



**AGENDA
PUBLIC WORKS/SAFETY COMMITTEE
TUESDAY, FEBRUARY 9, 2021
5:30 PM
DESTIN CITY HALL BOARDROOM**

- 1. CALL TO ORDER**
- 2. ROLL CALL/PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
 - A) January 12, 2021**
- 4. NEW BUSINESS**
- 5. CONTINUING BUSINESS**
 - A) 2021 PWS Committee Work Plan**
 - B) PWS Committee District Map**
 - C) PW & EM Departmental Update**
- 6. DISCUSSION**
 - A) Anthony Ramswell - Chair**
 - B) Jim Wood - Vice-Chair**
 - C) Marcie Bell**
 - D) Sean Hickey**
 - E) John Green**
 - F) Sam Perman**
 - G) Tom Weidenhamer**
- 7. ADJOURNMENT**

Any person requiring a special accommodation at this hearing because of a disability or physical impairment should contact the City Clerk at (850) 837-4242 at least 48 hours prior to the hearing. If a person decides to appeal any decision made with respect to any matter considered at such meeting, such person will need a record of the proceeding and for such

purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. (Sec. 286.0105, Florida Statutes)

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**PUBLIC WORKS/PUBLIC SAFETY COMMITTEE
MEETING MINUTES
TUESDAY, JANUARY 12, 2021 - 5:30 PM
DESTIN CITY HALL BOARDROOM**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:

Chairman Ramswell called the Public Works/Public Safety Committee to order on Tuesday, January 12, 2021 at 5:30 p.m. With the Pledge of Allegiance immediately following.

2. ROLL CALL:

Members Present

Anthony Ramswell
Kevin Schmidt
Jim Wood, Jr.
Richard Hickey
Tom Weidenhamer
Mike Parker

Members Absent

Sam Perman

Staff

Kim Montgomery Deputy City Clerk
Michael Burgess PW Director
JT Deputy PW Director

3. CHAIRMAN/VICE CHAIRMAN:

Nomination of Chairman:

Motion to nominate Tony Ramswell as Chairman was made by Committee member Weidenhamer with committee member Hickey providing the second. A roll call vote of 6-0 was taken and the motion passed.

Nomination of Vice Chairman:

Motion to nominate Jim Wood as Vice Chairman was made by Chairman Ramswell with committee member Bell providing the second. A roll call vote of 6-0 was taken and the motion passed.

4. APPROVAL OF MINUTES: *October 13, 2020*

Motion to approve the minutes of the October 13, 2020 meeting was made by Committee member Wood with Committee member Hickey providing the second. A roll call vote of 6-0 was taken and the motion passed.

5. NEW BUSINESS:

• Sunshine Law/Public Records Presentation – Kyle Bauman

The City Attorney presented the members with Resolution 19-27 adopted by Council as well as a short Power Point Presentation and a Sunshine Law Handout. Noting they all should be using their City of Destin email addresses for all city business. He further explained if they get an email to their personal email account, to just forward it to their city email address so that it can be captured and searchable, if necessary. He also covered social media comments and likes and how now that they are a public official, they are responsible to keep those that refer to city business Under the Sunshine. He also explained the

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perimeters of voting conflicts and that their forms get filed with the set of minutes for the meeting where the conflict was broached. He also explained the Standards of Conduct, now that they are considered public officials, any gifts could be portrayed as bribes and it is best to just not accept any at all.

- **Work Plans**

Mr. Burgess explained to the members that the last work plan that staff was able to find was from 2018 and how their work plan has been forwarded to 2021. There was a discussion how they are also now appointed by Council to make recommendations on how to spend the ½ cent tax dollars. Mr. Burgess did point out that most of the funds appropriated at this point were spent on the acquisition of the beach properties and undergrounding of electrical utilities on Highway 98.

- **Public Works Projects**

Mr. Burgess provided the members with the following project updates:

- **Pedestrian Safety Survey** - Baskerville Donovan found that there was a lack of detectable warning devices such as, truncated domes along with slope and ramp issues found.
- **Street Light Survey** - With this project wrapping up, 146 lights have been found to not be working.
- **Coleman Lake** - The water level at Coleman Lake has been raised by a foot and has made a significant change in the water clarity and health in just a short time.
- **Street Name Blade Replacement** - Staff has been working on replacing street name blades throughout the city that are faded where the letters are beginning to wear off from the elements and the sun.
- **Tree Trimming** - is being performed by staff throughout the city.
- **Operating Instructions** - Staff is working on updating all the Operating Instructions (OI's) for vehicle use and monitoring as well as the Building Security policies for all City Buildings.
- **LSV Map/Ordinance Proposed Changes** – Mr. Burgess informed the members that Council directed staff to remove Main Street, Indian Bayou Trail, and the section of Gulf Shore Drive from La Paz to the intersection of Highway 98 from the approved street map. And how the ordinance scheduled to go back to the LPA since there are substantial changes that need to be made to the document.

- **Project Updates**

- **Demolition of Three Beach Structures and Appurtenances** -
The bid opening for this project is Thursday, January 14, 2021.
- **Community Center Roof Repair** -
With the roof still leaking, City Council has approved staff to work with the roof contractor to install new flashing and other mitigation practices to try to stop the ongoing leaking issues.
- **Zerbe Street/Calhoun Avenue Pedestrian Improvements** –

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Mr. Burgess briefly explained the location and details of the project and how it will improve pedestrian safety to and from the Harbor District.

6. DISCUSSION:

- **Committee member Bell** – spoke of witnessing LSVs being operated numerous times on the sidewalk on Gulf Shore Drive. She also informed staff that Waste Management is not picking up yard waste consistently on her street or dock debris. And about 75% of the residents on her street are not paying for their services.
- **Committee member Hickey** – Asked the City Attorney if he could clarify the progress of the Capri property. According to Mr. Bauman, the Land Use Attorney and staff members are working this, and he is not aware of the current progress.
He spoke of how there is never going to be enough beach parking. Mr. Burgess informed him that staff and Council are aware of the deficit and are addressing solutions.
And finally, he informed Mr. Burgess how he has numerous times witnessed people riding motor or battery operated bicycles on the sidewalks in Crystal Beach. Mr. Burgess advised that he contact Code Compliance when he sees this happening.
- **Committee member Weidenhamer** – Nothing to report.
- **Committee member Parker** – Thanked staff on Coleman Lake and how good the water quality is now with the water level now higher.
- **Vice Chairman Wood** – Spoke of problems he experienced trying to upload information on location of streetlights that are not working on Gulf Power's website

➤ **Public Comment:**

None

Having no further business at this time, the meeting adjourned at 7:20 p.m.

Adopted and approved this _____ day of _____ 2021.

Anthony Ramswell, Chairman

Kim Montgomery, Deputy City Clerk

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PUBLIC WORKS/SAFETY COMMITTEE



WORK PLAN FOR 2021/22

Respectfully Submitted,

9 Feb 2021

Anthony Ramswell
Chairman, PW/S Committee

James T. Wood Jr.
Vice Chairman, PW/S Committee

Public Works/Safety Committee **Work Plan for 2021/22**

The Public Works/Safety (PW/S) Committee is pleased to submit to the Destin City Council the committee's 2021/22 Work Plan.

Public Works/Safety Committee

The Public Works/Safety committee is comprised of seven (7) members, each serving four-year terms consecutive with that of the Councilor making the nomination. The committee members elect a new Committee Chairperson and Vice Chairperson following new city elections once new committee members are chosen at the first available meeting.

MEETING DATE/TIME: The second (2nd) Tuesday of each month at 5:30 p.m. The meeting location is normally the main City Hall (old council chambers). During specific times of the year or in response to specific situations (i.e. Pandemic) meetings may be moved to a central location to facilitate cleaning or other needs/issues.

STAFF LIAISON: Public Services Department

MISSION STATEMENT: The Public Works/Safety committee's purpose is to identify and review various functional areas relating to public works and safety, including street construction and maintenance, public parking areas and sidewalks, City rights-of-way, and the like; assess the need for projects relating to matters of public safety including, but not limited to, traffic signals, streetlights, crosswalks and emergency management information; and to staff recommendations to City Council. The committee objectives shall be based upon implementation of the City's Comprehensive Plan. An additional mission assigned by the City Council is to serve as the City Surtax Committee making recommendations to the City Council on use of funds from the recent Okaloosa County ½ cent sales tax referendum.

Florida Sunshine Compliance: The Public Works / Public Safety Committee as an advisory committee to the Destin City Council is required by law to operate within Florida Governmental Sunshine Laws. The practical impact of the law is to limit all of your conversations with fellow committee members on topics currently or potentially coming before the committee to the meeting itself and no conversations outside of the meetings. Additionally, and purely as a recommendation, when e-mailed by staff as a meeting/issue topic, never select "reply to all" as other committee members may have been addressed on the original e-mail. Selecting "reply to all" is not in itself a violation; but may inadvertently lead to comments between committee members that could then be construed as violations of the law.

How to Join the Committee: <https://www.cityofdestin.com/FormCenter/City-Clerk->

General Goals of the PW/PS Committee: review all identified areas and provide recommendations to the Destin City Council as needed.

1. Provide Destin's citizenry a venue for raising community issues in the public works and safety arenas. The PW/PS Committee will then research, prioritize and provide recommendations for funding to the Destin City Council.
 - a. The Committee Chairperson will ensure that briefings and other informational venues are provided to members so that they can be educated on critical issues.
 - b. Committee members will attend informational events and ensure that they are educated to the maximum extent possible so that quality recommendations can be provided to the Destin City Council
2. Review 5 Year Pedestrian Facilities Plans including the Pathways Master Plan and evaluate alternatives and prioritize for implementation.
3. Support citywide concerns by re-initiating meeting with the City Manager, Community Development Director, Community Redevelopment Committee Manager, Public Information Manager, City Attorney, Destin Fire Control District including the Beach Safety Division and Okaloosa County Sheriff's Office and other Federal and State Agencies as the opportunity arises. Publicize results in local newspapers or on City website to promote greater public awareness.
4. Provide an avenue for citizen concerns and input on stormwater management issues including:
 - a. Localized flooding issues
 - b. Drainage system failures
 - c. City wide Stormwater Master Plan Update
 - d. Stormwater Utility Fee adoption
5. Initiate and monitor the Committee's high priority points of interest including the following:
 - a. Committee's roll in implementation of the 2017 Strategic Goals
 - b. Vision Triangle/Median Safety
 - c. Lifeguard/Beach Safety Program
 - d. Safety on US Highway 98

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6. Monitor specific area assignments and report safety concerns and make recommendations at monthly committee meetings.
 7. Provide an avenue for citizen concerns and input on right-of-way safety issues including:
 - a. Speed Hump Policy
 - b. Roadway Safety Audits
 - c. Low Speed Vehicle (LSV) safety
 - d. Street Lighting
 8. Serve as an advisory committee to the Destin City Council recommending projects for funding from the recent Okaloosa County ½ cent sales tax referendum. Approximately 10% of the annual funds will be set aside for committee project recommendations.

Staff: Public Services Representative, Public Services Director, Assistant City Clerk

PUBLIC WORKS/PUBLIC SAFETY **COMMITTEE**

Insert table of current rostered members

CITY OF DESTIN **PUBLIC WORKS/PUBLIC SAFETY** **COMMITTEE AREA ASSIGNMENTS AS** **OF JAN 2021**

- Review assigned area at least monthly for any safety concerns.
- Review area for proper signage, condition of roads, sidewalks, bike paths, medians, streetlights, drainage, etc.
- Review any citizens/homeowners' association concerns/recommendations.

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- Report concerns/recommendations at monthly committee meetings.

Area Map

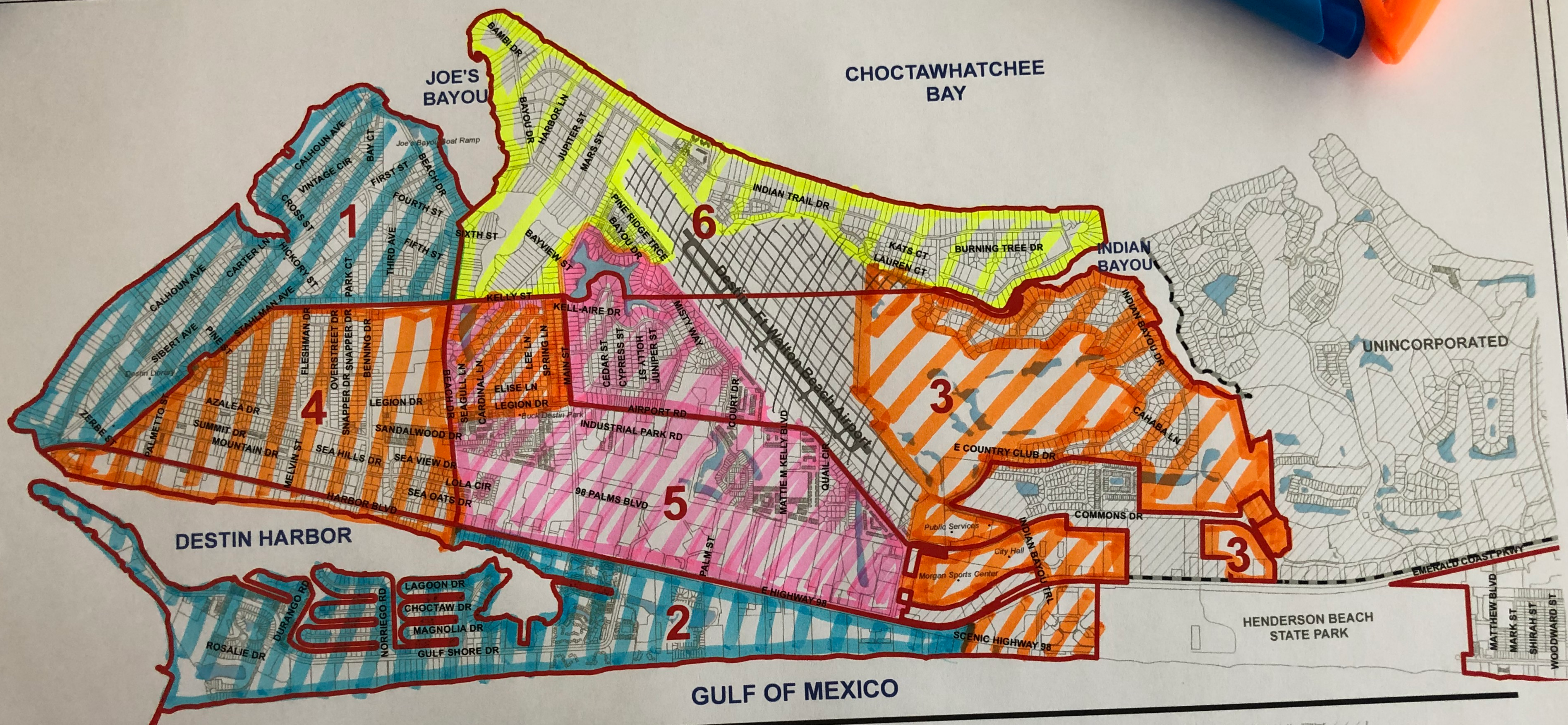
Insert area map w/responsible members identified by area

Annual Meeting Plan:

Month	Date of Meeting	Main Meeting Topic	Coordinating Notes
Jan	12 Jan 2021	Review 5- year road and sidewalk plan	Public Services/TPO/FDOT
Feb	9 Feb 2021	Review Beach Safety Plan	Destin Fire District
Mar	9 Mar 2021	Review Stormwater Plan	Public Services Stormwater Manager
Apr	13 Apr 2021	100 Days of Summer Plan	Destin/County Emergency Manager/Sheriff's Office)
May	11 May 2021	Review of lessons from spring break and any changes to 100 Days of Summer Plan	SAB
Jun	9 Jun 2020	Mid-Bay Bridge Update	Executive Director
Jul	14 Jul 2020	TBD	
Aug	11 Aug 2020	Review safety budget for next year	Public Services / Finance Rep
Sept	8 Sept 2020	Review water operations for Destin	DWU Executive Director
Oct	13 Oct 2020	FAA Control Tower Presentation	Tower Chief
Nov	10 Nov 2020	TBD	
Dec	8 Dec 2020	Review OSCO traffic enforcement, crash data for year	Destin Sheriff's OIC

All presentations should be planned for approx. 20 minutes. If a decision of recommendation is desired the presentation should provide options for consideration along with cost estimates if applicable.

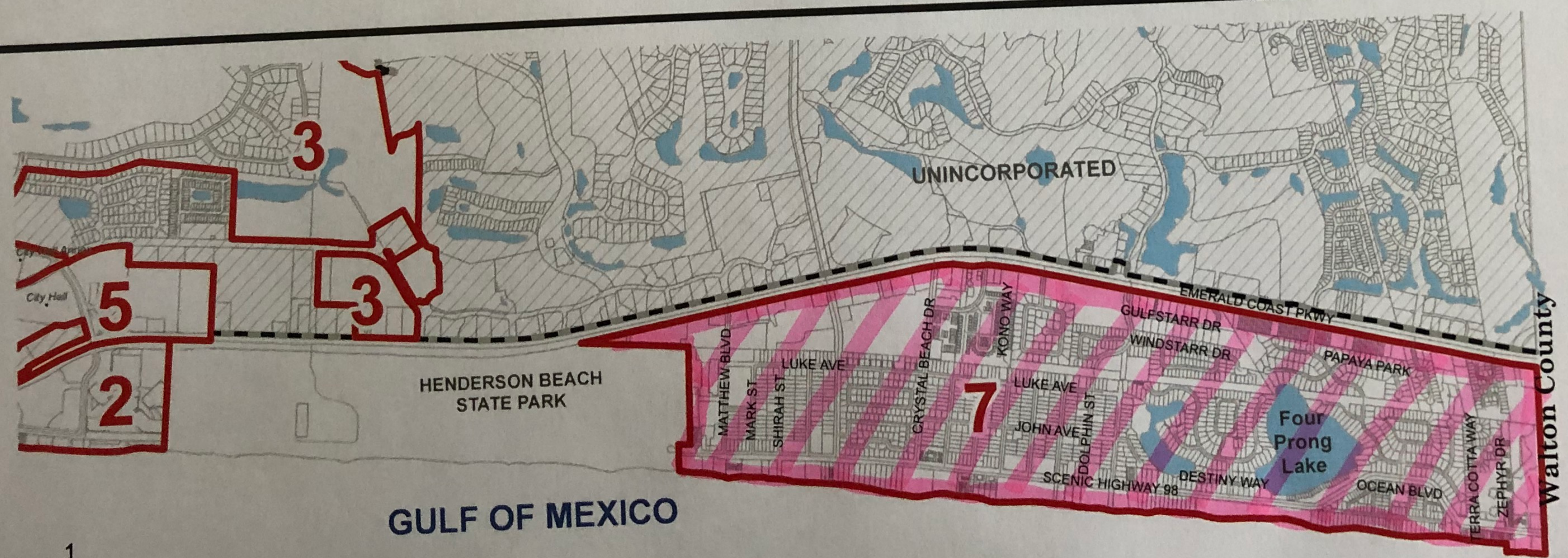
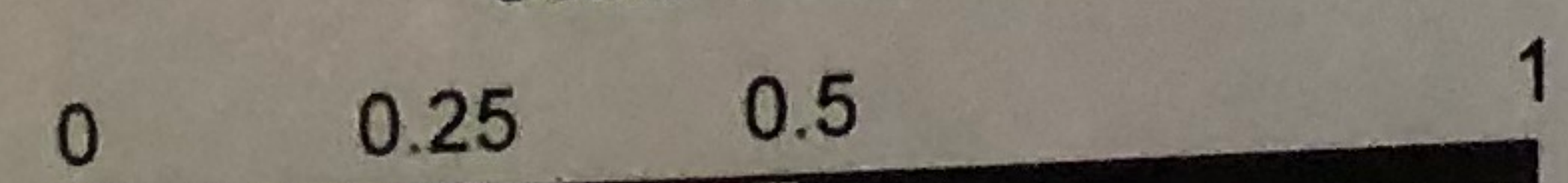
The PW/PS committee will also request to review development plans or other city upgrades that may impact on any area where the committee has advisory capacity.



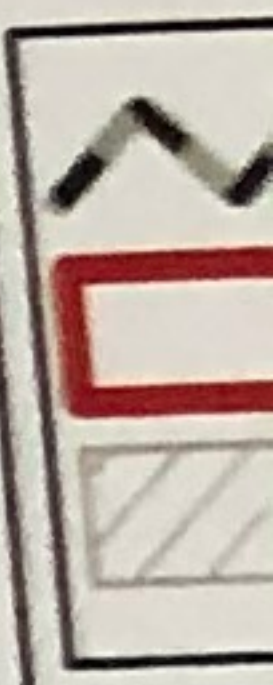
▲ West Destin
▼ East Destin



NORTH
Scale 1" = 2000'



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Public Works Update

Departmental Update

Currently have one vacancy (Maintenance Technician/Mechanic) – no qualified applicants to date
Base Salary raised from \$13.44/hr. to \$14.25/hr.

Operational Update

Upcoming Council Agenda Items

- March 1 - Resurfacing and Restriping of City Streets
 - Calhoun (98 to Cross, \$384k paving, \$32k striping), may include speed humps
 - Emm Lou Lane (\$18k, minimal striping)

On-going Projects

- Stormwater Drainage/Water Quality Work, Cross Street (complete) and Calhoun Ave (in process)
- Streetlight Survey, follow-up (146 reported, <10 remain out of order)
- Gulf Power Tree Trimming (underway)

Project Update

- RFB 20-15-PS, Demolition, Salvage and Removal of Three Structures and Appurtenances (awarded)
- Repair to Community Center Roof (completed)
- Three-Way Stop Sign Installation (Kelly at Main, completed)
 - LED lighted stop signs (x3)
 - New Stop Ahead Signage (x2)
 - Stop Bars (x2)
 - Removal of Pedestrian Crossing LED Signs

Emergency Management Update

Operational Update

- Upcoming revisions to Departmental OIs - March 2021
- Governor's Hurricane Conference (May 16-21)
- Colorado State predicts and "above-average" hurricane season for 2021