



Task Force on Consolidated Government
Council Member Lori Boyer, Chair

**Neighborhoods, Infrastructure, Planning,
Services, & the St. John's River**

March 6, 2014

MEETING SCHEDULE

Welcome & Call to Order

Rena Coughlin, Chair

Discussion: Review Committee Issues & Suggested Recommendations

Neighborhoods Committee

Adjourn

Next meeting:

Thursday, March 13, 2014, 9 a.m.

Committee Room B, 1st Floor, City Hall



Department of Neighborhood Empowerment

Purpose

To promote more citizen participation in government and make government more responsive to local needs, it is recommended that a Department of Neighborhood Empowerment be created to develop, nurture and support a city-wide system of grass-roots, independent and participatory neighborhood councils.

Responsibilities

1. To implement and oversee the ordinances and regulations creating a system of neighborhood councils.
2. Prepare a plan, with public input, for the creation of a system of neighborhood councils to ensure that every part of the City is within the boundary of a neighborhood council, and has an opportunity to form a neighborhood council.
3. Assist neighborhoods in organizing themselves, preparing petitions for certification, and identifying boundaries that do not divide communities.
4. Manage the Neighborhood Council certification process.
5. Assist neighborhoods and Neighborhood Councils with public and civic education, outreach and training with an emphasis given to areas that have traditionally low rates of participation in government.
6. Coordinate the establishment and continued operation of an Early Warning System. (Recommendation from us that the establishment of procedures for receiving input from neighborhood councils prior to decisions by the City Council, City Council Committees, boards and commissions, **and the Independent Agencies.**)
7. Assist neighborhood councils with their annual submission of priority projects for consideration in the Capital Improvement Program (CIP).
8. Working with the City's ITD, develop a website (page) that provides information and a feedback vehicle to help neighborhood councils and local government solicit community feedback and input.
9. **Identify neighborhoods at the "tipping point" within 1 year of establishment of the department.**

The LA charter language also includes the following:

- Board of Neighborhood Commissioners, appointed by the mayor, responsible for policy setting and oversight.
- General Manager to run the department who is appointed by the mayor.

- Timeframe for development of the plan and its implementation.
- Certification guidelines.
- Powers of neighborhood councils stating City Council may delegate authority to them to hold public meetings prior to Council vote.
- Appropriation: mayor and council shall appropriate funds, into a special fund by ordinance, for two years for startup of neighborhood council. Thereafter appropriate funds for department and councils a year in advance.
- Mayor and Council shall not transfer powers, duties or functions of the department to any other department or agency during the first five years of its implementation.

Neighborhood Councils

Recommendation

Create, by codified ordinance, a system of Neighborhood Councils (based on the City of Los Angeles model) to be made up of people who live, work, own property or have other substantial interest within the self-defined neighborhoods that meet the criteria of the City's Neighborhood Council certification process.

- Will elect or select their own leaders, determine their own agendas, and set their own boundaries.
- Goal is to make them as independent as possible from government so that they will have the influence and power to affect citywide and local decision-making and be truly empowered to guide the future of their neighborhoods.
- Each neighborhood council may present to the Mayor and City Council an annual list of priorities for the City budget.
- Neighborhood councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their reasonable availability.

CIP Recommendations

Suggested recommendations below shall be created by ordinance

Organization

1. A committee shall be created to receive prioritized lists of projects from city departments, agencies, and commissions, and shall score these list of projects based upon criteria establish by the City Council through ordinance.
 - a. This committee shall meet subject to the sunshine laws.
 - b. This committee shall be the only venue for submission of projects from necessary entities, and for the scoring of submitted projects.
 - c. The Mayor shall maintain his/her right and responsibility as the Chief executive to choose the projects for inclusion on the CIP and prioritize this list prior to submittal to the City Council for approval.
2. The committee shall include
 - a. New members added to the new committee
 - i. 2 Representatives elected by the presidents of each of the Area Planning Districts
 - ii. Executive Director of the Library
 - iii. Chief Administrative Officer
 - iv. 4 Appointees made by the Mayor
 - b. Currently included on either the Scoring or Steering Committees that will be continued on the new committee
 - i. ~~Director of Finance,~~
 - ii. ~~Director of Planning,~~
 - iii. ~~Director of Public Works,~~
 - iv. ~~Director of Parks & Recreation,~~
 - v. ~~Director of Economic Development,~~
 - vi. The Sheriff
 - c. Possible new members added to the new committee
 - i. ~~Chief of Environmental Quality,~~
 - ii. ~~Tax Collector,~~
 - iii. ~~Clerk of Courts,~~
 - iv. Director of the Florida Department of Health in Duval
 - d. Removed from the new committee but currently included
 - i. The Property Appraiser

Process/Procedure

1. The CIP Planning Committee shall hold a public meeting at which they receive projects and hear explanation of projects from ~~review the submitted projects of~~ each department, agency and commission of the City for the purpose of scoring the

projects prior to submitting the list to the Mayor for development of the CIP budget for the succeeding fiscal year and a proposed Capital Improvement Program Plan.

2. Each department, agency, and commission of the city shall have the opportunity to speak at the meeting and explain their projects and justifications for their priorities.
3. The CIP Planning Committee shall hold a separate public meeting to receive public comment on the projects proposed by the departments, agencies, and commissions of the City. There shall be no less than 14 days between each meet, to allow the public time to review the submitted projects prior to the public comment meeting.
 - a. Alternate Suggestion: Following the project submission meeting, there shall be a 30 day period for the public to provide comment on the submitted projects. The City shall create a webpage for the public to post comments to specific projects. These comments shall be public records and shall be provided to the committee members prior to scoring the projects.
 - b. There shall be a second meeting, held no earlier than 30 days after the project submission meeting, at which the CIP Planning Committee shall hear public comment and discuss the projects.
 - c. The after the public comment meeting, the CIP Committee members shall then have 7 days to score all of the submitted projects and return their scores to the committee chair. The committee chair shall be responsible for posting the scores of each member on the City's CIP webpage for the public to review. The committee chair shall combine the scores for each project and submit the final scores to the Mayor.
4. The CIP Planning Committee shall give 14 days notice of both meetings. The meeting should be held in City Council chambers if possible. The meeting shall take place at time most accessible to the public.
5. The CIP Planning Committee shall meet in the sunshine to discuss and score ~~prioritize~~ projects after the public comment meeting.
6. ~~Maintain the requirement that~~ The Mayor ~~must~~ shall prioritize the scored list and continue to present the CIP budget to the City Council on or before July 15 each year, as is currently required.

CIP Itself

1. The scoring criteria shall be established by the City Council and passed as an ordinance.
2. The CIP Committee shall include prioritized projects over at least a 5 year period, but preferably longer.

3. By ordinance, a project shall not be removed from a CIP list without the project being published as a potentially removed project with the notice of the public comment meeting and public comment on removed projects allowed. Any project removed without notice and an opportunity for public comment at the public comment meeting shall be considered still on the CIP list and should move up in the priority list as if it were not removed.
4. Each CIP project should include with it, in its listing on the CIP, the number of years it has been on the CIP.

Public Communication & Access

1. The City shall create a website webpage within the City's website for purposes of tracking the progress of projects included in the CIP similar to the Florida Department of Transportation's website. The website should allow the projects to be searchable, or shall be published, by type of project, council district, status (including "authorized by City Council but not yet funded"), by each individual source of funding, and department or agency overseeing the project, projects submitted to the committee for inclusion in the CIP but not submitted by the Mayor for City Council approval, and any other categories deemed beneficial to the public.
2. The CIP Committee shall be created by ordinance so the public has access to the meetings and the discussion of the projects.

Removed

- ~~1. Clarify the ordinance code to ensure that meet the following requirements can be included in the CIP. IT projects that meet the following requirements: 1) have a useful life of more than 10 years, 2) have an estimated purchase or construction cost of \$100,000 or more, or 3) will be financed, in whole or in part, from bonds issued by the city.~~

Neighborhood Districts

1. Each Neighborhood District shall solicit, on an annual basis, a list of needs from the Neighborhood Councils within their boundaries, which shall include but not be limited to capital improvement type projects, infrastructure needs, and other needs the council deems necessary. Capital improvement type needs need not meet the requirements for inclusion on the CIP.
2. Each Neighborhood District shall be responsible for ensuring that council needs be turned into appropriate submissions for inclusion in the CIP, and for submitting those needs to the CIP Committee for scoring and submission to the Mayor for inclusion in the CIP.

3. Each of the Presidents of the Neighborhood Districts shall convene once a year to elect two individuals who will represent the Neighborhood Districts on the CIP Committee.

Undecided Suggested Recommendations

1. City Council shall pass an ordinance requiring that a specified percentage of appropriated spending and authorized borrowing for CIP projects be specifically used for
 - a. Urban service district services that were promised but not delivered on
 - i. Such as roads, water lines, sewer lines, storm water drainage, streetlights,