURTENANT IMPROVEMENTS FOR RECLAIMED WATER DISTRIBUTION AND SERVICE TO THE PROJECT AREA. ALL DESIGN AND CONSTRUCTION STANDARDS FOR SUCH WORK SHALL MEET OR EXCEED THE DEPARTMENT’S SPECIFICATIONS" WITH REGARDS TO INSTALLING DRY LINES FOR REUSE SYSTEM IN MAGNOLIA POINT PHASE VIII. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS D. RAY BRALY, PAMELA J. LEWIS, VAN ROYAL, C. FELECIA HAMPShIRE, AND MAYOR ROY M. TIMBERLAKE, JR. NAYS – NONE.

4. **Discussion of proposed Administrative Costs associated with the Red Light Safety Camera Hearing process. Bentley**

Discussion ensued with City Council regarding the Staff Report presented by Mr. Bentley.

After discussion of the request presented, the following action was taken:

A MOTION WAS MADE BY COUNCIL MEMBER BRALY TO ACCEPT STAFF’S SCHEDULE FOR ALLOWABLE ADMINISTRATIVE COSTS ASSOCIATED WITH THE RED LIGHT SAFETY CAMERA HEARING PROCESS AND SUBJECT TO THE SPECIAL MAGISTRATE’S RULING, PURSUANT TO THE PROVISIONS OF CHAPTER 316.0083, F.S. THE MOTION WAS SECONDED BY VICE MAYOR HAMPShIRE. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS D. RAY BRALY, PAMELA J. LEWIS, VAN ROYAL, C. FELECIA HAMPShIRE, AND MAYOR ROY M. TIMBERLAKE, JR. NAYS – NONE.

5. **Discussion of Personnel Policies and Procedures Manual, Section 8.05, Salary Increases. Royal**

Discussion ensued with City Council regarding the Staff Report presented by Council Member Royal.
After discussion of the request presented, the following action was taken:


A MOTION WAS MADE BY COUNCIL MEMBER BRALY TO ON THIS CURRENT YEAR’S BUDGET, THAT WE HAVE APPROXIMATELY 17% AT THE 5%, 43% AT THE 4%, 30% AT 2%, WHICH WOULD BE $90,274 APPROXIMATELY; THAT WOULD LEAVE $17,000 EXTRA FOR HIGH SALARIES AND FOR LETTING THE PROGRAM BALANCE OUT FOR A TOTAL OF $108,000. THE MOTION WAS SECONDED BY VICE MAYOR HAMPSHIRE.

Upon further discussion, Council Member Braly amended his motion, seconded by Vice Mayor Hampshire, to reflect the following:

HE’D LIKE TO SEE THREE (3) CATEGORIES: 5%, 4%, AND 2%.


6. City Manager and City Attorney Reports and/or Correspondence.
   c. Executive Summary – Police – August 2013.

The City Manager acknowledged the above reports provided to the City Council for information.

The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.

7. City Council Reports and/or Correspondence.

Council Member Lewis was excused from the meeting at 10:12 p.m.

The City Council made comments regarding various city activities, events, operations, and projects.
8. **Adjournment.**

There being no further business to come before the City Council, the meeting was adjourned at 10:25 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Roy M. Timberlake, Jr., Mayor

Attest:

F. Lee Bentley, City Clerk