

## PENDING ACTIVITIES AND PROJECTS

Revised January 23, 2020

1. **PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER.** The reviews were discussed by the Commission at its January 14, 2020, continuation meeting. The Commission directed that that it be reminded in October 2020 to begin the reviews for the calendar year, with the reviews to be discussed at the Commission's December 7, 2020 meeting.
2. **LAND DEVELOPMENT REGULATIONS.** There are two ordinances on the agenda for the Commission's February 3<sup>rd</sup> meeting: a) a public hearing and second reading to adopt changes to the regulations; b) a proposed ordinance for dune protection. The Building Official will propose at the Commission's March 2<sup>nd</sup> meeting regulations concerning mixed use districts along A1A Beach Boulevard.
3. **COUNTY PIER PARK.** Mayor George by letter asked the former County Administrator to keep the City informed of plans to renovate the park. In early October 2019, 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 January 2020, the County Beach Services Division provided this update:
  - a. Pier shop expansion: As of January 2020, drawings from Engineer about complete. The County Commission will have to approve funding for the project. Renovations are to include new floors and fixtures, and new paint. 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 pier has been closed and the renovations were started in January 2020.
  - c. Pier parking lot has been restriped.
  - d. Replacing Ron Parker Park tennis courts: This project has been completed.
  - e. 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 how to provide better and safer pedestrian access. Request for bids will be advertised for replacement of the 9<sup>th</sup> Street beach access walkover.
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. The Commission reviewed the plan and provided comments at its January 14<sup>th</sup> continuation meeting. The City Manager is to make some revisions and bring the plan back at a future meeting.

5. **PARKING PLAN.** An outcome of the City Commission's joint meeting on March 19, 2018, 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 proposed 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 sometime in 2020.

6. JOINT MEETINGS:

- a. With the County Commission. No date has yet been proposed by either Commission for a joint meeting.
- b. With the City's Comprehensive Planning and Zoning Board. At the City Commission's January 14<sup>th</sup> continuation meeting, Mayor England suggested a joint meeting of the Commission and the Planning Board. The Planning Board at its January 21<sup>st</sup> meeting suggested that the meeting be held on Monday, February 10, 2020, starting at 6:00 p.m. The joint meeting has been scheduled for that date and time.

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 6:00 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 was at the Commission's January 6<sup>th</sup> meeting, when the ordinance was approved on final reading. The ordinance and supporting information were sent to the Florida Department of Economic Opportunity for a final review.

8. **UPDATING PERSONNEL MANUAL.** The City Clerk and Chief Financial Officer, before she left, reviewed the Manual for possible changes. Other department heads have done their review. Several changes will be presented to the Commission at its February 3<sup>rd</sup> meeting. These are: a) providing one-and-a-half additional paid holidays for the employees; b) determining that for the calculation of overtime, vacation leave cannot be included as "hours worked"; c) policies for providing compensation to the employees during emergencies.
9. **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. At its January 6<sup>th</sup> meeting, the Commission reviewed and approved a proposal for increased fees for businesses and transient rentals from the Public Works Director. A resolution to adopt the fees is scheduled for the Commission's March 2<sup>nd</sup> meeting.

10. 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. At its January 13<sup>th</sup> continuation meeting, the Commission approved the agreement with FPL to have new lights erected.
11. 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.
12. 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. As its January 13<sup>th</sup> continuation meeting, the Commission approved the agreement for lighting changes subject to the following conditions: 1) to verify that the City must pay for the additional lights along the Boulevard; 2) that the City Attorney review the interlocal agreement with the County and the state; 3) that the Public Works Director and Police Chief review FPL's recommendations and be judicious about the number of lights along the Boulevard and hold off on changing any lights that might be converted to LEDs soon. The agreement with FPL for the conversion will be on the agenda for the Commission's March 2<sup>nd</sup> meeting.
13. CITIZEN SURVEY. The results of the survey are due by March 25, 2020.
14. CITY ATTORNEY SEARCH. City Attorney James Wilson announced his intention to resign at the Commission's April 1, 2019, 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. 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, which were reviewed by the Commission at its January 6, 2020, meeting. The Commission interviewed the five firms at a special meeting on Monday, January 13<sup>th</sup> and at its continuation meeting on January 14<sup>th</sup> selected the firm of Paul, Elkind, Branz & Paul of DeLand. The current City Attorney, James Wilson, has drafted a contract, to which the law firm has made several proposed changes. The Commission will review the contract at its February 3<sup>rd</sup> meeting.

15. GRANTS. The Public Works Director has prepared and or will prepare applications for grants from the following agencies:

- 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.
- d. Land and Water Conversation Fund: improvements to Ocean Hammock Park.
- e. St. Johns River Water Management District Cost Share Program: to provide funds for the new weir at the City's Mizell Road retention pond.

16. 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 2021 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. During January, Commissioner Rumrell obtained an application form from Senator Travis Hutson's office. The Public Works Director filled out the form quickly and submitted it to the Senator's staff.

17. 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.

18. 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 or March meeting.
19. 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 reviewed it. At the Commission's January 13<sup>th</sup> continuation meeting, Mr. Anthony Johns, the City's IT Manager provided a report about the difficulties of the City doing the videoing. The Commission directed that the IT Manager and the City Manager inform the Port Commission that it would need to meet and sign the management control agreement with the Police Department, and would have to be aware that the staff doing the videoing might have to cease doing such if the staff were called to an emergency at the Police Department. Also, the Port Commission would have to pay for City staff time and overtime. The City Commission suggested the Port Commission schedule its monthly meeting at a different time and date. The Port Commission usually meets the third Tuesday of each month at 3:00 p.m.
20. 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.
21. ORDINANCE CONCERNING E-SCOOTERS AND E-BICYCLES. The City Attorney prepared an ordinance to prohibit the riding of these mobility devices on sidewalks and other regulations. The Commission reviewed the ordinance at its January 14<sup>th</sup> meeting, made some amendments to it and passed the ordinance on first reading. The ordinance will have a public hearing and final reading at the Commission's February 3<sup>rd</sup> meeting.