

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and City Commissioners

DATE: October 14, 2019

RE: QUARTERLY REPORT: 4TH QUARTER FY 2018-2019

Please find enclosed the following documents reflecting the fiscal year 2018-2019 4th quarter in review for the City Attorney's office:

- ❖ **WORK LOG DRAFTING & REVIEW CHART (195 ITEMS)**
 - ❖ **PUBLIC MEETINGS ATTENDANCE CHART (56.5 HOURS)**
 - ❖ **CITY ORDINANCE VIOLATION DISPOSITION CHART (32 CASES)**
 - ❖ **STAFF & NEW BOARD MEMBER TRAINING CHART (13 HOURS)**
 - ❖ **ORDINANCE & RESOLUTION CHART (31 ITEMS)**
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This quarterly report mirrors the same categories as our annual report. As always, should you wish to meet with me individually to discuss any of this information, or the specifics of a particular matter, please do not hesitate to let me know.

Matters of ongoing civil litigation with retained outside counsel appropriated from General Fund Reserves, invoiced monthly and approved on consent agenda are:

- 1) Seavin, Inc. v. City (*Real estate transactional dispute involving City*)

Pending charter and code review updates our office is continuing to work on are:

- 1) Zoning and Land Development Regulations: The Evaluation and Appraisal Report (EAR) comprehensive plan amendments are due by November 2019, and the land development regulation updates in the code will likely be adopted thereafter, but there may be some overlap in the schedule. (*Ch. 3: Advertising and Signs; Ch. 11: Environmental Protection; Ch. 21: Planning and Development; Ch. 25: Trees and Landscaping; Ch. 28: Zoning*).
- 2) Tree Code: On December 10, 2018, the City adopted Resolution 2018-46, creating a Tree Mitigation Fund. This should lead to some code implementation or stand-alone issue specific amendments. (*Ch. 25: Trees & Landscaping*).
- 3) Implementation of Event Policy in Public Spaces: This is a continuation of the adopted event policy, including a review of terms of use for special events, and legal updates to clarify and conform to existing law, including terms of use for public spaces. A draft ordinance, 2019-20 is currently under review. (*Multiple Chapters*).

- 4) Charter Amendments – On April 3, 2019, the kick-off workshop was held to provide a broad overview of possible changes. Ordinances 2019-13, 2019-14, 2019-16, 2019-17, 2019-18, and 2019-22 have already been passed by the Commission. Ordinance 2019-15, providing gender neutral terminology throughout the City's Charter will be heard for third reading at the October 14th regular meeting. Ordinance 2019-23 regarding general powers of the City, Ordinance 2019-24 regarding executive and administrative powers and duties, and Ordinance 2019-25 regarding the City Attorney's responsibility concerning resident petitioned and emergency ordinances will be heard for second and first readings, respectively, at the October 14th regular meeting. Additional ordinances are forthcoming for further amendments requested by the Commission. (*Multiple Sections*).

Consistent with City Commission consensus at its August 12, 2019 meeting, this quarterly report is placed on the consent agenda for the October 28, 2019 City Commission meeting. The attached charts are included for the Commission's information and I am available for a presentation if the Commission pulls the item from the consent agenda.

Sincerely,



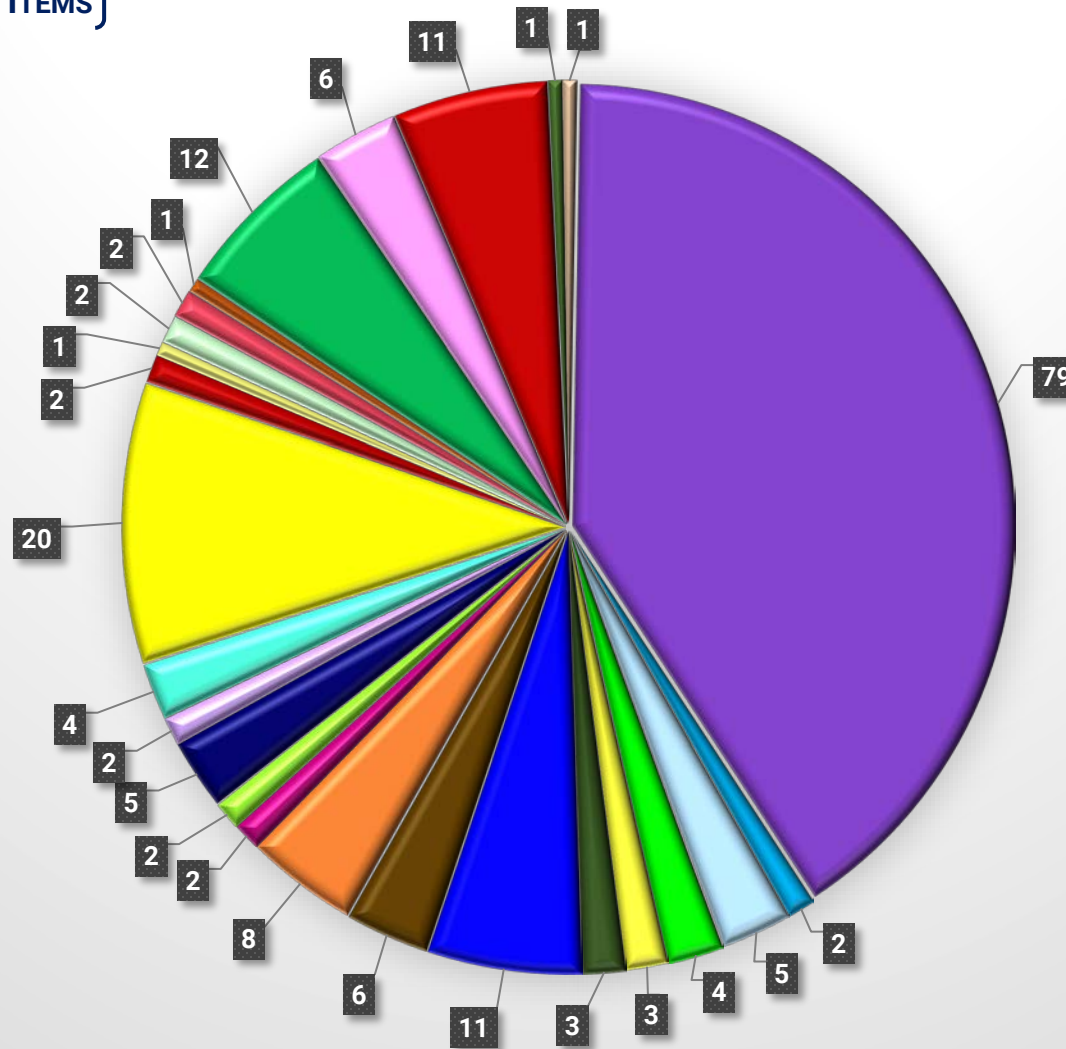
Isabelle C. Lopez
City Attorney

Attachments

WORK LOG DRAFTING & REVIEW: 4TH QUARTER FY 2018-2019

(BY NUMBER OF ITEMS)

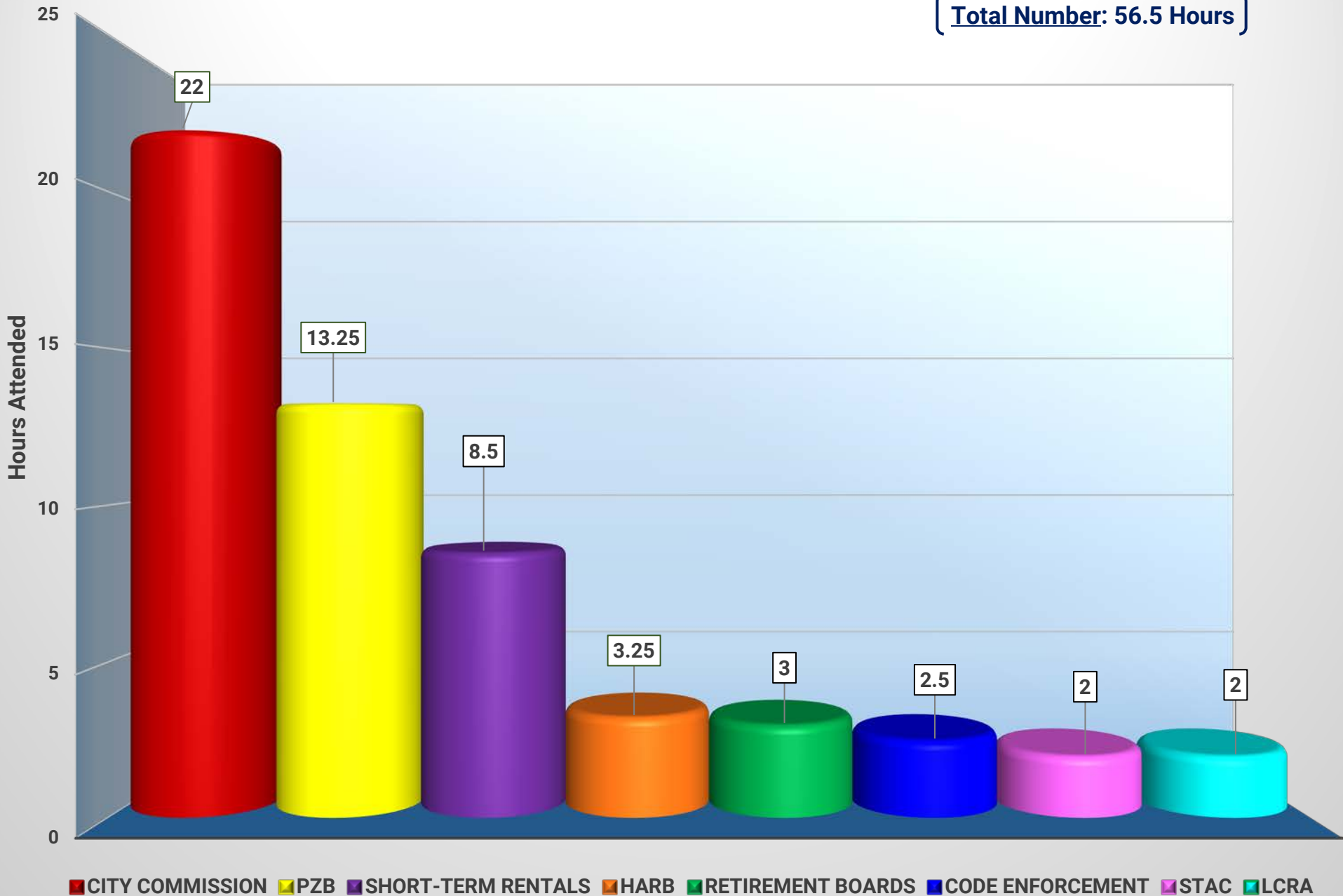
(TOTAL: 195 ITEMS)



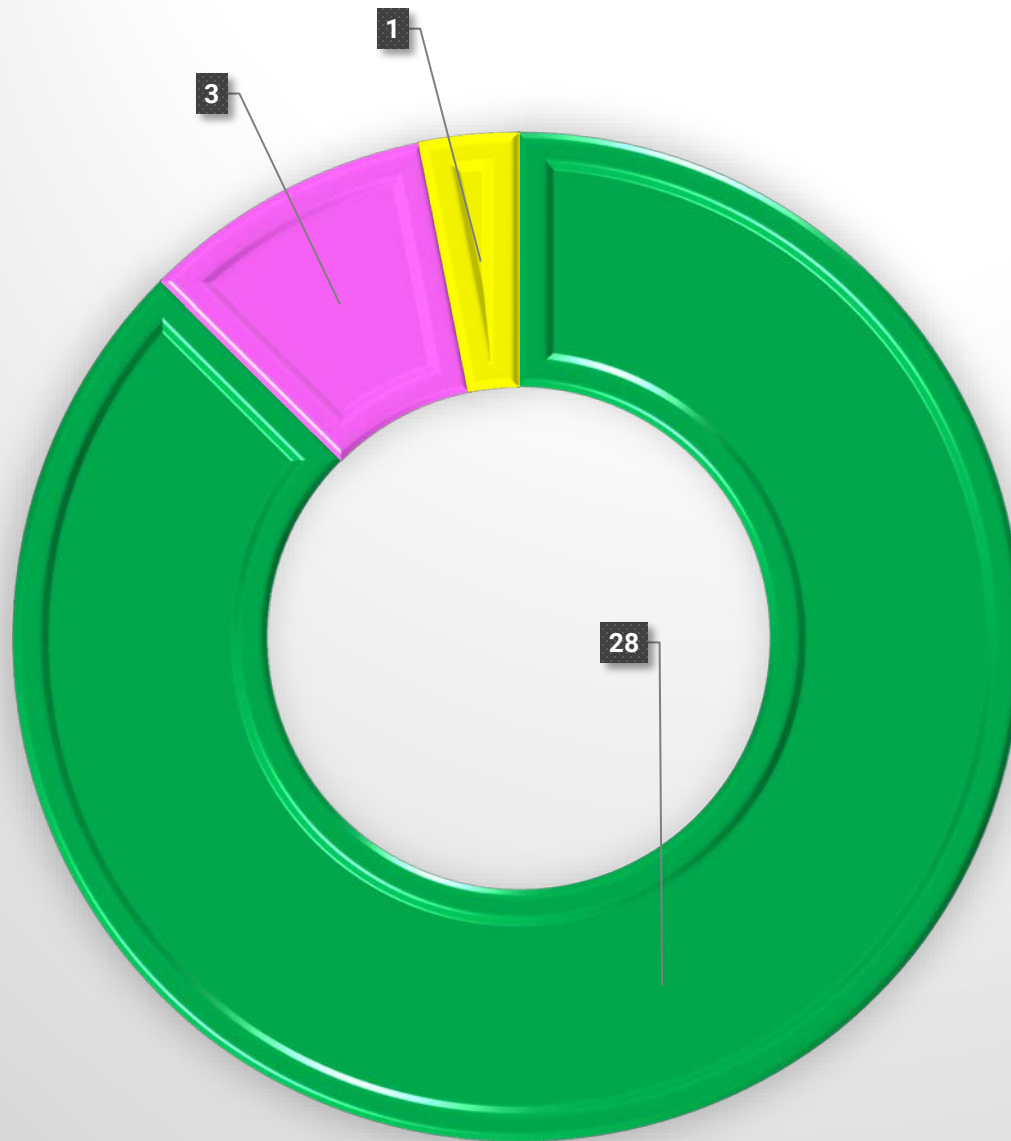
■ Agreement - 79	■ Application - 2	■ Bill of Sale - 5	■ Contract - 4	■ Correspondence - 3
■ Deed - 3	■ Easement - 11	■ Form - 6	■ Lease Agreement - 8	■ License - 2
■ Lien Release - 2	■ Maintenance Bond - 5	■ Memorandum - 2	■ Order - 4	■ Ordinance - 20
■ Performance Bond - 2	■ Personal Guaranty - 1	■ Petition - 2	■ Pleading - 2	■ Questionnaire - 1
■ Release & Waiver - 12	■ Research - 6	■ Resolution - 11	■ Subpoena - 1	■ Utility Lien Release - 1

PUBLIC MEETING ATTENDANCE: 4TH QUARTER FY 2018-2019

(Total Number: 56.5 Hours)



CITY ORDINANCE VIOLATIONS: 4TH QUARTER FY 2018-2019



(BY NUMBER OF CASES)

(TOTAL: 32 CASES)

■ Adjudicated Guilty - 28

■ Nolle Prossed - 3

■ Dismissed - 1

THIS QUARTER OUR OFFICE, WORKING IN CONNECTION WITH THE SAPD OUTREACH OFFICERS, WAS ABLE TO PLACE ONE (1) DEFENDANT INTO A REHABILITATION PROGRAM AND HAVE HIS SENTENCE COMMUTED.

STAFF & NEW BOARD MEMBER TRAINING: 4TH QUARTER FY 2018-2019

{ BY NUMBER OF HOURS }

{ TOTAL: 13 HOURS }



ORDINANCES & RESOLUTIONS – 4TH QUARTER FY 2018-2019

ORDINANCES

- 2019-11:** Waivers - Sec. 28-29(5)
- 2019-19:** Civil Service Board Term Extensions
- 2019-20:** Parks, Public Spaces and Events
- 2019-21:** Removal of Sec. 1.04
- 2019-22:** City Commission Procedures
- 2019-23:** Powers of the City
- 2019-24:** Executive and Administrative Officers
- 2019-25:** Ordinances and Emergencies
- 2019-33:** Outdoor Retail Seating Area
- 2019-34:** Tattoo Parlors and Micropigmentation
- 2019-35:** Annual Budget
- 2019-36:** Stormwater Fee Increase
- 2019-37:** Telecommunications
- 2019-38:** Hemp Regulations
- 2019-40:** Review of Conflicting Documents
- 2019-41:** Residency Requirements
- 2019-42:** Selection of Mayor
- 2019-43:** HP Lot Coverage
- 2019-44:** Appeals – Sec. 28-29(g)
- 2019-45:** Creating the CRC

RESOLUTIONS

- 2019-22:** Fire Assessments
- 2019-23:** Authorize City Mgr to Sign Sub-Land Leases
- 2019-24:** Request to Reduce Permit Application Fees
- 2019-26:** HACRA Budget
- 2019-27:** LCRA Budget
- 2019-28:** Authorizing City Mgr to Sign Flagler Agreements
- 2019-29:** Amendment to Francis Field Events
- 2019-30:** Authorize City Mgr to Sign School Bd Agreements
- 2019-36:** Grant Application for Disaster Recovery
- 2019-37:** Tentative Millage Rate
- 2019-38:** Final Millage Rate

(TOTAL: 31 ITEMS)

