
The Council Briefing began at 6:00 P.M.

The following City Council Members were in attendance:

Mayor: William C. Latham

Council Members: Lee Buck Keith Doherty Christine Hoffman
Bruce Thomason Phil Vogelsang (*late*) Jeanell Wilson

Also present were City Manager George Forbes, Deputy City Manager Karen Nelson and Director of Parks and Recreation Jason Phitides

Purpose of Briefing

The purpose of the briefing was to update the Council Members on projects including the following items:

City Manager

Request for Proposal for an Executive Search Consultant

Mr. Forbes reviewed a draft of the Request for Proposal (RFP) [on file] for the Executive Search Consultant regarding the search for a new City Manager. A conversation ensued between the Council members regarding edits to the proposal. Ms. Karen Nelson would make the following edits to the RFP:

- Page 23 – Scope of Services. Include a more detailed description of advertisement and recruitment.
- Page 24 – Minimum qualifications. Change *high-level management positions* to *City Manager or Assistant City Manager positions*.
- Page 25 – Criteria. Change the ranking for Qualifications from 50 to 60 and the ranking for success and tenure of candidates placed from 20 to 10

The anticipated time line for the RFP process was discussed. The RFP is anticipated to be advertised starting April 25, 2018, and a final selection of an Executive Search Consultant is anticipated to be voted on by Council at the June 18, 2018, Council Meeting.

Interim City Manager Agreement

Ms. Nelson distributed a copy of the Interim City Manager Agreement [on file] to the Council for review. Mr. Forbes stated the Council would vote on the agreement at the May 21, 2018, Council meeting.

Council Member Doherty asked if Ms. Nelson would be filling her current role as Deputy City Manager internally while serving as the Interim City Manager. Ms. Nelson responded by stating she would not fill the Deputy City Manager position with another employee while she is Interim City Manager. It is anticipated that our current City Manager, George Forbes, will assist Ms. Nelson on a part-time basis until the new City Manager is selected.

Golf Course update

Mr. Forbes stated Council Member Doherty previously expressed some minor safety concerns about the layout of the golf course. Council Member Doherty met with hired Golf Course Architect, Mr. Harrison Minchew, and Director of Parks and Recreation, Jason Phitides at the golf course to review his concerns. A map of the golf course layout [on file] was reviewed, and a conversation ensued regarding Council Member Doherty's concerns. Mr. Phitides stated the following adjustments would be made:

- The area of the course where the ball path, from holes 5 and 7, crisscross would be addressed.
- Landscaping would be added to the golf course to help eliminate safety issues on the golf course.

Additional topics discussed

Shore Protection: Mr. Forbes stated there is a good possibility the Shore Protection Project for dune restoration would be started towards the last quarter of the year. The City is waiting for the federal funding to be released.

Beach Walkovers: Mr. Forbes stated he would like to get estimates on the redesign and reconstruction of all the beach walkovers. Mr. Forbes stated he would prefer to wait until the dunes are restored to allow the new walkovers to be designed to go over the dunes rather than cutting through the dunes.

Johnson Gallery offer: Mr. Forbes stated he received a letter [on file] from Mr. Steve Diebenow (the attorney for the owner of the former Johnson Gallery property). The letter rescinded the offer for leasing the vacant lot immediately north of the Ritz, as well as leasing a number of existing public parking spaces in the new CRA-owned public parking lot to support the redevelopment of the gallery into two high-end restaurants.

Municipal Service District (MSD) Property Lease: Mr. Forbes stated the City of Jacksonville Beach previously leased property that was an old substation in Ponte Vedra Beach. The Municipal Services District previously planned to build a park on the property but never did. Mr. Forbes stated he was recently contacted by MSD stating they now have the support of St. Johns County to build a park on the leased property. Mr. Forbes stated a proposed lease extension for the property may be placed on an upcoming Council agenda once more details are received from the MSD.

Sampson Substation: Mr. Forbes stated, as listed on the April 16, 2018, agenda for Council approval, Beaches Energy Services (BES) would change out one of the 115 MVA transformers to a 224 MVA Auto Transformer, and make additional changes to allow for better substation maintenance.

The briefing adjourned at 6:50 P.M.

Submitted by: Jodilynn Byrd
Administrative Assistant

Approved:



Jeanell Wilson, MAYOR PRO TEM

Date: _____

5/7/18