

## PENDING ACTIVITIES AND PROJECTS

Revised December 26, 2019

1. **PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER.** At its July 1, 2019, meeting the Commission decided to have the reviews done by individual Commissioners by October 21<sup>st</sup> and for the reviews to be discussed at the Commission's November 4<sup>th</sup> meeting. However, because not all the reviews were received by the time the agenda books had to be ready for distributed, the reviews were on the agenda for the Commission's December 2<sup>nd</sup> meeting. Still lacking reviews from two Commissioners, the discussion was postponed to the Commission's January 6<sup>th</sup> meeting.
2. **LAND DEVELOPMENT REGULATIONS.** At the City Commission's September 9<sup>th</sup> meeting, the Building Official proposed several amendments to the Regulations. The Commission had the amendments reviewed by the Planning Board, which discussed them at its September 17<sup>th</sup> meeting. The amendments and the Board's recommendations concerning them were discussed by the Commission at its November 4<sup>th</sup> meeting. The Commission did not favor changes to the setback regulations. For the Commission's December 2<sup>nd</sup> meeting, the Building Official provided modified changes as well as a separate topic concerning the impervious surface ratio for swimming pools in low density residential land use districts. The Commission discussed the proposed changes at its December 3<sup>rd</sup> continuation meeting. The City Attorney will prepare an ordinance for the Commission's January 6<sup>th</sup> meeting. For the Commission's February 3<sup>rd</sup> meeting, the Building Official will provide a proposal for the boundaries of the mixed-use district on both sides of the Boulevard.
3. **COUNTY PIER PARK.** Mayor George has by letter asked the County Administrator to keep the City informed of plans to renovate the park. In early October, Mr. Wanchick in an email listed four Parks and Recreation Department projects: Fiscal Year 2019 impact fees to be used for Pier Shop expansion; deferred maintenance will be done on pier structural/maintenance improvements, including replacement of three beams and wood components; the tennis courts at Ron Parker Park will be replaced; and there'll be routine maintenance on access points to the beach. In early March, the County Beach Services Division provided this update:
  - a. Pier shop expansion: Construction Services and Purchasing departments are coordinating the completion of this project. Engineering is working on drawings; then proposals and pricing will be submitted from contractors. There is no firm timeline for this project.
  - b. Improvements to the pier: At its July 16, 2019, meeting, the County Commission awarded the bid for the improvements to Yelton Construction Company for \$780,000. The County Administrator and the City Manager have discussed the construction schedule, so that the City can use the pier on December 31, 2019, for its New Year's Eve fireworks show. The Administrator has said that repairs won't be started until after December 31<sup>st</sup>.
  - c. Replacing Ron Parker Park tennis courts: Construction Services and Purchasing are coordinating the completion of this project, which was started in September 2019.
  - d. Routine maintenance at beach access points: Maintenance has been done at 1<sup>st</sup>, 2<sup>nd</sup>, 7<sup>th</sup>, D and F streets. The County is working with the Florida Department of Environmental Protection

on what can be permitted to repair the retaining wall at the Pope Road access. What can be done will be subject to budget considerations based on the complexity of the repair. At the A Street access, the County is reviewing on to provide better and safer pedestrian access.

4. **UPDATING STRATEGIC PLAN.** The plan was adopted in the spring of 2015. At its January 6, 2018, meeting, the City Commission discussed whether to hire a facilitator to help update the plan. The Commission decided to delay the updating until it had adopted the changes to the Land Development Regulations. As its January 7, 2019, meeting, the City Commission decided to do the update itself with the City staff. The Commission agreed with the City Manager's suggestions for items in the plan and asked him to include in it parking infrastructure. The Commission discussed the topic at its June 10<sup>th</sup> meeting. The City Manager asked the Planning Board and the Sustainability and Environmental Planning Advisory Committee for their suggestions for strategic plan goals. What they provided were reviewed by the City Commission at its August 5<sup>th</sup> meeting. The Commission decided to have a mission statement first, which will be the foundation for the plan's goals. Possible wording for the statement was discussed by the Commission's September 10<sup>th</sup> continuation meeting. The City Manager has prepared a Mission Statement, a Vision Statement, a Values Statement and a list of goals and the tasks each. These will be presented to the Commission at its January 6<sup>th</sup> meeting.
5. **PARKING PLAN.** An outcome of the City Commission's joint meeting on March 19<sup>th</sup> with the Comprehensive and Zoning Board is the exploration of a pay-by-phone parking system. Mayor George informed the Commission of Gainesville's use of the technology. The Commission discussed Gainesville's system at its April 2<sup>nd</sup> meeting, and directed the City staff to prepare and advertise a Request for Proposals for a pay-by-phone system. Six proposals were received by the April 20<sup>th</sup> deadline. The City staff reviewed them and met with St. Augustine's parking enforcement staff, as that city is interested in having a similar system and has been exploring the matter longer than our City has. Initially, the City Commission said it favored both cities having the same system St. Augustine is adopting, which is a system offered by a company called Passport Labs. With that system, a person uses a smart phone app to pay to park. However, at a special meeting on January 8, 2019, the Commission learned that St. Johns County planned to advertise for paid parking proposals in January with the possible implementation of paid parking at the pier and other County beach parking lots in April 2019. The City Commission decided to change direction and adopt the same paid parking system that the County adopts. The Commission believes this would be less confusing for residents and visitors.

In the meantime, the City Commission has adopted an ordinance to raise the fine for illegal parking from \$20 to \$75, to set the fine for illegal parking in a handicapped space at \$250, and to authorize the City Manager to put parking regulation signs on City streets. The Commission considered adopting regulations for a residential parking permit plan but decided on a trial basis to have Resident Only signs posted on 13<sup>th</sup> and 14<sup>th</sup> Streets west of the Boulevard, where the residents have requested the signs.

The Commission held a special meeting on January 8<sup>th</sup> for public comment on the proposal to have paid parking. Nearly all the persons who spoke were not in favor of the proposal.

At the Commission's February 4<sup>th</sup> meeting, there were two parking-related topics. One was an ordinance on final reading to allow for the establishment of parking meter zones; the second was to be a discussion of residential parking permits. The Commission decided to delay action on both topics and to hold a special meeting on Tuesday, March 5<sup>th</sup>, with residents to discuss the residents' proposed solutions for how to protect residential neighborhoods from parking by beach visitors. At the Commission's April 1<sup>st</sup> meeting, the Commission decided to hold a special meeting on April 29<sup>th</sup>, to discuss the parking management plan submitted by the County, and to pass on first reading the ordinance to establish the resident only parking system and ordinance to adopt changes to the City's parking regulations.

At the County Commission's April 2<sup>nd</sup> meeting, by majority vote it authorized the County staff to enter into negotiations with Republic Parking for a parking management plan with proposed parking fees of \$5 a day and \$50 for the year. On April 15<sup>th</sup>, Commissioner Samora, the City's Chief Financial Officer, Ms. Melissa Burns, and the City Manager met with the County Administrator, Mr. Michael Wanchick, and the County's Director of the Office of Management and Budget, Mr. Jesse Dunn, to discuss how the City could be involved in the negotiations with Republic so that both the City and the County would have one parking management plan. The City Manager later sent the locations and numbers of public parking spaces that could be included in the Republic plan. The City's total number of possible paid parking spaces is 152. The City Manager in a subsequent email reminded Mr. Dunn to include City staff in the negotiations with Republic. However, as that meeting wasn't arranged, the Manager contacted Republic for a meeting with City staff. In April, Mr. Dunne informed the Manager that the County likely would implement its paid parking plan in March 2020.

In the meantime, the City Commission at its April 29, 2019, reviewed a proposed ordinance to establish a residential parking permit system, made changes to the ordinance and asked the City Attorney to have a final draft for the June 10<sup>th</sup> regular meeting. The ordinance and one to amend the parking regulations in Chapter 19 of the City Code were adopted on final reading at that meeting.

Also, at the April 29<sup>th</sup> meeting, the Commission discussed the possibility of leasing the vacant property between 4<sup>th</sup> and 5<sup>th</sup> Streets on the west side of the Boulevard, south of the Marriott Hotel. It is owned by the company that owns the Marriott. The owner proposes a 3 or 5-year lease with the City paying yearly the property taxes on the six lots that would be used for parking. The taxes currently are over \$13,410. It would cost about \$100,000 to make the property suitable for 104 parking spaces. The Commission made no decision concerning the lease.

The County Commission at its November 19, 2019, regular meeting decided not to adopt a parking management plan and the hourly fee. The City Commission will resume discussion of paid parking in the City at its March 2, 2020, meeting.

6. JOINT MEETING WITH THE COUNTY COMMISSION. No date has yet been proposed by either Commission for a joint meeting.
7. STATE-MANDATED COMPREHENSIVE PLAN EVALUATION AND APPRAISAL REPORT. At its January 6, 2018, Commission meeting, the City Manager explained the report that is mandated for cities and counties every seven years, and whether it can be done by a consultant or a staff planner. The

Commission agreed to have a request for proposals prepared for planning services with a provision in it requiring full disclosure of any actual or potential conflicts of interest or any appearance thereof. The City advertised for proposals. One was received, but the amount of money requested was so far above what the City could afford that the City Manager sought proposals from other sources. Two firms replied. At its May 7<sup>th</sup> meeting, the Commission approved the hiring of Fleet and Associates to do the report. The consultant held a public meeting on the Comprehensive Plan on Tuesday, June 26, 2018, at 6 p.m. Three citizens and one Commissioner attended. The consultant met with the Comprehensive Planning and Zoning Board at its July 17<sup>th</sup> meeting, and provided the results of the two meetings to the City Commission at its August 6<sup>th</sup> meeting. The Commission met with the planning consultants, Fleet and Associates, plus members of the Planning and Tree Boards at a workshop on October 17<sup>th</sup> to review Ms. Fleet's changes to the policies in the current Comprehensive Plan. At its November 13<sup>th</sup> meeting, the Commission decided not to hold a special meeting in late November to review the draft of the plan. At its December 17<sup>th</sup> special meeting, the Commission decided to hold a special meeting on January 8, 2019, to review with the planning consultant the proposed changes to the Comprehensive Plan. On January 8<sup>th</sup>, Ms. Fleet went through the proposed changes with the Commission. Public comment was provided as well. The Planning Board reviewed the proposed changes at its February 19<sup>th</sup> meeting and decided to continue a review of the changes at the Board's March 19<sup>th</sup> meeting. However, at the request of the Board's Chair, Mrs. Jane West, and the planning consultant, Ms. Janis Fleet, the Board's review of the changes has been postponed to its April 16<sup>th</sup> meeting. At that meeting, the Planning Board approved the submission to the Commission of the changes proposed by its members. The Commission reviewed those changes at its June 10<sup>th</sup> meeting and continued the review for a special meeting on Tuesday, July 2<sup>nd</sup>. At that meeting, the Commission made some changes to the Plan and approved the consultant submitting it to the Florida Department of Economic Opportunity and other agencies for review. In early August, the DOE informed Ms. Fleet by letter that the Department had received the City's submission package and that the package was complete. The Department did its review of the City's proposed amendments and sent a report to the City in early October. The Department's one objection concerned the City's need to adopt updated policies concerning sea level rise and coastal flooding. Ms. Fleet met with City staff members in October to discuss proposed policies. She presented an ordinance to the City Commission at its December 2, 2019, meeting. After discussing the Department's objection, the Commission passed the ordinance on first reading. Its second public hearing and final reading are scheduled for the January 6, 2020, meeting.

8. **UPDATING PERSONNEL MANUAL.** The City Clerk and Chief Financial Officer, before she left, reviewed the Manual for possible changes. Other department heads will do their review. Changes will be presented to the Commission in 2020.
9. **CROSSWALKS AND PEDESTRIAN SAFETY.** City residents have asked that the pedestrian safety flag system on A1A Beach Boulevard be provided at 13<sup>th</sup> and 8<sup>th</sup> streets. At this time, the County Road and Bridge Department reports that because the number of pedestrian crossings at these intersections is low, the flag system cannot be justified.

At the Commission's May 6<sup>th</sup> meeting, Ms. Wanda Forrest of the North Florida Transportation Organization presented the TPO's five-year transportation improvements plan for northeast Florida. The Commission asked her for the TPO's help for pedestrian safety improvements on the Boulevard. She said she could bring the request to the attention of her Executive Director. Chief Hardwick has since been in contact by email with the TPO about possible improvements.

Chief Hardwick and the Public Works Director, Bill Tredik, in June met with County staff to discuss pedestrian safety improvements on the Boulevard. Chief Hardwick reported at the Commission's June 11<sup>th</sup> continuation meeting that the County has proposed putting new crosswalks at 9<sup>th</sup> and D Streets. Both crosswalks have been painted and have flags. This topic will no longer be included in this report.

10. **NEW REVENUE SOURCES: A. NON-AD VALOREM ASSESSMENT FOR COLLECTION OF HOUSEHOLD WASTE, RECYCLING AND YARD TRASH.** For several years, the City has levied a yearly assessment of \$74 per residence that is on the property tax bill residents receive each November. The \$74 pays the costs to disposal of household wastes, etc. The proposed additional assessment will pay the costs to collect the wastes. The Commission at its June 17<sup>th</sup> meeting discussed the proposal and asked for more information. At its August 5<sup>th</sup> meeting, the City Commission postponed the topic to the September 9<sup>th</sup> meeting. By majority vote it authorized the City Manager to do the next step in the process, which is to contact the Tax Collector for the date or dates when the public hearing must be held on a resolution to adopt the assessment. At its October 7<sup>th</sup> meeting, the Commission approved continuing the steps to implement the non-ad valorem assessment in 2020 and agreed to continue the discussion to its November 4<sup>th</sup> meeting of changes to the commercial solid waste service fees. The Commission had length discussion at that meeting as well as the continuation meeting on November 6<sup>th</sup> without any decisions being reached. At its December 3<sup>rd</sup> continuation meeting, the Commission by a 3-2 vote approved a resolution to inform the Tax Collector of the City's intent to levy the non-ad valorem assessment for the collection of solid waste later in 2020. The signed resolution was sent to the Tax Collector, the Property Appraiser, and the Florida Department of Revenue. The Commission will discuss at its January 6<sup>th</sup> meeting details concerning the costs for solid waste removal for businesses and transient rentals.
11. **STREETLIGHTS ALONG STATE ROAD A1A.** The City's Public Works Director, Bill Tredik, has taken the lead on this project. He is working with Florida and Light and the Florida Department of Transportation to have lights put at seven locations between the city hall and Madrid Street, opposite the entrance to the Marsh Creek subdivision. DOT has approved the lights. The agreement for the lights will be on the agenda for the Commission's January 6<sup>th</sup> meeting.
12. **STREETLIGHT FOR ENTRANCE TO BEACH ACCESS WALKWAY.** A resident has requested that a light be put at the entrance on A1A Beach Boulevard. On January 29<sup>th</sup>, City personnel met with representatives from Florida Power and Light. The company will change the lighting as part of the conversion of the Boulevard streetlighting to LED lights.
13. **LED STREETLIGHTS.** FPL representatives presented a proposal to the Commission at its June 10<sup>th</sup> meeting to change the lights throughout the City to LED lights. The Commission decided it needed more information from FPL. Chief Hardwick has worked with FPL on a complete review of the lighting

along the Boulevard. The agreement for the lighting change will be on the agenda for the Commission's January 6<sup>th</sup> meeting.

14. CITIZEN SURVEY. At its November 4<sup>th</sup> meeting, the City Commission approved the Sustainability and Environmental Planning Advisory Committee's request for the City's Communications Coordinator to post a climate change survey. The results of the survey are due by March 25, 2020.
15. CITY ATTORNEY SEARCH. City Attorney James Wilson announced his intention to resign at the Commission's April 1<sup>st</sup> meeting. At its April 29<sup>th</sup> special meeting, the Commission reviewed a draft of a Request for Proposals, made some changes to it, and provided suggestions to the City staff where to advertise the RFP. Deadline for responses to the RFP was Friday, May 31, 2019, at 4 p.m. The City received two applications, one from Cape Coral on Florida's southwest coast, the other from Gainesville. At its June 17<sup>th</sup> special meeting, the Commission discussed the proposals but selected neither one. The current City Attorney, Mr. James Wilson of the Coquina Law Group provided a proposal for the Commission to review at its July 1<sup>st</sup> meeting. The Commission agreed to have the Coquina Law Group continue to provide legal services for two to three months and increase the monthly retainer from \$3,000 to \$6,000. In October, the City staff prepared a Request for Proposals and advertised the Request.

As of the November 8<sup>th</sup> deadline, 10 firms had submitted a proposal. At its December 3<sup>rd</sup> continuation meeting, the Commission modified the standards in the Request for Proposals, setting the maximum monthly retainer at \$6,000, and the fee for extra-legal work at \$175 an hour, and that the City wouldn't pay the costs for travel, copying, postage and paralegal legal services. The City Manager was directed to send the new standards to the 10 firms. The deadline for their responses was Friday, December 20, 2019. As of that date, five firms submitted a response. They will be reviewed at the Commission's January 6<sup>th</sup> meeting. The Commission will interview the firms at a special meeting on Monday, January 13<sup>th</sup>. That meeting will begin at 6 p.m.

16. GRANTS. The Public Works Director has prepared and submitted three grant applications:
  - a. Florida Recreation Development Assistance Program, \$106,500, for restrooms at Ocean Hammock Park. City match would be \$35,500. Total project cost: \$142,000
  - b. Coastal Partnership Initiative: \$25,000, to fund planning for other improvements to Ocean Hammock Park: picnic pavilion, observation platform, playscape for children, more trails. City match would be \$25,000. Total project cost: \$50,000
  - c. Florida Resilient Coastlines Programs: to do a Vulnerability Assessment and Adaptability Plan. Total amount requested \$72,000. No match required. This will involve updating the City's stormwater model, identifying vulnerabilities and recommending options for inclusion in a future Public Works Capital Improvements Plan.
17. REQUEST TO COUNTY LEGISLATION DELEGATION TO SUPPORT REQUEST FOR AN APPROPRIATION. There is a possibility of the City obtaining an appropriation in the state's Fiscal Year 2121 budget for a project. The County's Legislative Delegation met on November 22<sup>nd</sup>. As that meeting, the City's

Public Works Director requested an appropriation from the state of \$505,000, which would pay the City's share of the cost to build the new weir.

18. REQUEST TO ST. AUGUSTINE PORT, WATERWAY AND BEACH COMMISSION FOR FUNDING FOR PROJECTS. The Public Works Director presented a list of projects to the Commission at its November 19<sup>th</sup> meeting. The Commission said one, the 5<sup>th</sup> Street dune walkover, might be eligible with the City paying part of the costs. The Director will return to the Commission in two or three months with more detailed cost estimates.
19. REQUEST FOR FUNDING FROM TOURIST DEVELOPMENT COUNCIL FOR BEACH-RELATED PROJECTS. The City Manager has asked the TDC Executive Director for the procedure for applying for TDC funding in Fiscal Year 2021 for beach-related projects, such as dune walkovers. The Public Works Director will prepare a proposal for the TDC's February meeting.
20. VIDEOING PORT COMMISSION MEETINGS. At its November 19<sup>th</sup> meeting, the Port Commission approved paying the City to video the Port Commission's monthly meetings. The City's IT staff updated the cost estimate it provided earlier this year and presented it to the Port Commission at its December 17<sup>th</sup> meeting. The Port Commission held off deciding whether to accept the proposal until the City Commission reviews it at the Commission's January 6<sup>th</sup> meeting.
21. NON-CONFORMING BUSINESS SIGNS. The City's sign code has a height limit of 12 feet for business signs. A number of businesses have signs that exceed that height. According to the code, these signs must be made conforming by August 2023. The Building Official and his staff will notify the businesses of this requirement and will work with them to bring these signs into conformity.
22. WORKSHOP MEETING WITH THE PLANNING BOARD. At its December 3<sup>rd</sup> continuation meeting, the Commission discussed having such a meeting. In February, the City Manager will ask the Commission to schedule a date in March for it. Topics to be discussed could include setbacks and regulations for transient rentals.
23. ORDINANCE TO RELATED E-SCOOTERS AND E-BICYCLES. The City Attorney has prepared an ordinance to prohibit the riding of these mobility devices on sidewalks. The Commission will review the ordinance at its January 6<sup>th</sup> meeting.