



AGENDA

REGULAR CITY COMMISSION MEETING MONDAY, JANUARY 6, 2020 AT 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

NOTICE TO THE PUBLIC

THE CITY COMMISSION HAS ADOPTED THE FOLLOWING PROCEDURE: PERSONS WISHING TO SPEAK ABOUT TOPICS THAT ARE ON THE AGENDA MUST FILL OUT A SPEAKER CARD IN ADVANCE AND GIVE IT TO THE RECORDING SECRETARY. THE CARDS ARE AVAILABLE AT THE BACK OF THE MEETING ROOM. THIS PROCEDURE DOES NOT APPLY TO PERSONS WHO WANT TO SPEAK TO THE COMMISSION UNDER "PUBLIC COMMENTS."

RULES OF CIVILITY FOR PUBLIC PARTICIPATION

1. The goal of Commission meetings is to accomplish the public's business in an environment that encourages a fair discussion and exchange of ideas without fear of personal attacks.
2. Anger, rudeness, ridicule, impatience and lack of respect for others is unacceptable behavior. Demonstrations to support or oppose a speaker or idea, such as clapping, cheering, booing, hissing, or the use of intimidating body language are not permitted.
3. When persons refuse to abide by reasonable rules of civility and decorum, or ignore repeated requests by the Mayor to finish their remarks within the time limit adopted by the City Commission, and/or who make threats of physical violence shall be removed from the meeting room by law enforcement officers, either at the Mayor's request or by an affirmative vote of a majority of the sitting Commissioners.

"Politeness costs so little." – ABRAHAM LINCOLN

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. SWEARING IN OF MAYOR AND VICE MAYOR FOR 2020
- IV. ROLL CALL
- V. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON DECEMBER 2, 2019
AND CONTINUATION MEETING OF REGULAR COMMISSION MEETING ON DECEMBER 3,
2019
- VI. ADDITIONS OR DELETIONS OF THE AGENDA
- VII. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA
- VIII. PRESENTATIONS
None.

IX. PUBLIC COMMENTS

X. COMMISSIONER COMMENTS

XI. PUBLIC HEARINGS

1. Ordinance 19-17, Public Hearing and Final Reading, to Adopt Amendments to the Comprehensive Plan (Presenter: Ms. Janis Fleet, Planning Consultant)
2. Embassy Suites Hotel, 300 A1A Beach Boulevard: Request for Approval of Final Development Plan for Phase II (42 Additional Rooms) (Presenter: Brian Law, Building Official)

XII. CONSENT

None.

XIII. OLD BUSINESS

3. Legal Services: Review of Responses to Commission's Request for Revised Proposals (Presenter: Max Royle, City Manager)
4. Solid Waste Collection: Discussion of Cost for Business and Transient Rentals (Presenter: Bill Tredik, Public Works Director)
5. Additional Streetlight: Request for Approval of Two Agreements with Florida Power and Light (Presenter: Bill Tredik, Public Works Director)
6. Ordinance 20-01, First Reading: Restricting Shared Mobility Devices in Certain Areas and on Sidewalks (Presenter: Jim Wilson, City Attorney)
7. Ordinance 20-02, First Reading: to Adopt Changes to the Land Development Regulations (Presenter: Brian Law, Building Official)
8. Strategic Plan: Review of Draft (Presenter: Max Royle, City Manager)
9. Police Chief and City Manager: Review of Annual Performance Evaluations by Mayor and Commissioners (Presenter: Margaret England, Mayor)

XIV. NEW BUSINESS

10. St. Augustine Port, Waterway and Beach Commission: Request for City to Video Its Meetings (Presenter: Anthony Johns, IT Manager)
11. Ordinance 20-03, First Reading: to Adopt the School Board's Five-Year District Facilities Workplan (Presenter: Max Royle, City Manager)
12. 2020 Florida Legislative Session: Proposed Laws and Deciding Whether City Will Have an Official Response to Them (Presenter: Max Royle, City Manager)
13. Succession Planning for City Manager: Consideration of Proposal (Presenter: Max Royle, City Manager)

XV. STAFF COMMENTS

XVI. ADJOURNMENT

NOTICES TO THE PUBLIC

1. **HOLIDAY.** It is Dr. Martin Luther King, Jr. Day, Monday January 20, 2020, CITY OFFICES CLOSED. There will be no pickup of household waste on Monday. Monday's pickup will be done on Tuesday. There will be pickup service of yard trash/special waste on Wednesday, January 22nd. There will be no change to the recycling pickup schedule.
2. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC).** It will hold its monthly meeting on Wednesday, January 8, 2019, at 6:00 p.m. in the Commission meeting room at city hall.
3. **RON PARKER MEMORIAL CEREMONY.** It will be held on Friday, January 10, 2020, starting at 11 a.m. at Ron Parker Park on Old Beach Road.
4. **SPECIAL COMMISSION MEETING.** It will be held on Monday, January 13, 2020, starting at 6 p.m. in the Commission meeting room at city hall. The purpose will be to interview the candidates for the position of City Attorney.
5. **COMPREHENSIVE PLANNING AND ZONING BOARD.** It will hold its monthly meeting on Tuesday, January 21, 2019, at 6:00 p.m. in the Commission meeting room. Topics on the agenda may include: a. election of Chair and Vice Chair for 2020; b. request for variance to reduce side setback from 10 feet to five feet for swimming pool and enclosure at 1181 Overdale Road, Sea Grove subdivision.
6. **CITY E-NEWLETTER.** Persons interested in receiving the City's monthly e-newsletter should send their email address to Ms. Cindy Walker, the City's Communications and Events Coordinator, at cwalker@cityofsab.org.

NOTE:

The agenda material containing background information for this meeting is available on a CD in pdf format upon request at the City Manager's office for a \$5 fee. Adobe Acrobat Reader will be needed to open the file.

NOTICES: In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities act, persons needing a special accommodation to participate in this proceeding should contact the City Manager's Office not later than seven days prior to the proceeding at the address provided, or telephone 904-471-2122, or email sabadmin@cityofsab.org.



MINUTES

REGULAR CITY COMMISSION MEETING

MONDAY, DECEMBER 2, 2019 AT 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

I. CALL TO ORDER

Mayor George called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor George asked to Commissioner Kostka lead the Pledge of Allegiance.

III. ROLL CALL

Present: Mayor George, Commissioner Kostka, Commissioner Rumrell, and Commissioner Samora.

Vice Mayor England arrived at 6:15 p.m.

Also present were: City Manager Royle, City Attorney Wilson, Police Chief Hardwick, Finance Director Douylliez, City Clerk Raddatz, Building Official Law, and Public Works Director Tredik.

IV. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON NOVEMBER 4, 2019, AND CONTINUATION MEETING OF REGULAR COMMISSION MEETING ON NOVEMBER 6, 2019

Mayor George introduced Item IV and asked the Commission if there were any discussion regarding the minutes. Being none, Mayor George asked for a motion.

Motion: to approve Regular Commission meeting on November 4, 2019, and continuation meeting of Regular Commission meeting on November 6, 2019. **Moved by** Commissioner Samora, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

V. ADDITIONS OR DELETIONS OF THE AGENDA

Mayor George asked if there were any additions or deletions of the agenda.

City Manager Royle advised that Items 10 and 12 to be rescheduled to the Regular Commission meeting on January 6, 2020, at 6:00 p.m.

VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

Mayor George asked if there were any changes to the order of topics on the agenda.

Commissioner Kostka suggested to move the Consent Agenda after Presentations.

Commission agreed.

VII. PRESENTATIONS

- A. Interview of Mr. Larry Einheuser for Position of Junior Alternate on the Comprehensive Planning and Zoning Board

Mayor George introduced Item VII.A. and asked Mr. Einheuser to come to the podium.

Mr. Einheuser, 420 Ocean Drive, St. Augustine Beach, FL, advised that he has been living in the City for two years and wants to give back to the community. He explained that he works construction and is familiar with building codes and how to read plans.

Discussion ensued regarding whether Mr. Einheuser would have any conflict of interests with clients asking for variances or conditional use permits.

Mr. Einheuser advised that he would not have conflict of interests and would recuse himself if there was a question of conflict.

Mayor George explained that Mr. Einheuser could go to the City Attorney if a conflict of interest was in question or the Commission or staff for any resources that he may need, but not any other Comprehensive Planning and Zoning Board members.

Motion: to approve Mr. Larry Einheuser as Junior Alternate on the Comprehensive Planning and Zoning Board. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor George moved on to Item VII. B.

- B. Report on Veterans Reunion in City, October 23-24, 2020, by Ms. Kim Kendall

Mayor George introduced Item VII.B. and asked Ms. Kendall to the podium.

Ms. Kendall, Volunteer Chair of the East Coast 2020 Reunion gave the Commission a handout (Exhibit 1). She explained that the reunions started when the US Naval Station Subic Bay, Philippines, closed in 1992. She commented that in 2020 they will be holding the reunion in St. Augustine Beach. Veterans will be staying at Embassy Suites and Airbnbs in St. Augustine Beach and they will have transportation for different events by bus. The reunion starts on Wednesday, October 21, 2020, and ends Sunday, October 24, 2020. She commented that the businesses have been very generous with giftbag items and busses. She asked for help with parking the busses near Embassy Suites and will work with Police Chief Hardwick on that issue. She explained that 356 people are interested, and 148 people have paid. She explained that the limit will be 350 paid people.

The Commission suggested Ms. Kendall speak with Communications and Events Coordinator Walker, Bill Dudley with Veterans Affairs, Visitors and Convention Bureau in St. Augustine, and the Commission for suggestions for businesses giving items for the giftbags.

Mayor George asked if a permit would have to be paid from the City.

City Manager Royle advised no, they are not having events at the beach and mostly will be in the City of St. Augustine.

Mayor George moved on to Item VII.C.

- C. Update Report by Communications and Events Coordinator Cindy Walker on Budget for New Year's Eve Fireworks Show

Mayor George introduced Item VII.C. and asked Communications and Events Coordinator Cindy Walker to the podium.

Communications and Events Coordinator Walker presented a PowerPoint presentation (Exhibit 2). The Florida League of Cities has donated some bumper stickers and pins that will be available at city hall. She recognized several people who were a part of the Veterans Day Event for the City of St. Augustine Beach. She showed a PowerPoint presentation (Exhibit 2) and explained the changes that will be made this year at Pier Park, transportation, bands, increased vendors fees, and in-kind and cash sponsors. She explained that the Tourist Development Council (TDC) paid for the fireworks. She advised that the event will break even.

Mayor George opened the Public Comments section. The following addressed the Commission:

Ed Slavin, P.O. Box 3084, St. Augustine, FL, thanked Ms. Walker. He was concerned that the VIP table could be used to lobby the Commission this year and requested to make the table also available to the press. He suggested Commissioners wear cameras so that everything is taped. He also suggested to use the garage at Pier Park for logistics for the Beach Blast Off and cancel the St. Augustine Beach Civic Association lease.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, thanked Ms. Walker and advised that she is doing an excellent job. He explained that she was a great hire by City Manager Royle.

Ann Palmquist, 213 10th Street, St. Augustine Beach, FL, suggested to offset costs by advertising on the buses for the Beach Blast Off event and asked that the music not be so loud at this Beach Blast Off.

Mayor George explained that the advertising is done by the TDC grant and they have restrictions on where advertising can be placed. She then asked Communications and Event Coordinator Walker to explain what the VIP table is and who is invited.

Communications and Events Coordinator Walker advised that there will be a VIP table at Salt Life restaurant for the sponsors of the event. No Commissioners, Board members, or staff will be able to be at the VIP tables. She explained that negotiations with the sponsors would determine which sponsors would be allowed at the VIP tables.

Merrill Roland, 6281 Old Dixie Drive, St. Augustine, FL, advised that the event has been transparent and is running smoothly, not like before and asked that Ms. Walker get a raise. Veterans Day and Labor Day ran smoothly without taking away the handicap spaces. He suggested that the garage lease not be renewed and to use it for a staging area for Beach Blast Off event.

Mayor George closed the Public Comments Section and then moved to Item 6, Consent Agenda.

XI. CONSENT

6. Re-appointment of Two Members of the Sustainability and Environmental Planning Advisory Committee, Dr. Lonnie Kaczmarzky and Ms. Sandra Krempasky, to Another Three-Year

Mayor George introduced Item 6 and asked if there were any Commission discussion. Being none, Mayor George asked for a motion.

Motion: to approve the Consent Agenda Item. **Moved by** Commissioner Samora, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor George thanked Dr. Kaczmarzky and Ms. Krempasky for their dedication to the City and all their hard work.

Mayor George moved on to Item VIII.

VIII. PUBLIC COMMENTS

Mayor George opened the Public Comments section. The following addressed the Commission:

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, thanked City Clerk Raddatz and Finance Director Douylliez, Building Official Law, and Public Works Director Tredik for doing a great job this year. He suggested to get the garage back from the St. Augustine Beach Civic Association and asked it to be put on the January Regular Commission meeting agenda. He also suggested to make money with it and suggested asking the bocce ball court players if they would be interested in renting. He then thanked the Commission for all their hard work and suggested that the City Commission pay increase be put on the agenda in January 2020.

Ed Slavin, P.O. Box, St. Augustine, FL, agreed with Mr. Reynolds, but disagreed with Mayor George regarding not debating in the Public Comments section. He thanked Public Works Director Tredik for his presentation to the St. Johns County Legislation Delegation so the City could receive more funding and suggested Public Works Director Tredik be the Acting City Manager when City Manager Royle leaves. He complained that City Manager Royle didn't have insurance on the weir and never apologized. He also complained that his public records request to see what was done to get the insurance for the weir would cost \$127, which he disagrees with and wants it at no charge. He suggested that the City's website should be set up like the City of St. Augustine where each item can be split up and not be one document. He did not want any other companies to be listed on the agendas like scooters, red light cameras, and bus shelter ads. He asked City Manager Royle to quit.

Ann Palmquist, 213 10th Street, St. Augustine Beach, FL, asked for an update on the telecasting of the Commission meetings; what the number of grants the City was able to acquire from St. Johns County this last year for improvements; would like that there are seven dead palm trees that need funding; and suggested the public to stay positive at the meetings and look at how much they volunteer for the citizenry.

Mayor George advised that the meetings are being televised and the City did apply for some of the surplus funding from St. Johns County, but the City did not get any funding.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, advised that Embassy Suites expansion will take up more parking spaces; suggested that the Veterans reunion could park their buses at Ron Parker Park; advised that general revenues according to the finance report is decreasing and suggested that the Finance Director look at the budget each month to see if the City is on budget or not and share the information with the Commission; restrooms at Ocean Hammock Park location should be discussed with the Police Department; lighting on A1A Beach Boulevard is moving forward; suggested doing the election of Mayor and Vice Mayor earlier in the evening since it is a long agenda; thanked the Mayor and Vice Mayor for their efforts and wished all the Commissioners a Merry Christmas.

Merrill Roland, 6281 Old Dixie Highway, St. Augustine, FL, advised that Sam Muffitt (Exhibit 3) wrote a Facebook page about the theft of Mr. Roland's campaign signs and he wants to have his \$300 back for the signs that Mr. Muffitt took.

Sonia Kulyk, 114 13th Street, St. Augustine Beach, FL, advised that there was another Airbnb incident from a new Airbnb Saturday night that was a major drunken brawl with domestic violence component with children in the house. She explained that these types of businesses are using the City's resources and there is no mechanism that the City can use to get money from tourism except for parking. She explained that this ties in with the non-ad valorem assessment. She

commented that these types of businesses are using a lot of the City's resources and the burden should be put on them. She suggested making those businesses pay more of the proposed non-ad valorem assessments. She explained that in Miami Beach no Airbnbs are allowed in residential areas.

Mayor George requested that the residents report any short-term rental that do not have licenses from the City. She also stated that she understood Mr. Roland's request and she will investigate the matter further.

Craig Thompson, 6 D Street, St. Augustine Beach, FL, proposed funding for a Climate Action Plan and reduce flooding by using best practices according to the Comprehensive Plan. He suggested a progressive user fee that would tax stormwater runoff for sustainable stormwater management projects. He showed a document from the City of St. Augustine (Exhibit 4) which shows the fees they charge and would like to have the same in our City. The Sustainable & Environmental Planning Advisory Committee (SEPAC) would like to hire a consultant and work with staff with the funding to promote green stormwater projects.

Mayor George closed the Public Comments section and moved on to Item IX.

IX. COMMISSIONER COMMENTS

Mayor George introduced Item IX and asked Commissioner Kostka.

Commissioner Kostka attended another census meeting and in April 2020 the census will start and helps to get funding for state and local governments. She advised that they are hiring people at a good rate of pay from January through May. She explained that background checks and fingerprints would have to be done and suggested to the public that there are posters in the hallway to get more information.

Vice Mayor England wished residents, staff, and families a very merry Christmas and happy holidays.

Commissioner Rumrell advised that City Manager Royle will be presented with a plaque by St. Johns County on December 17, 2019, for his 30 years of service. He attended the groundbreaking of the Veterans Clinic and urge people to check it out because it is a great asset for the City and St. Johns County as well. Thanked Public Works Director Tredik for his presentation to St. Johns County Legislation and Commissioner Rumrell will follow up with the Representatives and Senators to help the City with the weir project.

Commissioner Samora attended the Visitors & Convention Bureau and saw some advertising that was good. He explained that the occupancy was down in the month of October, but overall for the year VCB revenues were up five percent. He commented that the VCB does get some short-term rental information now and he is trying to get the City's information out of those statistics. He explained that short-term rentals in the area are up 51%.

Mayor George thanked the staff and local organizations for their participation for the Veterans Day event. She also spoke at the Florida Association for Mosquito Control at Embassy Suites where she learned a lot. She commented that the history of Mosquito Control is fascinating.

Mayor George moved on to Item 1.

X. PUBLIC HEARINGS

1. Ordinance 19-17, Public Hearing and First Reading, to Adopt Amendments to the Comprehensive Plan (Presenter: Ms. Janis Fleet, Planning Consultant)

Mayor George introduced Item 1 and asked Ms. Fleet to come to the podium.

Ms. Fleet explained the changes on the peril of flood requirements that Department of Economic Opportunity (DEO) made, which was not unique to our City. She explained that this meeting the Commission can make changes and the final adoption would be in January to send back to DEO for approval. She suggested to address the DEO comments, which she has done by amending the policies. She presented Exhibits 5 – 7 and explained the policy changes to be compliant with DEO.

Discussion ensued regarding why CC4.5 language says it will remove flood zone designation from real property when every property has a flood zone designation or it is that for only special flood zone areas; the City has a community rating system for infrastructure, but needed to add it the same policy in conservation coastal zone management section; the City had to do an assessment to help the regional council on sea level rise and flooding, which shows on the exhibits presented; required to adopt the maps along with the Evaluation and Appraisal Report (EAR) and Comprehensive Plan; City was developed before there was current stormwater management; and removing special flood designations through FEMA Letter of Map Revision (LOMR) or a Letter of Map Amendment (LOMA) if there was an emergency event and the City needed redevelopment because the City was 50% destroyed.

Vice Mayor England asked Ms. Fleet if the language could be changed to special flood hazard areas.

Ms. Fleet advised that she will make the change if DEO does not object to the language.

Commissioner Kostka advised that she would like to change the language “will encourage” to “the City will use best practices for development”.

Mayor George suggested that the language be changed to “the City will require.”

Building Official Law advised that the language saying “required” would be problematic because he would have to force a homeowner to change their flood designation, which they may not want to do. He explained that he cannot make a property owner do a LOMA or LOMR.

After discussion, the Commission decided to leave the language the same as what Ms. Fleet suggested originally.

Ms. Fleet advised that she sent all the comments to DEO and they reviewed them and then she met with staff and then she sent them to DEO, and they gave her the okay, but there is no guarantee. She explained that the second reading of the ordinance would be January for adoption and then it will be sent back to DEO for final approval. She explained that City Clerk Raddatz ran the advertisements.

Mayor George requested City Manager Royle to give feedback regarding amendment 4.5, the special flood areas, and a spreadsheet of the objectives and policies deadlines every year and five years in his January memo to the Commission.

Vice Mayor England asked what staff member would oversee the Comprehensive Plan once adopted.

City Manager Royle advised that one of the Strategic Plan goals that the Commission will review in January is an annual review of the Comprehensive Plan.

Mayor George opened the Public Comments section. The following addressed the Commission:

Ann Palmquist, 213 10th Street, St. Augustine Beach, FL, asked the Commission what the City would do for the residents who must go from septic tanks to the sewer systems regarding their initial costs of \$10,000 to hook-up to the sewer line.

Mayor George asked City Manager Royle to follow up on this question.

Mayor George closed the Public Comments section and asked City Attorney Wilson read the title of the ordinance.

City Attorney Wilson read the title of the ordinance.

Mayor George asked for a motion.

Motion: to approve draft Ordinance 19-17 with the amendment stated 24.5 continent upon Ms. Fleet receiving final approval on that modification from DOE. **Moved by** Mayor George, **Seconded by** Vice Mayor England. Motion passed unanimously.

Mayor George moved on to Item 2.

2. Conditional Use Permit to Construct a Single-Family Residence in a Commercial Land Use District at 16 5th Street, (Lot 18, St. Augustine Beach Subdivision, Mr. James Cochran, Applicant) (Presenter: Brian Law, Building Official)

Mayor George introduced Item 2 and asked Building Official Law to give a staff report.

Building Official Law explained that this is to build a single-family residence in a Commercial Land Use District. He advised that the Comprehensive Planning and Zoning Board voted five to one to allow construction of a single-family residence in a commercial district with three requirements, which are: 1) that it be built in accordance with the Land Development Regulations for Medium Density Land Use District; 2) no variances for reduced setbacks or maximum imperious surface ratio; and 3) that the Building Department require verification of building height by a license surveyor after the trusses are installed and roof is on because the proximately to the roof building is at 34 feet 10 inches. He advised that the Building Department has no objections to the building if it follows the medium density codes.

Commissioner Samora asked if there should be a 15-foot buffer to the east of the property between the other residential properties.

Building Official Law advised yes.

Commissioner Kostka advised that the plans are for a five-bedroom home and asked what the plan is for the parking.

Building Official Law advised that they would have to have five parking spaces according to the codes and if the owners want to change the building to commercial transient rental a lot of renovations would have to be done, such as changing all the doors, having fire sprinkler system, and would require an engineer to redesign the building. He commented that the owner will be putting in a gravel driveway for permeability.

Mr. James Cochran, 16 5th Street, St. Augustine Beach, FL, advised that it will improve the appearance of 5th Street, the building will be high quality, increase taxes for the City,

development will fill a low spot on 5th Street, and will be consistent with the land use codes. He explained that the lot has limited commercial use. He then showed Exhibits 8 and 9 and advised that the property sits between residential and commercial properties. He showed all the properties around his property that were granted conditional use permits. He commented that the City put parking across from the property and considers this a tourist area. He stated that this proposal is consistent with what is currently there.

Mayor George asked about the commercial property adjacent to this parcel on Beach Boulevard.

Building Official Law advised that a commercial suite will be downstairs and one suite upstairs. He explained that at this time staff does not know what it will be but believes it will be gift shops. It would be a two-commercial facility.

Mayor George opened the Public Comments section. The following addressed the Commission:

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, asked the Commission to pass the ordinance. He commented that Building Official Law should not be the presenter, the applicant should because the City could have grounds for legal actions.

Ann Palmquist, 213 10th Street, St. Augustine Beach, FL, asked if this really going to be single-family home or a short-term rental because a short-term rental impacts the fire, police, and public works solid waste pick up more than a residential home.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, supports the application and applaud Mr. Cochrane for being persistent. He advised that the City could have been sued for civil rights violations if this was not heard again. Agreed with Mr. Reynolds regarding Building Official Law not presenting the items instead of the applicant.

Mayor George closed the Public Comments section and asked if there were any other Commission comments.

Vice Mayor England advised since the original application the lots on Beach Boulevard have no possibility of a combination of commercial use, which is a change in facts.

Commissioner Kostka explained that these lots were not separated on the first decision and hoped according to the Comprehensive Plan that the commercial districts would remain intact. She commented that the lots were sold separately, and the Commission must look at each case separately. She remarked that the Commission must look at the changes being presented and look to the future to make sure they would not hurt the residents' quality of life.

Mayor George asked for a motion.

Motion: to approve the conditional use permit with the conditions that the Comprehensive Planning and Zoning Board requested. **Moved by** Commissioner Kostka, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor George moved on to Item 3.

3. Conditional Use Permit to Construct Eight Single-Family Residences in a Commercial Land Use District on West Side of A1A Beach Boulevard between E and F Streets (Lots 1-8, Block 43, Coquina Gables Subdivision, Mr. Len Trinca, Applicant) (Presenter: Brian Law, Building Official)

Mayor George introduced Item 3.

Commissioner Rumrell advised that he would to recuse himself regarding this item because he has a business relationship with the owner of the properties. He stated that he has signed and given Form 8B (Exhibit 10) to City Clerk Raddatz. He explained that City Attorney Wilson agreed for him to recuse himself from the case.

Mayor George asked Building Official Law to give a staff report and stated for the record that Building Official Law is only explaining the Comprehensive Planning and Zoning Board recommendations and is not representing any applicants.

Building Official Law advised yes, and that part of his salary is paid by the Planning Department to present the Comprehensive Planning and Zoning Board recommendations to the Commission. He explained that staff helps with technical questions for the applicants, but they represent themselves or have someone else represent their application. He stated that the Comprehensive Planning and Zoning Board recommended denial five to two and the Building Department has no objections. He advised that the Commission needs to decide if they want to allow the owner to put single-family residences on all eight lots or only part of the lots.

Mr. Trinca, 7 F Street, St. Augustine Beach, FL, showed Exhibits 11 and 12 and then explained he moved here in 1972. He purchased property in 1970 and wanted it for his retirement. The property has been on the market for two years and he has received no commercial interest. He has one lot under contract if he can get a conditional use permit. Coquina Gables lots are 50 x 93 feet and are residential. The proposed plans for the houses would be compatible. Neighbors signed a letter on E and F Streets in favor of the conditional use permit. He explained that the City would receive a lot of revenue from the houses annually.

Mayor George asked where he got his revenue sources for the property.

Mr. Trinca advised that he was being conservative.

Michael Stauffer, Architect, 1093 A1A Beach Blvd., St. Augustine Beach, FL, explained how the lots could be developed and demonstrate that all the house would meet all the requirements for setbacks, imperious surfaces, and medium density codes. He explained that some lots may have pools, others not.

Vice Mayor England asked Mr. Stauffer what the setbacks would be on A1A Beach Boulevard and asked if the frontage would be on F and E Streets.

Mr. Stauffer advised yes and explained that there would be 15-foot setbacks on A1A Beach Boulevard.

Building Official Law advised that the side yards are 10-feet setbacks currently.

Mayor George commented that the neighbors are asking these lots to be rezoned, not a conditional use permit. She asked Mr. Trinca if he wanted a rezoning or a conditional use permit.

Mr. Trinca said a conditional use permit.

Mayor George commented that there is a difference between rezoning and a conditional use permit, and she felt that the neighbors want a rezoning. She asked Mr. Trinca what he wants to put on the property.

Mr. Trinca advised that there has been no interest a purchase for commercial use, but he would like to leave it open to what the buyers want. He cannot sell the property until he receives a conditional use permit. He doesn't want to rezone the property and thinks he can

sell all the lots residentially; however, if there are buyers who want commercial property, he doesn't want to shut them out by rezoning.

Vice Mayor England advised that Mr. Trinca applied for conditional use permits for all eight lots. She asked if Mr. Trinca wants to keep the two lots fronting A1A Beach Boulevard to be commercial or do you want all the lots to be residential.

Mr. Trinca advised that if someone wanted to purchase the two lots facing A1A Beach Boulevard as commercial business, he would sell them as commercial.

Vice Mayor England asked City Attorney Wilson if Mr. Trinca could sell commercial lots and residential lots.

City Attorney Wilson advised yes, because it is still going to be commercial use. He explained that once the conditional use permit expires, then it could be used for something else.

Mayor George asked how long the conditional use permit is good for.

City Attorney Wilson advised that that would be up to the Commission. He explained that its usual time is two years.

Mayor George explained that the Commission could put a restriction on the conditional use permit to be all residential or all commercial.

Mayor George asked if Mr. Trinca had any objections to making sure that a commercial building would not be in the middle of residential lots.

Mr. Trinca asked how many lots.

Mayor George advised she is only concerned with the middle lots.

Mr. Trinca said that he could do four lots residential and four lots commercial.

Mayor George opened the Public Comments section. The following addressed the Commission:

Mike Hinson, 111 F Street, St. Augustine Beach, FL, he requested that all the lots be residential and be a positive for the neighborhood. He explained that there is no problem with pedestrians because more of the residents are only walking to the beach.

Commissioner Samora pointed out that rezoning is different from a conditional use permit. He advised that he is not sure if Mr. Hinson is requesting residents living in the homes or transient rentals.

Mayor George advised that any of these homes that will be built will most likely be a transient rental. She explained because as this is not a rezoning, the land will always stay commercial; therefore, the homes do not require a permit.

Kathi Avery, 108 F Street, St. Augustine Beach, FL, advised that she thought there were no more permits in medium density. She explained that she is not in favor of commercial convenient store or restaurant.

Sandra Kulyk, 114 13th Street, St. Augustine Beach, FL, commented that west of the Boulevard there are no more transient rental permits in mixed use; however, because this is commercial land there is no limit of transient rentals.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, requested to deny the conditional use permit and urge the Commission to have the owner come back with a rezoning for

residential use only. He commented that he liked Airbnbs, but the residents and the Commission are not for it. He advised he doesn't want any commercial property because of the parking.

Frank O'Rourke, 101 F Street, St. Augustine Beach, FL, spoke against this conditional use permit because it goes against the Comprehensive Plan and wants to keep commercial lots on A1A Beach Boulevard. He advised that this would be a hardship for his business if the lots were changed to residential.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, asked to deny the conditional use permit and asked to disclose ex parte communications and swear in the witnesses. He commented that Mr. Trinca shoved Ms. Rose Bailey during the election.

Mayor George closed the Public Comments section and asked if there were any other Commission comments.

Mr. Trinca advised that he is trying to do the right thing for the City and the neighborhood. He would try to keep it residential lots in the back and commercial lots in the front. He mentioned that Kookaburra wanted to sell beer not coffee and the parking is a problem, so they parked on City property.

Commissioner Samora explained that the Commission is also trying to do the right thing for the City and appreciates the property owner wanting to consider the City. The zoning for the City was done many years ago to carry us into the future. He explained that a key feature of that is having commercial property along the Boulevard, which will not be developed all at once. He advised that it should stay what it was intended for in his opinion. The Comprehensive Planning and Zoning Board recommended denial and that is what his thoughts are currently.

Commissioner Kostka stated for the record that the Commission will not be moved by the financial benefit of anything but will try to protect the citizens of the City for the future. She explained that Communication and Event Coordinator Walker estimated that transient rentals in condominiums are approximately 458 in the commercial district and that excluding nine condominiums that she did not get a response back from. She was concerned about the effect of the transient rentals because the City has not had them for a long period of time to gauge their effect. There is a lack of policies on transient rentals in our City and we need to protect the residents. She said that what she heard from the neighbors is that they want a zoning change and not a conditional use permit. She explained that the land will not stay residential by having transient rentals. She explained that she would deny the request.

Vice Mayor England advised that the surrounding area is mainly residential and allowed two owners to build residential homes on F Street. She explained that in the Vision Plan there were some areas that had too much commercial properties on the west side of the Boulevard. She asked the Commission if they would consider lots five through eight as residential and lots one through four commercial zoning in the conditional use permit. She also wants to consider any residential improvement adjacent to A1A Beach Boulevard would have to have a five-foot vegetation landscape buffer and a 15-foot setback.

Mayor George does not want to have commercial and residential buildings in the back four lots but is concerned that the public didn't come today because they thought their voices were going to be heard, but the letter they signed was a misunderstanding of the facts. She suggested that the back four lots could be residential and the other four could be commercial, which she would not have a problem with. She commented that she would not fulfill her fiduciary duty when this is so piece meal and undefined.

Vice Mayor England agreed that a conditional use permit on eight lots is messy and difficult.

Mayor George asked for a motion.

Motion: to deny the conditional use permit. **Moved by** Commissioner Samora, **Seconded by** Commissioner Kostka. Motion was passed 3 to 1. Vice Mayor England opposed the motion and Commissioner Rumrell was recused on this item.

Mayor George advised that the recommendations of the Comprehensive Planning and Zoning Board is approved, and the application is denied.

Mayor George recessed 9:03 p.m. and reconvened 9:10 p.m. and then moved on to Item 4.

4. Conditional Use Permit for Outside Consumption of Food/Beverages at Former Coquina Beach Surf Club Restaurant, 451 A1A Beach Boulevard (Lots 65, 66, 67, 77 and 78, Atlantic Beach Subdivision, Mr. Michael Rosa, Applicant) (Presenter: Brian Law, Building Official)

Mayor George introduced Item 4 and asked Building Official Law to give a staff report.

Building Official Law advised this is for outdoor dining. A new owner purchased the property and the previous conditional use permit was non-transferable and the owner wants to open the restaurant with outside dining. The Comprehensive Planning and Zoning Board agreed to the conditional use permit with recommendations for a period of five years, but the owner asked if they could have longer than five years because they are a long-standing business in the community.

Commissioner Samora asked about parking.

Building Official Law advised that there was an indemnity agreement with the City with the previous conditional use permit. Part of the parking being used is City parking and that was why the City asked for an indemnity agreement. The handicap spots would be moved to a safer location, which is further away from the Boulevard and explained that there will be more with the new parking layout. He advised that their customers have used the parkette for parking on Coquina and he did not see anything wrong with that. He will bring the building into compliance when it is renovated and the owners will maintain a six-foot high fence, the owners will landscape for curb appeal.

Commissioner Samora advised that the Comprehensive Planning and Zoning Board recommending approving the conditional use permit with the recommendations 13, 14, and 15.

Building Official Law added that with another recommendation that there would be a sign pointing out not to turn right on 13th Street into the neighborhood.

Discussion ensued regarding whether to restrict music outside as a condition or follow the noise ordinance; whether to extend the conditional use permit over five years; whether the conditional use will be transferrable to new owners; and owners have brought their sign into compliance at their own expense.

Peter Darios, 421 A1A Beach Blvd., St. Augustine Beach, FL, explained that he would like to reinstate what was already there, which was outdoor seating for food and beverage. He explained that the restaurant would be open for breakfast and lunch, not dinner at this time. He explained that he has no objections to the Comprehensive Planning and Zoning Board recommendations, but he would like the conditional use permit expiration date to be more than five years if possible.

Discussion ensued regarding the fees to do a conditional use permit being \$407.50; revisiting the conditional use permit is an opportunity for the neighbors to be heard if there are any complaints that could be corrected.

Mayor George opened the Public Comments section. The following addressed the Commission:

Chuck Hennessey, 202 12th Street, St. Augustine Beach, FL, asked to deny the conditional use permit because of the noise and parking issues. He explained that his home is 200 feet away from the establishment and the only thing that separates them is a small parking lot. He explained that his house is on the second floor and the previous owners had large events with live music, which was very annoying. He advised that the City needs to keep it a peaceful neighborhood since the City allowed residential homes in that area. He explained that the restaurant does not have enough parking and with the outdoor dining it will increase the parking issues by two-thirds.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, asked the Commission to approve the request because the owners promote not driving while drinking. The owners run the businesses well and they help their employees.

Ed Slavin, P.O. Box 3084, St. Augustine Beach, FL, asked the Commission to address Mr. Hennessey's concerns with the sound barriers and buffers and approve the conditional use permit for five years. Denying the conditional use permit could promote Burt Harris Act.

Sandra Kulyk, 114 13th Street, St. Augustine Beach, FL, advised that she was in support of the conditional use permit. She requested that Public Works Department put a left-turn only sign up.

Mayor George closed the Public Comments section and asked if there were any other Commission comments.

Mr. Darios explained that he is only asking for a reinstatement of what was in place previously. He commented that they do share the parkette and the lot across the street owned by Sunset Grille. He remarked that the owners have no plans for any live music at all for breakfast or lunch.

Mayor George asked if he would want to exclude music during certain hours.

Mr. Darios advised that there are no plans for music now, but in the future if the owners want to sell the property, he would like options.

Mayor George advised that if the property was sold the new owner would have to come back to get a conditional use permit anyways, so Mr. Darios would not be limiting himself on any music restrictions.

Commissioner Kostka advised that there are some conditional use permits that restrict amplified outdoor music.

Commissioner Samora advised that there is some protection with the noise ordinance.

City Clerk Raddatz asked the Commission to extend the meeting.

Motion: to extend the meeting until this agenda item is done. **Moved by** Mayor George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Police Chief Hardwick advised that the noise ordinance goes until 10:00 p.m. and depending the way the wind blows whether the Police Department receives complaints or not. He

explained that Salt Life has open air music and Panama Hatties. He suggested revamping the City's noise ordinance based on a lawsuit the City of St. Augustine had.

Commissioner Rumrell asked if they would want to have an acoustic guitar player instead of amplified.

Building Official Law advised that according to the codes, just a singer would not be subject to the noise ordinance.

Vice Mayor England suggested to the Commission to have music until 7:00 or 8:00 p.m. because they are close to a residential area.

Mayor George advised that the owners could come back to the Commission if they want to extend the music hours.

After discussion, the Commission decided to follow the noise ordinance regarding the music.

Mayor George asked for a motion.

Motion: to approve the conditional use permit with the four recommendations from the Comprehensive Planning and Zoning Board, which includes the left-turn only sign. **Moved by** Commissioner Kostka, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor George asked to continue the meeting.

Motion: to extend the meeting until 10:00 p.m. **Moved by** Mayor George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor George moved on to Item 7.

5. Resolution 19-13, to Express City's Intent to Levy a Non-Ad Valorem Assessment for the Collection and Disposal of Solid Waste and Recyclables (Presenter: Patricia Douylliez, Finance Director)

This item was rescheduled to Tuesday, December 3, 2019, at 6:00 p.m.

XII. OLD BUSINESS

7. Legal Services: Discussion of Proposals Received from Law Firms and Scheduling Special Meeting in January for Interviews (Presenter: Max Royle, City Manager)

Mayor George introduced Item 7 and explained that City Manager Royle has suggested to discuss this issue at a separate meeting.

City Manager Royle asked if the Commission would like to interview all 10 candidates.

Mayor George advised that at the last meeting the Commission wanted to interview all the candidates; however, there are now 10 candidates instead of five. She asked to schedule the date for the interviews first.

After discussion the Commission decided to schedule the interviewing on Monday, January 13, 2020, at 6:00 p.m. It will be a Special Commission meeting.

Discussion ensued regarding how to reduce the list of candidates to be interviewed; what the candidates' are charging for attending meetings; whether it is normal to charge for bond issues; eliminate the attorneys who charge for out-of-county travel; negotiating travel fees; correspond to the candidates and advised them what the City would accept or not accept

depending on the candidates proposed costs; and Commission receiving the correspondence from the candidates before January 6, 2020, Commission meeting;

Mayor George listed what the City would be requesting to pay as a maximum retainer is \$6,000 for up to 40 hours a month, which includes attending all the Commission, Comprehensive Planning and Zoning Board, and Code Enforcement Board meetings.

City Manager Wilson suggested to look at the applications and limit them by the fees.

City Manager Royle advised that Marks Gray will charge \$6,000 for 30 hours and then there will be an hourly charge after that.

Commissioner Samora suggested not to negotiate based on categorization of work.

Mayor George suggested the maximum retainer be based on attendance at all meetings and advice related to the regular business of the City associated with meeting agenda items. Any extra litigation work would be at an hourly rate.

Vice Mayor George pointed out Exhibit A of the Request for Proposals that would cover the normal expectation for the retainer.

City Attorney Wilson suggested that if the candidates represent other cities to call the cities and find out what they are paying as a monthly charge.

Commissioner Rumrell advised that he has done that with Jacksonville Beach, and he would be happy to go over negotiations with the candidates. He explained that he would prefer an attorney with municipal experience and should pick those first and then negotiate with them at the interview.

Mayor George opened the Public Comments section. The following addressed the Commission:

Ed Slavin, P.O. Box 3084, St. Augustine, FL, suggested interviewing all the candidates. He explained that if the Commission his want to cut down the list of candidates to do a client list of each one to see if they are any conflicts. He said one is the City's insurance attorney.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, suggested to Commission to cut down the list of candidates because of the high prices and travel costs.

Attorney John Wallace, 245 Riverside Avenue, Ste. 150, Jacksonville, FL, advised that he came tonight because he wanted clarity. He explained that his firm's proposal would be negotiable, such as the travel costs. He said he quoted travel costs because the Request of Proposal asked for it.

Mayor George said that was a good point if the RFP was structured that way.

Attorney Craig Sherar, 147 Pine Tree Road, East Palatka, FL, explained that he is one of the candidates and lives in Palatka. He explained that the RFP said that travel was limited to outside of the county or regional, not going to the client's working location. He said that he has been a town attorney and commissioner before and suggested to interview all the candidates because you hear what they want. He explained that the City is hiring one attorney not a firm.

Mayor George closed the Public Comments section and then moved on to adjourn the meeting.

8. Rules of Civility for Public Participation: Continuation of Discussion (Presenter: Mayor George)

Item 8 was rescheduled to December 3, 2019, at 6:00 p.m.

9. Changes to the Land Development Regulations: Continuation of Discussion (Presenter: Brian Law, Building Official)

Item 9 was rescheduled to December 3, 2019, at 6:00 p.m.

10. Ordinance 19-18, First Reading: to Ban Rental of E-Scooters in City (Presenter: Jim Wilson, City Attorney)

Item 10 was rescheduled to January 6, 2020, at 6:00 p.m.

11. Police Chief and City Manager: Review of Annual Performance Evaluations by Mayor and Commissioners (Presenter: Mayor George)

Item 11 was rescheduled to January 6, 2020, at 6:00 p.m.

XIII. NEW BUSINESS

12. Pay for Employees During Emergencies: Consideration of Resolution to Adopt Policies (Presenter: Beverly Raddatz, City Clerk)

This was rescheduled to January 6, 2020.

13. Election of Mayor and Vice Mayor For 2020 (Presenter: Max Royle, City Manager)

Item 13 was rescheduled to December 3, 2019, at 6:00 p.m.

XIV. STAFF COMMENTS

Item XIV was rescheduled to December 3, 2019, at 6:00 p.m.

XV. ADJOURNMENT

Mayor George asked for a motion to adjourn.

Motion: to continue this Regular Commission meeting until Tuesday, December 3, 2019, at 6:00 p.m. **Moved by** Mayor George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor George adjourned the meeting at 10:03 p.m.

Undine C. George, Mayor

ATTEST:

City Clerk



MINUTES
CONTINUATION OF THE
REGULAR CITY COMMISSION MEETING
TUESDAY, DECEMBER 3, 2019 AT 6:00 P.M.
CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

I. CALL TO ORDER

Mayor George called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor George asked to Commissioner Samora lead the Pledge of Allegiance.

III. ROLL CALL

Present: Mayor George, Vice Mayor England, Commissioner Kostka, Commissioner Rumrell, and Commissioner Samora.

Also present were: City Manager Royle, City Attorney Wilson, Police Chief Hardwick, Finance Director Douylliez, City Clerk Raddatz, Building Official Law, and Public Works Director Tredik.

Commissioner Kostka asked to reschedule the evaluations of City Manager Royle and Police Chief Hardwick to January 6, 2019, at 6:00 p.m. in order to give some Commissioners an opportunity to submit their evaluations.

Commission agreed.

XII. OLD BUSINESS

7. Legal Services: Discussion of Proposals Received from Law Firms and Scheduling Special Meeting in January for Interviews (Presenter: Max Royle, City Manager)

Mayor George continued the discussion regarding Item 7 from the regular Commission meeting on Monday, December 2, 2019. She advised that the interviews with candidates is scheduled for January 13, 2020, at 6:00 p.m.

Mayor George asked City Manager Royle to follow up with the candidates with a letter on the bench mark maximums and minimums to see who would be still interested to be interviewed on January 13, 2020, at 6:00 p.m.

Mayor George advised that the maximum retainer would be \$6,000 a month for general legal services associated with the attendance of all Commission, Comprehensive Planning and Zoning Board, and Code Enforcement Board meetings, and day to day questions regarding agenda items. She then advised that the City would not compensate for attorney travel to and from the meetings, postage, copies, charges for long distance phone calls, or paralegal services. The maximum charge for extra legal work for litigation would be \$175 an hour, which includes the presentations for lawsuits mediations on the City's behalf; and any land

transactions would be negotiated as stated under Exhibit A of the proposed letter.

Attorney candidates may call City Attorney Wilson if they have questions. If the candidates want to negotiate lower than the terms, they may do so or if the candidate don't agree to the maximums, they can let City Manager Royle know and they would be taken off the list to be interviewed.

City Attorney Wilson advised that Embassy Suites is pending on a judge's decision and there is a pending judgment for a Code Enforcement Board case that needs a decision, but those are the only cases he has outstanding. The Florida Municipal Insurance Trust (FMIT) cases he only monitors and is not involved too much with those. He advised that he would finish the Embassy Suites and the Code Enforcement Board cases after there is a judgement.

Mayor George asked to have the information before the January 6, 2020, regular Commission meeting in case it needs to be discussed.

The City Commission requested an update at the January 6, 2020, regular Commission meeting by City Manager Royle.

City Manager Royle advised that the candidates would have to give their replies to him by Friday, January 3, 2020, in order to get the information to the Commission on time.

Mayor George suggested emailing the information to the Commission by Friday, January 3, 2020.

Mayor George did not open Public Comments section because everyone in the audience had already spoke on December 2, 2019, regular Commission meeting.

Mayor George moved on to Item 5.

X. PUBLIC HEARINGS

5. Resolution 19-13, to Express City's Intent to Levy a Non-Ad Valorem Assessment for the Collection and Disposal of Solid Waste and Recyclables (Presenter: Patricia Douylliez, Finance Director)

Mayor George introduced Item 5 and asked Finance Director Douylliez to give a staff report.

Finance Director Douylliez explained that this resolution gives the City's intent to the Tax Collector to increase the non-ad valorem tax for solid waste collection for residential, commercial, and recyclables. She explained that once the intent for Resolution 19-13 is sent, the City will have a few months to determine the fee ranges that will be charged and how to proceed. She commented that the Commission requested staff to bring more revenue into the City and this would alleviate having the City's General Fund pay to make up the solid waste collection. She explained that transient rentals are the bulk of the commercial users and the City also has some true small commercial businesses that would not need a dumpster to maintain their trash. She provided a list of businesses that need to go on dumpster service from a private vendor because of their volume (Exhibit 12). She researched the costs associated with the City of St. Augustine for solid waste collection, which was \$208 annually. She explained that the City of St. Augustine charges their commercial businesses more to subsidize the residential fees. Effective this year St. Johns County is increasing their non-ad valorem fees to \$230 from \$220. She explained that they negotiate with a much larger volume than our City. She commented that staff is requesting a non-ad valorem tax for solid waste collection for residential homes of \$230, which is half of the City's costs. She advised that

there would be three categories: 1) disposal at \$74; 2) collection at \$112.80; and 3) recycling at \$43.20, which equals \$230 annually. She presented a PowerPoint (Exhibit 13) which explains the costs for residential, commercial, and transient rentals. She proposed to the Commission the resident's non-ad valorem costs for recycling be \$43.20 per the Advanced Disposal contract and disposal fee of \$74.00, which is a total cost of \$117.20 for FY Budget 2020 or \$9.76 per month per household. She recommended in FY Budget 2022 to increase the non-ad valorem fee by \$112.80, which would bring a total \$230, or \$19.17 per month per household.

Staff suggests that effective February 1, 2020 to increase the price for commercial customers from \$1.76 to \$2.38 per can. She explained that instead of counting cans, the Public Works Department would be responsible to do an audit of the cans twice a year to make sure that the business has not increased their can usage. She explained and in fiscal budget starting in October 2020 the fee would increase to \$3.00 per can.

Mayor George advised that she did not want staff to continue counting cans, billing, and collecting on invoices.

Finance Director Douylliez explained that transient rentals can be structured differently than commercial and residential.

Commissioner Samora asked how many cans the Public Works Department is counting currently for transient rentals.

Finance Director Douylliez advised approximately 130 cans.

Mayor George said someone quoted over 430 transient rentals.

Commissioner Kostka advised that the 430 transient rentals were only in the condo associations.

Finance Director Douylliez advised that the City does not manage the transient rentals for the condo associations.

Commissioner Rumrell explained that the City of St. Augustine has different color cans that differentiate between commercial and residential and asked if we could do that instead of counting cans.

Finance Director Douylliez advised that it could be done, but the City would have to outlay the money for the different color cans, and it is not in the budget this year. She explained that her proposal is a gradual change for this budget year, but staff could research the costs of the different color cans in FY 2022. She explained that the resolution only gives the Tax Collector the City's intent on moving forward with this and that price ranges were not needed for tonight's discussion.

Commissioner Rumrell asked if the Public Works Department would be able to pick the recyclables up in-house.

Public Works Director Tredik explained that the Public Works Department could do the recyclables in-house, but it would require two more positions and another truck.

Vice Mayor England commented that the City needs to right-size our customers because then the City would know what the hard costs are such as, equipment, personnel, maintenance, insurance, and disposal fees. She explained that the goal is to drive down the annual costs. She remarked that she would like to evenly spread the costs. She explained that the ordinance

says that all properties are eligible for an annual ad valorem fee, which takes away the billing completely. She said that the ordinance says properties that qualifies for the City would have pick up and disposal of solid waste, yard waste, or recyclables, but if properties doesn't qualify, then they would have to be informed to use a private service. She stated that the hard costs are driving the annual fees, not the number of cans and what the City residents and businesses are not paying for is being taken out of the General Fund. She suggested a flat fee for residents and commercial properties and to stop counting cans. She mentioned that the residents should not pay more than the short-term rentals. She asked that the Public Works Department to find out by March 1st what customers qualify for the City's solid waste pick up and if some properties don't to tell them they don't qualify and to get a private company for their services. She suggested the following according to the ordinance: 1) allow for City pickup for condos from one to five units and anything over six units would have to get private services, unless the Commission gives them an exception; 2) Commissioners annually on March 1st will determine how much the non-ad valorem fees would be depending on the property types; 3) the Public Works Department would notify Administration when a property no longer qualifies for pick up due to maximum solid waste disposal according to the ordinance amounts stated; 4) Administration would notify the property owner to get private services; and 5) determine the amount of yard waste per property owner in case of emergency events.

Mayor George advised that the tipping costs are a low compared to the overall hard costs that is involved in pickup of solid waste.

Vice Mayor England explained that the hard costs are \$460 whether it is commercial or residential.

Mayor George explained that the residents feel that the costs should be based on consumption.

Discussion ensued regarding whether larger homes should pay more than smaller homes because of less trash; the hard costs of personnel, maintenance, insurance, equipment and disposal fees when stopping at every home or business to pick up recycling, yard waste and solid waste is what should dictate the annual fee; why bill double for a duplex that puts the property owners trash in the same spot for pick up; and updating the solid waste ordinance.

Commissioner Samora explained that the tipping costs last year was approximately \$163,000 and overall cost of the waste disposal was \$1.35 million. He explained that the tipping fees are approximately 12% and recycling costs are 10%, but Advanced Disposal does that, which explains that Vice Mayor England is spot on with her reasoning. He commented that it is difficult to explain that to the customers and advised that 85% of the costs is the equipment, insurance, maintenance, personnel, and going to the landfill.

Mayor George asked about the amortization schedule of the costs because it shows a new garbage truck being purchased every year. She explained that when taking that cost out, then the fee would go decrease the hard costs by \$320,000.

Finance Director Douylliez advised that that figure would breakdown over five years for the depreciation; however, the City has been using the trucks much longer than five years.

Mayor George advised that instead of \$460 the figures are really \$350 annually, which is good news.

Commissioner Kostka advised she understands Mayor George's point of view, but she

disagrees with it. There are several issues that need to be done before moving forward with this, such as the City's Codes and City Charter conflicting with each other and should be cleaned up before we do anything else. She asked the Commission to do a Request for Proposals (RFP) for all the services to see if we are competitive. She listed the three concerns were residential, commercial, and transient rentals and requested the Commission to spend time on policies for transient rentals. She commented that more and more cities are eliminating transient rentals for a variety of reasons.

Mayor George advised that because of state laws the City could not eliminate transient rentals.

Commissioner Kostka commented that she did not know that, but the transient rentals could be tied to the licensing and suggested that transient rental licensing should be more.

Mayor George advised that there is a five percent cap on the increasing business tax receipts according to Florida State Statutes.

Commissioner Kostka agreed that some commercial accounts should have dumpsters instead of cans. She explained that Public Works is picking up eight cans, when there are only two cans allowed per property. She agreed with not counting cans. She asked the Commission whether they wanted to be in the trash collection business, or should the City outsource it. She explained that it would be fiscally irresponsible not look at other options and if the City does want to collect solid waste, there is another option where it could be a bond based on millage. She suggested putting on the tax roll a millage based on waste collection. She felt that solid waste collection could be done less expensive from an outside source or if the City wants the employees to collect the waste, then let's do a good job at collecting it.

Mayor George advised that she agreed that she would like it to be a valorem tax, but the Commission already discussed this, and a vote was decided on a non-ad valorem levy. She explained that because Commissioner Kostka was in the minority, she cannot bring that issue back up under the City's procedures.

Commissioner Samora commented that the Commission has already decided not to outsource solid waste collection.

Commissioner Kostka asked even if it is more money.

Commissioner Samora advised yes, case in point the attorney RFP, no Commissioner said, let's pick the lowest bidder. He explained that he wants quality and sometimes it takes more to get quality. He likes the quality of the Public Works Department and the City having their own employees picking up after a storm. He stated it was a necessary cost.

Mayor George agreed. She explained that Finance Director Douylliez has already presented the information that the Commission would receive from an RFP.

Commissioner Samora commented on insourcing, which Commissioner Rumrell brought up and maybe when the Advanced Disposal contract expires the City could insource the recycling.

Commissioner Kostka advised that there is a clause in Advanced Disposal's contract where the City can terminate.

Mayor George advised that there may be availability, with the proper amount of staff, to include other customers to offset the overhead costs since the tipping fees are only a small

portion of the costs. She calculated the hard costs and included residential, commercial and short-term rentals to give a total annual cost of \$341.95 per customer.

Commissioner Kostka asked if a business changed to a dumpster, would they still be charged a non-ad valorem fee for solid waste.

Finance Director Douylliez advised no. Once the customer shows proof of a dumpster, then they would be taken off the list for minimum collection fees.

Commissioner Kostka advised that one of the conflicts in the ordinance is that multi-use properties that have a dumpster is still being charged a non-ad valorem fee. She continued that if there are multiple units on the properties, the City charges multiple non-ad valorem fees.

Finance Director Douylliez advised that was what is stated in the codes. She explained that if a multi-use building has a residential unit, the owner will be assessed a non-ad valorem fee, even if your business has a dumpster.

Commissioner Rumrell advised that the codes need to be changed and updated. He suggested that all properties be charge an increase of 25% annually, which would be \$39 annually or \$3.00 a month because costs go up each year. He explained that that would be affordable for those on fixed incomes and after four or five years, the City would re-evaluate the costs again. He would like to research the termination clause in Advanced Disposal's contract. He agreed that property owners should not be charged a non-ad valorem fee when they have a dumpster.

Commissioner Samora advised that he would be comfortable in adding in the recycling and seeing what the true costs were in a year. He explained that he doesn't want to hit the residents with the true costs all in one year.

Finance Director Douylliez advised that this resolution tonight is just for the City's intent and the Commission has a few months to decide the cost ranges. She explained that the costs could even go down from year to year.

Commissioner Rumrell would like to move forward with first residential and then commercial.

Commissioner Samora advised that the Tax Collector could separate residential, commercial, and transient rentals.

Vice Mayor England asked if the Tax Collector could delineate the separate categories.

Finance Director Douylliez advised that the Tax Collector can separate categories and different costs; however, the City wants to label the costs for each category.

Mayor George opened the Public Comments section. The following addressed the Commission:

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, advised that he was glad that he came tonight because he believes that the costs should be paid through ad valorem taxes, but he was insulted by a comment Finance Director Douylliez mentioned about more educated people live in larger homes and are more environmentally friendly and asked why the Commission didn't correct her. He stated that he has the almost respect for the Finance Director who gives the best numbers he has seen in years, but it was an insult to the community. He suggested to continue discussing this so more of the community will understand this issue and to start the commercial fees first because they are bringing in

incomes. He asked what figure did the Commission want to raise the 25% increase from because the Commission has been throwing out numbers all night.

Mayor George responded by saying that Finance Director Douylliez did not mean the comment how it came out and that was why she ended the statement that no one knows how much recycling or solid waste will come out of a home of any size.

Mr. Binder advised that he was sure she didn't mean what she said, but the Commission needs more time to review the numbers.

Finance Director Douylliez stated that her initial remark came out wrong and she apologized if it insulted anyone, but she was simply trying to indicate that the home size is not an indication of how much waste they will have.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, said that the Commission has been stealing money for several condos by subsidizing the trash from the General Fund. He asked the Commission to make users pay for their costs.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, suggested to have a Memorandum of Understanding with St. Johns County to bill the solid waste collection fees and if the property owners don't pay, then their garbage would not be picked up and the City would not need a non-ad valorem fee. He agreed with Commissioner Kostka to do an RFP. He agreed with Commissioner Rumrell to cancel Advanced Disposal's contract and have the City recycle insource. He suggested 95-gallon cans for recycling and commented that he would like the voters to decide.

Mayor George closed the Public Comments section and asked if there were any other Commission comments.

Mayor George explained that the details were unclear regarding hard costs and she was concerned about not being clear before moving forward. She commented that there was no clarity on the direction of the transient rentals from the Commission and what kind of increases the Commission wants.

Commissioner Samora advised that most of the Commissioners don't want to count cans.

Mayor George advised that she liked the costs to be based on bedrooms, but the discussion regarding hard costs are different than what she thought originally. She commented that it is a new approach, but she hasn't had time to collect the data.

Vice Mayor England advised that counting bedrooms would not equate because of the number of snowbirds and transient rentals. She explained that there are too many variables for that approach, but the hard costs were more definite.

Mayor George advised that it makes sense, but it is new.

Discussion ensued regarding the resolution includes residential, commercial, and transient rentals; who will pay a non-ad valorem fee if they have a dumpster; and who would be charged according to the resolution and how much.

Mayor George advised that if the same occupant has the multi-use building and uses both, then they should not pay for a non-ad valorem fee, but there are a lot of buildings that rent out the residences on top of the business. The tenant downstairs could tell the tenant upstairs that they cannot use their dumpster because they are paying for.

Vice Mayor George advised that Article 2 on page 34 has the language that the City Manager

by June 1st certifies the list of all properties to the County Tax Collector, which are subject to the special assessment. She explained that the staff can have different fees and it is doable.

Commissioner Kostka asked how a property owner could be charged if they have a dumpster.

Vice Mayor England explained that the Public Works Department would have to get information from each property owner on whether they have a dumpster and then notify Administration of the change.

Mayor George envisioned that there would be a form that the property owner would submit to the City that would say they would be responsible for their own trash collection and disposal and by submitting this form, the property owner will be removed from the Tax Collector's roll for the non-ad valorem tax.

Commissioner Kostka asked if that would include yard waste as well.

The Commission did not have an answer to that question.

Commissioner Rumrell advised that his intention was to separate residential and commercial. He explained whether the City calls taking money out of the General Fund to pay solid waste a subsidy or not, the City is paying for trash collection and people who are not getting the service are still paying their own trash collection and not getting the service, which needs to be corrected.

Mayor George advised that this was in the code when all the condos were built, and the owners accepted it. This was well known and if they had concerns, they could have said something.

Discussion ensued regarding condos who pay private services for dumpsters do not pay the non-ad valorem tax; clean up being done on the solid waste ordinance; the General Fund is subsidizing the trash collection, but not everyone is benefiting; wanting charges closer to what is being provided; and putting this on every agenda until the commercial side is discussed; and the cost ranges can be decided by March 1st.

Commissioner Samora said that the resolution should be passed tonight.

Finance Director Douylliez advised that the resolution does speak to residential, commercial, and transient rentals.

Vice Mayor England advised that a list is certify every year by June 1st.

Discussion ensued regarding how the non-ad valorem costs could be calculated; increasing it in stages; and calculating the non-ad valorem tax increases over several years.

Motion: to approve Resolution 19-13. **Moved by** Commissioner Samora, **Seconded by** Vice Mayor England. Motion passed 3 to 2, with Commissioner Kostka and Mayor George opposing.

Mayor George stated that staff has asked to increase the per can rate for businesses using the existing billing system starting in February 2020 to \$2.38 per can instead of \$1.76 per can.

Discussion ensued regarding 12 cans per week would qualify a business for a small dumpster; whether seasonal businesses would be calculate the same rate; dumpsters must have enclosure; some businesses don't have room for a dumpster or an enclosure and staff would have to have them go to private hand collection services; having an increase fee for collections over the normal pickup range; the solid waste ordinance on page 27 and 28 sites the

maximum amount of collecting waste for residential and condominiums over six units; and Public Works Director Tredik should start to clean up the solid waste ordinance.

Commissioner Rumrell asked what the City of St. Augustine's hard cost for collection are and if they were subsidizing from their General Fund.

Finance Director Douylliez advised that she could review that further, but that they have the businesses subsidizing the residential costs.

Mayor George objected to the fact that the City has been misleading or disingenuous about subsidizing trash collection at the expense of certain condominium buildings. She explained that this fee was in the code when the property owners bought the condominiums. The secondary benefit is that the Commission brings the revenues closer to the costs, but the costs that are being presented are not hard costs of the service. She explained that the City has a lot of other services that are being funded.

Discussion ensued regarding whether to increase the commercial can fee to \$2.38 on February 1st; residential, commercial and transient unit fees should not be comingled with the City's services and should be taken out of the hard costs.

Commissioner Kostka explained that in the code in Section 10-13, Commercial Waste, part (b) (2), says that if there are more than six cans, the City Manager can tell the owner that they need to get a private collector.

It was the consensus of the Commission to bring this agenda item back next month to discuss more cost details on commercial and transient rentals units and what staff recommends for code changes.

Mayor George moved on to Item 8.

XII. OLD BUSINESS

8. Rules of Civility for Public Participation: Continuation of Discussion (Presenter: Mayor George)

Mayor George introduced Item 8 and advised that City Manager Royle gave a draft of what he felt would be relevant for civility in the meetings. She explained that she would like notice to be given.

Commissioner Samora agreed with it being posted and asked if Resolution 89-5 still is in effect. He then asked City Attorney Wilson if there was any problem with the verbiage.

City Manager Royle advised that Resolution 89-5 is still in effect.

City Attorney Wilson said there was nothing in the resolution that would not be appropriate or unconstitutional. He explained that the enforcement would be the issue. He said if someone is being led out of the room for comments or if a Chair is heavy-handed, then that would be the issue.

Vice Mayor England advised that Option 1 would seem to replace Resolution 89-5 and the short pledge of civility could be listed on the agenda. She also asked about putting it on the speaker cards.

Commissioner Kostka asked to laminate it and place it on the podium as a reminder.

City Manager Royle advised yes.

Discussion ensued regarding encouraging the public not to clap or boo unless it is a spontaneous interruption that does not disrupt the meeting.

Mayor George requested Options 1, 9, and the first sentence of 4 if not all of it would be good to post.

Commissioner Rumrell advised that we are all adults and need to act that way.

Commissioner Kostka said she has seen the civility rules on the wall.

Vice Mayor England said she would hope that that would not be necessary.

Mayor George advised that the Commission doesn't have to do anything, but she was just suggesting it if the Commission wanted it.

Mayor George opened the Public Comments section. The following addressed the Commission:

Ed Slavin, P.O. Box 3084, St. Augustine, FL, asked to have staff sign a civility pledge. He explained that Mayor George's initial proposal of civility was unconstitutional and then she withdrew it. He said that Mayor George does not enforce uniformity when it comes to civility.

Mayor George closed the Public Comments section and she said that she uniformly struck the gavel on booing or clapping that was not an excited utterance. She explained that many members of the public felt that she was consistent.

Commissioner Samora asked to put the pledge of civility on the speaker cards.

Mayor George advised that she liked Lincoln's quote and would like to include it. She asked if the Commission would like to give a civility pledge to the residents. She suggested putting the verbiage on the agendas and the speaker cards.

It was the consensus of the Commission to add the civility pledge to the speaker cards and the agendas.

Mayor George moved on to Item 9.

9. Changes to the Land Development Regulations: Continuation of Discussion (Presenter: Brian Law, Building Official)

Mayor George introduced Item 9 and asked Building Official Law for a staff report.

Building Official Law advised the setbacks are not included in this draft and explained the proposed changes to the Commission.

Mayor George asked if the language on paragraph A regarding the trellis should be increased to the height.

Building Official Law suggested getting rid of that language and just say "not to exceed the height of the primary structure" and the same thing on paragraph B.

After discussion, the Commission agreed to paragraph A and B suggested language changes proposed by Building Official Law.

Discussion ensued regarding the calculations for Impervious Surfaces Ratio (ISR) regarding a pool or pool decking in the City's Low Density District.

Mayor George asked Building Official Law if the property owners would automatically

receive 465 square feet without any consideration of the ISR.

Building Official Law said only for a pool and pool decking; however, if the property owner wanted a larger pool, they could take away from the driveway to meet the ISR.

Mayor George asked how they calculate the pool decking.

Building Official Law advised that it is shown on the drawings with the pool. He advised that the Comprehensive Planning and Zoning Board did recommend decreasing low density ISR to 50% and this would be more restrictive than what they recommended.

Discussion ensued regarding whether the Commission would need an annual building report; what items the new building system can track; whether the City tracks flood damage; and whether the new system started tracking this year or was previous years inputted.

It was the consensus of the Commission that an annual report would not have to be done for the Commission, but if the Commission wants any report that the Building Department is tracking, he would be able to supply it to them.

Mayor George opened the Public Comments section. Being none, Mayor George closed the Public Comments section and asked for any further Commission discussion.

Building Official Law asked if the Commission would direct City Attorney Wilson to update this ordinance and bring it back to the Commission on January 6, 2020, regular Commission meeting.

Mayor George advised that on the conditional use permits the City should track how many were granted, have better controls in the code on how many transient rentals are being built on commercial lots, whether the City needs restrictive language or criteria that gives the Commission more protection if the Commission turns down an application for residential structures being built on commercial lots. She asked City Attorney Wilson if a numbered cap could be put on residential structures on commercial lots.

Building Official Law advised that the Building Department can do reports on conditional use permits that are single-family structures and outside food consumption or seating, and list when the expiration dates will be so the property owner could be called to renew their conditional use permit. He explained that the Commission will be able to make better decisions, if they have more information.

Vice Mayor England suggested having a workshop to discuss where residential lots could be considered on A1A Beach Boulevard or where commercial lots should be maintained as commercial. She would like to have clear criteria that the Commission can follow in order to protect the Commission if any are denied.

Building Official Law commented that he can research all the vacate properties on St. Johns County GIS system that are zoned commercial and can get that to the Commission.

Vice Mayor England asked to bring the setback issue regarding small lots back to the Commission for a future agenda.

Building Official Law advised that his recommendation would be that the 50 x 73 size lots would have 7.5 feet setbacks for more flexibility. He explained that rear setbacks should be 20 feet City wide because it gives the designers more flexibility to move the house around trees.

Vice Mayor England advised that the property owner would still have to go for a variance in order to save trees.

Building Official Law advised that there is a flexible setback that the property owner can go to the Comprehensive Planning and Zoning Board for a variance at no charge in order to save trees.

Commissioner Kostka agreed with a workshop and requested to discuss transient rentals at the same time.

Mayor George asked City Manager Royle to include it in his memo and when to consider this to come back up to the Commission.

Commissioner Samora suggested a joint workshop with the Comprehensive Planning and Zoning Board on these items.

Building Official Law advised that the mixed-use district is not defined in the Comprehensive Plan and he would have to define it anyways. He explained that the Vision Plan may have discussed it, but he would like the Boulevard from Pope Road to F Street. He advised that he will start working on that to bring back to the Commission in February and it will be on both sides of A1A Beach Boulevard.

Mayor George asked by defining the mixed-use district, what would it do to those lots.

Building Official Law advised the mixed-use district has its own set of codes. He explained that a mixed-use property could be a residential house in a commercial sector or a business in a commercial sector or a business and residence in a commercial sector, so it has its own set of rules. The construction of any single-family residence, regardless of what the mixed-use requirements say, still needs a conditional use permit in the commercial sector.

Mayor George asked if it would apply to the overlay district and advised that it could be done several ways depending on what the property owner wants to accomplish.

Building Official Law advised yes. The Overlay District proposes a more pedestrian friendly front. He explained that the concept is good but was never finished.

Vice Mayor England said that it sounds like the Commission wants to update the Vision Plan.

Building Official Law advised that he will bring information back to the Commission in February 2020.

Mayor George opened the Public Comments section. Being none, Mayor George closed the Public Comments section.

Mayor George requested City Attorney Wilson to prepare a proposed ordinance and bring back in January 2020.

Mayor George moved on to Item 13.

10. Ordinance 19-18, First Reading: to Ban Rental of E-Scooters in City (Presenter: Jim Wilson, City Attorney)

This Item was rescheduled to January 6, 2020, at 6:00 p.m.

11. Police Chief and City Manager: Review of Annual Performance Evaluations by Mayor and Commissioners (Presenter: Mayor George)

This Item was rescheduled to January 6, 2020, at 6:00 p.m.

XIII. NEW BUSINESS

8. Pay for Employees During Emergencies: Consideration of Resolution to Adopt Policies (Presenter: Beverly Raddatz, City Clerk)

This Item was rescheduled to January 6, 2020, at 6:00 p.m.

9. Election of Mayor and Vice Mayor For 2020 (Presenter: Max Royle, City Manager)

Mayor George introduced Item 13 and explained that the Commission could make verbal nominations.

City Attorney Wilson advised that was correct and there is no need to have a second when there are no other nominations. He explained that it could be done by tally sheets or verbal for the vote.

Mayor George said that it has been a real honor to serve as Mayor and was extremely happy that we have this wonderful Commission. She congratulated all the Commissioners, including herself, because this Commission is a great group. She commented that Commissioner Rumrell has added a nice element to the Commission and remarked that the Commission doesn't get enough praise, but was a joy serving as Mayor for the last two years.

Mayor George opened the Public Comments section. The following addressed the Commission:

Ed Slavin, P.O. Box 3084, St. Augustine, FL, thanked Mayor George for service and suggest Vice Mayor England as Mayor and Commissioner Kostka as Vice Mayor. He explained that he has been impressed with their civility, their willingness to hear about problems, and their willingness to change their minds.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, agreed with Mr. Slavin and is looking forward to Margaret England being the Mayor because she is smart, thorough, elegant, and is a classy person. He suggested Commissioner Kostka as Vice Mayor, but if she didn't want it, any of the gentlemen would do just fine. He advised that he feels everything in the City is worth doing well and the City has an incredible City Manager and staff because of the City Manager.

Mayor George closed the Public Comments section and asked for nominations.

Commissioner Kostka advised that the Commission has a lot of tidying up to do in City policies and ordinances to continue going in the right direction for our citizens. She explained that it takes a strong individual with a business mind to accomplished this, so she nominated Donald Samora as Mayor.

Mayor George nominated Vice Mayor England not because she didn't think that Commissioner Samora would do a great job, but because Vice Mayor England is very well qualified and there is no reason to deviate from the seniority procedure unless there is a reason to do so or if Vice Mayor England didn't want to serve.

Vice Mayor England advised that she has turned the Mayor position down in the past but felt that she is ready to do her best now.

Mayor George asked for any other nominations. Being none, the Commission agreed to write ballots for their vote.

City Clerk Raddatz and City Attorney Wilson counted the ballots (Exhibits 14 – 18).

City Clerk Raddatz congratulated Margaret England as Mayor.

Mayor George then opened nominations for Vice Mayor.

Mayor George nominated Maggie Kostka.

Commissioner Kostka advised that she would be honored to accept.

Vice Mayor England nominated Donald Samora for Vice Mayor.

Commissioner Samora thanked Vice Mayor England.

City Clerk Raddatz and City Attorney Wilson tallied the votes (Exhibit 19-23).

City Clerk Raddatz congratulated Maggie Kostka as Vice Mayor.

Mayor George congratulated the new Mayor and Vice Mayor and advised that the Commission was great and looked forward to the change.

City Manager Royle reminded Mayor George that her term did not end until January 1, 2020.

Mayor George moved on to Item XIV.

XIV. STAFF COMMENTS

Mayor George introduced Item XIV and asked City Manager Royle for any comments.

City Manager Royle advised since St. Johns County has said no to paid parking, does the Commission want to revisit the topic in a couple of months.

Mayor George advised that she would like to bring it back in March.

The Commission agreed.

City Manager Royle commented that Public Works Director Tredik did a wonderful presentation at the St. Johns County Legislation meeting and that he and Public Works Director Tredik also went to the Port and Waterway meeting and requested funding for beach walkovers. He advised that they did not give them an overwhelming acceptance, but they will go back.

Building Official Law had no comments.

Public Works Director Tredik had no comments.

Vice Mayor England asked what he is doing regarding parking on the sidewalk on Mickler Boulevard.

Public Works Director Tredik advised that he is still looking into that. He explained that Tom Large is designing a conceptual plan and will be talking to SEPAC about it. He commented that if there is an agreement on the appropriate types of plants, he will bring it back to the Commission with what is being proposed.

Police Chief Hardwick thanked Mayor George for the last two years. He explained that he has had some candid disagreements over the years but appreciates Mayor George's commitment to the citizens of the City of St. Augustine Beach. He welcomed Mayor England and Vice Mayor Kostka in the coming year and said he looks forward to working with them.

Finance Director Douylliez advised she had no comments.

City Clerk Raddatz wished the residents, Commission, and the tourists in the City of St. Augustine Beach happy holidays and congratulated upcoming Mayor Margaret England and Vice Mayor Maggie Kostka.

City Attorney Wilson wished everyone a Merry Christmas and congratulations Mayor England and Vice Mayor Kostka. He advised that having women Mayors and Vice Mayors for the last two years has not happened in the history of the City before.

Mayor George wished everyone a Merry Christmas, Happy Hannukah, and a Happy New Year.

XV. ADJOURNMENT

Mayor George asked for a motion to adjourn.

Motion: to adjourn. **Moved by** Mayor George, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor George adjourned the meeting at 9:10 p.m.


Undine C. George, Mayor

ATTEST:

City Clerk

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 16, 2019

SUBJECT: Ordinance 19-17, Public Hearing and Final Reading, to Adopt Amendments to the Comprehensive Plan

BACKGROUND

Every seven years, state law mandates that cities and counties review their respective comprehensive plan, to determine what revisions need to be made to it because of changes over the past seven years, including new state laws that mandate changes. From that review, an evaluation and appraisal report, commonly called an EAR, is prepared. The EAR is then approved by city and county elected boards and sent to various agencies, as such the Regional Planning Council, the Water Management District and the Florida Department of Transportation, for review. In addition, it is reviewed by the Florida Department of Economic Opportunity, the successor of the Department of Community Affairs, which formerly was state's review and regulatory agency for comprehensive planning at the local level.

To do our City's EAR, in January 2018, you approved advertising a Request for Proposals from planning firms. As only one firm from Orlando responded and proposed a fee of \$120,000, we sent the RFP to two Jacksonville planning firms. Only one, Fleet and Associates, responded. At your May 7, 2018, meeting you approved hiring this firm. One of its principals, Ms. Janis Fleet, is very familiar with the City's Comprehensive plan, as she helped the City write its 1990 Plan and had done several updates or EARs of it since then. In 1991, she had also helped the City write its Land Development Regulations.

You held several meetings with Ms. Fleet to prepare the EAR. The Comprehensive Planning and Zoning Board held two meetings with Ms. Fleet, as well as a joint meeting in November with you.

At your July 2, 2019, meeting, you held a public hearing for a final review of the changes proposed by the EAR and approved sending the EAR to the state and other agencies.

They have done their respective reviews. Only one, the Department of Economic Opportunity, proposed changes. They concern the Conservation/Coastal Management Element of the Comprehensive Plan and the need for the City to adopt policies that address such issues as sea level rise, coastal flooding mitigation, etc. The DEO's comments are attached, and Ms. Fleet has included the required policies in the revised Comp Plan.

Ms. Fleet reviewed the DEO's comments with you at your December 2nd meeting, when you passed Ordinance 19-17 on first reading.

ATTACHMENTS

Attached for your review is the following information:

- a. Pages 1-2, the minutes of that part of your December 2nd meeting when you discussed the amendments with Ms. Fleet.
- b. Page 3, a December 15th email from Ms. Fleet, in which she briefly described the changes to the proposed plan that she made in response to the Florida Department of Economic Opportunity's (DEO's) comments.
- c. Pages 4-7, the comments from DEO.
- d. Pages 8-11, Ordinance 19-17.

Following the Ordinance is the revised Comprehensive Plan with the exhibits that Ms. Fleet presented to you at the December 2nd meeting.

ACTION REQUESTED

It is that you hold the public hearing and then decide whether to pass Ordinance 19-17 on its second and final reading.

VIII. PUBLIC HEARINGS

1. Ordinance 19-17, Public Hearing and First Reading, to Adopt Amendments to the Comprehensive Plan (Presenter: Ms. Janis Fleet, Planning Consultant)

Mayor George introduced Item 1 and asked Ms. Fleet to come to the podium.

Ms. Fleet explained the changes on the peril of flood requirements that Department of Economic Opportunity (DEO) made, which was not unique to our City. She explained that this meeting the Commission can make changes and the final adoption would be in January to send back to DEO for approval. She suggested to address the DEO comments, which she has done by amending the policies. She presented Exhibits 5 – 7 and explained the policy changes to be compliant with DEO.

Discussion ensued regarding why CC4.5 language says it will remove flood zone designation from real property when every property has a flood zone designation or it is that for only special flood zone areas; the City has a community rating system for infrastructure, but needed to add it the same policy in conservation coastal zone management section; the City had to do an assessment to help the regional council on sea level rise and flooding, which shows on the exhibits presented; required to adopt the maps along with the Evaluation and Appraisal Report (EAR) and Comprehensive Plan; City was developed before there was current stormwater management; and removing special flood designations through FEMA Letter of Map Revision (LOMR) or a Letter of Map Amendment (LOMA) if there was an emergency event and the City needed redevelopment because the City was 50% destroyed.

Vice Mayor England asked Ms. Fleet if the language could be changed to special flood hazard areas.

Ms. Fleet advised that she will make the change if DEO does not object to the language.

Commissioner Kostka advised that she would like to change the language “will encourage” to “the City will use best practices for development”.

Mayor George suggested that the language be changed to “the City will require.”

Building Official Law advised that the language saying “required” would be problematic because he would have to force a homeowner to change their flood designation, which they may not want to do. He explained that he cannot make a property owner do a LOMA or LOMR.

After discussion, the Commission decided to leave the language the same as what Ms. Fleet suggested originally.

Ms. Fleet advised that she sent all the comments to DEO and they reviewed them and then she met with staff and then she sent them to DEO, and they gave her the okay, but there is no guarantee. She explained that the second reading of the ordinance would be January for adoption and then it will be sent back to DEO for final approval. She explained that City Clerk Raddatz ran the advertisements.

Mayor George requested City Manager Royle to give feedback regarding amendment 4.5, the special flood areas, and a spreadsheet of the objectives and policies deadlines every year and five years in his January memo to the Commission.

Vice Mayor England asked what staff member would oversee the Comprehensive Plan once adopted.

City Manager Royle advised that one of the Strategic Plan goals that the Commission will review in January is an annual review of the Comprehensive Plan.

Mayor George opened the Public Comments section. The following addressed the Commission:

Ann Palmquist, 213 10th Street, St. Augustine Beach, FL, asked the Commission what the City would do for the residents who must go from septic tanks to the sewer systems regarding their initial costs of \$10,000 to hook-up to the sewer line.

Mayor George asked City Manager Royle to follow up on this question.

Mayor George closed the Public Comments section and asked City Attorney Wilson read the title of the ordinance.

City Attorney Wilson read the title of the ordinance.

Mayor George asked for a motion.

Motion: to approve draft Ordinance 19-17 with the amendment stated 24.5 continent upon Ms. Fleet receiving final approval on that modification from DOE. **Moved by** Mayor George, **Seconded by** Vice Mayor England. Motion passed unanimously.

Mayor George moved on to Item 2.

Max Royle

From: Janis Fleet <jfleet@fleetarchitectsplanners.net>
Sent: Sunday, December 15, 2019 9:05 PM
To: Max Royle
Cc: Brian Law
Subject: OUTSIDE ATTACHMENT:Information for the Adoption Hearing
Attachments: Comp Plan for Adoption.pdf; Changes to address ORC.pdf

* * * * * This message originated from outside of your organization! DO NOT click any links or open any attachments unless you validate the sender and know the content is safe. Please forward this email to IT@cityofsab.org if you believe the email is suspicious. * * * * *

Max-

Attached is the revised Comprehensive Plan for the adoption hearing at the January Commission meeting. I have also attached DEO's comments and the objective and/or policy that was added to address the comments. These changes were presented at the December Commission meeting. Based on discussions with DEO, I didn't change the objective that was discussed at that meeting. I reformatted the page so the objective and the policies are on the same page.

If you have any questions, please let me know.

Thanks -

Janis

Janis K. Fleet, AICP

Fleet & Associates Architects/Planners, Inc.

904-666-7038 (office)

904-476-3220 (cell)

jfleet@fleetarchitectsplanners.net

Changes to St. Augustine Beach Comprehensive Plan to Respond to DEO Comments Report – 19-01ER

Objection 1 - Perils of Flood

Comment #1

1. Include development and redevelopment principles, strategies, and engineering solutions that reduce the flood risk in coastal areas which results from high-tide events, storm surge, flash floods, stormwater runoff, and the related impacts of sea-level rise.

Response to #1

Objective – Sea Level Rise

CC.4.4 Rise in sea level projected by the Federal Government will be included in all future decisions regarding the design, location, and development of infrastructure and public facilities in the potentially affected areas.

Policies

CC.4.4.1 The City shall recognize the Special Flood Hazard Areas designated on FEMA flood maps as the Adaptation Action Areas for those low-lying coastal zones that may experience coastal flooding due to extreme high tides, flash floods, and storm surge and are vulnerable to the impacts of rising sea level. (§163.3177(6)(g)(10), F.S.).

CC.4.4.2 The City will amend the Land Development Regulations to require vulnerability reduction measures for all new development, redevelopment and infrastructure in the Adaptation Action Area areas. These measures will include additional hardening, higher floor elevations, and incorporation of natural infrastructure for increased resilience.

CC.4.4.3 The City shall develop a “Climate Action Plan” to address flooding due to extreme high tides, flash floods, stormwater runoff, and storm surge and work with St. Johns County and the City of St. Augustine to develop a county-wide “Climate Action Plan”.

Vulnerability Maps added adopted.

Comment # 2

2. Encourage the use of best practices development and redevelopment principles, strategies, and engineering solutions that will result in the removal of coastal real property from flood zone designations established by the Federal Emergency Management Agency.

Response to Comment # 2

Objective – Redevelopment from Flooding

CC.4.5 The City will encourage the use of best practices development and redevelopment principles, strategies, and engineering solutions that will result in the removal of coastal real property from flood zone designation established by the Federal Emergency Management Agency.

Policies

CC.4.5.1 As grant opportunities arise or other potential funding sources, the City will consider acquiring for use as public open space, severe repetitive loss properties which have sustained repeated flood losses, thereby reducing potential losses due to flooding.

CC. 4.5.2 The City will continue during plan review for new construction the requirement that the minimum first floor elevation in residential buildings be at or above the design flood elevation, which is above the FEMA requirement, to allow for the maximum protection during flood conditions and from sea level rise.

Comment # 3

3. Identify site development techniques and best practices that may reduce losses due to flooding and claims made under flood insurance policies issued in this state.

Response to # 3

Objective – Reduce Losses from Flooding

CC. 4.6 The City will identify site and development techniques and best practices that may reduce losses due to flooding and claims made under the flood insurance policies issued in the State of Florida.

Policies

CC.4.6.1 Maximize permeable landscape to allow for more stormwater infiltration.

CC.4.6.2 Encourage planting of vegetation that is highly water absorbent , can withstand the marine environment and the impacts of tropical storm winds, and incorporate provisions for the care and maintenance of trees and plants into the Land Development Regulations.

CC.4.6.3 The City shall support development measures which integrate innovative climate adaptation and mitigation designs strategies such as low impact development (LID) practices to better manage stormwater runoff.

CC.4.6.4 The City will develop a City Standard Details Manual for guidance on approved means and methods of construction and redevelopment on private properties and within public right of way . The Standard Details Manual will be adopted by the Commission.

CC.4.6.5 The City shall seek funding to assess the natural shoreline areas vulnerable to sea level rise and adopt standard means and methods to protect and preserve the upland area immediately adjacent to these areas in cooperation with the Florida Department of Environmental Protection, the Army Corps of Engineers, and the St. Johns River Water Management District .

Comment # 4

4. Be consistent with, or more stringent than, the flood-resistant construction requirements in the Florida Building Code and applicable flood plain management regulations set forth in 44 C.F.R. part 60.

Response to #4

Objective – Flood Resistant Construction

CC. 4.7 The City will be consistent with or more stringent than the flood resistant construction requirements in the Florida Building Code and applicable floodplain management regulations set forth in 44 C.F.R. part 60.

Policy

CC.4.7.1 The City will review its Land Development Regulations and other related codes, and amend as necessary, to ensure that the City's development regulations applicable to development and redevelopment in the City will be consistent with or more stringent than the flood resistant construction requirements in the Florida Building Code and applicable floodplain management regulations in 44 C.F.R. part 60.

Comment # 5

5. Require that any construction activities seaward of the coastal construction control lines established pursuant to s. 161.053 be consistent with chapter 161.

Response to #5

CC.1.2 St. Augustine Beach shall protect, conserve and enhance remaining coastal dunes by enforcing the requirements of the Coastal Construction Setback Line, established pursuant to 161.053, F.S., and require that all development be consistent with Chapter 161, F.S. , and to require an approval and/or permit from the Department of Environmental Protection for development seaward of the Coastal Construction Setback Line.

CC.1.2.4 St. Augustine Beach will promote hazard mitigation by enforcement of the Coastal Construction Control Line established pursuant to 161.053, F.S. and by requiring all development be consistent with Chapter 161, F.S. and an approval and/or permit from the Department of Environmental Protection for development seaward of the Coastal Construction Control Line.

Comment #6

6. Encourage local governments to participate in the National Flood Insurance Program Community Rating System administered by the Federal Emergency Management Agency to achieve flood insurance premium discounts for their residents.

Response to #6

CC.4.6.6 The City shall continue to participate in FEMA's Community Rating System program to lower the flood insurance premiums for the City's property owners.

ORDINANCE NO. 19-17

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AMENDING THE COMPREHENSIVE PLAN OF ST. AUGUSTINE BEACH FLORIDA, WHICH WILL CONTROL FUTURE LAND USE, GUIDE PUBLIC FACILITIES, AND PROTECT NATURAL RESOURCES PURSUANT TO THE LOCAL GOVERNMENT COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATION ACT (CHAPTER 163, PART II, FLORIDA STATUTES), INCLUDING THE GOALS, OBJECTIVES AND POLICIES OF FUTURE LAND USE; TRANSPORTATION; HOUSING; INFRASTRUCTURE, CONSERVATION/CONSERVATION MANAGEMENT, RECREATION AND OPEN SPACE; INTERGOVERNMENTAL COORDINATION; CAPITAL IMPROVEMENTS; AND PROVIDING FOR REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

WHEREAS, Chapter 166, Florida Statutes, empowers the St. Augustine City Commission to prepare and enforce a Comprehensive Plan for the development of the City; and

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Local Government Comprehensive Planning and Land Development Regulation Act, empowers and requires the City Commission of St. Augustine Beach to (a) plan for the City's future development and growth; (b) adopt and amend Comprehensive Plans, or elements or portions thereof, to guide the future growth and development of the City, (c) implement adopted or amended Comprehensive Plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purpose of the Act; and

WHEREAS, pursuant to Section 163.3174(1), Florida Statutes, the City Commission of St. Augustine Beach, duly designated the Planning and Zoning Board as the Local Planning Agency for the City of St. Augustine Beach; and

WHEREAS, the City Commission has undertaken and prepared an Evaluation and Appraisal Report as specified in Section 163.3191, Florida Statutes, setting forth an assessment and evaluation of the St. Augustine Beach Comprehensive Plan; and

WHEREAS, supporting data and analysis documentation was prepared as background and justification for the revised Comprehensive Plan's goals, objectives and policies; and

WHEREAS, the City Commission empowered by the above-cited laws and ordinances, and by Sections 163.3161 through 163.3215, Florida Statutes, prepared an amendment to the above-cited Comprehensive Plan, amending the Comprehensive Plan to address more adequately, and prepare for St. Augustine Beach's future development and growth; and

WHEREAS, pursuant to Section 163.3174, Florida Statutes, the Planning and Zoning Board, as the Local Planning Agency, held a public hearing on the amended version of the St. Augustine Beach Comprehensive Plan with due public notice having been provided, and having reviewed and considered all comments received during the public hearings and having provided for necessary revisions, and on April 16, 2019, recommended the amended version of the St. Augustine Beach Comprehensive Plan to the City Commission for approval; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the City Commission of St. Augustine Beach on July 2, 2019 directed the transmittal of the amended version of the Comprehensive Plan to the Department of Economic Opportunity for review; and

WHEREAS, the Department of Economic Opportunity, by letter dated October 7, 2019, transmitted its objections, recommendations, and comments on the amended version of the Comprehensive Plan to the City; and

WHEREAS, the amended version of the Comprehensive Plan was revised in view of the objections, recommendations and comments by the Department of Economic Opportunity; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, on December 2, 2019 and on January 6, 2020 the City Commission of St. Augustine Beach held a public hearing with due public notice having been provided, on the amended version of the Comprehensive Plan; and

WHEREAS, the City Commission of St. Augustine Beach further considered all oral and written comments received during public hearings, including the data collection and analysis packages, the recommendation of the Planning and Zoning Board, and objections, recommendations, and comments of the Department of Economic Opportunity; and

WHEREAS, in exercise of its authority, the City Commission of St. Augustine Beach has determined it necessary and desirable to adopt the amended version of the Comprehensive Plan to preserve and enhance present advantages; encourage the most appropriate use of land, water and resources consistent with the public interest; overcome present handicaps; and deal effectively with future problems that may result from the use and development of land within St. Augustine Beach.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA AS FOLLOWS:

Section 1. Purpose and Intent. This Ordinance is enacted to carry out the purpose and intent of, and exercise the authority set out in the Local Government Comprehensive Planning and Land Development Regulation Act, Sections 163.3161 through 163.3215, Florida Statutes, and Chapter 166, Florida Statutes, as amended.

Section 2. Title of Comprehensive Plan. The revised version of the Comprehensive Plan for the City of St. Augustine Beach, Florida, shall be entitled " St. Augustine Beach Comprehensive Plan 2040".

Section 3. Adoption of Goals, Objectives, and Policies, Comprehensive Plan 2040. The City Commission of St. Augustine Beach hereby adopts the goals, objectives and policies of the following elements as the St. Augustine Beach Comprehensive Plan 2040: Future Land Use; Transportation; Housing; Infrastructure; Conservation/Conservation Management; Recreation and Open Space; Intergovernmental Coordination; and Capital Improvements as a part of the Comprehensive Plan 2040.

Section 5. Applicability and Effect. The applicability and effect of the St. Augustine Beach Comprehensive Plan 2040 shall be as provided by the Local Government Comprehensive Planning and Land Development Regulation Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance.

Section 6. Copy on file.

(a) A certified copy of the enacting Ordinance, as well as certified copies of the City of St. Augustine Beach Comprehensive Plan 2040 and any amendments thereof, shall be filed with the City Clerk of St. Augustine Beach and hereby incorporated herein by reference and attached hereto as Exhibit "A".

(b) To make the Comprehensive Plan 2040 available to the public, a certified copy of the enacting Ordinance, as well as certified copies of the City of St. Augustine Beach Comprehensive Plan 2040 and any amendments thereto, shall be maintained at St. Augustine Beach City Hall and shall be available to the public for a reasonable publication charge.

Section 7. Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 8. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 9. Effective Date. This Ordinance shall take effect immediately upon passage.

INTRODUCED AND PASSED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, THIS
2nd DAY OF December, 2019.

CITY OF ST. AUGUSTINE BEACH, FLORIDA

BY: _____

Undine C. George, Mayor

ATTEST: _____
Beverly Raddatz, City Clerk

PASSED ON SECOND AND FINAL READING BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, THIS ____ DAY OF _____, 2020.

CITY OF ST. AUGUSTINE BEACH, FLORIDA

BY: _____
_____, Mayor

ATTEST: _____
Beverly Raddatz, City Clerk

FUTURE LAND USE ELEMENT
GOALS, POLICIES AND OBJECTIVES

GOAL L.1

THE CITY WILL EFFECTIVELY MANAGE GROWTH AND DEVELOPMENT BY DESIGNATING AREAS FOR ANTICIPATED FUTURE LAND USES WHICH WILL MAKE ST. AUGUSTINE BEACH A DESIRABLE PLACE TO LIVE, WORK AND PLAY, WHILE CONSERVING THE NATURAL ENVIRONMENT.

Objective: Environmental Conditions

L.1.1 For future land use decisions the City shall maintain in the Land Development Regulations provisions adopted in 1991 for the protection of natural resources, soil conditions and topographic relief as conditions for any development order approval.

Policies

L.1.1.1 The City shall ~~maintain~~ add positive incentives to the tree ordinance to preserve/replant the natural or native vegetation within the City to maintain the natural beauty and water quality of the area, to control erosion, and to retard runoff.

L.1.1.2 For the protection of natural resources, the City shall work with local, State and Federal agencies to ~~develop interlocal agreements and/or intergovernmental coordination concerning information gathering, development permitting, and the monitoring of development to minimize deleterious effects on the natural environment.~~

L.1.1.3 The City shall pursue private, State and Federal grant funding sources to purchase open space and natural areas to conserve natural resources in the City.

L.1.1.4 The City shall regulate development by enforcing the appropriate provisions in its Land Development Regulations and by following its Future Land Use Map.

L.1.1.5 The City shall maintain in its Land Development Regulations standards for intensities of permitted uses which are consistent with the land use densities as defined on the Future Land Use Map, hereby included by reference.

L.1.1.6 All development orders shall be governed by the City's Land Development Regulations and the goals, objectives and policies of this Element and the other applicable elements of the Comprehensive Plan.

L.1.1.7 The City shall prohibit the erection of any obstacle which would prevent safe and convenient onsite traffic flow from a site's parking area or prevent sharing access drives with adjacent properties by ~~providing enforcing the provisions in the Land Development Regulations to address this issue by December 31, 1999.~~

L.1.1.8 The City shall continue to support grants for purchase and preservation the inclusion of environmentally sensitive lands through the Florida Forever/Florida Communities Trust (FCT) Grant program and on other possible grants for purchase and preservation programs.

Objective: Essential Facilities and Services

L.1.2 St. Augustine Beach shall ensure the provision of necessary public facilities and services to future development at the adopted Level of Service Standards, by conditioning ~~in order to maintain the adopted Level of Service Standards,~~ development orders and permits ~~will be~~ conditioned on the availability of public facilities and services at the adopted level of service.

Policies

L.1.2.1 The City will ~~adopt~~ maintain provisions ~~with in~~ the unified Land Development Regulations that require necessary public facilities and services are available or will be in place concurrent with the impacts of the development, ~~or that facilities and services are authorized to serve the development,~~ at the same time as the land uses are authorized.

~~L.1.2.2 The City shall ensure densities and intensities of future land use which are consistent with the availability of essential facilities and services by reviewing a development plan and requiring consistency with other elements of the Plan.~~

~~L.1.2.3 In the event that development proposal cannot meet policy L.1.2.1, the City may approve the development orders or permits if such are conditional on the availability of facilities and services necessary to service the proposed development, and that the utility or service entity authorizes the provision of service concurrent with the impact at the same time as the land uses are authorized.~~

~~L.1.2.4 The City shall pursue Federal and State funds, together with local funds, for the upgrading of drainage facilities, recreational activities, flood improvements and beach parking consistent with this Comprehensive Plan.~~

L.1.2.5 Should any potable water wellfields be located within the City or adjacent to its boundaries, the City shall cooperate with St. Johns County to protect them from developmental impacts by means of an interlocal agreement.

L.1.2.6 The City shall ensure the availability of suitable land for utilities in support of development by maintaining in its Land Development Regulations provisions for the dedication of utility sites upon receiving a plat approval or final development plan approval.

L.1.2.7 Public schools are a permitted use in the following land use categories: Institutional/Governmental, Commercial and High Density Residential; and that the delineation of land use categories for public schools shall be done in accordance with s.163.3177(6)(2), Florida Statutes.

Objective: Surrounding Land Uses

L.1.3 The City shall not allow land uses that are inconsistent with the City's character, and will maintain ~~stipulate the~~ conditions for the removal of non-conforming land uses in the Land Development Regulations.

Policies

L.1.3.1 The City shall prohibit encroachment of commercial and other incompatible land uses into residential areas ~~except within those areas designated for mixed use as established by current City ordinance, unless it is a component of a mixed use development.~~

~~L.1.3.2 The City in the Land Development Regulations shall include provisions to require a maximum fifteen (15) foot wide vegetative and/or a structural barrier between commercial and residential land uses. The barrier shall to screen noise and glare and to visually screen adjacent non-compatible land uses, while maintaining the aesthetic purposes of the buffer zones. The width and structural barrier material will be subject to approval by the Comprehensive Planning and Zoning Board.~~

~~L.1.3.3 For future development, the The City shall include maintain in the Land Development Regulations design guidelines and standards for buffering, construction of location of curb cuts, landscaping and signage associated with proposed development adjacent to arterial roads.~~

~~L.1.3.4 Commercial development shall not be allowed in to intrude into areas designated as residential on the Future Land Use Map.~~

~~L.1.3.5 The City , through its Land Development Regulations, will ensure shall promote the compatibility of adjacent land uses by enforcing this Element and by having a through its development unified review process and regulatory process implementation of the Land Development Regulations.~~

~~L.1.3.6 Transient rental, short-term rental properties are now shall be allowed in Low Density Residential land uses categories. These rental uses are allowed in Medium Density Residential Density Residential land use districts by licensing issued by the City of St. Augustine Beach.~~

Objective: Historic and Archaeological Resources

~~L.1.4 The City will assure the protection of historic and archaeological resources by including a site review and historic file search requirement within the Land Development Regulations.~~

Policies

~~L.1.4.1 The City shall protect significant archaeological and historic sites by identifying sites in St. Augustine Beach that are included in as defined by the Florida Bureau of Historic Resources' Master Site File of the National Register of Historical Sites by requiring the identification of historic structures in proposed developments and by adopting an historic preservation ordinance by 2025.~~

~~L.1.4.2 The City shall coordinate closely with other government agencies, including local, State and Federal governments and the Historic St. Augustine Preservation Board, to exchange data and information to develop sufficient knowledge and protection of all resources of the area.~~

~~L.1.4.3 The City shall not permit development projects that infringe on significant historical or archaeological sites through yearly review of current listings of these resources maintained by the Florida Department of State and the Historic St. Augustine Preservation Board.~~

~~L.1.4.4. The City shall continue with the assistance of the State of Florida and the St. Johns County Historic Resource Review Board, to identify significant historic resources which are in need of protection and to develop management and restoration plans as appropriate.~~

~~L.1.4.5 Historic resources shall be protected through designation as historic sites by the State or the City. The only historic designation within the City is City property, and the City shall through a lease for rental of said property, ensure the preservation of the structure identifies as the Old City Hall.~~

Objective: Coastal Areas

~~L.1.5 The City will base future land use decisions on the carrying capacity and the ability to evacuate in a major hurricane event as defined by the Northeast Florida Regional Hurricane Evacuation Plan.~~

Policies

~~L.1.5.1 The City shall coordinate with St. Johns County and the Northeast Florida Regional Planning Council in establishing the carrying capacity of the coastal areas.~~

~~L.1.5.2 Any amendments to the Future Land Use Plan shall reflect densities and intensities that do not exceed the carrying capacity of the designated evacuation routes.~~

~~L.1.5.3 Existing evacuation routes shall be so marked and should be given special consideration for improvement over other roads and highways in the City.~~

~~L.1.5.4 The City shall update its hurricane evacuation and disaster preparedness plan every five years in conjunction with St. Johns County and re-evaluate its effectiveness immediately after a major disaster event in order to recommend appropriate improvements.~~

~~L.1.5.5 The City shall update its hurricane guide, showing evacuation routes, hurricane hazards, safety procedures, shelters and every other pertinent information by or on the one-year anniversary of the adoption of this Plan.~~

~~L.1.5.6 The City shall adhere to the Department of Environmental Protection's coastal setback requirements and their permitted variances, regardless of the size of the developable parcel.~~

~~L.1.5.7 The City shall encourage St. Johns County, the St. Johns River Water Management District and/or the State of Florida to purchase areas subject to seasonal or periodic flooding, including flood-prone areas adjacent to the Atlantic Ocean, for use for public and beach access parking.~~

Objective: Innovative Land Development Regulations

~~L.1.6 The City shall maintain and enforce landscaping, land clearing, and signage and historic preservation provisions in its Land Development Regulations.~~

Policies

~~L.1.6.1 Provisions in the Land Development Regulations shall insure that A-land clearing ordinance shall be adopted to is limited land clearing in the coastal hammock to that required for permitted structures, access and parking to maximize preservation of the coastal hammock.~~

~~L.1.6.2 The City shall provide a credit to developers for innovative landscape design as a part of the tree ordinance in the Land Development Regulations.~~

L.1.6.3 The City shall develop and enforce sign regulations which promote the public health, safety and general welfare and protect the character of residential and business areas of the City by restricting the display of a sign to the land, buildings or use to which it is appurtenant.

~~L.1.6.4 The City shall review current ordinances, codes and regulations and update them as a part of the Land Development Regulations.~~

L.1.6.5 The City shall regulate all proposed development plans to determine that open space is available for both passive and active recreation at or exceeding the standards in this Plan.

~~L.1.6.6 The City shall consider density for individual lots in accordance with the Land Development Regulations and for lot coverage allowances within Policy~~

Objective: Preventing Urban Sprawl

L.1.7 The City will discourage the proliferation of urban sprawl by ~~extending facilities and services beyond the City limits only for City-owned facilities and emergency services, or only for areas which want to be annexed into the City~~ annexing areas into the City where public services and facilities are available.

Policy:

L.1.7.1 The City shall annex only already developed areas, or areas with existing infrastructure that are contiguous with existing developed areas.

Objective: Land Use Districts

L.1.8 The City ~~will base~~All future land use decisions shall be consistent with ~~on~~ the City's Future Land Use Map.

Policy

L.1.8.1 Any amendments to the Future land Use Map shall not exceed the densities and intensities established by this policy. The Land Use Districts are:

Low Density Residential allowing for single family residential development from one (1) to four (4) units per acre, 35% lot coverage and recreational uses to support the residential development.

Medium Low Density Residential allowing for single family residential development up to seven (7) units per acre, and recreational uses to support the residential development.

Medium Density Residential allowing for single family and multi-family up to seven (7) units per acre, 35% lot coverage and recreational uses to support the residential development.

High Density Residential allowing for up to twelve (12) units per acre, ~~35% lot coverage and recreational uses~~ to support the residential development.

~~Commercial allowing a floor area ratio up to forty percent (40%) of gross lot size coverage.~~

~~Conservation allowing for passive recreation and up to ten percent (10%) lot coverage. No no-residential or commercial uses are allowed.~~

~~Institutional allowing a floor area ratio up to forty percent (40 %) of gross lot size lot coverage.~~

~~Planned Unit Development (PUD) shall be in accordance with Policy L.1.6.6 of the Future Land Use Element and shall only allow for single family residential development.~~

Mixed Use – allowing for a mixture of residential and/or commercial land uses. A maximum of 70% of site coverage for structures, roadways and parking, and sidewalks. Recreational uses to support the residential development is allowed in this category.

TRANSPORTATION ELEMENT

GOALS, OBJECTIVES, AND POLICIES

GOAL T.1

PROVIDE AND PROMOTE THE DEVELOPMENT OF A CITY TRANSPORTATION SYSTEM WITH THE CAPACITY TO SERVE THE SAFE AND EFFICIENT MOVEMENT OF PEOPLE AND GOODS.

Objective: Plan for Ongoing Transportation Needs

T.1.1 ~~The City shall assure that By the end of the year 2012, prepare a transportation plans meet the~~ for ongoing transportation needs within the City, including parking, pedestrian, and bicycle needs for residents and visitors. ~~The plan will be based on projected population, visitors, and available land.~~

Policies

T.1.1.1 The City will coordinate its future transportation plan with continue to support the FDOT five (5) year work program, the master plans from the First CoastNorth Florida TPO (Transportation Planning Organization), and St. Johns County road construction efforts.

T.1.1.2 The City shall review development orders as to their impact on the transportation network. Mitigation improvements shall be made by the developers where necessary or appropriate to compensate for the developers' impact.

T.1.1.3 ~~The City shall develop a plan to pave all~~ Continue to upgrade the unpaved local roads within the city limits, based on available funding network as population levels dictate.

T.1.1.4 Continue to cooperate with developers in the provision by them of safe, efficient and properly constructed roads.

T.1.1.5 Continue cooperation with St. Johns County for the maintenance and upkeep of County roads located within the City.

T.1.1.6 Continue to develop a road and street maintenance plan which provides for the timely repair and upkeep of local roads.

T.1.1.7 The City hereby adopts the Level of Service (LOS) D for peak hour for all roadway types within the City, ~~except for 16th, 11th, and A Streets, which are Level C as adopted by City ordinance.~~

T.1.1.8 The St. Augustine Beach City Commission shall not permit any development that degrades the level of service on the transportation system in the City below the adopted LOS.

T.1.1.9 ~~If no FDOT or County funds are available, t~~The developer of a project will be required to pay all costs relating to maintaining the traffic circulation system at the adopted LOS, prior to obtaining a development permit, if funding is not available from FDOT or St. Johns County.

T.1.1.10 The City shall coordinate with St. Johns County to assess the needs for additional bicycle lanes, parking, and pedestrian walkways based on staff recommendations.

Objective: Right-of-Way Protection

T.1.2 The City shall continue to protect existing rights-of-way and to provide adequate rights-of-way in new developments.

Policies

~~T.1.2.1 Review existing ordinances for possible right of way safeguarding provisions and add provisions to preserve future right of way and not to degrade existing rights-of-way, if they do not currently exist.~~

~~T.1.2.2 Maintain in the Land Development Regulations provisions that insure that new development plans include the provision of adequate rights-of-way at a minimum to meet the requirements of the Land Development Regulations and preserve any future expansion of the State highway system.~~

~~T.1.2.3 The City Commission shall control connection and access points of driveways and roads by maintaining provisions in the Land Development Regulations to control connection and access points by not allowing more than one access point on a lot of less than 50 feet of frontage.~~

Objective: Plan to Monitor Safety to Reduce Accidents by 10%

~~T.1.3 The City's Law Enforcement Organization shall establish a plan to monitor safety factors which affect the City's transportation system and that will reduce traffic accidents. Transportation—Has 10% goal been met, is that achievable~~

Policies:

~~T.1.3.1 Continue to cooperate with FDOT and St. Johns County in the collection of traffic count data.~~

~~T.1.3.2 Establish a system of accident information collection and filing which provides for accurate accident location data and provide and maintain current maps which reflect such information.~~

~~T.1.3.3 Continue to monitor all traffic safety considerations with a view toward the potential need for accident prevention measures.~~

~~T.1.3.4 In coordination with FDOT and St. Johns County, develop a plan for the provision of traffic signs and signal lights as new population and traffic growth patterns generate a need for such.~~

GOAL T.2

ESTABLISH MEANS OF COMMUNICATION ON TRANSPORTATION RELATED ISSUES WITH THE FDOT, THE FIRST COASTNORTH FLORIDA TPO, THE NORTHEAST FLORIDA REGIONAL PLANNING COUNCIL, ST. JOHNS COUNTY, ST. AUGUSTINE AND OTHER PUBLIC OR PRIVATE TRANSPORTATION RELATED AGENCIES.

Objective: Plan to Identify Common Transportation Goals, Objectives and Policies

T.2.1 The City shall ~~coordinate on an annual basis its will promote the~~ transportation goals, objectives and policies ~~with these goals, objectives and policies of St. Johns County, the First Coast North Florida TPO, and the FDOT five year plan, which apply or will have an influence on the City's transportation plan and network.~~

Policies

T.2.1.1 Continue to coordinate with St. Johns County to improve the traffic flow and safety standards of Ocean Trace Road all County roadways in St. Augustine Beach.

T.2.1.2 Continue to coordinate with the Florida Department of Environmental Protection and St. Johns County for the provision of improved and reinforced pedestrian and vehicular beach access ramps.

Objective: Improvements to Evacuation Routes

~~T.2.2 The City will inspect the evacuation routes within its limits during times of significant rainfall to see if any sections of the routes become flooded and will inform the FDOT or the County of the need to prevent the flooding.~~

Policy

~~T.2.2.1 Continue to coordinate with FDOT and St. Johns County on the study of and necessity for improved evacuation with elevation standards.~~

Objective: Coordination of Traffic Circulation Planning

T.2.3 Traffic circulation planning for the City will be coordinated with the future land uses shown on the Comprehensive Plan's Future Land Use Map, with the FDOT 5-Year Transportation Plan, and any the plans for the First Coast North Florida TPO, of which St. Johns County and the City are members.

Policies

~~T.2.3.1 The St. Augustine Beach City Commission shall review subsequent versions of the FDOT 5-Year Transportation Plan, in order to update or modify this element, if necessary.~~

T.2.3.2 The St. Augustine Beach City Commission shall review for compatibility with this element with the traffic circulation plans and programs of an the FDOT 5-Year Transportation Plan, the First Coast North Florida TPO and/or St. Johns County, established for this area and update or revise this element, if necessary.

~~T.2.3.3 All proposed amendments to this Transportation Element shall include a statement of findings supporting such proposals.~~

GOAL T.3

PROVIDE PARKING FACILITIES CONSISTENT WITH FUTURE DEVELOPMENT AND FUTURE TRANSPORTATION NEEDS.

Objective: Study to Assess Need for Motorized Parking

T.3.1 The City will continue to assess the need for the parking of vehicles on a yearly basis.

Policy

T.3.1.1 Continue to evaluate City ordinances and their enforcement as related to parking facilities, both public and private.

Objective: Study for Off Beach Parking

~~T.3.2 The City shall study alternatives to beach parking and shall explore the available options and how they can be implemented.~~

Policies

~~T.3.2.1 Review data which affects the safety and welfare of beach pedestrians with a view toward the provision of additional off beach parking.~~

~~T.3.2.2 As population growth dictates, continue to work with the State and County in efforts to procure land for use as off beach parking.~~

GOAL T.4

DEVELOP A SAFE BICYCLE AND PEDESTRIAN WAY SYSTEM ACCESSIBLE TO ALL MAJOR PUBLIC AND PRIVATE TRANSPORTATION FACILITIES.

Objective: Improve Transportation System for Bicyclists and Pedestrians

T.4.1 The City will evaluate and recommend to the appropriate agencies provide bikepaths/sidewalks and seek funding where feasible or needed along the City's transportation system.

Policies

T.4.1.1 Evaluate the need to improve existing pedestrian facilities.

~~T.4.1.2 Continue to work with the St. Johns County Bicycle Planning Committee toward the provision of bicycle and pedestrian ways on County maintained roads within the City limits and on other roads contiguous to the City.~~

~~T.4.1.3 Continue to work with the Department of Environmental Protection and St. Johns County for the provision of additional pedestrian crossovers as beach use increases with population growth.~~

T.4.1.4 The City will coordinate with DEP, FDOT, St. Augustine and St. Johns County in the construction of bicycle paths and pedestrian ways, including beach crossovers ~~when these facilities cross the jurisdictional boundaries from one government's area to another's.~~

T.4.1.5 The City shall require that ~~major new residential or commercial developments of ten~~ (10) acres or more shall to have sidewalks, where needed for pedestrian safety and roadways to accommodate bicyclists.

T.4.1.6 The City shall monitor pedestrian and bicyclist safety along AIA Beach Boulevard and recommend improvements to the appropriate agencies.

HOUSING ELEMENT

GOALS, OBJECTIVES AND POLICIES

GOAL H.1

TO PROVIDE AND MAINTAIN AN ADEQUATE INVENTORY OF DECENT, SAFE AND SANITARY HOUSING IN SUITABLE NEIGHBORHOODS AT AFFORDABLE COSTS TO MEET THE NEEDS OF THE PRESENT AND FUTURE RESIDENTS OF THE CITY.

Objective: Housing Demand

H.1.1 The City, by maintaining the Building and Zoning Department to shall provide technical assistance, permits and inspections, ~~shall that provide enable the opportunity for construction of new dwelling units and renovation of existing dwelling units~~ to meet the housing needs of the City's existing and anticipated population.

Policies

H.1.1.1 The City shall provide information and technical assistance to the private sector to maintain a housing production capacity sufficient to meet the required production. This includes ~~maintaining a checklist of items needed to obtain a building permit and reviewing a permit with all the required information within two weeks.~~

H.1.1.2 ~~The City shall develop local government relationships with the private sector by annually holding meetings with the St. Johns Builders Council to make recommendations to improve the efficiency and expand the capacity of the housing delivery systems.~~

H.1.1.3 The City shall ~~review amend~~ ordinances, codes, regulations and the permitting process, as necessary for the purpose of streamlining and amending requirements in order to increase private sector participation in meeting the housing needs, ~~while continuing to ensure the health, welfare and safety of the residents.~~

Objective: Substandard Housing

H.1.2 The City will continue its enforcement of property standards, inspection of rental units, and enforcement of building codes to prevent substandard housing.

Policies

H.1.2.1 The City shall ~~establish a housing safety code, provide increased~~ continue its code enforcement ~~activities and draft an ordinance to implement compliance.~~

H.1.2.2 ~~The City shall increase code enforcement activities through regular inspections of the housing stock and institute code enforcement activities where warranted.~~

H.1.2.3 The City shall encourage the establishment of neighborhood groups who coordinate neighborhood upgrading projects ~~by providing code enforcement assistance, removing blighting influences and concentrating capital and/or operating budget improvements in such neighborhoods.~~

~~H.1.2.4 The Building and Zoning Department of the City of St. Augustine Beach shall maintain a list of Federal, State and local subsidy programs available to residents of St. Augustine Beach.~~

Objective: Historical Housing

H.1.3 The City shall assist with the preservation and protection of historically significant housing for residential uses where consistent with neighborhood development in cooperation with the Division of Historical Resources.

Policies

H.1.3.1 The City shall assist the rehabilitation and adaptive re-use of historically significant housing through technical assistance.

~~H.1.3.2 The City shall assist property owners of historically significant housing in applying for and utilizing State and Federal assistance programs, where appropriate.~~

Objective: Existing Housing

H.1.4 The City shall assist in promote conserving and extending the useful life of the existing housing stock in St. Augustine Beach by provisions in the Florida Building Code.

Policies

~~H.1.4.1 The City shall review and amend, where necessary, the City's housing stock and health codes and standards relating to the care and maintenance of residential and neighborhood environments and facilities.~~

~~H.1.4.2 During the annual budgetary process, the City shall schedule and concentrate public infrastructure and supporting facilities and services to upgrade the quality of existing neighborhoods. The City shall also work with the County to upgrade infrastructure services provided through interlocal agreements.~~

H.1.4.3 ~~Annually, the~~The City shall encourage homeowners to increase private reinvestment in the existing housing stock in St. Augustine Beach by providing information and public assistance.

Objective: County Wide Public Housing Agency

~~H.1.5 The St. Augustine Beach City Commission will support and cooperate with any efforts by the Board of County Commissioners to establish a County wide Public Housing Agency, which will provide sites for low and moderate income housing within the County.~~

Policies

~~H.1.5.1 The St. Augustine Beach City Commission will cooperate with the County and St. Augustine on the forming of a Housing Task Force to develop needs and establish priorities for a public housing agency.~~

~~H.1.5.2 Should the County form a Housing Task Force, the St. Augustine Beach City Commission shall designate one of its members to be a member and to meet to analyze and propose sites for low and moderate income housing in the County.~~

Objective: Placement of Group Homes and Foster Care Facilities

H.1.6 The City shall allow the placement of group homes and foster care facilities in residential areas consistent with the provisions of Chapter 419, Florida Statutes.

Policy

H.1.6.1 The Land Development Regulations will contain provisions to allow group homes and foster care facilities in residential areas consistent with State Statutes.

Objective: Green and Innovative Sustainability Building Programs

H.1.7 The City shall promote and encourage sustainable housing and promote green construction in new housing and the renovation of existing housing, use of green, or other innovative/efficient/progressive building designs, methods, and standards within the City which minimize impact to the local and extended environment, increase energy efficiency, preserve water and water quality, increase the efficiency of building materials, reduce waste, etc, as recognized by the U.S. Green Building Council.

Policies

H.1.7.1 The City shall promote sustainable design and green construction by promoting energy efficiency in new residential development and rehabilitation of existing dwelling units, through the Building and Zoning Department, research recognized green and progressive building methods and resources for the public and local governments provided by the U.S. Green Building Council and National Association of Home Builders' National Green Building Standards, Environmental Protection Agency's Star Rating, or other reputable sources, for identifying which materials, methods, and designs are green and identifying incentive programs appropriate for use within the City.

H.1.7.2 The City shall maintain a list of grant and alternative as well as non-alternative funding sources for the implementation of green building programs that may be utilized within the City either by a governmental entity or private entity.

H.1.7.3 The city shall apply for Federal, State, County, and private grants that will further the implementation of green and efficient building within the City as those grants which are viable to the City become available.

H.1.7.4 The City shall cooperate with St. Johns County, the State of Florida, and the Federal Government for the implementation of green initiatives with the City.

H.1.7.5 The City shall review and revise the City of St. Augustine Beach Land Development Regulations to integrate green or innovative building incentives for new building within the City as well as for remodeling.

H.1.7.6 The City shall maintain and distribute to applicants when applications are received an updated list of resources for high-efficient alternative building materials which might be utilized for private new construction and remodeling. Such list should not be restricted solely to structural improvements but also to landscaping (e.g. Xeriscaping, irrigation standards, alternatives to pesticides, etc.)

~~H.1.7.7 The Building and Zoning Department shall report on the resources looked to for the implementation of this objective and policies to the City Commission and the Comprehensive Planning and Zoning Board.~~

H.1.7.8 The City shall support the state initiatives for sustainable housing and energy efficiency included in the Florida Building Code.

INFRASTRUCTURE ELEMENT

GOALS, OBJECTIVES AND POLICIES

GOAL U.1

TO MAKE AVAILABLE SAFE AND SANITARY POTABLE WATER SANITARY SEWER FACILITIES, DRAINAGE FACILITIES AND SOLID WASTE FACILITIES TO CURRENT AND FUTURE RESIDENTS OF ST. AUGUSTINE BEACH ~~AND TO PROTECT THE AQUIFER RECHARGE AREA.~~

Objective: Sanitary Sewer

U.1.1 The City shall maintain ~~Part III, Sections 14-17 of the~~ St. Augustine Beach Master Interlocal Agreement ~~it has with St. Johns County, signed April 28, 1992, for the County Utility Department to provide safe, sanitary sewer facilities for current residents, to coordinate the extension and increase of capacity, and to plan the facilities required to meet future needs.~~

Policies

U.1.1.1 All new developments ~~, except single family dwelling units on lots platted prior to the adoption date (1990) of the City's Comprehensive Plan shall be required to connect to the County's central sewer system. Septic tanks shall be limited to areas of suitable soil types, and residential lot sizes shall, at a minimum, comply with current State or County regulations.~~

U.1.1.2 Residents currently using septic tanks shall be required to tie into the County Utility Department's mains, when they become available as required by the County Health Department.

U.1.1.3 ~~Septic tanks will not be permitted in the 100 year Floodplain, except in residential areas in subdivisions platted prior to 1965.~~

U.1.1.4 ~~Annually, representatives of the City staff shall continue to meet with representatives of the County to discuss the capacity of the facilities, the schedule of any construction projects and any facility expansion plans.~~

Objective: Solid Waste

U.1.2 To provide waste disposal to the residents of the City without adversely affecting the natural environment or the health, safety and welfare of its citizens, ~~the City shall maintain a coordination mechanism with the County which assures residents that solid wastes will be disposed of in a safe, environmentally sound manner.~~

Policies

U.1.2.1 The City shall ~~have an~~ maintain the interlocal agreement with St. Johns County to ~~review annually the capacity of the Tillman Ridge Landfill to assure adequate solid waste disposal for the City of St. Augustine Beach.~~

U.1.2.2 The City shall develop have public education programs to make the public aware of the problems and techniques of waste disposal recycling. The City shall and maintain its recycling program with either the County or another agency or a private company which will ensure that the City's recycling goals are met.

~~U.1.2.3 The City shall hold annual coordination meetings with the St. Johns County Solid Waste Department to further the extension of transfer and disposal capacities.~~

U.1.2.4 The City will cooperate with the County appropriate agencies and organizations in its recycling programs and will work ~~with the County~~ to reduce solid waste by whatever percentage is mandated by State law or by mutual agreement between the City and the County reasonable and effective means available.

U.1.2.5 ~~The City shall cooperate with the County, regional and/or State agencies should there be a proposal to establish a resource recovery facility and should such a facility be economically feasible.~~

~~U.1.2.6 The City shall require the addition of the North American Industry Classification System (NAICS, 1997 edition) data to building permits to facilitate the tracking of hazardous waste.~~

Objective: Drainage

~~U.1.3 The City shall continue the Drainage Improvement Program it started in 1992, which has resulted in the joint City/County/FDOT regional stormwater project to promote adequate drainage for properties in St. Augustine Beach.~~

Policies

U.1.3.1 The City will may seek assistance of the St. Johns River Water Management District for such technical matters as establishing a baseline analysis of drainage facilities.

U.1.3.2 The City shall ~~continue its inspection and maintenance program of its major drainage canals that it started in 1993 as part of~~ to participate in FEMA's community rating service system program to lower the flood insurance premiums for the City's property owners.

U.1.3.3 The City shall prepare a master drainage plan update to determine drainage needs through the year 2020 in St. Augustine Beach and shall prepare a monthly schedule annually in its Capital Improvements Program to meet the drainage and the use of a "green" drainage system and other new technologies needs.

U.1.3.4 The City shall assure developments have the appropriate permits from ~~continue to~~ work with the Florida Department of Environmental Protection and the St. Johns River Water Management District that will have to develop management practices for water resources to mitigate urban and non-point sources of water degradation.

U.1.3.5 City shall ~~amend-maintain in the Land Development Regulations as needed to ensure compliance with the Erosion and Sediment Control Ordinance adopted in February 2005~~ measures.

~~U.1.3.6 Through its Land Acquisition Program, the City shall give priority to a developer if the developer wishes to provide land for purchase or to~~ The City shall allow developers to provide a donation to the City as part of the approval of a final development plan for planned unit development that will protect surface water and groundwater resources from pollution by development.

U.1.3.7 The City Commission shall investigate the benefits of a stormwater utility.

Objective: Drainage

U.1.4 To protect the natural drainage routes in the City from the impact of development while utilizing these areas in environmentally safe ways, the City shall utilize the drainage regulations that are part of its Land Development Regulations.

Policies

~~U.1.4.1 The City shall continue enforcement of its flood plain management ordinance that manages and regulates development within 100-year floodplain and requires the use of natural drainageways for retention.~~

~~U.1.4.2 The City shall manage and regulate development within 100-year floodplain through a drainage ordinance which requires the use of natural drainageways for retention as a part of the Land Development Regulations.~~

~~U.1.4.3The City hereby adopts by reference the water quality standards as set forth in the Chapter 40C 42, Florida Administrative Code, for all new and existing stormwater systems.~~

~~U.1.4.4The City shall coordinate and enforce stormwater permitting for water quality with the St. Johns River Water Management District.~~

U.1.4.5 Before permitting construction of any development requiring a stormwater permit, the City shall require the applicant to first obtain proof of an environmental permit from the St. Johns River Water Management District and/or the Department of Environmental Protection.

Objective: Potable Water

~~U.1.5—The City shall maintain the St. Augustine Beach Master Interlocal Agreement it has with St. Johns County, signed April 28, 1992, for the County to ensure that water for drinking and domestic use is sufficient to meet current and projected demands, that the facilities are available to meet these demands, and there is coordination between the City and the County on the extension of the facilities in order to increase their capacity.~~

Policies

~~U.1.5.1 Annually, City representatives shall meet with County representatives as needed, to discuss the capacity of the County Utility Department's facilities, the schedule of any construction projects, and any facility expansion plans that may affect St. Augustine Beach.~~

U.1.5.2 All new developments in the City shall be required to connect to the County Utility Department's centralized water system.

U.1.5.3 The City shall not approve any development orders which will reduce the adopted level of service.

U.1.5.4 The City shall enforce the Florida Building Code Construction Standard of ordinances which require the use of water-saving devices and procedures for water conservation in new construction and specified reconstruction.

U.1.5.5 The City's Water Supply Facilities Work Plan is incorporated into the comprehensive plan as Appendix A of the Infrastructure Element.

U.1.5.6 The City will maintain a Water Supply Facilities Work Plan that is coordinated with St. Johns River Water Management District's North Florida Regional Water Supply Plan (NFRWSP) by updating the work plan and related comprehensive plan policies within 18 months of an update to the NFRWSP that affects the City.

U.1.5.7 The City will participate in the development of updates to NFRWSP and other water supply development-related initiatives facilitated by St. Johns River Water Management District (SJRWMD) that affect St. Augustine Beach.

U.1.5.8 The City will monitor and participate, as necessary, in St. Johns County Utility District's (SJCUD) water supply planning process to ensure that SJCUD accounts for and meets the City's current and future water needs.

Objective: Water Conservation

U.1.6 The City shall ~~adapt~~ enforce the Florida Building Code which includes policies for water conservation measures.

Policies

U.1.6.1 The City shall enforce the Florida Building Codes Construction Standard of ordinances which requires the use of water-saving devices and procedures for water conservation in new construction and specified reconstruction.

U.1.6.2 The City shall maintain information on water conservation measures at the Building and Zoning Department.

~~U.1.6.3 The Building and Zoning Department shall, during building plan review of the irrigation plan, recommend water conservation techniques for irrigation.~~

U.1.6.4 The City will cooperate with the County's Utility Department to implement within the City any water conservation measures adopted by the Department St. Johns County, including the use of reclaimed water.

U.1.6.5 St. Augustine Beach shall promote water conservation by encouraging the use of water efficient devices and Florida Friendly Landscapes as recommended by the University of Florida/IFAS program.

U.1.6.6 The City shall coordinate with appropriate St. Johns County and Regional, State, and Federal agencies to address current and future water sources, water use, and water conservation.

GOAL U.2

NEEDED PUBLIC FACILITIES SHALL BE PROVIDED IN A MANNER WHICH PROTECTS INVESTMENTS IN EXISTING FACILITIES AND PROMOTES ORDERLY COMPACT URBAN GROWTH.

Objective: Levels of Service

U.2.1 Prior the approval of a building permit or its functional equivalent, the City shall consult with the St. Johns County Utility Department (the City's potable water provider) to determine whether adequate water supply exists to serve new development no later than the anticipated date of issuance of a certificate of occupancy or its functional equivalent. The City shall ensure that adequate water supply and potable water facilities shall be in place and available to serve new development no later than a certificate of occupancy or its functional equivalent.

Policies

U.2.1.1 The City hereby adopts a 25-year, 24-hour duration storm as the interim level of service standard for design of all drainage and stormwater management systems developed or redeveloped after the adoption of this Comprehensive Plan.

U.2.1.2 The City hereby adopts the following levels of service:

Acceptable	
Facility/Service area	Level of Service Standard
Sanitary Sewer Facilities	300-280 gallons/household/day
Potable Water Facilities <u>w/o reuse</u>	300-350 gallons/household/day
Potable Water Facilities <u>with reuse</u>	280 gallons/household/day
Solid Waste Facilities	5.7 pounds/capita/day
Water Quality Standards for	Chapter 40C-42 Florida
Stormwater Runoff	Administrative Code

~~U.2.1.3 In order to assure that the above identified level of service standards are maintained, procedures/systems for determining available capacity and demand shall be developed by plan implementation, and these procedures shall incorporate appropriate peak demand coefficients for each facility and for each type of development proposed.~~

U.2.1.4 All improvements for replacement, expansion or increase in capacity of facilities shall be compatible with the adopted level of service standards for facilities.

~~U.2.1.5 The City shall coordinate with the St. Johns River Water Management District, Anastasia Mesquite Control District, and St. Johns County to require all stormwater facilities built prior to 1982 to have an ambient water quality survey, and those facilities found to be violating Class III standards as set forth in Rule 62-302.500, F.A.C., will be required to retrofit in order to meet these standards.~~

Objective: Deficiencies and Capital Improvements

~~U.2.2 To correct deficiencies, as well as coordinate the extension of facilities to meet future needs, the City shall, upon plan implementation, develop and maintain a five-year schedule of capital improvement needs for these public facilities, which are under the City's control to be updated annually in conformance with the review process, for the Capital Improvements Element of this Plan.~~

Policy

~~U.2.2.1 Proposed capital improvement projects will be evaluated and ranked according to the following priority level guidelines:~~

~~Level One: Whether the project is needed to protect public health and safety, to fulfill the City's legal commitment to provide facilities and services, or to preserve or achieve full use of existing facilities and correct existing deficiencies;~~

~~Level Two: Whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement costs, provides service to development areas lacking full service or promotes in-fill development; and~~

~~Level Three: Whether the project represents a logical extension of facilities and services within a designated service area.~~

Objective: Correcting Deficiencies

~~U.2.3 The St. Augustine Beach City Commission shall review recommendations from staff regarding improvements to existing facilities and direct staff to coordinate the processes required to correct any deficiency so noted.~~

~~Policy If no public funds are available, the developer of a project will be required to pay all costs relating to maintaining the public facilities at the adopted Level of Service, prior to obtaining a development permit.~~

Objective: Existing Facilities

~~U.2.4 The City shall interface with the County to extend and/or improve the service provided by existing water and sewer facilities within the City.~~

~~U.2.4.1 To maximize the use of existing facilities, the City will require hook-ups to the centralized sewer and water facilities, if these facilities are available~~

~~U.2.4.2 All new developments, except for the development of single family dwelling units on a lot-platted prior to 1990, shall be required to connect to the centralized water and sewer facilities of the St. Johns County Utility Department or construct a system that would be acceptable to the County and designed in accordance with State statutes.~~

~~U.2.4.3 Owners of single family lots platted before 1990 shall be required to connect these lots when developments occur on them to the County's central sewer system, should the system be available adjacent to or within 200 feet of the lots if required by the St. Johns County Health Department.~~

CONSERVATION/COASTAL MANAGEMENT ELEMENT

GOALS, OBJECTIVES, POLICIES

COASTAL AND RECREATIONAL RESOURCES

GOAL CC.1

~~WHEREAS THE ECONOMIC AND SOCIAL WELL BEING OF THE CITY OF ST. AUGUSTINE BEACH IS CLOSELY RELATED TO THE ABUNDANCE AND QUALITY OF THE COASTAL RESOURCES, THE CITY SHALL ENSURE THAT THE DEVELOPMENT, USE OF AND ACCESS TO ITS COASTAL RESOURCES NEITHER CREATE A PUBLIC HAZARD NOR CAUSE A SIGNIFICANT ADVERSE IMPACT UPON THE REMAINING NATURAL RESOURCES BY CREATING A FUTURE DEVELOPMENT PATTERN THAT ENHANCES AND RESTORES COASTAL RESOURCES (BEACHES, DUNES, COASTAL STRAND).~~

Objective: Beach Access

CC.1.1 St. Augustine Beach shall ensure that development will not increase public hazard or have a significantly adverse impact on remaining natural resources by enforcement of the City's resource protection standards, ~~Article V in its~~ contained in the Land Development Regulations, which shall provide protection for the City's Trees, environmentally sensitive lands, protection of groundwater and wellheads, protection of habitat of endangered or threatened species and which shall contain flood damage prevention regulations.

Policies

CC.1.1.1 St. Augustine Beach ~~will require any new beachfront development which is thirty (30) to sixty (60) acres in size to have at least one (1) beach access for use of residents within the development. Any new beachfront development in excess of sixty (60) acres shall have at least two (2) beach accesses for use of residents within the development.~~

CC.1.1.2 St. Augustine Beach will not vacate any ~~more easements, walkways and other access points to beaches and shores except when the aggregation of land provides more linear feet and parking spaces.~~

CC.1.1.3 St. Augustine Beach, in conjunction with the County, will maintain the current beach walkovers ~~and plan and provide for additional walkovers as funding sources are identified and available.~~

CC.1.1.4 Private land owners adjacent to public beach access points ~~, including easements, will not be allowed to restrict public access to the beaches via plantings or other means in accordance with provisions in the City's Land Development Regulations.~~

Objective: Preservation of Dunes

CC.1.2 St. Augustine Beach shall protect, conserve and enhance remaining coastal dunes by ~~requesting assistance from the Department of Environmental Protection, and shall identify long-term construction standards that will accomplish this objective, such as enforcing the requirements of the Coastal Construction Setback Line established pursuant to 161.053, F.S. and that all development must be consistent with Chapter 161, F.S. by enforcing Section 1.07.10.E of the Land Development Regulations, which states that where a forward building line has been established along the coast, and at a minimum to prohibit no building or an addition to an existing building is permitted in front of this general line.~~ established forward building line and to require an approval and/or permit from the Department of Environmental Protection for development seaward of the Coastal Construction Setback Line.

Policies

CC.1.2.1 St. Augustine Beach will ~~participate in support~~ dune stabilization and restoration projects with St. Johns County, State and Federal agencies.

CC.1.2.2 St. Augustine Beach will cooperate to control beach erosion by ~~monitoring requiring the Corps of Engineers and DEP permitting for development along the coastline notices, and by making relevant recommendations to further this policy.~~

CC.1.2.3 Motorized vehicles will be prohibited on dune systems, except in a situation that has been designated an emergency by the local civil defense agency.

CC.1.2.4 St. Augustine Beach will promote hazard mitigation by enforcement of the Coastal Construction Setback ~~Control Line established pursuant to 161.053, F.S. by requiring all development be consistent with Chapter 161, F.S. and an approval and/or permit from the Department of Environmental Protection for development seaward of the Coastal Construction~~ SetbackControl Line.

CC.1.2.5 St. Augustine Beach will enforce the requirements of the Federal Flood Insurance Program by continuing to participate in the program ~~specifically by designating coastal high-hazard areas and by limiting development in such areas along with relocating any infrastructure.~~

CC.1.2.6 The City shall enforce building practices and coastal construction standards in Chapter 161.053, Florida Statutes that reduce the vulnerability of life and property to natural hazards, specifically hurricanes, in high hazard areas.

CC.1.2.7 ~~The City shall include performance standards in the Land Development Regulations that prioritize Atlantic Shoreline uses with the primary purpose of expanding conservation and recreation uses.~~

CC.1.2.8 ~~The City shall require all development and redevelopment along the Atlantic Shoreline to adhere to the public access requirements of the Coastal Zone Protection Act of 1985.~~

CC.1.2.9 The City shall not permit development that modifies undisturbed areas of the dune system.

CC.1.2.10 The City shall amend the Land Development Regulations to add protections to preserve the dunes within the city limits.

Objective: Disaster Preparedness

CC.1.3 St. Augustine Beach will participate with- in the St. Johns County Local Mitigation Strategy Task Force all applicable State and Federal agencies to insure public safety by keeping Disaster Preparedness plans current incorporating the hazard mitigation annex of the peacetime emergency plan as well as by updates of the Regional Planning Council and St. Johns County.

Policies

CC.1.3.1 The City shall coordinate with St. Johns County require for an assessment of the impact of new development on the City's emergency evacuation routes.

CC.1.3.2 The City will recommend to the responsible agency that existing evacuation routes will be given priority for improvement over other transportation facilities in the agency's annual capital improvements program.

CC.1.3.3 St. Augustine Beach shall implement the applicable portions of the St. Johns County Local prepare and update its hurricane evacuation plan and disaster preparedness plan that relate to St. Augustine Beach every five years and also reevaluate the plan's effectiveness immediately and any updates to St. Johns County Local Mitigation Strategy pPlan after major disaster events to recommend appropriate improvements and post-disaster redevelopment activities, both immediate and long term.

CC.1.3.4 The City shall coordinate with St. Johns County to distribute update its hurricane guide showing evacuation routes, hurricane hazards, safety procedures, shelters and other pertinent information for its citizens every year by the anniversary date of the adoption of the Comprehensive Plan.

CC.1.3.5 The City will coordinate with the County for transportation of any handicapped and/or indigent persons in the City during times of mandatory evacuation.

CC.1.3.6 St. Augustine Beach will annually coordinate disaster preparedness plans with St. Johns County and other local agencies the City of St. Augustine and at a minimum update the City's emergency operations plan every four (4) years.

CC.1.3.7 The City will participate with the County and the Northeast Florida Regional Planning Council in developing for the implementation of the a local mitigation strategy plan to better prepare the for St. Johns County and the City for natural disasters and to lessen the damages from such disasters.

Objective: Public Expenditures

CC.1.4 Consistent with elements of the adopted Comprehensive Plan for the City, public expenditures shall be used for, but not limited to, recreation, protection of park facilities, conservation of natural resources, and issues dealing with public health within the coastal high hazard areas.

Policies

CC.1.4.1 Infrastructure shall be planned and required to be installed currently with future development in areas outside of coastal high hazards areas.

~~CC.1.4.2 All private and public infrastructure, utilities and drainage improvements must be constructed concurrently, or in accordance with a phased plan approved by St. Augustine Beach.~~

Objective: Hurricane Evacuation

~~CC.1.5 The City shall require that new residential developments provide an assessment of the impact of the developments on the City's evacuation routes.~~

Policies

~~CC.1.5.1 Transportation systems (roads, streets, etc.) shall be designed and built to handle traffic generated during emergency evacuations as defined in the City's evacuation plan.~~

~~CC.1.5.2 All roadways in the coastal zone shall be constructed to City specifications using salinity tolerant construction techniques and materials.~~

~~CC.1.5.3 Transportation drainage systems including swales and ditches shall be maintained to ensure hydraulic capability.~~

~~CC.1.5.4 The City will coordinate with St. Johns County in urging and supporting FDOT in widening State Road A1A from Owens Avenue to State Road 206 as a key evacuation route.~~

Objective: Protecting Water Resources

CC.1.6 The City shall minimize the adverse impacts of development on the water resources on Anastasia Island.

Policies

CC.1.6.1 Assure that new development does not interfere or restrict surface water from entering wetlands or estuaries to maintain normal biological productivity by requiring all positive drainage structures to be designed and constructed to retain the first half inch of rainfall in an offline retention structure.

CC.1.6.2 Development orders will be denied that do not protect the nature and function of wetlands, waterways, inlets and estuaries.

CC.1.6.3 All development shall be designed and constructed to City specifications to minimize stormwater discharge and shall be designed to meet the requirement of Chapters 17-25 and 40D-4, F.A.C.

~~CC.1.6.4 Approved stormwater management systems will be designed and operated to prevent silt and other pollutants from entering adjacent waters without 24-hour detention.~~

~~CC.1.6.5 The City shall require the restoration and enhancement of the beaches/dune system and natural drainage patterns which are tributary to the Intracoastal Waterway within all new developments.~~

CC.1.6.6 The City shall require developers to obtain all enforce environmental performance standards to limit the specific and cumulative impacts on wildlife habitats and living marine resources, such as requiring development plans to comply with applicable federal, state and water management district regulations permits relating to environmentally sensitive lands, including the U.S. Army Corps of Engineers wetlands mitigation permit, if applicable, and the St. Johns River Water Management District's Environmental Resource Permit.

Objective: Water Dependent Activities

CC.1.7 Development permits and other decisions made by the City concerning shoreline uses will give priority to water dependent activities consistent with the Future Land Use Element and the standards set forth in the policy below.

Policy

CC.1.7.1 ~~Water dependent and other shoreline uses will be prohibited from active shellfish harvesting areas and manatee habitats.~~

CONSERVATION OF NATURAL RESOURCES

GOAL CC.2

~~WHEREAS CONSERVATION OF AIR, WATER, SOIL, WILDLIFE AND OTHER NATURAL RESOURCES IS IMPORTANT TO THE VARIETY AND STRENGTH OF ST. AUGUSTINE BEACH'S AESTHETIC VALUES, ST. AUGUSTINE BEACH SHALL CONSERVE, UTILIZE AND PROTECT THE NATURAL RESOURCES OF THE AREA, INCLUDING AIR, WATER, WETLAND, WATERWELLS, WATER BODIES, SOILS, VEGETATIVE COMMUNITIES, WILDLIFE, WILDLIFE HABITAT AND OTHER NATURAL AND ENVIRONMENTAL RESOURCES.~~

Objective: Potable Water

CC.2.1 St. Augustine Beach shall maintain its interlocal agreement with the County to ensure that the City has adequate water supplies of a quality sufficient to meet existing and projected future demands, and consistent with the adopted Level of Service in the Potable Water Sub-Element.

Policies

CC.2.1.1 St. Augustine Beach will coordinate with the St. Johns County Utility Department as they develop and update the estimate of water needed for potable and other demands and ~~shall~~ examine the feasibility of alternate water sources as a supply of water prior to an emergency situation on an annual basis.

Objective: Water Conservation

CC.2.2 The City will promote water conservation in ~~coordination~~ coordination consistent with the St. Johns County Utilities Department, St. Johns River Water Management District and adopted State the Florida Building Codes.

Policies

CC.2.2.1 The City will enforce the water conservation requirements as mandated by included in the State-adopted Florida Building Code codes for all permitted construction.

CC.2.2.2 The City shall support the St. Johns County Utility Department public outreach efforts to publicize and promote Best Management Practices (BMPs) as suggested by the State of Florida and St. Johns River Water Management District that illustrate the importance of water conservation and promote the use of "Florida-friendly landscaping".

CC.2.2.3 The City shall support efforts of the St. Johns County Utility Department to promote water conservation through its rate structures that provide financial incentives for water conservation.

CC.2.2.4 The City shall continue to encourage conservation of water resources and use of innovative land development techniques to decrease water use. Water conservation measures shall include, but not limited, to the following:

(a) All plantings shall be selected based on the principles of Florida Friendly landscaping including planting the right plant in the right place and providing for efficient watering.

(b) Construction limitations within the 100-year floodplain, Environmentally Sensitive Lands and SJRWMD designated significant Surficial and Floridan recharge areas.

(c) Reclaimed water for irrigation, where available.

(d) Encourage the use of or the retrofitting of plumbing fixtures that are water saving devices such as ultra-low flow fixtures.

Objective: Protection of Wetlands

CC.2.3 The City shall protect wetlands and other hydrologically sensitive areas from adverse development pressures by restrictions on the use of structures for water management and by penalties for encroachment by requiring the appropriate Federal and/or State permits prior to approving any development permits.

Policies

CC.2.3.1 Non-structural stormwater management techniques shall be required where appropriate to enhance the hydrologic conditions of stressed, impacted wetlands by coordinating with St. Johns County, the Department of Environmental Protection, the St. Johns River Water Management District and the Corps of Engineers.

CC.2.3.2 The City shall continue to enforce provisions to protect and enhance wetland areas and their functions within the City's limits in accordance with applicable agencies responsible for wetland protection, including the Department of Environmental Protection and St. Johns River Water Management District

CC.2.3.3 The City shall enforce wetland protection standards, such as requiring development plans to comply with all applicable wetland regulations, including the Water Management District's Environmental Resource Permit.

Objective: Reduce Impact of Flooding

CC.2.4 The City shall, through its Master Drainage Plan, continue to improve drainage systems to reduce the impacts of flooding.

Policies

CC.2.4.1 The City ~~will review existing development in low-lying areas for future drainage improvements through the a City's Master Drainage Plan update, will recommend drainage improvements that will minimize possible flooding potential.~~

CC.2.4.2 All new development shall conform with the minimum flood plain requirements of the Land Development Regulations and the amended St. Augustine Beach flood plain ordinance.

Objective: Removing Septic Systems

CC.2.5 The City will ~~cooperate with~~ encourage the County to have sewer mains provided in older, developed subdivisions so that the property owners can connect to the central sewer system.

Policies

CC.2.5.1 ~~New Septic-septic tanks shall be prohibited where soils are unsuitable unless adequate approved fill is supplied for the septic tank and drainfield, unless permitted by the St. Johns County Health Department.~~

CC.2.5.2 The City shall restrict the use of septic tanks ~~within the City limits by requiring all new development, with the exception of to only single-family dwelling units on lots platted prior to 1990, not having available sewer, to be connected to the St. Johns County Utility Collection System with approval from the St. Johns County Health Department.~~

Objective: Hazardous Substances

CC.2.6 Protect natural resources of the City from contamination by any hazardous substances.

Policies

CC.2.6.1 ~~In conformance with State and Federal regulations, commercial Commercial establishments which use, treat, store, generate or transport toxic or hazardous substances shall prepare a plan which identifies the materials and how these materials will be handled and disposed comply with all appropriate State and Federal Regulations.~~

CC.2.6.2 ~~St. Augustine Beach will work with other State agencies to develop sites for households, small businesses and other low volume generators of hazardous waste to deliver hazardous waste for later disposal at an approved hazardous waste disposal site.~~

CC.2.6.3 Sites polluted from underground petroleum storage tanks shall be promptly cleaned up and the tank replaced, repaired or removed as ~~presented in an approved plan within six months of discovering the problem required by State and Federal regulations.~~

Objective: Preservation of Natural Habitats

~~CC.2.7 The City through its Land Development Regulations shall assist the Department of Environmental Protection in the shall protection of unique habitats and ecological systems by requiring permits from the St. Johns River Water Management or Department of Environmental Protection, prior to approving development permits.~~

Policies

~~CC.2.7.1 For the protection of significant habitats of viable populations of threatened or endangered species of special concern of plants and animals in the City, the City shall require a habitat management plan for new developments, parcels of five (5) acres or more unplatted as of June 30, 1999 which will show the locations of the significant habitats of threatened or endangered species of plants and/or animals and will state the activities by the owner or owners to protect threatened or endangered species. The protection activities shall be made a part of the final development plan for any development approved by the City's Comprehensive Planning and Zoning Board on the parcel(s) and to be compliance with all appropriate State and Federal regulations.~~

CC.2.7.2 Developments proposed adjacent to Class II waters and State parks shall be environmentally compatible by providing at least 25 feet of native natural buffer.

Objective: Air Quality

CC.2.8 The City shall protect existing air quality by evaluating developments and traffic improvements to determine the impact on ambient conditions.

Policy

CC.2.8.1 The City shall keep in its Land Development Regulations Federal and State air quality standards.

Objective: Protection of Estuaries and Marine Resources

CC.2.9 In cooperation with the County, the Water Management District, and various departments of the State of Florida, the City shall further the protection, conservation and enhancement of surrounding estuaries, coastal wetlands and living marine resources as well as coastal barriers and pristine wildlife habitat located in the City.

Policies

CC.2.9.1 The City shall request that the St. Johns County Intergovernmental Committee establish joint efforts to conserve the natural functions of existing soils, fisheries, wildlife habitats, wetlands and especially marine and estuarial communities.

CC.2.9.2 The City shall request the participation of State agencies in the inventory and determination of environmentally sensitive lands within the City.

Objective: Conserving Native Vegetative Communities

CC.2.10 The City shall maintain landscaping ~~performance standards~~requirements in the Land Development Regulations to conserve the remaining native vegetative communities, especially the hardwood hammocks.

Policy

CC.2.10.1 The City shall limit disturbances to the native vegetation and limit the size of trees that may be removed by ~~enforcing~~ maintaining tree protection standards ~~that shall include prohibiting the removal, cutting down or destruction of any tree located on any property without obtaining a permit, and not authorizing the removal of protected trees unless the developer demonstrates the reason for the removal~~ in the Land Development Regulations.

CC.2.10.2 The City shall work with the appropriate agencies to enhance and/or restore degraded natural areas in conjunction with the appropriate ~~State~~ agencies on present and future City-owned properties through the removal of non-native vegetation, reforestation, shoreline or dune restoration and/or the restoration of the natural hydrology.

CC.2.10.3 ~~The City through its Land Acquisition Program will give priority to the purchase of vacant land that has been degraded and/or has been invaded by non-native vegetation.~~

CC.2.10.4 ~~By 2008, the City shall include in its Land Development Regulations provisions that prohibit new development from using non-native vegetation for landscaping.~~

Objective: Maintaining Adopted Levels of Service

CC.2.11 ~~The entire City is a coastal area, and the City in its Land Development Regulations shall maintain Level of Service standards which will be consistent for the entire City. Infrastructure will be phased to meet the development needs and to maintain the adopted Level of Service standards that are included in the Plan's Capital Improvements Element.~~

Policy

CC.2.11.1 ~~Developments will not be permitted if facilities are not available or will not be available when the development is completed to maintain the adopted level of service.~~

CULTURAL AND HISTORIC RESOURCES

GOAL CC.3

St. Augustine Beach shall actively promote the preservation of, and access to, cultural and historical resources by requiring in its Land Development Regulations that development proposals investigate the potential of such resources on site.

Objective: Identification and Protection of Historic Sites

CC.3.1 St. Augustine Beach will ~~take efforts coordinate with the State Division of Archives and others to identify and protect~~ cultural and historically significant sites.

Policies

~~CC.3.1.1 The City will amend building codes and other enforcement practices, as needed, to allow for historic structures to be granted any variances which are needed and desirable so as to preserve the structures' historical characteristics.~~

~~CC.3.1.2 The City shall assist owners who want to apply to have their properties included on the National Register of Historic Sites and Places.~~

CC.3.1.3 The City shall work towards creating ~~an ordinance~~ a process to identify and site ~~cultural and~~ historic resources located within the City limits.

HAZARD MITIGATION

GOAL CC.4

THE CITY SHALL MAKE EVERY REASONABLE EFFORT TO ENSURE PUBLIC SAFETY, HEALTH AND WELFARE OF PEOPLE AND PROPERTY FROM THE EFFECTS OF COASTAL STORMS BY LIMITING PUBLIC EXPENDITURES IN AREAS SUBJECT TO REPEATED DAMAGE BY WIND AND WATER ~~THEREBY REDUCING THE EXPOSURE OF HUMANS AND PROPERTY TO NATURAL HAZARDS, I.E. HURRICANES.~~

Objective: Post-Disaster Redevelopment

CC.4.1 The City shall maintain and review a post-disaster redevelopment plan ~~to work with St. Johns County to~~ reduce the exposure of human life and property to the destruction of hurricanes.

Policies

~~CC.4.1.1 The City's Building and Zoning Department shall maintain and update a post-disaster redevelopment plan so as to reduce the exposure of human life and property to destruction by hurricanes.~~

CC.4.1.2 The City will adhere to the standards for the removal, relocation or structural modification of damaged infrastructure and structures and only allow redevelopment consistent with all applicable State regulations, such as ~~requiring all buildings to be located landward of the Coastal Construction Setback Line unless the buildings are elevated and meet the requirements of Chapter 161, Part I, the Beach and Shore Preservation Act; and Chapter 161, Part III, the Coastal Zone Protection Act of 1985, Florida Statutes.~~

CC.4.1.3 The City shall ensure that structures subject to repetitive losses due to storm events will be reconstructed in accordance with applicable City, State, and Federal requirements for reconstruction.

~~CC.4.1.4 The City shall include in the post-disaster redevelopment plan recommendations of interagency hazard mitigation reports.~~

~~CC.4.1.5 The City shall include in the post-disaster redevelopment plan measures for eliminating unsafe conditions and inappropriate uses in Coastal High Hazard Areas.~~

Objective: Development in Coastal High Hazard Areas

CC.4.2 The City shall restrict the intensity of development within Coastal High Hazard Areas consistent with public safety needs, such as limiting the height of buildings to thirty-five (35) feet above the minimum ground floor elevation, regardless of whether the ground floor is required to be non-habitable by any local, State or Federal regulation; excluding wind resistant engineered parapet walls, elevator shafts, mechanical equipment and other necessary attachments; maintaining required setbacks, except for variances granted by the strict application of hardship criteria as defined; prohibiting structures forward of the existing building line (platted lot lines) VE zones; and prohibiting commercial and high density residential land uses along the City's shoreline.

Policies

CC.4.2.1 ~~The Coastal High Hazard Area shall be defined as the evacuation zone for a Category 1 hurricane as established by the Northeast Florida Regional Planning Council's Hurricane Evacuation Study (October 1998), and r~~Redevelopment in the Coastal High Hazard Area shall comply with City, State, and Federal requirements pursuant to Chapters 161.053, 161.52 and 161.55, Florida Statutes, for activities or construction within the Coastal Building Zone.

CC.4.2.2 ~~By 2000 the City shall identify any areas within the Coastal High Hazard Area needing redevelopment and develop a plan for eliminating unsafe conditions and inappropriate conditions.~~

Objective: Development in Coastal High Hazard Areas Local Mitigation Strategy Task Force

CC.4.3 The City will participate as a member of the St. Johns County Local Mitigation Strategy Task Force and attend all scheduled meetings.

Policies

CC.4.3.1 ~~The focus of the local mitigation strategy for the City will be to prevent repetitive loss and to lessen the City's vulnerability to natural disasters.~~

CC.4.3.2 ~~The City will have in its local mitigation strategy coordination with the County to implement educational awareness programs and to develop sound emergency response plans.~~

CC.4.3.3 The City will participate as a member of the County's Local Mitigation Strategy Program (LMS) Task Force and will incorporate LMS initiatives into appropriate initiatives and activities in the City's Comprehensive Plan once the LMS Program is developed by the County and the Northeast Florida Regional Planning Council.

CC.4.3.4 ~~The City's Local Mitigation Strategy shall, at a minimum, include the following guiding principles to protect the lives of City residents by notifying home buyers that property is in the floodplain; ensuring that evacuation routes are well marked and maintained; basing all future land use decisions on the carrying capacity of evacuation routes and the ability to evacuate in a major hurricane; regularly updating the hurricane guide which details evacuation routes, hurricane hazards, safety procedures, shelter and other pertinent information;~~

~~_____ to protect property to ensure that its intrinsic value is preserved by educating residents of insurance notices of additional benefits and/or monetary incentives for preparing their homes for natural disasters.~~

~~_____ to protect infrastructure so that it is available during and after a disaster by developing standards for the removal, relocation or structural modification of existing damaged infrastructure and structures;~~

~~_____ to protect the environment to ensure that the City's quality of life is preserved by reducing or preventing storm damage by protecting natural systems which serve as buffers against storms; protecting wetlands, estuaries and tidal marshes through regulatory measures; conserving and protecting remaining coastal dunes and beach; adopting land development regulations which regulate building practices and land uses that reduce the vulnerability of human life and property to natural hazards.~~

~~- ___ to protect the coastal high-hazard area by controlling the development which occurs in this area by regulating the height of structures, promoting hazard mitigation through enforcement of the Coastal Construction Setback Line, and identify areas within the City which need redevelopment and the elimination of unsafe conditions.~~

Objective – Sea Level Rise

CC.4.4 Rise in sea level projected by the Federal Government shall be taken into consideration will be included in all future decisions regarding the design, location, and development of infrastructure and public facilities in the potentially affected areas.

Policies

CC.4.4.1 The City shall recognize the Special Flood Hazard Areas designated on FEMA flood maps as the Adaptation Action Areas for those low-lying coastal zones that may experience coastal flooding due to extreme high tides, flash floods, and storm surge and are vulnerable to the impacts of rising sea level. (§163.3177(6)(g)(10), F.S.).

CC.4.4.2 The City will amend the Land Development Regulations to shall require vulnerability reduction measures for all new development, redevelopment and infrastructure in the Adaptation Action Area areas. These measures may will include additional hardening, higher floor elevations, or and incorporation of natural infrastructure for increased resilience.

CC.4.4.3 The City shall develop a "Climate Action Plan" to address flooding due to extreme high tides, flash floods, stormwater runoff, and storm surge and work with St. Johns County and the City of St. Augustine to develop a county-wide "Climate Action Plan".

Objective – Redevelopment from Flooding

CC.4.5 The City will encourage the use of best practices of development and redevelopment principles, strategies, and engineering solutions that will result in the removal of coastal real property from flood zone designation established by the Federal Emergency Management Agency.

Policies

CC.4.5.1 As grant opportunities arise or other potential funding sources, the City will consider acquiring for use as public open space, severe repetitive loss properties which have sustained repeated flood losses, thereby reducing potential losses due to flooding.

CC. 4.5.2 The City will continue during plan review for new construction the requirement that the minimum first floor elevation in residential buildings be at or above the design flood elevation, which is above the FEMA requirement, to allow for the maximum protection during flood conditions and from sea level rise.

Objective – Reduce Losses from Flooding

CC. 4.6 The City will identify site and development techniques and best practices that may reduce losses due to flooding and claims made under the flood insurance policies issued in the State of Florida.

Policies

CC.4.6.1 Maximize permeable landscape to allow for more stormwater infiltration.

CC.4.6.2 Encourage planting of vegetation that is highly water absorbent, can withstand the marine environment and the impacts of tropical storm winds, and incorporate provisions for the care and maintenance of trees and plants into the Land Development Regulations.

CC.4.6.3 The City shall support development measures which integrate innovative climate adaption and mitigation designs such as low impact development (LID) practices to better manage stormwater runoff.

CC.4.6.4 The City will develop a City Standard Details Manual for guidance on approved means and methods of constructions and redevelopment on private properties and within public right of way to be adopted by the Commission.

CC.4.6.5 The City shall seek funding to assess the natural shoreline areas vulnerable to seas level rise and adopte standard means and methods to protect and preserve the upland area immediately adjacent to these areas in cooperation with the Florida Department of Environments Protection, the Army Corps of Engineers, and the St. Johns River Water Management District.

CC.4.6.6 The City shall continue to participate in FEMA's Community Rating System program to lower the flood insurance premiums for the City's property owners.

Objective – Flood Resistant Construction

CC. 4.7 The City will be consistent with or more stringent than the flood resistant construction requirements in the Florida Building Code and applicable floodplain management regulations set forth in 44 C.F.R. part 60.

Policy

CC.4.7.1 The City will review its Land Development Regulations and other related codes, and amend as necessary, to ensure that the City's development regulations applicable to development and redevelopment in the City will be consistent with or more stringent than the flood resistant construction requirements in the Florida Building Code and applicable floodplain management regulations in 44 C.F.R. part 60.

RECREATION AND OPEN SPACE ELEMENT

GOALS, OBJECTIVES AND POLICIES

GOAL

R.1 THE CITY SHALL STRIVE TO ENSURE SUFFICIENT PRIVATE AND PUBLIC PARKS, RECREATION FACILITIES, AND OPEN SPACE TO MEET THE HEALTH, SAFETY, AND WELFARE NEEDS OF CITY CITIZENS AND VISITORS.

Objective: System of Neighborhood and Community Recreation Facilities

R.1.1 A system of neighborhood and community recreation facilities shall be maintained ~~and developed by 2005~~ to meet the minimum cultural, social and athletic needs of the City ~~as prescribed by appropriate State and County facilities criteria, and with additional facilities added as required to maintain the adopted Level of Service.~~

Policies:

R.1.1.1 The City will maintain the existing interlocal agreements between St. Augustine Beach and the County concerning the mutual use of recreational facilities.

R.1.1.2 The City shall formulate a recreation master plan for the undeveloped parks in the City and the development of the vacant park properties which should identify recreational facilities ~~that need to be developed and land that should be acquired for recreation in St. Augustine Beach. The recreation master plan should also identify possible funding sources for recreation and determine where funds generated from impact fees and the Tourist Development Council/Bed Tax should be spent.~~

~~R.1.1.3 Where appropriate during the development review and permit process, the City will encourage developers of large tracts to plan for open space areas to ensure that the residential character of the City is maintained.~~

R.1.1.4 The City shall pursue available grant sources for the acquisition and development of additional park and recreation areas.

R.1.1.5 The City will encourage the County to develop existing parks to their optimal level with consideration to the area's needs and the functional capacity of the parks. ~~Level of service (LOS) standards developed by the County will be reviewed by the City to ensure adequacy for City residents.~~

R.1.1.6 The City ~~will encourage~~ shall support the State efforts to open a bicycle access to Anastasia State Park along the Park's southern boundary

~~R.1.1.7 The City shall review large scale developments as to the need for public recreation facilities, including neighborhood and community parks. Where appropriate, these public active and passive recreation areas shall be provided as a condition to the development order.~~

R.1.1.8 The City will work with other public agencies for the development of compatible multi-use programs for public lands within the City.

~~R.1.1.9 The City shall use any appropriate Tourist Development Council/Bed Tax and St. Johns County Recreation Impact Fee funds and designate each year a specific portion to a recreation fund. These funds will be used for land acquisition or facilities expenditures.~~

R.1.1.10 The City will encourage the State and/or County to purchase land for recreation, open space and off-beach parking.

~~R.1.1.11 Whenever possible, recreation Recreation sites shall be planned established with multi-use purposes to provide both passive and active recreation facilities, and to ensure the preservation or conservation of environmentally sensitive lands. Development will be in an aesthetic and environmentally sensitive manner.~~

R.1.1.12 The diversion of public recreational and park sites to other uses shall not be permitted, except in cases of overriding public need or when other equivalent sites are supplied.

~~R.1.1.13 The City shall coordinate its efforts with support the County in preserving the beachfront through renourishment; using available federally-funded programs.~~

R.1.1.14 The City of St. Augustine Beach adopts the following level of service standards for recreation:

Park Sites

	<u>Standard</u>	<u>Size (Acres)</u>
Neighborhood <u>City/County Parks</u>	1 <u>acre</u> per 5,000 populations	<u>5.0</u>

Facilities

Standard

Tennis Courts	1 per 3,500 population
Basketball Court	1 per 5,000 population
Baseball/Softball Field	1 per 6,000 <u>8,000</u> population
Paddleball Court	1 per 2,500 population
Volleyball Court	1 per 2,500 population

~~R.1.1.15 The St. Augustine Beach City Commission will annually review the status of the existing parks and recreation facilities and recommend to St. Johns County needed improvements at County-owned facilities within the City, when improvements are identified.~~

Objective: Access to Recreation Areas

~~R.1.2 By 1999, the~~The City shall prepare a plan to provide promote vehicular, pedestrian and bicycle access to recreation areas and beaches, where appropriate.

Policies:

R.1.2.1 The City will coordinate with the County the provision of vehicular parking and bicycle racks at all designated recreational sites.

~~R.1.2.2 The construction of sidewalks and bicycle paths will be encouraged during the plan and plat review process, along roads which provide access from neighborhoods to parks. The City shall maintain in the Land Development Regulations will contain provisions requirements to include sidewalks and bicycle paths for new development, where identified during the review process as needed.~~

~~R.1.2.3 The City, in coordination with the County, will provide handicapped parking and barrier-free access to all recreation facilities.~~

~~R.1.2.4 Development or activities which reduce public access to recreational facilities via existing access routes shall be prohibited from obtaining a development permit or order, unless such change is demonstrated to promote the public health, safety, welfare and/or aesthetics of the City~~

~~R.1.2.5 During the planning and design of City road improvement projects, the need for bicycle paths and pedestrian walkways will be analyzed and provided, for, where they are proven viable, if feasible.~~

~~R.1.2.6 The City, in cooperation with State and County agencies, will plan for the development of off beach vehicular parking. Vehicular travel on the City's beaches will be tempered by such development.~~

~~R.1.2.7 The City, in coordination with the will support efforts of the State and County, will to provide additional pedestrianways across beach dunes to increase public access to the beach.~~

~~R.1.2.8 The City shall develop a greenway plan to facilitate participate in the planning the implementation of greenways within its jurisdiction. As a minimum, the plan shall include a map of existing and proposed greenways, identify gaps in the greenway network, and set forth strategies for the maintenance and expansion of the existing network.~~

~~R.1.2.9 Annually, by the adoption date of the Comprehensive Plan, the City shall conduct an analysis of the review public beach access needs for both resident and non- resident users of the beach on an on-going basis.~~

Objective: Open Space

~~R.1.3 Upon adoption of the St. Augustine Beach Comprehensive Plan, the City shall ensure the provision of open space in the Future Land Use Plan by designating areas for recreational use on the Future Land Use Plan, and where it is appropriate, to and will promote the provision of additional open space within residential areas within individual developments during the development review process.~~

Policies:

~~R.1.3.1 The City shall develop incentives to serve as a mechanism to encourage public and private developments to provide additional open space.~~

R.1.3.2 The City shall permit cluster-type allow the clustering of developments so as to provide larger open spaces and recreation facilities through the use of legally enforceable restrictions and covenants precluding future use of such open spaces for development and further provided that clustering shall not be permitted to offset areas which are otherwise required by rules, regulations or laws of other governmental entities to be set aside as conservation easements, wetlands or similar areas; that is, in the determination of maximum density there shall not be taken into account areas required by other governmental areas to be so set aside.

R.1.3.3 The City will coordinate with promote the State, the St. Johns River Water Management District, the County and other governmental entities to designate or acquire open space and natural reservations areas.

R.1.3.4 The City will make available the City-owned mini-parks to civic groups to maintain as passive parks.

R.1.3.5 The City shall ~~continue its Land Acquisition Program that was started in 2003, and shall have in its annual budget a fund dedicated seek~~ funds for the purchase of land for preservation, open space, and recreational purposes.

Objective: Coordination to Meet Recreation Needs

R.1.4 The City shall coordinate public and private resources to meet recreation demands.

Policies:

R.1.4.1 The City Commission shall coordinate public and private recreational resources.

R.1.4.2 The Land Development Regulations will permit recreational uses in all residential categories.

INTERGOVERNMENTAL COORDINATION ELEMENT GOALS, OBJECTIVES AND POLICIES

GOAL I.1

ESTABLISH PROCESSES AMONG THE VARIOUS GOVERNMENTAL AGENCIES TO ACHIEVE: COORDINATION OF ALL DEVELOPMENT ACTIVITIES; PRESERVATION OF THE QUALITY OF LIFE; AND EFFICIENT USE OF AVAILABLE RESOURCES.

Objective: Formal Process for Intergovernmental Coordination

I.1.1 ~~By 1999, or when required by the State, coordinate~~ The City of St. Augustine Beach shall work with St. Johns County and the City of St. Augustine on establishing a formal process for intergovernmental coordination.

Policies

I.1.1.1 The City shall continue to coordinate with St. Johns County and the City of St. Augustine with the established policies found within the ~~formal~~ any intergovernmental coordination agreements.

I.1.1.2 The City shall promote staff level coordination with representatives from the ~~municipalities St. Augustine and St. Johns County meeting on an as-needed basis for coordination purposes; or meeting annually or as required by any interlocal agreements between the municipalities and/or the County as required by the St. Augustine Beach Master Interlocal Agreement between the City and the County signed on April 28, 1992, as may be amended by subsequent agreements~~ entities.

I.1.1.3 The St. Augustine Beach City Commission shall ~~may~~ invite the various governmental, public and private entities with which it shares coordination responsibilities to its various Board and Committee meetings.

~~I.1.1.4 The City Commission and St. Augustine Beach staff, through the efforts of the St. Johns County Intergovernmental Committee, shall participate in intergovernmental coordination activities with other governmental, public and private entities.~~

~~I.1.1.5 The City Commission shall work with the Comprehensive Planning and Zoning Board and/or any other committee appointed by the Commission to ensure the impact fees and the Tourist Development Council (TDC) fees are used for community improvements.~~

I.1.1.6 The St. Augustine Beach City Commission shall work with St. Johns County for joint funding of recreation, beach renourishment, utility improvements and housing rehabilitation to maximize funding opportunities through the efforts of a County Housing Authority, if one is formed, and the Tourist Development Council.

I.1.1.7 The City shall maintain the existing St. Augustine Beach Master Interlocal Agreement it has with the St. Johns County Board of Commissioners signed April 28, 1992 for the provision of water and sewer services by the County, the disposal of solid waste, and for a solid waste recycling program.

I.1.1.8 The City shall use the Northeast Florida Regional Planning Council's Dispute Resolution Process to resolve annexation issues between the City and the County.

Objective: Coordination of Planning and Development with County and St. Augustine

I.1.2 The City will coordinate major planning and development related activities efforts with the comprehensive plans of St. Augustine and St. Johns County.

Policies

~~I.1.2.1 St. Augustine Beach shall work towards the establishment of a comprehensive plan coordinating committee consisting of members from affected local governments and appropriate public and private entities for the purpose of reviewing development and policy proposals which would require comprehensive plan amendments.~~

I.1.2.2 St. Augustine Beach shall file a written request with review the City of St. Augustine and St. Johns County ~~to receive copies of proposed comprehensive plans or plan amendments for review.~~

~~I.1.2.3 The City shall request the County to consider including St. Augustine Beach in the County's comprehensive planning for notifying the City of developments along the City's boundary from SR-312 to the southern boundary of Sandpiper Village.~~

Objective: Coordination of Level of Service Standards

I.1.3 The City shall maintain ~~have~~ in its Land Development Regulations provisions by which Level of Service standards are coordinated with any State, regional or local entity having operational and maintenance responsibility in St. Augustine Beach.

Policies

I.1.3.1 The City shall develop-maintain level of service standards ~~with~~ which are consistent with any state, regional or local entity having operational and maintenance authority in St. Augustine Beach that will provide the required services necessary for proposed development.

~~I.1.3.2 The City shall coordinate public facilities extension policies to determine that required services shall be available when needed and economically feasible.~~

~~I.1.3.3 The City shall utilize the Northeast Florida Regional Planning Council informal mediation process for any type of interlocal conflict mediation.~~

Objective: Intergovernmental Coordination to Review County and St. Augustine Comprehensive Plan Amendments

I.1.4 The City shall continue with the intergovernmental coordination ~~the process of reviewing comprehensive plan_s and amendments~~ amendments for the City of St. Augustine and St. Johns County as mandated by the City of St. Augustine Beach Comprehensive Plan.

Policy

~~I.1.4.1 The City shall establish-maintain communication formal liaison with state and federal agencies which have permitting responsibilities in St. Augustine Beach.~~

Objective: Intergovernmental Coordination of City of St. Augustine Beach Greenways Plan

~~I.1.5 — The City shall develop and coordinate its greenways plan with that of St. Johns County and the City of St. Augustine so as to enhance the public's access to the natural and open space areas in the City.~~

Policies

~~I.1.5.1 The City shall enforce environmental performance standards to limit specific and cumulative impacts on wildlife habitats and living marine resources, such as requiring development plans to comply with applicable federal, state and water management district regulations related to environmentally sensitive lands, including the Army Corps of Engineers wetlands mitigation permit, if applicable, and the St. Johns River Water Management District's Environmental Resource Permit.~~

~~I.1.5.2 The City shall continue to coordinate and cooperate with St. Johns County on the acquisition of open space for conservation, recreation, and historical preservation purposes by appointing a City representative to the County's Land Acquisition and Management Program Board.~~

GOAL I.2

The City shall strive to maintain and enhance joint planning processes and procedures for coordination of public education facilities for planning and decision making.

Objective: Intergovernmental Coordination

I.2.1 On an ongoing basis, the City shall establish new and review existing coordination mechanisms that will evaluate and address its comprehensive plan and programs and their effects on the comprehensive plans developed for the adjacent local governments, school district and other units of local government providing services but not having regulatory authority over use of land and the State by an annual county-wide forum, joint meetings or other types of forums with other agencies. Assistance for this effort shall be requested from regional and state agencies by the Planning Division, as needed.

Policies:

I.2.1.1 In cooperation with the School District and the local governments within St. Johns County, the City will implement the Interlocal Agreement, as required by Section 1013.33, Florida Statutes.

I.2.1.2 On an annual basis, the City shall ask the School District to provide information from their Five Year District Facilities Work Plan to determine the need for additional school facilities, information detailing existing facilities, their locations and projected needs and planned facilities with funding representing the district's unmet needs.

I.2.1.3 In order to coordinate the effective and efficient provision and siting of public educational facilities with associated infrastructure and services within St. Johns County, St. Johns County, the St. Johns County School District, the City of St. Augustine, and the City of St. Augustine Beach, and the Town of Hastings shall meet jointly to develop mechanisms for coordination.

I.2.1.4 Amendments to the Future Land Use Map will be coordinated with the School District and the Public School Facilities Planning Maps.

I.2.1.5 The City and the School District will develop and maintain a map depicting the required school facilities based on maximum development potential. On an annual basis, this map will be evaluated and revised as necessary.

Objective: Monitoring and evaluation

I.2.2 The City shall strive to continually monitor and evaluate the Public Schools Facilities Element in order to assure the best practices of the joint planning processes and procedures for coordination of planning and decision making.

Policy:

I.2.2.1 The City and the St. Johns County School District will coordinate during updates or amendments to the Comprehensive Plan and updates or amendments for long-range plans for School District facilities.

CAPITAL IMPROVEMENTS ELEMENT

GOALS, OBJECTIVES AND POLICIES

GOAL C.1 ST. AUGUSTINE BEACH SHALL UNDERTAKE ACTIONS NECESSARY TO ADEQUATELY PROVIDE NEEDED PUBLIC FACILITIES TO ALL RESIDENTS WITHIN ITS JURISDICTION IN A MANNER WHICH PROTECTS INVESTMENTS IN EXISTING FACILITIES, MAXIMIZES THE USE OF EXISTING FACILITIES AND PROMOTES ORDERLY GROWTH.

Objective: Capital Improvements to be Provided

C.1.1 Annually, through the budgetary process, capital improvements will be provided to correct existing deficiencies, to accommodate desired future growth, and to replace worn out or obsolete facilities.

Policies:

C.1.1.1 St. Augustine Beach shall include all projects identified in the other elements of this plan and determined to be of relatively large scale and high cost (\$25,000 or greater) as capital improvement projects for inclusion in the City's 5-year capital improvements plan, which is updated and revised annually. All capital improvements costing less than \$25,000 shall also be included in the City's 5-year capital improvements plan.

C.1.1.2 St. Augustine Beach shall, as a matter of priority, schedule and fund all capital improvements projects in the 5-year schedule of improvements which are designed to correct existing deficiencies, as funds are available.

C.1.1.3 Proposed capital improvement projects shall be evaluated and ranked in order of priority according to the following guidelines:

- whether the project is needed to protect public health and safety, to fulfill the City's legal commitment to provide facilities and services, or to preserve or achieve full use of existing facilities.
- whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement costs, provides service to developed areas lacking full service, or promotes in-fill development.
- whether the project represents a logical extension of facilities and services, whether the project accommodates new development or redevelopment, whether the project is financially feasible, whether the project promotes the plans of any state, regional or local agency

C.1.1.4 The City will replace worn out capital facilities under its jurisdiction, when it is cost effective to replace the facilities and economically feasible for the City.

C.1.1.5 The City will coordinate with St. Augustine and the County on the construction of bicycle paths and pedestrian ways which cross jurisdictional boundaries, and will provide funds for these facilities in its 5-year capital improvements plan.

C.1.1.6 The City will coordinate with the County and FDOT to accommodate bicycles and pedestrians in road design and construction whenever feasible, and will include its share of the funding for such facilities in its 5-year capital improvements plan.

~~C.1.1.7 The City adopts the following Five-Year Schedule for Capital Improvements:~~

Objective: Future Development Paying for Facility Improvements

~~C.1.2 If no public funds are available and if this requirement does not constitute a taking of private property without just compensation, future Future development will bear the cost of those facility improvements necessitated by the development in order to maintain adopted Level of Service standards.~~

Policies:

~~C.1.2.1 St. Augustine Beach shall investigate the benefits of a program for dedications as a condition of plat approval for the provision of recreation and open space.~~

~~C.1.2.2 If no public funds are available, and if this requirement is constitutional, new~~
New developments will be required to pay a pro rata share of the costs, or all of the costs, needed to finance those public facility improvements required by the development and needed to maintain the adopted Level of Service standards.

~~C.1.2.3 The City is responsible for ensuring the financial feasibility of all capital improvements in the adopted Capital Improvements Element.~~

Objective: Managing Fiscal Resources to Provide Capital Improvements

~~C.1.3 Annually through the budgetary process, St. Augustine Beach shall manage its fiscal resources to ensure the provision of needed capital improvements.~~

Policies:

~~C.1.3.1 Prior to the issuance of a development order or permit, St. Augustine Beach will ensure that public facilities and services necessary to support proposed development and to maintain the adopted Level of Service standards will be in place at the time a development order or permit is issued, or will be in place concurrent with the impacts of development, or that development orders and permits are specifically conditioned on the availability of facilities and services necessary to serve the proposed development.~~

~~C.1.3.2 St. Augustine Beach shall include a 5-year capital improvements program, and annual capital budget as part of its budgeting process.~~

~~C.1.3.3 Efforts shall be made to secure grants or private funds whenever available to finance the provision of capital improvements.~~

~~C.1.3.4 The total indebtedness, which for the purpose of this limitation shall include revenue, refunding, and improvement bonds of the city, shall not exceed two percent of the current assessed valuation of all real property located in the city.~~

~~C.1.3.5 The City Capital Improvements Element shall be reviewed annually and updated as necessary to reflect proportionate fair share contributions.~~

Objective: Coordination of Development Orders with Development Requirements

C.1.4 Upon adoption, ~~decisions~~ Decisions regarding the issuance of development orders and permits will be based on ~~coordination of the development requirements included in this plan,~~ the Land Development Regulations, and the availability of necessary public facilities needed to support such development at the time needed.

Policy:

C.1.4.1 St. Augustine Beach shall use the following Level of Service standards in reviewing the impacts of new development and redevelopment upon public facility provision:

<u>Facility/Service</u>	<u>Level of Service Standard</u>
Sanitary Sewer Facilities	- 350 280 gallons per household per day (gphd)
Solid Waste Facilities	- 5.7 pounds per household per day
Drainage	- 25-year, 24-hour, design storm, per FDOT Drainage Manual
Potable Water <u>without reuse</u>	- 300 350 gallons per household per day
Potable Water with reuse	- 280 gallons per household per day
Collector Roadways	- Level of Service A at peak hour <u>D</u>
Arterial Roadways	- Level of Service B at peak hour <u>CR-A1A D</u>
	- Level of Service A at peak hour

Recreation Standards for Facilities

<u>Park Sites</u>	<u>Standard</u>	<u>Size (Acres)</u>
Neighborhood <u>City/County Parks</u>	1 <u>acre</u> per 5,000 population	5.0
<u>Facilities</u>	<u>Standard</u>	
Tennis Courts	1 per 3,500 population	
Basketball	1 per 5,000 population	
Baseball/Softball Field	1 per 6,000 8,000 population	
Paddleball Court	1 per 2,500 population	
Volleyball Court	1 per 2,500 population	

Objective: Subsidizing Development in High Hazard Coastal Areas

C.1.5 ~~The City shall not allow public expenditures that subsidize future development in the high hazard coastal area, except for expenditures that support recreation, expenditures to the City-owned city hall/fire department complex, conservation of natural resources, prevention of flooding, and/or the extension of water and sewer facilities for public health.~~

Policy

C.1.5.1 ~~The budget of St. Augustine Beach shall not contain any public expenditures that subsidize future development in the high hazard coastal areas, except for expenditures that support recreation, expenditures to the City-owned city hall/fire department complex, conservation of natural resources, prevention of flooding, and/or the extension of water and sewer facilities for public health or the city hall/fire department.~~

Objective: Coordination of Fiscal Resources to Maintain Adopted Levels of Service

~~C.1.6 The City Commission shall coordinate land use decisions and available or projected fiscal resources with a schedule of capital improvements to maintain the adopted Level of Service standards for existing and future facility needs.~~

Policy:

~~C.1.6.1 The Comprehensive Planning and Zoning Board shall include a schedule of Capital Improvements required for a development as part of their recommendation to the City Commission on a land use decision.~~

Objective: Public Facilities to be Available

C.1.7 No development order will be issued unless the developer demonstrates that the public facilities are available.

Policies:

C.1.7.1 All developments must have commitment letters from St. Johns County, including the County Utility Department, must have available public facilities in order for a development plan to be processed.

~~C.1.7.2 The Land Development Regulations will include provisions stating the commitments and permits required prior to obtaining a development order.~~

Objective: Capital Improvements Element Review

~~C.1.8 Annually, the City shall review the Capital Improvements Element and modify it as necessary in accordance with s. 163.3187 or s. 163.3189.~~

Policy:

~~C.1.8.1 The review shall be conducted in conjunction with the preparation of the City's annual budget.~~

GOAL C.2 CAPITAL FACILITIES PLANNING FOR SCHOOL CONCURRENCY

Objective: Public School Facilities

C.2.1 The City shall ensure existing deficiencies and future needs are addressed consistent with the adopted level of service standards for public schools.

Policy

C.2.1.1 Consistent with the Interlocal Agreement, the uniform, districtwide level of service standards are initially set as 100% of the Permanent Florida inventory of School House (FISH) Capacity based on the utilization rate as established by the State Requirements for Educational Facilities (SREF), effective August 2005 and shall be adopted in the County/City/Down's public facilities element and capital improvements elements.

Leased Relocatables shall be utilized to maintain the LOS on a temporary basis when construction to increase capacity is planned and in process. The temporary capacity provided by Relocatables shall not exceed 20% of the Permanent FISH capacity and shall be used for a period not to exceed five years. Relocatables may also be used to accommodate special education programs as required by law.

It is the intent of the School District that new schools be designed and constructed based on the following design capacities:

New Elementary (K-5)	Design Capacity of 700
New Middle (6-8)	Design Capacity of 1000
New K-8	Design Capacity of 1000
New High (9-12)	Design Capacity of 1500

C.2.1.2 The City shall ensure that future development pays a proportionate share of the costs of capital facility capacity needed to accommodate new development and to assist in maintaining adopted level of service standards, via impact fees and other legally available and appropriate methods in development conditions.

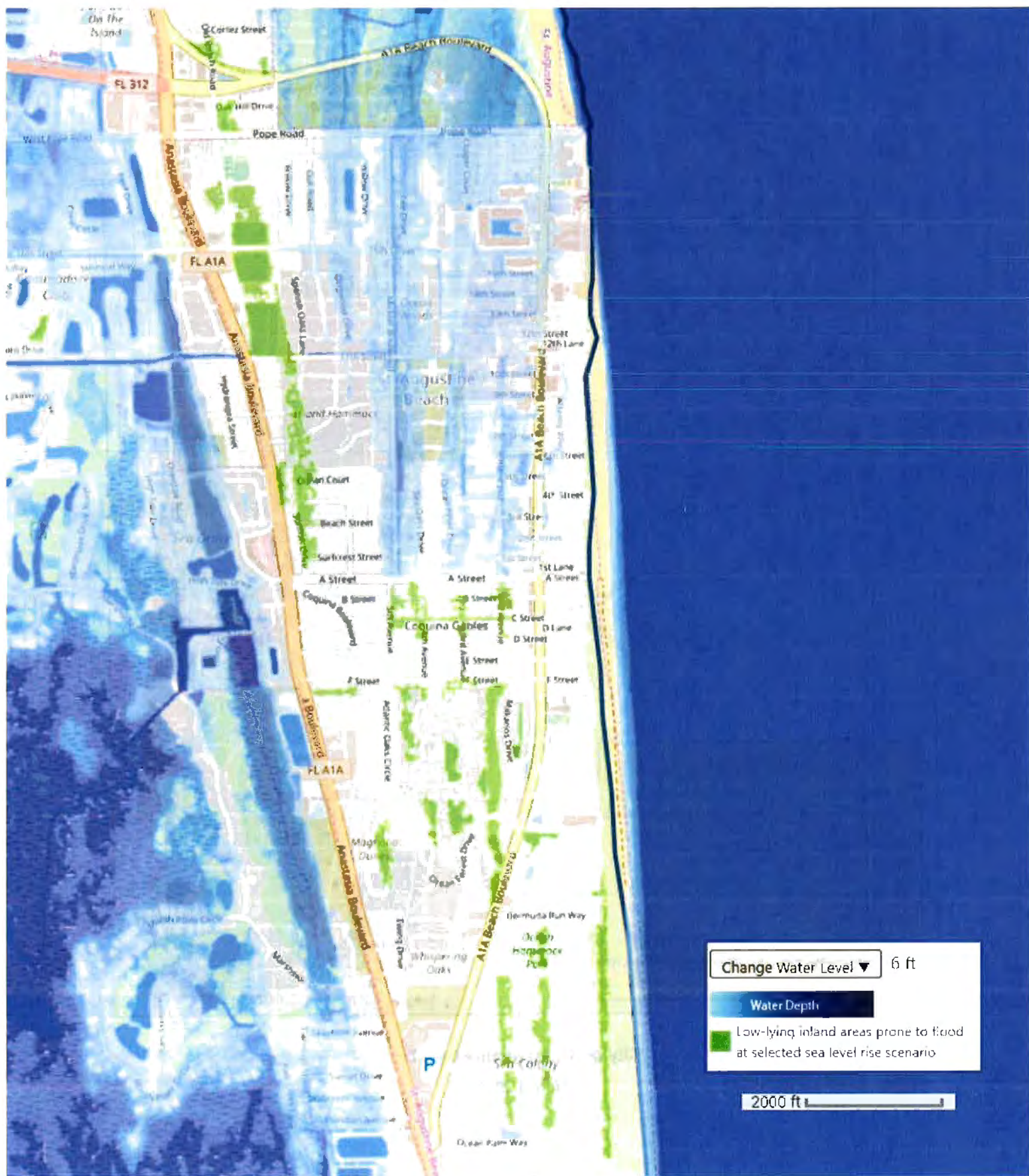
C.1.2.3 The School District, in coordination with the City, shall annually update the total Revenue Summary and Project Schedules Tables reflecting the School District's financially feasible Work Program, to ensure maintenance of a financially feasible capital improvements program and to ensure level of service standards will continue to be achieved and maintained during the five year planning period.

C.1.2.4 The City hereby adopts as the five year public school capital facilities program the Total Revenue Summary and Project Schedules Tables from the School District's Five Year District Facilities Work Plan approved by the St. Johns County School Board no later than October 1st of each year. By December 1st of each year, the public school facilities program shall annually update the Total Revenue Summary and Project Schedules Tables, reflecting the School District's financially feasible Work Plan, to ensure maintenance of a financially feasible capital improvements program and to ensure level of service standards will continue to be achieved and maintained during the five year planning period. Each year the capital improvements plan will be evaluated to ensure that it meets these standards.

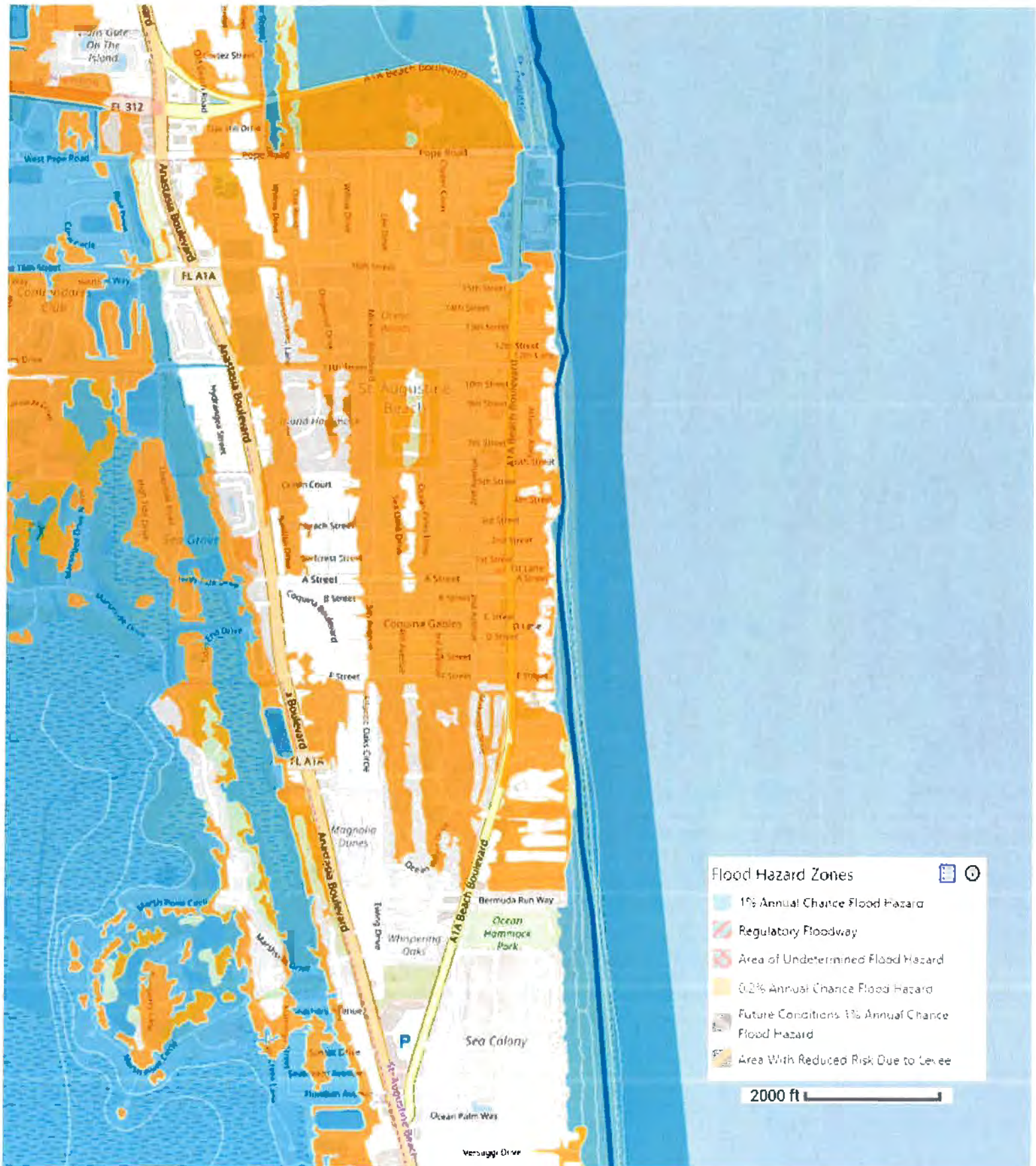
City of St. Augustine Beach, Florida

NOAA Sea Level Rise Data Layer Depicting 6 Feet

Map Image Created on 13 December 2019

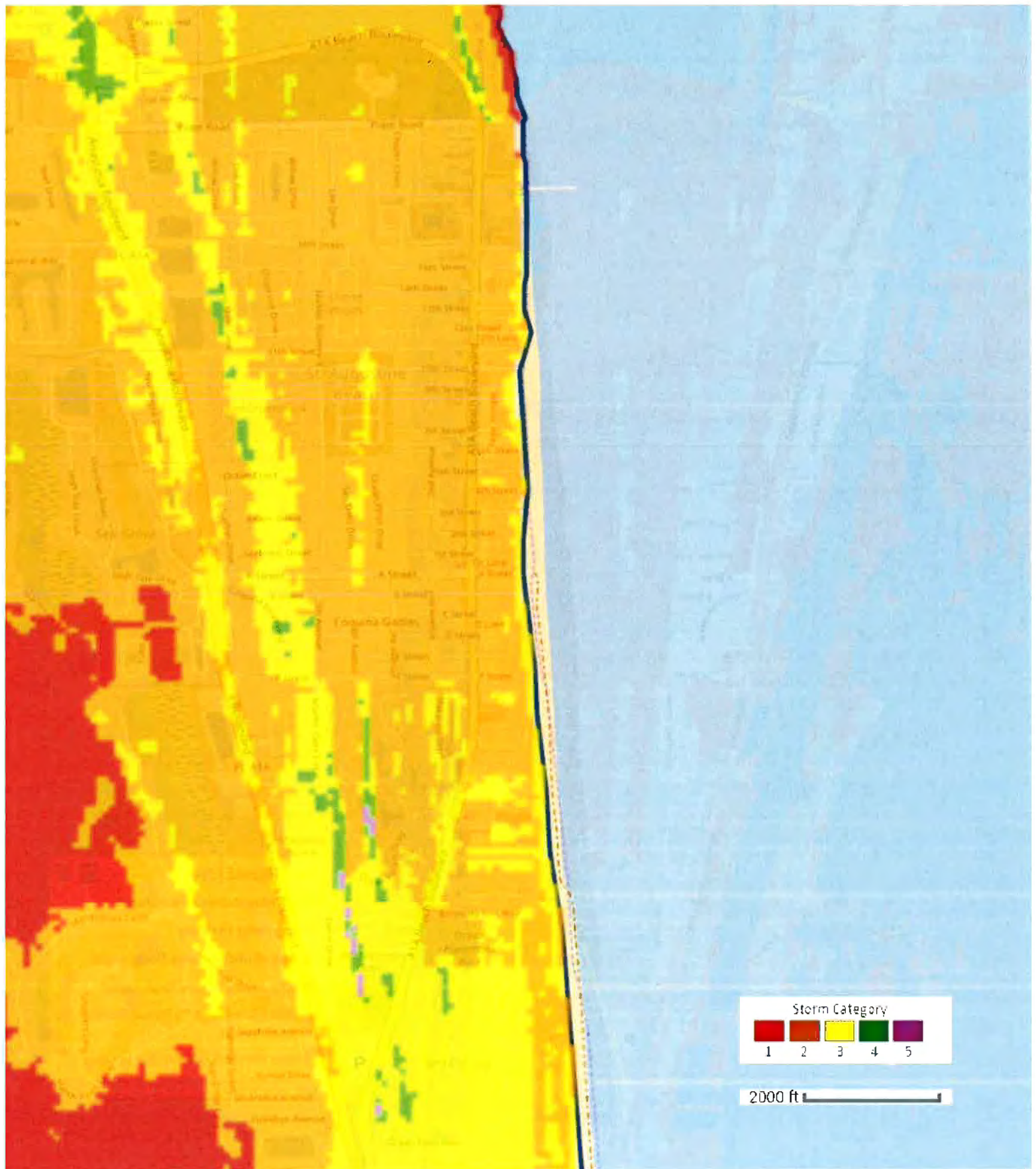


City of St. Augustine Beach, Florida FEMA National Flood Hazard Layer Map Image Created on 13 December 2019



City of St. Augustine Beach, Florida

Storm Surge Layer from FL Statewide Regional Evacuation Update Study
Map Image Created on 13 December 2019



MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 20, 2019

SUBJECT: Embassy Suites Hotel, 300 A1A Beach Boulevard: Request for Approval of Final Development Plan for Phase II (42 Additional Rooms)

INTRODUCTION

The Comprehensive Planning and Zoning Board held a concept review hearing for Phase II at its November 19th meeting and a review of the application for final development plan approval at its December 17th meeting. At the conclusion of its discussion at the December meeting, the Board by a 5-2 vote recommended to you that the final development plan for Phase II be approved. A memo stating the Board's motion and vote is attached as page B.

The minutes of that part of the Board's December 17th meeting when it discussed the plans are attached to this memo as pages C-H.

Also, attached as pages 1-78 is the information that was presented to the Planning Board at its December 17th meeting. In addition, a full set of plans was provided in the City Manager's office for each Commissioner to pick up. The same full set was given to the Planning Board members.

For an overview of Phase II, please note the comprehensive report of the proposed final development plan from Ms. Bonnie Miller, the Building Department's Executive Assistant. It is attached as pages 1--2. In her report, Ms. Miller provides information about such matters as lot coverage, impervious surface ratio, building height, and parking.

SUGGESTED PROCEDURE

For your discussion at the January 6th meeting, we suggest the following procedure:

- The Building Official presents the proposal for Phase II and answers any questions about it that you may have.
- The hotel's owner or representatives then makes their presentation and answers your questions.
- Public comment.
- The owner or representatives or Mr. Law provides answers to any questions or requests for information raised by the public.
- The Commission then discusses the proposed final development plan for Phase II and decides whether to approve it.

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Final Development File No. FD 2019-02
Date: Wednesday, December 18, 2019

Please be advised that at its regular monthly meeting held Tuesday, December 17, 2019, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted to recommend the City Commission approve a final development application submitted for Embassy Suites St. Augustine Beach Resort Phase II, in a commercial land use district at 300 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080.

The application was filed by Thomas O. Ingram, Esquire, Sodl and Ingram PLLC, 233 East Bay Street, Suite 1113, Jacksonville, Florida, 32202, agent for Key Beach North LLC, 848 Brickell Avenue, Miami, Florida, 33131, applicant, for final development approval, per Sections 12.02.05--12.02.13 of the City of St. Augustine Beach Land Development Regulations, for proposed construction of Embassy Suites St. Augustine Beach Resort Phase II, consisting of a 42-unit addition to the existing 175-unit Embassy Suites St. Augustine Beach Resort, in a commercial land use district at 300 A1A Beach Boulevard, PERTAINING TO THE NORTH 537 FEET OF LOT 1 LYING EAST OF COUNTY ROAD A1A BEACH BOULEVARD EXCEPT EAST 20 FEET OF SOUTH 125 FEET TO COUNTY FOR EASEMENTS, PARCEL IDENTIFICATION NUMBER 163000-0000, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Mr. Kincaid made the motion to recommend the City Commission approve the final development application for Embassy Suites St. Augustine Beach Resort Phase II as submitted, with the caveat that all plans submitted for Phase II from this day forth meet all applicable codes and requirements of the City. Mr. Kincaid's motion was seconded by Ms. Odom and passed 5-2 by roll-call vote, with Mr. Einheuser, Mr. King, Ms. Sloan, Mr. Kincaid, and Ms. Odom assenting, and Ms. Longstreet and Mr. Mitherz dissenting.

FROM MINUTES OF PLANNING BOARD'S MEETING, DECEMBER 17, 2019

- D. Final Development File No. FD 2019-02, for proposed Embassy Suites St. Augustine Beach Phase II, consisting of a 42-unit addition to the existing 175-unit Embassy Suites hotel in a commercial land use district at 300 A1A Beach Boulevard, Thomas O. Ingram, Esquire, Sodl & Ingram PLLC, Agent for Key Beach North LLC, Applicant

Mr. Pranis said due to a conflict of interest, he has to recuse himself from the discussion and vote on this item.

Ms. Miller said Mr. Pranis submitted the proper form to staff to recuse himself, and the Board's new junior alternate, Mr. Einheuser, will take Mr. Pranis' place for this agenda item, which is the final development application for Embassy Suites Phase II, a 42-unit addition to the existing Embassy Suites at 300 A1A Beach Boulevard. Located at the northeast corner of the City limits, the Embassy Suites property is a little over six acres, and is owned by Key Beach North LLC, represented by Mr. Thomas Ingram. The Board has been provided revised architectural and engineering plans for Phase II, based on comments and corrections noted by the Board at last month's concept review hearing. Requirements for parking, setbacks, impervious surface ratio coverage, buffering, and height appear to be compliant with all applicable sections of the City's Land Development Regulations. The Board's purview is to review the final development application and draft final development order for a recommendation to the City Commission, which will make the final decision as to whether or not the application and final development order for the Phase II addition is approved.

Ms. Sloan thanked staff and the applicant for the very comprehensive application package submitted and copied to the Board, as it was very well done. The final development application has a list of 54 items the Board needs to review, and also a project phasing master plan that lists 11 items they need to go over. She asked if, in Ms. Miller's opinion, the submittal of the items listed in the application have been met by what has been provided.

Ms. Miller said the final development application checklist includes items that need to be submitted for major development for infrastructure and platting for new subdivisions. As the Phase II addition to Embassy Suites does not involve platting or a new subdivision, not all the items on the checklist are applicable for the proposed Phase II addition. What's been submitted has been deemed a complete application by the City's Zoning Department.

Thomas Ingram, Sodl & Ingram PLLC, 233 East Bay Street, Suite 1113, Jacksonville, Florida, 32202, attorney and agent for applicant, said he represents Key Beach North LLC, the owner of the Embassy Suites property at 300 A1A Beach Boulevard. This application is a proposal to increase the total number of units in the Embassy Suites hotel by 42, which will take the current number of 175 units to 217 units. Since the previous submittal for concept review, a revision has been made to the landscape plans to address comments provided by the St. Johns County Fire Marshal. The most significant change was to make sure there is an area that is six feet wide so firemen can go around the north end of the proposed Phase II building. There also was an added sidewalk connection to A1A Beach Boulevard that was put in the plans at the request of the City's Public Works Director, however, the request to put in a crosswalk from Embassy Suites across A1A Beach Boulevard has been withdrawn, as it's his understanding both St. Johns County and the City want to look more carefully at what's best in terms of crosswalks, and not try to decide right now where a crosswalk should go. It isn't not that it will never happen, and Embassy Suites will certainly cooperate with the City as to what's needed for a crosswalk. The revised plans do have a sidewalk connection that goes to the sidewalk along A1A Beach Boulevard. There was also some discussion at the concept review hearing before the Board last month about the directional arrows at the entrances that

were on the architectural plans, and these directional arrows have been removed. Finally, one of the sheets in the conceptual review plans provided to the Board had the splash park or splash pad playground on them. The splash playground is not part of this application, so by recommending approval of the proposed 42-unit addition, the Board would not be approving or denying the playground. With that, the Key Beach North team has worked really hard to review City Code to make sure the final development application for Phase II is in compliance with all applicable criteria, as Embassy Suites is a hotel that has received a four-diamond rating from the American Automobile Association (AAA), which is something only about six percent of hotels ever get. It was also listed as the first of three places to stay in an article about visiting St. Augustine in *The New York Times* in March 2019, and it was featured by *Travel Weekly* and *Orlando Magazine*. These articles were included in the application information. Embassy Suites St. Augustine Beach has also been proud to host local events such as the Best of St. Augustine 2019, the Wildflower Healthcare Gala in August 2019, St. Augustine High School's 2019 prom, and the inaugural 40 Under 40 Events hosted by *The St. Augustine Record* in February 2019. Key International, the parent company behind the development of this hotel, was recognized in September 2019 with the Hilton Legacy Award for a new developer of the year in the full-service category. The architectural detail in the proposed Phase II addition is identical to that of the existing hotel, which is why the application submittal includes many photos of the existing hotel to try to reflect the quality of this project. Present tonight are Diego Ardid, co-president of Key International; Shawn Gracey, executive vice-president of hospitality for Key International; Gene Montezinos, architect with PFVS, the architectural firm for Phase II; and Kris Rowley, engineer with Zev Cohen and Associates, the engineering firm for Phase II. They'll be happy to answer any questions the Board or members of the public may have regarding this application. Mr. Ardid and Key International are very proud to be part of St. Augustine Beach and they want to be a good neighbor.

Mr. Mitherz asked what the resolution was regarding the directional arrow signs indicating how to go in and out of the hotel property.

Mr. Ingram said the entrances are designed and are wide enough for two-way traffic. Currently, however, they are operated as directional one-way, so exit from the hotel site to access A1A Beach Boulevard is from the most northerly entrance, and entrance to the hotel site is from the most southerly entrance. From a practical standpoint, they've found it works best to use the entrances as directional entrances and exits, but they'll certainly work with the City and Public Works Department if there's some disagreement as to the functionality of the accesses to the property.

Mr. Law said as Embassy Suites has recently reached full occupancy, he definitely agrees with its directional traffic that has traffic entering from the southerly entrance and exiting from the north, keeping in mind the majority of the parking, with the exception of Starbuck's, is 100 percent valet. He has no issues with the current arrangement, and operationally, in the future he expects the hotel will go with the most optimum way to increase efficiency with the staff handling the valet parking. This isn't an issue to him, because as Mr. Ingram pointed out, the access points are 18 or 20 feet wide, so they're wide entrance and exit driveways. To date, however, he's not been privileged to any information that there'll be a change or disruption to the current flow of traffic.

Mr. Ingram said from a design standpoint, the driveways are wide enough to accommodate one- or two-way traffic. In operating the hotel, it's been found having the southerly access point as the entrance and the northerly access point as the exit works best for now, but he can't say this will always be the best way it works or that the driveway designs won't change in the future. At last month's concept review hearing, there was some discussion about parking and the location of parking, and they've certainly worked hard to comply with City Code requirements for onsite parking, and the default rule that all parking should be on the same side of the street as the property. Within those constraints, they've put all of the onsite parking on the property in about the same location relative to the beach as the public parking in Pier Park, which is operated by the County immediately adjacent to the south. As they're also interested in aesthetics and want to make the parking as aesthetically attractive as possible, they're using interlocking pavers with Astroturf material they believe will be aesthetically

superior to other parking areas in the vicinity. Taking into consideration the relative location of the beach on the property immediately adjacent to the north, it's not that far east of where the public parking on Pope Road is, and to the north of that is Anastasia State Park, which also has nearly an oceanfront parking lot, so the parking for Phase II is similar in character in terms of the proximity and is also allowed under the Code.

Ms. Sloan said the Board raised concerns at last month's meeting about that one parking area that's so far east it projects out into the beach, as they didn't think that is necessarily aesthetically appealing from the standpoint of the City because it's right by the pier. She was pleased to see in the revised plans it is now being called "turf parking," and asked if part of it will be AstroTurf, and how wide, approximately, that area is between the pavers.

Mr. Ingram said it's an artificial turf that's in between the interlocking pavers.

Mr. Einheuser said the area between the pavers is probably three-inches-by-three inches. As a pool contractor, he's used these pavers before.

Ms. Sloan said there are also design standards for parking that give the Board the ability to modify parking relating to environmental protection. She asked if any landscaping buffer was provided between this parking and the beach, as she couldn't see the landscaping clearly on the plans.

Mr. Ingram displayed Sheet LA3 of the engineering plans on the overhead projector screens and said the section of the LDRs referred to by Ms. Sloan, Section 6.03.05.B.6, says the Planning and Zoning Board may modify parking requirements where necessary to promote a substantial public interest relating to environmental protection, heritage conservation, aesthetics, tree protection, or drainage. This doesn't talk about landscaping, which is actually addressed in another section. The submitted landscaping design complies with and exceeds the requirements of City Code for landscaping, and landscaping is provided around this parking area. It includes a mix of different plantings, and to soften the look, they're using the interlocking pavers with the artificial turf.

Ms. Sloan said her concern, again, is with the aesthetics, and how it looks from the beach, because it does project out there and the parking juts out much further than the rest of the hotel. However, she really likes the idea of the turf, which will soften it. There are just concerns because it's right next to the beach and they don't want it to have an adverse visual impact. Everything else looks absolutely fabulous, and again, she commended the applicant for doing a really nice job and being very comprehensive with what was included in the application.

Mr. Ingram said they've worked really hard to try to soften the look and feel of that parking area, and while it's further east than the parking currently on the hotel site today, if you look at the aerial photographs included in the application packet, it's no further east than the turnabout at Pier Park immediately to the south. The landscaping around the parking area at the southeasterly quadrant includes a mix of oleander and sable palms, as shown on Sheet LA3 on the overhead projector screens, and this buffer varies in width. It's not super wide, on the easterly boundary it's roughly four-to-six feet wide, then there's a little bit wider reception at the area adjacent to Pier Park at the southeast corner, then it gets narrower to allow for car turnarounds, where there's no shrubbery. As you get further to the west, there are additional plantings.

Ms. Sloan said her concern was the landscaping on the eastern side, and how it will look viewing it from the beach.

Kris Rowley, engineer for Zev Cohen & Associates Inc., 300 Interchange Boulevard, Suite C, Ormond Beach, Florida, 32174, said the eastern boundary actually has existing oleander trees which provide a nice buffer, and some palm trees will also be relocated in this area. It's in the hotel's best interest, as well as the City's, to keep that area buffered. He also wanted to clarify Mr. Einheuser was correct in his earlier statement that the turf block pavers are three-inches-by-three-inches, and this is detailed on Sheet LA3 of the engineering plans.

Mr. Ingram said he just pulled up on Google maps the current satellite view to show the relative location of the area in question at the southeast corner, as well as the turnaround at Pier Park.

Ms. Longstreet said in looking at the turf block area, it seems there's more than a two-foot slope being created there, as it starts at 10.5 feet from the bottom and then goes to a little over 8 feet. She asked if any problems with parking are perceived in that high of a slope.

Mr. Rowley said it is a larger slope that is being varied by about two percent. However, this isn't an American with Disabilities Act (ADA) access area, so it may have a steeper slope there. They're also trying to be respectful of the existing boardwalk and trying not to mess with that, so they were required to do just a little bit of a steeper slope going up. He doesn't see any problems with this at all, as they do up to 10 percent at times, so this is very minimal, less than five percent. The maximum cross slope for ADA compliance is two percent and five percent for longitudinal slope, and they're well below that.

Ms. Longstreet said cars are also being double-stacked, which she knows is not ADA-compliant, so the only way you can use this particular parking lot is by using valet parking, due to the double-stacking. It would be a nightmare if it was at full capacity, trying to get one car in the back out.

Mr. Rowley said he agrees, but the valet parking attendants are professionals, and they know what they're doing.

Mr. Mitherz said it's stated on the application that there are no environmentally sensitive zones within the Phase II area. He asked if the site has been looked at since Phase I was built, or if this is the report from Phase I.

Mr. Ingram said the term "environmentally sensitive zones" would refer to habitat and unique vegetation. This site was the redevelopment of former Sheraton and Howard Johnson hotels. It was scraped lot down to the ground when development of Embassy Suites started, and other than definite improvements to the landscaping, and the building of Phase I, there has not been a change in the environmental character of the site.

Ms. Sloan said the Board was provided copies of two letters sent to the Board and the City Commission, one from Mr. Bili Bean of 53 Willow Drive, and the other from Tom and Linda Ringwood of 8 F Street, both objecting to the expansion of Embassy Suites. These two letters will be entered into the record of this meeting. She asked for public comment. There was none.

Mr. Kincaid said the Board was provided copies of the letter from the St. Johns County Fire Marshal, and asked if, with the elimination of the department access road and turnaround on the north side of the existing hotel building, the six-foot path and standpipe satisfy the National Fire Protection Association (NFPA) requirements.

Mr. Law said he's talked with PJ Webb, another engineer at the St. Johns County Fire Marshal's Office, and the engineers for the fire sprinkler system, and as he understands, the County Fire Marshal has agreed with the plan. However, before a sprinkler permit is issued, this must once again go back to the Fire Marshal and be signed off. The Fire Marshal has requested the vegetation be pushed away from the building, so fire personnel have access through there. A new fire hydrant will potentially be added on the northwest sector of the hotel to accommodate this, with various standpipes and cabinets, he believes. This will go through a full fire plan review again.

Ms. Sloan said they have the court case continuing, and the judge at the last ruling ruled in favor of the City finding evidence of adverse visual impact on the surrounding environment in violation of City Code, which is why the judge upheld the City's decision to deny the splash park. She'd simply like to make it clear there are concerns about that parking area perhaps having an adverse visual impact, but she's satisfied that what the applicant has shown with the turf pavers and landscaping reduces that adverse visual impact. She asked for Board comment.

Ms. Odom said she appreciates Embassy Suites' efforts to work with the City to make this a beautiful site. Some people think when you turn the corner driving south along A1A and see the hotel, it's ugly, but anyone who's lived here all their life knows it's quite an improvement. She applauds it and has enjoyed it, and will be installed as president of the Board of Realtors there on Friday.

Mr. Kincaid said to reiterate what the Board has heard, the application is complete, and there are no objections

from staff.

Mr. Law said at this point, the Building Department has no objection to the proposed addition, keeping in mind a full plan review will take place if the City Commission votes to approve Phase II. The final development application is basically a zoning review, not a building, plan, or fire review, and Ms. Miller has researched the plans quite extensively over the past few months and demonstrated no objection to the proposed Phase II 42-unit addition.

Ms. Longstreet said the applicant has done an admirable job in addressing and finding solutions to every one of the issues the Board pointed out at last month's concept review hearing. Personally, she's still really concerned with the total number of 259 parking spaces for the total of 217 units the hotel will have with the current 175 units in Phase I and the 42 units in Phase II.

Ms. Sloan said that actually comes out to more parking spaces than is required by City Code.

Mr. Law said that's correct, City Code requires 1.15 parking spaces per unit, so based on a total of 217 units for Phases I and II, the hotel is required to have 250 spaces, and 259 spaces are provided.

Ms. Longstreet said she knows this application has nothing to do with the splash pad playground, but she feels it's a little hostile that they have an open court case going on when the issue has already been mitigated twice. She doesn't understand why this is still an open and ongoing issue.

Mr. Mitherz said he was a little surprised at some of the information provided in the application, such as what is on page 14, titled "Project Phasing Master Plan," which states the entire master plan area was previously approved as part of the conceptual plan for Phase I in 2015. When the original hotel was done, there was no master plan or phasing plan, to the best of his memory. He looked for the document referred to as showing the Phase II area and didn't see it, and was told by staff it really wasn't there, which is somewhat disappointing to him.

Mr. Ingram said there was a plan showing a potential Phase II with the footprint of the expansion in this same area. Granted, it was not to this level of detail, which is an extraordinary level of effort by the project's landscape architects and engineers, but an expansion was contemplated in the original plan, and it is referenced in the final development order issued for Phase I.

Mr. King said as long as the proposed addition for Phase II complies with the Code, he doesn't have any real problems with it, whether he likes it or not. If it's compliant when the actual plans are submitted and reviewed by the Building Department, he has no issues with it. Fortunately, it's at the north end of the City, and he hasn't seen that it has had any major impact since the original part of the hotel was built, and a lot of people like it.

Mr. Einheuser said he went through the plans, which are all engineered, and everything appears to be correct. He's gone to Embassy Suites, and enjoys it. That's why he moved to the beach, so he could ride his bike and not worry about parking. He doesn't have any objections to this.

Ms. Sloan said she also likes the hotel very much. The Board got a lot of blowback when the original structure was built so high, even though it was built correctly, as it had to start at the wave velocity height or however it is stated, so she was very pleased to see that Phase II is in compliance with the new rules and it is only two stories above the parking. The former hotel on this site was such an eyesore, whereas this hotel is beautiful, and it has hosted quite a few really nice events and it's just been a wonderful addition to the community. She agrees with Ms. Longstreet and is disappointed that Embassy Suites has continued to fight the appeal regarding the splash park, and while she understands this is what big companies and attorneys do, this is a small community and a lot of folks have expressed their concerns that they did not want to see that visual impact in that far corner and that's why she has to be careful and concerned about it. She really likes the hotel and looks forward to getting back over there to that bar and outdoor pool bar, and just wishes the lawsuit would finish so it's no longer an issue.

Mr. Kincaid said he doesn't think they've done anything outside of their legal right to pursue their desire, which is

what any one of them, as a business or an individual, would have through the court system to go to the next level until it's finally satisfied. He doesn't know if it's appropriate that they comment on Embassy Suites' desire to continue to pursue their legal rights within the court system.

Ms. Sloan said she was commenting on the public sentiment, which is her job as a Board member. When people come to her, email her, and send her letters, she needs to convey that information.

Motion: to recommend the City Commission approve Final Development File No. FD 2019-02 as submitted, with the caveat that all plans for the proposed Phase II addition submitted from this day forward meet all applicable codes and requirements of the City. **Moved** by Mr. Kincaid, **seconded** by Ms. Odom, **passed 5-2** by roll-call vote, with Mr. Einheuser, Mr. King, Ms. Sloan, Mr. Kincaid, and Ms. Odom assenting, and Ms. Longstreet and Mr. Mitherz dissenting.

City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

To: Comprehensive Planning & Zoning Board
From: Bonnie Miller, Executive Assistant
CC: Brian Law, Building Official
Date: 12-12-2019
Re: Final Development File No. FD 2019-02

This final development plan application is for Embassy Suites Phase II, a 42-unit addition to the existing 175-unit Embassy Suites hotel at 300 A1A Beach Boulevard. This approximate 6.05-acre site, owned by Key Beach North LLC, is zoned commercial, which per Section 3.02.04 of the City's Land Development Regulations (LDRs) is allowed 40 percent maximum lot coverage. Lot coverage is defined in Section 3.02.04 as the square footage of the building divided by the square footage of the site, and lot coverage does not include paved areas for parking, sidewalks or driveways. The existing hotel building footprint for Phase I of Embassy Suites is approximately 64,696 square feet, and the proposed Phase II addition is approximately 15,102 square feet, for a total of 79,798 square feet. This divided into a total parcel consisting of 263,674-square-feet, per the survey included with the application information, equals 30 percent total lot coverage. Impervious surface ratio (ISR) coverage, which includes building footprints, pools and pool decks, driveways, walkways, and parking areas, for commercial property per Section 6.01.02 shall not exceed 70 percent. The total ISR square footage for this site with the proposed Phase II addition is approximately 63 percent.

The proposed addition is a three-story structure that will be built on the north side of the property with two stories of hotel units above a parking garage, which is consistent with Phase I. Parking requirements for hotels per Section 6.03.02 of the City's LDRs are 1.15 spaces per room or unit. Phases I and II will have a combined total of 217 units, so the minimum parking requirement is 250 spaces. The existing Phase I has a total of 210 parking spaces, and an additional 49 spaces will be added for Phase II, for a total of 259 parking spaces. Setbacks for commercial structures per Section 6.01.03 of the City's LDRs require minimum 20-foot front and rear yard setbacks and a minimum 15-foot street side yard setback off Pope Road, all of which have been met per the proposed building footprint of the overall layout plan, which is sheet LA1. Building height as shown on the exterior elevations in the architectural plans on Sheet A-201 is in compliance with Section 6.01.04 of the LDRs, with the height of the 34-foot, 10-inch building measured one foot above an elevation of seven feet, 11 inches, which is the average grade at the front property line. Buffering requirements are in compliance with Section 6.06.04.A of the LDRs, as shown on pages LA-2, LA-3 and LA-4 of the engineering plans.

A permit from the Department of Environmental Protection, and also approval from St. Johns County Fire Rescue Department, will be required prior to the issuance of a permit from the City's Building and Zoning Department. The engineering plans have been submitted for review to St. Johns County Utility Department, which approved them on October 21, 2019; St Johns County Fire Department, which submitted comments on November 25, 2019; St. Johns County Transportation Development Division, which submitted comments dated November 12, 2019; the City's Police Department, which via email from Chief Robert Hardwick dated October 31, 2019 states the Police Department has no concerns with the Phase II addition aside from parking; and Public Works Director Bill Tredik's email dated December 12, 2019, requests the Embassy Suites developer to provide sidewalk connection to A1A Beach Boulevard.

The Board's purview, per Section 12.02.05 states, "All major development shall be reviewed by the Comprehensive Planning and Zoning Board for recommendation of approval or denial, with the final hearing and final determination of approval or denial to be made by the City Commission." A draft final development order

has been crafted and included in the Board's packet information for this final development application, and any recommendations or revisions to this order included as part of the motion by the Board to recommend the Commission approve or deny the proposed Embassy Suites Phase II addition will be forwarded to the Commission for the Commission's final determination of approval or denial at the public hearing of the final development application to be held at the Commission's January 6, 2020 meeting.

Sincerely,

Bonnie Miller

Bonnie Miller, Executive Assistant
Building and Zoning Department

**THE CITY OF ST. AUGUSTINE BEACH
APPLICATION FOR MAJOR DEVELOPMENT**

Embassy Suites St. Augustine Beach Resort, Phase II, 300 A1A Beach Boulevard

The undersigned hereby applies for a permit for construction, repairs, and/or installation work under the Building Codes of the City of St. Augustine Beach, Florida. This permit does not apply to Electrical, Plumbing, Mechanical or Land Clearing/Excavation.

Estimated Cost: \$ \$4.2 Million

To be located on Lot(s): 1 Block(s): Sec 34, Township 4S, Range 30E

Subdivision: _____ Real Estate Parcel Number: 163000-0000

Owner(s): Key Beach North, LLC

attn: Shawn Gracey, Executive Vice President Hospitality, Key International

Address(es): 848 Brickell Ave Phone: 305 377-1001

Suite 1100

Phone: _____

Miami, FL 33131

Phone: _____

Architect: Clarence T. Vinson, AIA CARB, President, PFVS

Address: 5755 Dupree Dr., Atlanta GA 30327 Phone: 404 503-5000

Contractor: To Be Determined

Address: _____ Phone: _____

Contractor's City Certification: _____

Contractor's State Certification: _____

Flood Insurance Zone: AO Land Use Density Classification: Commercial Land Use/
Commercial Zoning

Sewage (Check One): Central Sewer Hook-Up ☒ Septic ☐

Legal Description of Parcel according to Survey and Warranty Deed (both must be submitted): _____

SITUATED IN THE COUNTY OF SAINT JOHNS AND STATE OF FLORIDA: THE NORTH 537 FEET OF GOVERNMENT ~~LOT 1, SECTION 34, TOWNSHIP 7 SOUTH, RANGE 30 EAST LYING EAST OF THE EAST RIGHT-OF-WAY LINE OF STATE ROAD A-1-A, EXCEPTING THEREFROM A STRIP OF LAND 20 FEET BY 125 FEET ALONG THE EAST SIDE THEREOF CONVEYED BY MODEL LAND COMPANY TO THE COUNTY OF SAINT JOHNS, APRIL 8, 1938, BY DEED RECORDED IN DEED BOOK 76, PAGE 303. THE SOUTH LINE OF THE SAID LANDS IS THE SAME AS THE NORTH LINE OF THAT CERTAIN TRACT CONVEYED BY MODEL LAND COMPANY TO THE COUNTY OF SAINT JOHNS BY DEED NUMBER 7254 DATED APRIL 5, 1938, AND RECORDED IN DEED BOOK 76, PAGE 301. LESS AND EXCEPTING ANY LANDS LYING EAST OF THE EROSION CONTROL LINE FOR ST. JOHNS COUNTY AS RECORDED IN OFFICIAL RECORD BOOK 1507, PAGE 1353~~

obtained and the review fee shall also be the same. Expired final development orders are not eligible for renewal.

(Ord. No. 91-7, § 2; Ord. No. 03-14, § 1, 7-7-03; Ord. No. 15-01, § 1, 2-2-15)

Sec. 12.02.05. Major development.

A. A development plan shall be designated as a major development if it satisfies one (1) or more of the following criteria:

- 1 The activity involves combined land and water area which exceeds three (3) acres.
- 2 The development is a residential project of five (5) or more dwelling units per acre of land or of twenty five (25) or more total dwelling units.
- 3 The development involves more than three thousand (3,000) square feet of nonresidential floor space.
4. Any development that the building official designates as a major development project because:
 - a. The proposed development is part of a larger parcel for which additional development is anticipated that, when aggregated with the project in question, exceeds the limits of paragraphs 1., 2., and/or 3. above; or
 - b. The proposed development should be more thoroughly and publicly reviewed because of its complexity, hazardousness, or location.
 - c. The proposed development is one which is likely to be controversial despite its small size mass or height, and should thus be more thoroughly and publicly reviewed.
- 5 Any Planned Unit Development (PUD) shall be considered major development.
- 6 Any commercial development that seeks a reduction in minimum parking standards.

B. All major development shall be reviewed by the comprehensive planning and zoning board for recommendation of approval or denial, with the final hearing and final determination of approval or denial to be made by the city commission.

(Ord. No. 91-7, § 2; Ord. No. 03-14, § 2, 7-7-03; Ord. No. 15-08, § 1, 12-7-15)

Sec. 12.02.06. Concept review.

A. All major developments, and also any application for a variance or conditional use permit, must be submitted to concept review.

B. The developer shall file a completed application and a concept plan as a prerequisite to obtaining concept review approval.

C. Within five (5) working days of receipt of an application and concept plan, the department shall:

1. Determine that the submittals are incomplete and inform the developer in writing as to the deficiencies. The developer may submit an amended application within thirty (30) working days without payment of a reapplication fee, but, if more than thirty (30) working days have elapsed, must thereafter reinitiate the application and pay an additional fee; or,
2. Determine that the submittals are complete and proceed with the following procedures.

D. The proposal shall be placed on the agenda of the next meeting of the comprehensive planning and zoning board that allows the giving of required notice.

E. A copy of the concept plan shall be delivered to participants in the technical review process. The participants in the technical review process are composed of city staff involved in the development process and any other persons designated by the city commission. Participants shall review the proposal and submit comments if any, in writing to the comprehensive planning and zoning board or orally at the board's meeting.

SPECIFICATIONS

Is the parcel or any part of the parcel seaward of the Coastal Construction Control Line?

Yes X No _____

If yes, give the legal description of the portion of land seaward of the line.

See Survey, attached

Total Acreage of Parcel	<u>6.05</u>
Units/Acre in Low Density Classification (Max. 4/acre)	<u>N/A</u>
Units/Acre in Medium Density Classification (Max. 7/acre)	<u>N/A</u>
Units/Acre in High Density Classification (Max. 12/acre)	<u>N/A</u>

Dimensions:

Street frontage for Duplex must be a minimum of 75'; Triplex - minimum of 100'; Quadraplex - minimum of 122.5'.

Total Lot Area for Single Family and for a Duplex must be 7500' minimum; Triplex - minimum 10,000'.

Lot Coverage must be .35 at a minimum (Divide Total Structure Area Coverage by Lot Area).

Lot Depth must be at a minimum 100' if platted after adoption of Code, 93' if platted prior to adoption of Code.

Impervious Surface Ratio may be at a maximum .40 for Low Density, .50 for Medium, and .70 for High. Calculate this ratio by dividing the total of the impervious surface within each density classification by the total land area within the same density classification.

Lot Setbacks:

- Front yard setbacks must be a minimum 25'.
- Rear yard setbacks must be a minimum 25'.
- Side yard setbacks must be a minimum 10'>
- Street setbacks (for lot on a corner) must be 15'.

Minimum Setbacks for Commercial (6.01.03 Land Dev Code:

**Front - 20 feet, Side - 10 feet, Rear
20 feet, 15 foot Street Side)**

The number of Access Points to Road is limited to a maximum of one for every 50' of street frontage.

Total Floor Area excluding porches, attached garages, carports and breezeways:

Low density: Must be a minimum 1400 sq. ft. if platted after adoption of Code, 1000 sq. ft. if platted prior. Minimum for first story of two-story is 1000 sq. ft.

Medium density: 800 sq. ft. minimum for first floor of two story.

Thereby certify that the above information is true and agree to perform said work in accordance with plans specifications and the above details, which are considered a part of this agreement and to comply with building codes and land use ordinances of the City of St. Augustine Beach, Florida.

Any deviations or alterations from plans and specifications must be reported and permission must be obtained in writing.

Notice: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

Signature (s) of Owner (s) or Agent (s)



Owner/Agent*

October 1, 2019
Date

Owner/Agent*

Date

Owner/Agent*

Date

Owner/Agent*

Date

*AGENTS MUST HAVE A WRITTEN AUTHORIZATION OR PERMISSION LETTER

Agent:
Thomas O. Ingram, Esq.
SODL & INGRAM PLLC
233 E. Bay Street, Suite 1113
Jacksonville, FL 32202
thomas.ingram@si-law.com
(904) 612-9179

CONCEPT REVIEW

All major developments must be submitted to concept review. The developer shall file a completed application and a concept plan as a prerequisite to obtaining concept review approval. Within five (5) working days of receipt of an application and concept plan, the department shall determine and inform the developer whether the submittals are complete or incomplete.

If the plans are incomplete the developer shall be notified in writing as to the deficiencies. The developer may submit an amended application within thirty (30) working days without payment of a reapplication fee.

When submittals are determined complete, the following procedures shall be followed:

1. The proposal shall be placed on the agenda of the next meeting of the Comprehensive Planning and Zoning Board.
2. Notice of the Comprehensive Planning and Zoning Board meeting shall be mailed by the Building Department to the developer and all persons who, according to the most recent tax rolls, own property within three hundred (300) feet of the property proposed for development. The St. Johns County Courthouse will provide a listing of the legal descriptions and the microfiche tables in order to list the names and addresses of the property owners to be notified. This list of names and addresses, along with one (1) set of stamped, addressed envelopes (including and envelope for both the owner and the applicant) are to be included with the application. NOTE: Do not fill in the return address. The Building Department will stamp the return address and mail the legal advertising to the property owners. The notice shall be mailed at least fifteen (15) days before the meeting.
3. The technical review participants shall review the concept proposal and submit comments, if any, in writing to the Comprehensive Planning and Zoning Board or orally at the Board meeting.

Applications for development review shall be available from the Building and Zoning Department. A completed application shall be signed by all owners or their agent. Signature of an agent will be accepted only with written authorization by the owner(s).

FINAL DEVELOPMENT PLAN REVIEW

All major developments must be submitted to a review of final development plans. The developer shall within six (6) months after completion of concept review, submit a final development plan to the department. If more than six (6) months elapse, the developer must resubmit the plan for concept review.

Within fifteen (15) days of receipt of a final development plan, the building official shall:

- ☐ 1. Determine that the information is incomplete and inform developer in writing of the deficiencies. The developer may submit an amended plan within thirty (30) working days without payment of an additional fee, but, if more than thirty (30) days have elapsed, must thereafter initiate a new application and pay a new fee; or
- 2. Determine that the plan is complete and proceed with the remainder of the procedures:
 - ☐ a. Send a copy of final plan to each participant in the technical review process. Each participant shall submit comments to the building official within fifteen (15) day.
 - ☐ b. Within ten (10) days after receiving comments, the building official shall issue a written report making a recommendation to the Comprehensive Planning and Zoning Board. The report shall set forth findings and conclusions supporting the recommendation that the Comprehensive Planning and Zoning Board:
 - ☐ 1. Issue a final development order complying with Section 12.02.11, required contents of final development orders.
 - ☐ 2. Refuse to issue a final development order based on it being impossible for the proposed development, even with reasonable modifications, to meet the Code requirements.

The Comprehensive Planning and Zoning board on the earliest available date that requires the giving of required notice, shall conduct an administrative hearing on the final development plan to determine whether the plan satisfies the Code requirements. The C.P. & Z Board shall:

- ☐ 1. Issue a final development order complying with Section 12.02.11, required contents of final development orders; or
- ☐ 2. Refuse to issue a final development order based on it being impossible for the proposed development, even with reasonable modifications, to meet the Code requirements.

FINAL DEVELOPMENT PLAN

A final development plan shall include the information required in a preliminary plan plus the following additional or more detailed information. Please check and indicate in the space below where the requirement can be located in the submittal: See attached plans and accompanying text.

- ☐ 1. A map of vegetative cover including the location and identity by common name of all protected trees.
- ☐ 2. A topographic map of the site clearly showing location, identification, and elevation of bench marks, including at least one (1) bench mark for each major water control structure.
- ☐ 3. A detailed overall project map showing existing hydrography and runoff patterns, and the size, location, topography and land use of any off-site areas that drain onto, through, or from the project.
- ☐ 4. Existing surface water bodies within the proposed site, including seasonal high water-table elevations and attendant drainage areas for each.
- ☐ 5. Location of any underground or overhead utilities, culverts and drains on the property and within one hundred (100) feet of the proposed development boundary.
- ☐ 6. Location, names and widths of existing and proposed streets, highways, easements, building lines, alleys, parks and other public spaces and similar facts regarding adjacent property.
- ☐ 7. The one hundred (100) year flood elevation, minimum required floor elevation and boundaries of the floodplain for all parts of the proposed development.
- ☐ 8. Drainage basin or watershed boundaries identifying locations of the flutes of off-site waters onto, through, or around the project.
- ☐ 9. Area and percentage of total site area to be covered by an impervious surface.
- ☐ 10. The boundaries of proposed utility easements.

- ☐ 11. Construction phase lines.
- ☐ 12. Building plan showing the location, dimension, gross floor area and the proposed use of buildings.
- ☐ 13. Front, rear and side architectural elevations of all buildings.
- ☐ 14. Building setback distances from property lines, abutting r.o.w. center lines and all adjacent buildings and structures.
- ☐ 15. Minimum floor elevations of buildings within one hundred (100) year floodplain.
- ☐ 16. The location, dimensions, type, composition and intended use of all other structures.
- ☐ 17. Proposed location and sizing of potable water and wastewater facilities to serve the proposed development, including required improvements or extensions of existing off-site facilities.
- ☐ 18. The boundaries of proposed utility easements.
- ☐ 19. Location of the nearest available public water supply and wastewater disposal system and the proposed tie-in points, or an explanation of alternative systems to be used.
- ☐ 20. Exact locations of on-site and nearby existing and proposed fire hydrants.
- ☐ 21. The layout of all streets and driveways with paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private roads.
- ☐ 22. A parking and loading plan showing the total number and dimensions of proposed parking spaces, spaces reserved for parking, loading areas, proposed ingress and egress (including public street modifications) and projected on-site traffic flow.
- ☐ 23. The location of all interior lighting.

- ☐ 24. The location and specifications of any proposed garbage dumpsters.
- ☐ 25. Cross sections and specifications of all proposed pavement.
- ☐ 26. Typical and special roadway and drainage sections and summary of quantities.
- ☐ 27. All protected trees to be removed and a statement of why they are to be removed.
- ☐ 28. Proposed changes in the natural grade and any other development activities directly affecting trees to be retained.
- ☐ 29. A statement of the measures to be taken to protect the trees to be retained.
- ☐ 30. A statement of tree relocations and replacements proposed.
- ☐ 31. Location and dimensions of proposed buffer zones and landscape areas.
- ☐ 32. Description of plant materials existing and to be planted in buffer zones and landscaped areas.
- ☐ 33. Erosion and sedimentation control plan that describes the type and location of control measures, the stage of development at which they will be put into place or used, and maintenance provisions.
- ☐ 34. Channel, direction, flow rate and volume of storm water that will be conveyed from the site, with a comparison to natural or existing condition.
- ☐ 35. Detention and retention areas, including plans for discharge of contained waters, maintenance plans and predictions of surface water quality changes.
- ☐ 36. Areas of the site to be used or reserved for percolation including an assessment of the impact on ground-water quality.

- ☐ 37. Location of all water bodies in the surface management system (natural and artificial) with details of hydrography, side slopes depths and water-surface elevations or hydrography.
- ☐ 38. Linkages with existing or planned storm water management systems.
- ☐ 39. On and off-site r.o.w. and easements for the system including location and a statement of the nature of the reservation of all areas to be reserved as part of the storm water management system.
- ☐ 40. The entity or agency responsible for the operation and maintenance of the storm water management system.
The property owner.
- ☐ 41. Runoff calculations shall be in accord with the storm water management manual.
Confirmed.
- ☐ 42. The exact sites and specifications for all proposed drainage, filling, grading, dredging and vegetation removal activities including estimated quantities of excavation or fill materials computed from cross sections, proposed within an environmentally sensitive zone.
There are no environmentally sensitive zones within the Phase II area.
- ☐ 43. Detailed statement or other materials showing:
 - ☐ a. The percentage of the land surface of the site that is covered with natural vegetation and the percentage of natural vegetation that will be removed by development.
n/a
 - ☐ b. The distances between development activities and the boundaries of the protected environmentally sensitive zones.
n/a
- ☐ 44. Two (2) blueprints or ink drawings of the plans and specifications of regulated signs and method of their construction and attachment to the building or ground, except those standard signs that have been placed on file with the building official by a licensed sign contractor for standard signs. The plans shall show all pertinent structural details, wind pressure requirements and display materials in accordance with the requirements of the Code and the building and electrical codes adopted by St. Augustine Beach. The plans shall clearly illustrate the type of sign or sign structure as defined in the Code; sign design, including dimensions, colors and materials; the aggregate sign area; the dollar value of the sign; maximum and minimum heights of the sign; and sources of illumination.

- ☐ 45. For regulated ground sign, a plan, sketch, blueprint, blue line print or similar presentation drawn to scale which indicates clearly:
- ☐ a. The location of the sign relative to property lines, r.o.w., streets, alleys, sidewalks, vehicular access and parking areas and other existing ground signs on the parcel.
 - ☐ b. All regulated trees that will be damaged or removed for the construction and display of the sign.
 - ☐ c. The speed limit on adjacent streets.
- ☐ 46. For building sign, a plan, sketch, blueprint, blue line print or similar presentation drawn to scale which clearly indicates:
- ☐ a. The location of the sign relative to property lines, r.o.w.'s, streets, alleys, sidewalks, vehicular access and parking areas, buildings and structures on the parcel.
 - ☐ b. The number, size, type and location of all existing signs on the same parcel, except a single business unit in a multiple occupancy complex shall not be required to delineate the signs of other business units.
 - ☐ c. A building elevation or other documentation indicating the building dimensions.
- ☐ 47. If the development involves a subdivision of land the proposed number, minimum area and location of lots.
- n/a
- ☐ 48. Location of all land to be dedicated or reserved for all public and private uses, including r.o.w.'s, easements, special reservations and the like.
- n/a
- ☐ 49. Amount of area devoted to all existing and proposed land uses, including schools, open space, churches, residential and commercial, as well as the location thereof.
- Commercial Hotel and related uses - 100%
- ☐ 50. The total number and type of residential units categorized according to number of bedrooms. The total number of residential units per acre (gross density) shall be given.
- n/a

- ☐ 51. Location of proposed development in relation to any established urban service areas.
- ☐ 52. Location of on-site wells and wells within one thousand (1,000) feet of any property line, exceeding one hundred thousand (100,000) gallons per day.
None known.
- ☐ 53. Historic and archaeologic sites. The manner in which historic and archaeologic sites on the site, or within one thousand (1,000) feet of any boundary site, will be protected.
No historic or archaeologic sites are on site. The proposed Phase II does not affect the protection of any historic sites in the area.
- ☐ 54. Final development plan - subdivision of land: N/A
- ☐ a. A metes and bounds description of lands to be subdivided, from which, and without reference to the plat, the starting point and boundary can be determined.
- ☐ b. Every development shall be given a name by which it shall be legally known. The name shall not be the same as any other name appearing on any recorded plat except when the proposed development includes a subdivision that is subdivided as an additional unit or section by the same developer or his successors in title.
- ☐ c. All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout several additions.
- ☐ d. All interior excluded parcels shall be clearly indicated and labeled "Not part of this plat/development."
- ☐ e. All contiguous properties shall be identified by development title, plat book and page, or if land is un-platted, it shall be so designated. If a subdivision to be platted is a resubdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. All abutting existing easements and r.o.w.'s must be indicated to the center line.
- ☐ f. Restrictions pertaining to the type and use of existing or proposed improvements, waterways, open spaces, building lines, buffer strips and walls and other restrictions of similar nature, shall require the establishment of restrictive covenants and such covenants shall be submitted with the final plan for recordation.

- ☐ g. Where the development includes private streets, ownership and maintenance association documents shall be submitted with the final development plan and the dedication contained on the development plan shall clearly indicate the roads and maintenance responsibility to the association without recourse to St. Augustine Beach or any other public agency.
- ☐ h. All man-made lakes, ponds and other bodies of water excluding retention/detention areas shown on the final development plan shall be made a part of adjacent private lot(s) as shown on the final plat. The ownership of these bodies of water shall not be dedicated to the public unless approved by St. Augustine Beach.

**BEFORE THE CITY COMMISSION OF
ST. AUGUSTINE BEACH, FLORIDA**

In re:

**APPLICATION OF THOMAS O. INGRAM, ESQUIRE,
SODL AND INGRAM PLLC, AGENT FOR KEY BEACH
NORTH LLC, FOR FINAL DEVELOPMENT APPROVAL
FOR EMBASSY SUITES ST. AUGUSTINE BEACH
RESORT PHASE II, 300 A1A BEACH BOULEVARD,
ST. AUGUSTINE BEACH, FLORIDA 32080**

FINAL DEVELOPMENT ORDER FILE NO. FD 2019-02

This CAUSE, pertaining to the property described in Attachment A, came before the City of St. Augustine Beach Comprehensive Planning and Zoning Board on the 17th day of December, 2019, and before the St. Augustine Beach City Commission on the 6th day of January, 2020, upon Application, by Key Beach North LLC, 848 Brickell Avenue, Suite 1100, Miami, Florida, 33131, represented by its authorized agent Thomas O. Ingram, Esquire, Sodl and Ingram PLLC, 233 East Bay Street, Suite 1113, Jacksonville, Florida, 32202, for final development approval, per Sections 12.02.05--12.02.13 of the City of St. Augustine Beach Land Development Regulations, for proposed construction of Embassy Suites St. Augustine Beach Resort Phase II, consisting of a 42-unit addition to the existing 175-unit Embassy Suites St. Augustine Beach Resort, consisting of 42 additional suite units and 49 additional parking spaces in a commercial land use district at 300 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080. The Board having reviewed and considered the application, the report of the Building and Zoning Department, the testimony, statements, and evidence presented before the Board by the applicant and other persons speaking at the public hearing, including public comments, and the Board finding it has jurisdiction over this proceeding and that the required notices have been provided and were afforded to all parties, upon motion duly made, seconded and passed, the application was approved and determined as follows.

FINDINGS OF FACT

The Board finds that the Final Development Plan for proposed construction of St. Augustine Beach Embassy Suites for Key International in a commercial land use district at 300 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, as described above, conforms to all applicable provisions of the City of St. Augustine Beach Comprehensive Plan, and, except as may be required to be cured herein, with all applicable City of St. Augustine Beach Land Development Regulations.

The application and accompanying documents submitted demonstrate the Final Development Plan for the above-referenced property does not degrade the prescribed Levels of Service for the City of St. Augustine Beach and/or any interlocal agreement with St. Johns County concerning services or capacities which affect consistency and concurrency determinations.

Subject to the conditions hereinafter set forth, it is determined that this Final Development Order File No. FD 2019-02, prepared for the final development application submitted by Mr. Thomas O. Ingram, Sodl and Ingram PLLC, agent for Key Beach North LLC, 848 Brickell Avenue, Suite 1100, Miami, Florida, 33131, unless modified by a subsequent final development order, is approved for the parcel of land as described in Attachment A, and shall not be effective except upon ratification of each and every one of the following conditions. Issuance of this Final Development Order shall not constitute an opinion that any subsequent phases for Embassy Suites St. Augustine Beach Resort at 300 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, shall also be approved.

ORDERED as follows:

1. Nothing contained herein shall be deemed to waive the requirement that the proposed development comply with the State of Florida Building Codes and conform to all applicable provisions of the City of St. Augustine Beach Comprehensive Plan, City of St. Augustine Beach Land Development Regulations, and the provisions of all other applicable agencies.
2. Production of evidence satisfactory to the Building Official of receipt by the applicant of permits deemed necessary allowing development in accordance with the Final Development Plan and accompanying drawings, if required, from the Army Corps of Engineers, the Florida Department of Environmental Protection, St. Johns River Water Management District, St. Johns County Fires Services, and St. Johns County Utility Department, shall be issued and in effect prior to the issuance of a building permit by the City of St. Augustine Beach.
3. Essential services such as electricity, telephone, cable and other communication lines and street lighting must be in place prior to issuance of any Certificate of Occupancy for the subject property site. Water and sewer connection fees shall be paid and in place prior to the issuance of any building permits. Screening of any utility apparatus placed above ground shall be required. Fire hydrants shall also be in place prior to issuance of any building permits.
4. Applicant/owner shall undertake measures to protect trees and environmentally sensitive areas by providing protective barriers prior to and during all development activities immediately adjacent to the right-of-way and utility easements and the issuance of any infrastructure or utility permits. Clearing and/or tree removal permits will not be issued prior to acceptance of a substantially complete application for a building permit for site work.
5. Applicant shall comply with Section 6.03.05.C.1 of the City of St. Augustine Beach Land Development Regulations, which states, "Pedestrian circulation facilities, roadways, driveways, and off-street parking and loading areas shall be designed to be safe and convenient," and provide sidewalk connection to A1A Beach Boulevard at the south front driveway entrance.
6. Applicant/owner shall be responsible for all repairs if curbs or City or St. Johns County roadways are damaged.
7. This Final Development Order shall be effective for a period of five (5) years from its effective date, at which time the applicant/owner shall have completed one hundred (100%) percent of all development construction on the site.
8. Successors and assigns of the applicant/owner shall be bound by the terms and conditions of this Final Development Order. However, persons acquiring property do so with notice that although under appropriate circumstances, owners of property have vested rights, changes in the City of St. Augustine Beach Land Development Regulations affecting use would not be acquired under the transfer of ownership.

9. Any appeal of this decision may be made by filing an application for appeal to the St. Augustine Beach City Commission within thirty (30) days of the date of this Order.

DONE AND ORDERED this _____ day of _____, 2019, at St. Augustine Beach, St. Johns County, Florida.

**CITY COMMISSION OF THE CITY OF
ST. AUGUSTINE BEACH, FLORIDA**

Attest: _____
Max Royle, City Manager

By: _____
Margaret England, Mayor

THIS ORDER IS SUBJECT TO APPEAL PER THE PROVISIONS OF SECTION 12.06.04 OF THE CITY OF ST. AUGUSTINE BEACH LAND DEVELOPMENT REGULATIONS.

Sec. 12.06.04.C. *"Appeals from the decision of the City Commission shall be appealed to the circuit court."*

Application for Amendment to Final Development Plan, FD 2015-01
Embassy Suites St. Augustine Beach, Phase II
October 4, 2019

This is an application for Phase II of the Final Development Plan approved for the Embassy Suites St. Augustine Beach Hotel. This proposal would add 42 hotel rooms and 49 parking spaces to the existing 175 room hotel. This is Phase II of the hotel, as contemplated by the Conceptual Plans reviewed by the City of St. Augustine Beach in 2015. However, this Phase II is much smaller than the Phase II that was originally contemplated. Like the existing hotel, the Conceptual Plans for Phase II included three stories of hotel rooms on elevated pilings. The pilings were (and are) required to comply with the Florida Building Code's special requirements for coastal construction. This proposal is for two stories of hotel rooms above parking (rather than three), resulting in a significantly lower building height than that of the existing hotel.

The Embassy Suites St. Augustine Beach opened as a 175-room hotel in December, 2018. The additional rooms would be in a building addition oriented east-west, along the northerly portion of the site.

An application for a proposed splash playground at the hotel was submitted in 2018 and was denied by the City Commission. The splash playground is not part of this application.

The subject property is zoned Commercial, which allows hotels as a permitted use.

No new accessory uses are proposed.

The color palette and architectural finish of the Phase II building will be identical to that of the existing hotel. Photographs of the existing hotel exterior are included in this application.

A Final Development Plan for the existing hotel was approved in 2015. The plans submitted with that application included the potential for a future Phase II in the area that is the subject of this application.

The existing hotel replaced the "St. Augustine Beachfront Resort," a former Howard Johnson's and Sheraton Inn, constructed in 1974. See Jan. 10, 2014 picture from St. Augustine Record, "Beachfront Resort sold for \$4 million," (St. Augustine Record, Jan. 11, 2014, at <https://www.staugustine.com/article/20140111/NEWS/301119960> and attached. The hotel also included a "rocking adult club and dance venue called Papagallo's" in the late 1990s and early 2000s. *Id.*

Summary for Phase II:

	Existing	Proposed Phase 2 Addition
Rooms	175	42
Parking	210	49 (>1.15 spaces/room)

Impervious Surface Ratios (existing with Phase II) (§ 6.01.02): Required 0.70, Provided 0.63.

Building Setbacks for Phase II structure (§ 6.01.03):

	Required	Provided
Front Yard	20 feet	92 feet
Side	10 feet (15 for Street Side)	15 feet
Rear	20 feet	155 feet

Setbacks for non-structural components of a structure. N/A

Building Height

The maximum building height of the proposed building addition is 35 feet, measured consistent with section 6.01.04 of the Land Development Code (September 2019) and as shown in the proposed architectural elevations. Parapet walls, mechanical equipment and the like would extend up to an additional 10 feet above the 35 feet, as allowed under the LDC. Under section 6.01.04 of the Land Development Code (Sept. 2019):

Buildings and Structures within the City of St. Augustine Beach shall be limited to a maximum building height of thirty-five (35) feet. Building height is measured as (1) foot above the higher of either the Front Existing Grade or the Crown of Road (to which the Structure is addressed) to the highest point of the Building or Structure. The amount of Fill is limited to no more than five (5) feet.

...

LDC § 6.01.04

“Front Existing Grade” is defined in LDC § 2.00.00 as “Existing Grade, Front—a reference plane representing the average of existing or pre-development ground level within a Lot or Parcel along the front property line for which the structure is addressed.” The average of the Front Existing Grade for the hotel (A1A Beach Boulevard) was measured as elevation 7’11” (NAVD 88).

The proposed addition is one story less than the existing hotel. Under the City Charter and the City's application of its Land Development Code, the existing building's 35 foot maximum building height was measured from the minimum finished floor elevation established under the Florida Building Code. Since that time, the City has revised its building height regulations and methodology for measuring building height in the Land Development Code. The proposed addition's building height complies with the City's revised Land Development Code measurement, which bases its measurement from the front grade or crown of road to which the structure is addressed.

Landscaping

The proposed landscaping areas and plant materials are shown on the attached landscaping plans. Plants will meet or exceed applicable size requirements.

The landscaped areas surrounding the Phase II structure and Phase II parking areas will be replanted following grade changes occurring during construction, as more particularly shown in the attached Landscape Plans. Existing sabal palms on the Property will be relocated on the Property.

The total of screening landscape plus internal landscaping exceeds ten (10) percent of the total development area. The overall landscaped area for the project including sod areas is approximately 1.38 acres of the 6.05 acre site, and the area of Phase II (0.85 acres) includes 0.22 acres of landscaped area.

Signage

The existing sign located at the northwesterly corner of the existing building (facing south) would be relocated to the northwesterly corner of the proposed Phase II building.¹ The sign would be located between windows on the upper story of the proposed building. The sign area is 10'10" by 7'00", 75.5 square feet in area, with 5" depth and using channel letters. This sign is less than the allowable 250 square foot wall sign allowed under section 8.00.04(18) and otherwise meets the criteria set forth in Article VIII of the LDC. Plans for the current sign are attached, showing the dimensions and other details. No other changes to signage are proposed.

Stormwater

Stormwater will be managed, retained and treated in the same manner as provided for the existing hotel, with use of underground stormwater vaults, and will comply with applicable local and state regulations and rules of the St. Johns River Water Management District. Nearly all of

¹ See Google StreetView picture dated Jan. 2019, attached to application materials, showing the location and relative size of the existing sign.

the proposed building addition is to be constructed over an area of existing surface parking. The public utilities and locations of these are unchanged from the existing project.

Compliance with Section 12.02.07(F)

The proposed Phase II addition is architecturally identical to the existing hotel which was approved by the City under FDP 2015-01. The existing hotel was the first of three places to stay listed in an article about visiting St. Augustine by the New York Times in March, 2019². It has been featured by Travel Weekly and Orlando Magazine³. Catering to visitors as well as local residents, Embassy Suites St. Augustine Beach has been proud to host such local events as the “Best of St. Augustine 2019” in August, 2019, the Wildflower Healthcare Gala on August 18, St. Augustine High School’s 2019 Prom, and the St. Augustine Record’s inaugural 40 Under Forty event in February, 2019. Other press includes St. Augustine Social’s “Take a Look Inside the New Embassy Suites St. Augustine Beach” (Mar. 25, 2019)⁴

Key International, the parent company behind the development of this hotel, was recognized in September, 2019 with a Hilton Legacy Award for New Developer of the Year for this project, in the Full Service category.

The attached series of photographs from Google Streetview and other sources show the existing hotel and the other development in the area. Consistent with the City’s approval of the existing hotel, the proposed addition is of superior taste and beauty, spaciousness, taste, fitness, broad vistas and high quality, and is not of inferior quality such as to cause the nature of the local environment or evolving environment to materially depreciate in appearance and value. The proposed addition is aesthetically identical to the existing hotel and complies with all standards of the Land Development Code.

<https://www.nytimes.com/2019/03/07/travel/what-to-do-in-st-augustine-florida.html>
<https://www.travelweekly.com/North-America-Travel/Embassy-Suites-gets-the-beach-vibe-just-right-at-new-St-Augustine-resort>
<https://www.staugustinesocial.com/take-a-look-inside-embassy-suites-st-augustine-beach/>



RECOMMENDED SIGN INFORMATION:

SIGN DETAIL:



PART #: EWEU-LTR-001 IL-SF-064H X F1001



City of St. Augustine Beach

2200 A1A SOUTH
ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUGBCH.COM

CITY MGR. (904) 471-2122
FAX (904) 471-4108

BLDG. & ZONING (904) 471-8758
FAX (904) 471-4470

Owner's Authorization Form

Thomas O. Ingram, Esq. of Sodl & Ingram PLLC is hereby authorized TO ACT ON BEHALF OF

KEY BEACH NORTH, LLC, the owners(s) of the property described in the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Augustine Beach, Florida, for an application related to a development, land use, zoning or conditional or special use permit or other action pursuant to an application for:

Phase II of Embassy Suites St. Augustine Beach Resort

By signing, I affirm that the legal owner(s), as listed on the recorded warranty deed on file with the St. Johns County Clerk of Courts, have been notified of the above application.

I further understand incomplete or false information provided on this form may lead to revocation of permits and/or termination of development activity.

Signature of Owner(s) [Signature]

Printed Name(s) Diego ARDID

Address of Owner(s) 848 Brickell Ave., Suite 1100, Miami, FL 33131

Telephone Number of Owner(s) (305) 377-1001

State of Florida
County of ~~St. Johns~~ Dade

The foregoing instrument was acknowledged before me this 18 day of September, 20 19.

by Diego Ardid, who is personally known ☒ or who has produced identification (type of identification produced) _____

Signature of Notary Public—State of Florida Johanna E. Stumbaugh

Notary Stamp/Seal/Commission Expiration Date:



Johanna E. Stumbaugh
Comm. #GG332799
Expires: September 4, 2023
Bonded Thru Aaron Notary

LESS AND EXCEPTING ANY LANDS LYING EAST OF THE EROSION CONTROL LINE FOR ST. JOHNS COUNTY AS RECORDED IN OFFICIAL RECORD BOOK 1507, PAGE 1353.

EXH. 1

This Document Prepared By and Return to:
Patrick F. Healy, Esq.
GrayRobinson, P.A.
Attn: Phyllis Egandorfer
1795 West NASA Blvd.
Melbourne, FL 32901

Parcel ID Number: 163000-0000
Actual consideration paid in \$ 9,750,000.00 .

Special Warranty Deed

This Indenture, Made this 15th day of January, 2014 A.D., Between
Craven Land Corporation, a corporation existing under the laws of the
State of Florida
of the County of St. Johns, State of Florida, grantor, and
Key Beach North, LLC, a Florida limited liability company

whose address is: 848 Brickell Avenue, Ste. 700, Miami, FL 33131

of the County of Miami-Dade, State of Florida, grantee.
Witnesseth that the GRANTOR, for and in consideration of the sum of

-----TEN DOLLARS (\$10)----- DOLLARS,
and other good and valuable consideration to GRANTOR in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, has
granted, bargained and sold to the said GRANTEE and GRANTEE'S heirs, successors and assigns forever, the following described land, situate,
lying and being in the County of St. Johns, State of Florida, to wit:
SITUATED IN THE COUNTY OF SAINT JOHNS AND STATE OF FLORIDA: THE NORTH
537 FEET OF GOVERNMENT LOT 1, SECTION 34, TOWNSHIP 7 SOUTH, RANGE 30
EAST, LYING EAST OF THE EAST RIGHT-OF-WAY LINE OF STATE ROAD A-1-A,
EXCEPTING THEREFROM A STRIP OF LAND 20 FEET BY 125 FEET ALONG THE
EAST SIDE THEREOF CONVEYED BY MODEL LAND COMPANY TO THE COUNTY OF
SAINT JOHNS, APRIL 8, 1938, BY DEED RECORDED IN DEED BOOK 76, PAGE
303. THE SOUTH LINE OF THE SAID LANDS IS THE SAME AS THE NORTH LINE
OF THAT CERTAIN TRACT CONVEYED BY MODEL LAND COMPANY TO THE COUNTY OF
SAINT JOHNS BY DEED NUMBER 7254 DATED APRIL 5, 1938, AND RECORDED IN
DEED BOOK 76, PAGE 301.

Subject to restrictions, reservations and easements of record, if
any, and taxes for the year 2014 and subsequent years.

Together with all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that grantor is lawfully seized of said land in fee simple, that grantor has
good right and lawful authority to sell and convey said land; that grantor hereby fully warrants the title to said land and will
defend the same against the lawful claims of all persons claiming by, through or under grantor.

In Witness Whereof, the grantor has hereunto set its hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Craven Land Corporation, a Florida
corporation

Printed Name: Healy, Patrick F.
Witness: [Signature]

By: [Signature] (Seal)
Joseph Donald Craven, II, President
P.O. Address: 19 Arista Circle, St. Augustine, FL 32080

Printed Name: David Atz
Witness: [Signature]

(Corporate Seal)

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me this 14th day of January, 2014 by
Joseph Donald Craven, II, as President of Craven Land Corporation, a
Florida Corporation, on behalf of the corporation
who is personally known to me or who has produced his Florida driver's license as identification.



Amber Hezel
State of Florida
MY COMMISSION # FF 28478
Expires August 23, 2016

[Signature]
Printed Name: Amber Hezel
Notary Public
08/23/2016
-25-

2019年12月25日

SC5EULE.B1.D.0279.2

[illegible]

2. UNDISCLOSED AGREEMENT (BUSINESS) IN FAVOR OF FLUORIDA POWER & LIGHT COMPANY RECORDING OCTOBER 18, 2017 IN OFFICIAL RECORDS BOOK: 6448 PAGE 1444 AFFECTS THE PROPERTY AND IS SHOWN HEREIN

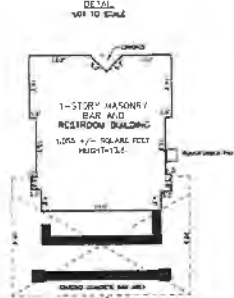
GENERAL SURVEY NOTES

1. THIS SURVEY WAS MADE IN ACCORDANCE WITH LAND AND/OR MARINE STANDARDS OF THE STATE OF FLORIDA. THE LAND SURVEY HEREIN WAS SURVEYED UNDER THE DIRECT SUPERVISION AND THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 30-17, FLORIDA ADMINISTRATIVE CODE. (CORRESPOND TO SECTION 472.02) FLORIDA STATUTES.

- [illegible]

LAND AREA

WATER FATHOMS



*ADD VALUE WITHIN THE SIGNATURE AND THE ORIGINAL RASSED SEAL OF A FLORIDA LICENSED SURVEYOR AND MEASURE

QD= MEASUREMENT TYPE
 TM=MS-A45A
 NORTHING = 920460.7 CM
 EASTING = 415152.28

LEGEND:

- [illegible]

SWAYTOR'S CERTIFICATE

TO INDIANAPOLIS, A LOUISIANA STATE SHAWCHICK BANK (AS SUCCESSOR) MY MOTHER
TO SUBCELL UNITED BANK NA, A NATIONAL BANKING ASSOCIATION; MY MOTHER
NORTH, LLC; MY INTERNATIONAL, LLC; CHICAGO FIRE INSURANCE CO.; AND
GUARANTY MORTGAGE LLC.

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY OR MEASUREMENTS BASED THEREON WERE MADE IN ACCORDANCE WITH THE 2018 NATIONAL STANDARD DETAIL REQUIREMENTS FOR ALTA/ACPS LAND TITLE SURVEYS JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND HSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 7A, 7B(1), 7C, 8, 9, 11, 12, AND 18 OF "RULE 4.10 (RFP)".

the child was also subjected to another - 203.

DATE OF PUBL OR REP: 1967-1-2

DONN W. BOATWRIGHT, P.S.M.
FLA. L.C. SURVEYOR AND MAPPER No. LS 3295
FLORIDA LICENSED SURVEYING AND MAPPING BUSINESS No. LS 36

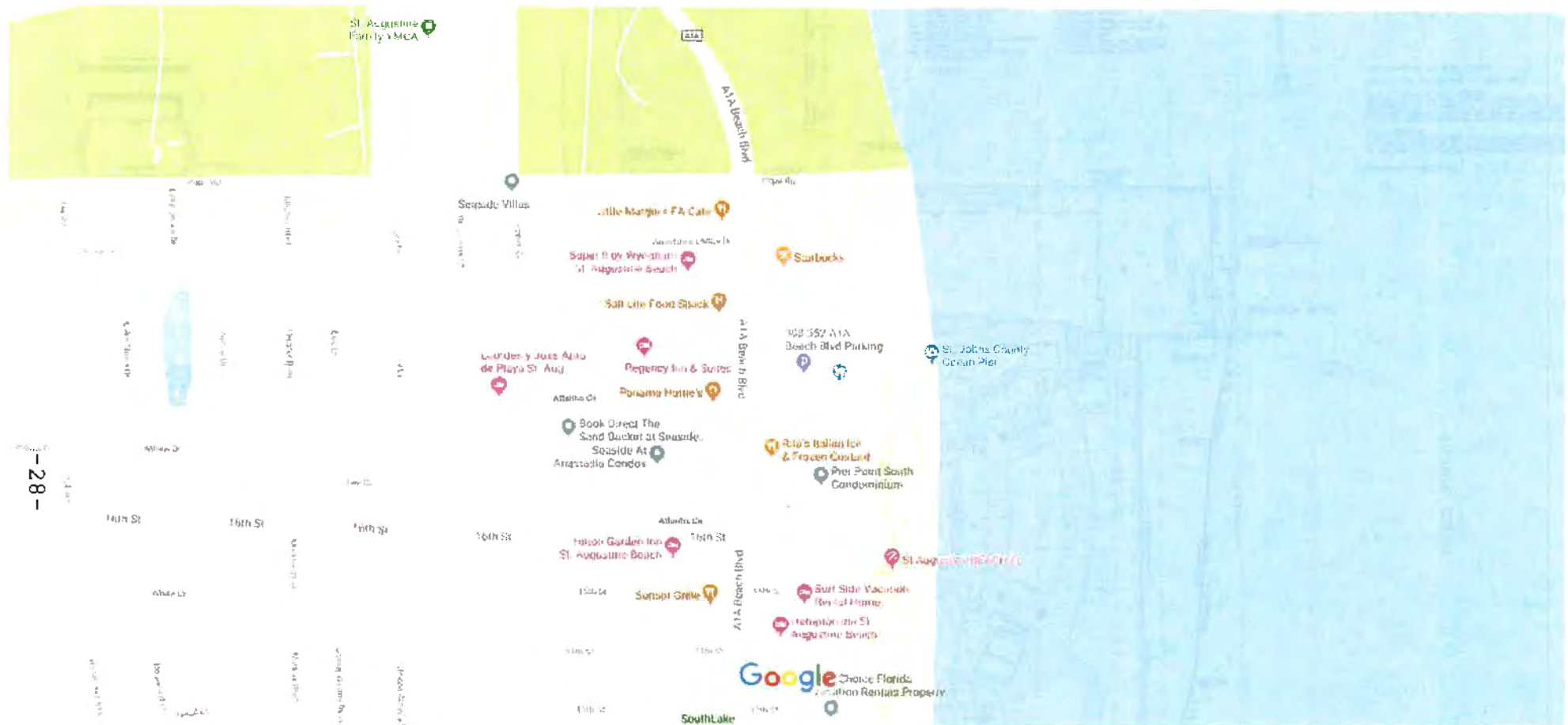
CHECKED BY: FILE: 2015-0284 DRAWN BY: JTE

BOATWRIGHT LAND SURVEYORS, Inc. 1500 ROBERTS DRIVE JACKSONVILLE BEACH, FLORIDA

DATE: MAR 21 2019	SHEET: 1 OF 1	(S&P) 2-1-B-230
-------------------	---------------	-----------------

¹⁹House II FDEP 3a.

Google Maps Surrounding Uses



Map data ©2019 200 ft



SITE DOCUMENT

June 13, 2018

EMBASSY SUITES by HILTON

-29

EMSU-FL001

Inn Code: 48300

300 A1A Beach blvd.
St. Augustine, FL 32080-5902

TECHNICAL SURVEY REQUIRED

colite

Technology Center - Columbia, SC - 29633 - USA
+1 803 926 7926 P +1 803 926 8412 F
www.colite.com

Phase II FDP 38

SITE MAP



SIGN INVENTORY

L #	EXISTING	RECOMMENDATION	QTY
1	None	Letterset	1
2	None	Letterset	1
3	None	Letterset	1
4	None	Directional	2
5	None	Directional	2

LOCATION 1

Existing: None



ELEVATION - NORTH (SIGNAGE)

31

EXISTING SIGN INFORMATION:

QUANTITY	HEIGHT	WIDTH	SQ FOOTAGE
0	N/A	N/A	N/A

NOTES:

Recommended: Letterset



ELEVATION - NORTH (SIGNAGE)

RECOMMENDED SIGN INFORMATION:

QUANTITY	HEIGHT	WIDTH	DEPTH	SQ FOOTAGE
1	7'-0" [2134mm]	10'-9.38" [3287mm]	5" [127mm]	75.5

ILLUMINATION

FACE LIT

MOUNTING

STUDS

FABRICATION

CHANNEL LETTERS

SIGN DETAIL:



NOTES:

Install new sign.



PART #:

EMSU-LTR-001-IL-SF-084H-X-FL001

LOCATION 1



LETTER DISPLAY ES CL-xS

****** 3M (OR APPROVED EQUIV.) 945 FLEXIBLE FACES with 1st SURFACE 3M (OR APPROVED EQUIV.) 3630-6520 GREEN VINYL BACKGROUND and WHITE SHO-THRU GRAPHICS AT 10'-0" (3048mm) LOGO CABINET ONLY. SEE LOGO APPLICATION DETAIL.

IMPORTANT NOTE:
ALL LETTERS & LOGOS MOUNTED ON PORTE COCHERES ARE TO BE MOUNTED FLUSH TO FASCIA.

LIGHT COLORED BUILDING (LETTERS GRAY DAY / WHITE NIGHT)

LOGO CABINET:

8" (203.2mm) DEEP EXTRUDED ALUMINUM CABINET. PAINT FACE OF RETAINERS TO MATCH: PMS 3278 GREEN (SEMI-GLOSS). PAINT FILLER & FILLER SIDE OF RETAINERS PMS 419c DARK GRAY (SEMI-GLOSS). INTERIOR PAINTED with STARBRITE L.E.P.

.177" (4.5mm) THK. WRT30 WHITE CYRO SG PLASTIC FACES with 1st SURFACE 3M (OR APPROVED EQUIV.) 3630-6520 GREEN VINYL BACKGROUND. WHITE SHO-THRU GRAPHICS.

ILLUMINATED with 800mA HI-OUTPUT FLUORESCENT DAYLIGHT LAMPS.

CHANNEL LETTERS:

8" (203.2mm) DEEP SELF-CONTAINED CHANNEL LETTERS.

SECONDARY OPTION: 5" (127mm) DEEP LETTERS with REMOTE POWER SUPPLIES.

.040" (1mm) THK. ALUM. RETURNS with .063" (1.6mm) THK. ALUM. CAD OUT BACKS. RETURNS PTM #310 CHINA WHITE. - PAINT SAMPLE AVAILABLE UPON REQUEST. INTERIORS PAINTED with STARBRITE L.E.P.

.177" (4.5mm) THK. WRT31 WHITE CYRO SG PLASTIC FACES with 1st SURFACE 3M DUAL COLOR 3635-222 MATTE BLACK VINYL. 1" (25.4mm) JEWELITE DK GRAY RETAINERS (OR APPROVED EQUAL) TO BE USED PER MANUFACTURER'S RECOMMENDATIONS.

WHITE L.E.D. MODULES (G.E. OR APPROVED EQUIV.) INSTALL L.E.D. PER MANUFACTURER'S RECOMMENDATION.

ALL ILLUMINATED SIGNAGE REQUIRE THE CLIENT'S ELECTRICIAN TO FURNISH & INSTALL A COMPLETE PHOTOCELL AND/OR TIME CLOCK TO ALLOW SIGNS TO OPERATE AT DESIGNATED INTERVALS. HOWEVER, SIGN SHALL NEVER OPERATE ON A 24/7 BASIS.

ES CL-xS

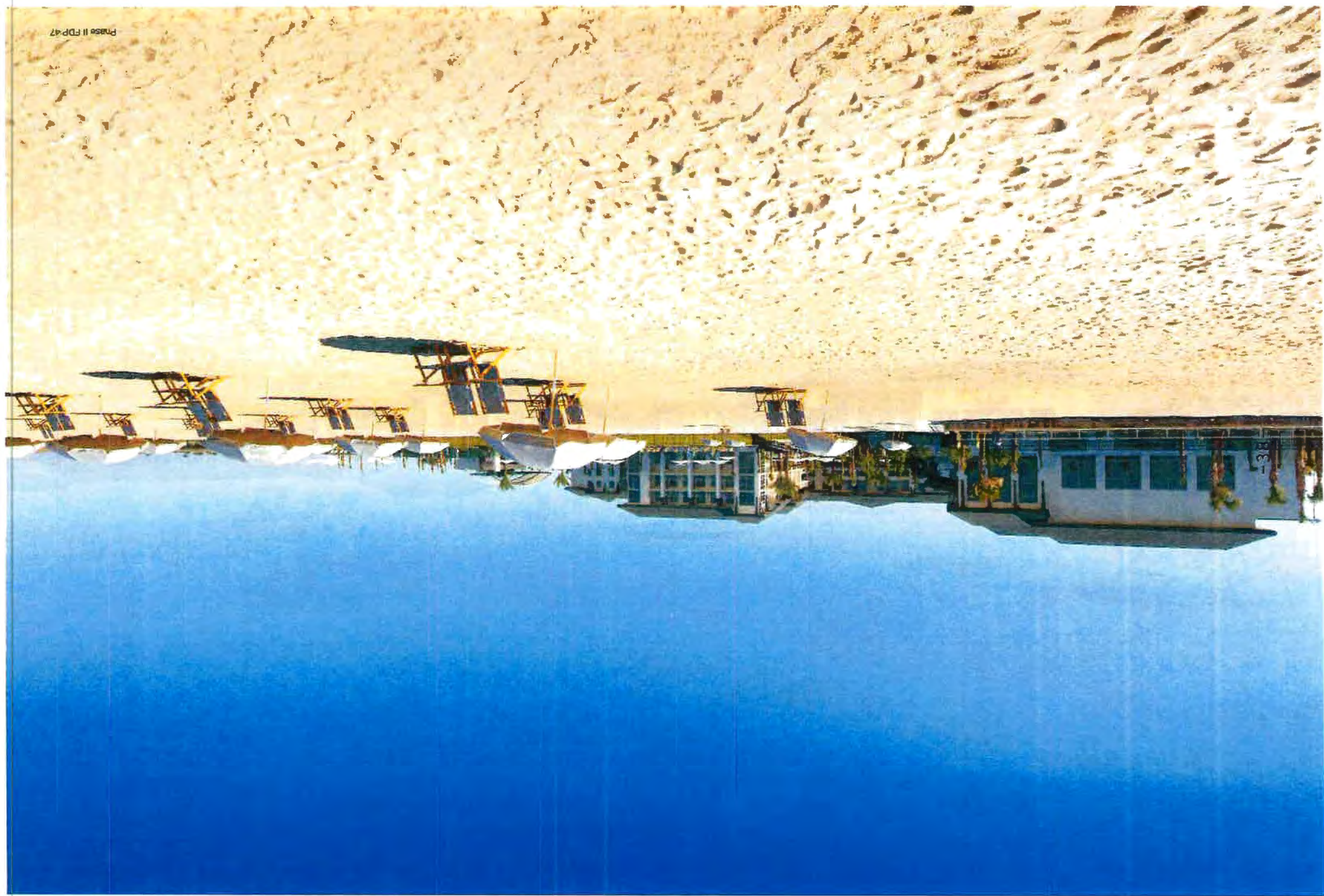
















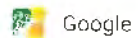
301 A1A Beach Blvd

facing south



Image capture: Feb 2019 © 2019 Google

St Augustine Beach, Florida



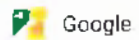
Street View - Feb 2019

Google Maps Co Rd A1A



Image capture: Jan 2019 © 2019 Google

St. Augustine, Florida



Street View - Jan 2019



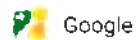
A1A Beach Blvd

north portion of hotel showing hotel and Pope Road Park



Image capture: Jan 2019 © 2019 Google

St Augustine Beach, Florida



Street View - Jan 2019



Phase II FDP 52



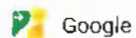
A1A Beach Blvd

view across A1A from A1A at north boundary of hotel (Google Streetview camera)



Image capture: Jan 2019 © 2019 Google

St Augustine Beach, Florida



Street View - Jan 2019





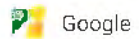
311 A1A Beach Blvd

view across A1A from front of photo



Image capture: Feb 2019 © 2019 Google

St Augustine Beach, Florida



Street View - Feb 2019





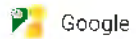
321 A1A Beach Blvd

View across A1A from south boundary of hotel.



St Augustine Beach, Florida

Image capture: Feb 2019 © 2019 Google



Street View - Feb 2019





A1A Beach Blvd

view north from A1A from near north edge of hotel property



Image capture: Jan 2019 © 2019 Google

St Augustine Beach, Florida



Street View - Jan 2019



Phase II FDP 60



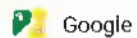
328 A1A Beach Blvd

streetview looking southwest from A1A near south boundary of hotel, showing Salt Life, Regency Inn & Suites, and Circle K/Shell gas station



Image capture: Feb 2019 © 2019 Google

St Augustine Beach, Florida



Street View - Feb 2019



USA

Embassy Suites gets the beach vibe just right at new St. Augustine resort

By Megan Padilla  | Mar 20, 2019

The Embassy Suites by Hilton St. Augustine Beach Oceanfront Resort sits just beyond the edge of Anastasia State Park.

When I heard that the Embassy Suites had just opened a hotel on the beach in St. Augustine, I was skeptical. I was worried I'd make the drive to St. Augustine only to find out this branded hotel had forgotten it was at the beach. Boy was I wrong.

Traveling south along A1A Beach Blvd, the road curves through the dense scrub on the south end of Anastasia State Park and then suddenly emerges into a beach town. The new Embassy Suites by Hilton St. Augustine Beach Oceanfront Resort is immediately on the left -- not just beachfront, but actually on the beach. The only thing between it and the state park is some public beach parking.

Location: check!

Stepping inside the lobby from the porte cochere, I immediately noticed the decor, which makes driftwood a focal point, from the floor lamps to large, eye-catching sculptures and even to the driftwood-like finish on the ceramic-tile floors. Pendant lamps with starburst fixtures make the seating arrangements feel cozy and intimate in the light-filled and high-ceilinged public space.

Ambience: check!

We'd arrived before our room was ready so we fished our swimsuits out of our luggage and headed straight for the pool, which is really all my 9-year-old wants to do anyway. My husband detoured to the full-service Starbucks Cafe in the lobby to order us each our favorite coffee drink. Heading out through the partially covered back patio with plenty of seating, I was curious to see if the Embassy Suites had embraced its beachfront location.

Stairs from the patio lead down into a courtyard, the space where many beach hotels often place their pool. Here, 10 firepits, each surrounded by cushioned seating, are positioned off pathways that lead to the pool and the beach.



The pool at the Embassy Suites by Hilton St. Augustine Beach overlooks the Atlantic Ocean.

The moment I saw the pool, I knew this Embassy Suites had gotten it right. The 70-foot-long resort pool (with zero entry on one end) is positioned lengthwise along the beach so when reclined on a deck chair you can see and hear the ocean without sitting in the sand. For those who do want the full-immersion beach experience, teak and canvas chairs and

beach towels are included in the resort fee (umbrellas are an extra \$15 room charge). The hotel's 500 feet of beachfront is between the pier and the state park so there are no neighboring high-rises or any structures, for that matter.

Embraces its destination: check!

Before our swimsuits were wet, I'd put in a lunch order at the poolside Castaway Cantina, breathed deep the ocean air and immediately felt the pent-up internal pressure from real life just vanish. My daughter had barely finished her burger (and us our tasty steak tacos and blackened mahi sandwich) before she'd made a friend in the pool. Mom and dad were free to relax.

The daily manager's reception began at 4:30 p.m. Plates heaped with hummus and cubed cheese started returning to the pool, balanced on arms whose hands gripped rum punch and sangria (a full bar is offered complimentary to guests until 6:30 p.m.). We still hadn't checked into our room. Because, why?

Feels like a vacation: check!

In a later conversation with general manager Jason Kern, he spoke about the daily manager's reception and the included made-to-order breakfast as Embassy Suites brand pillars. He noted how guests are taking breakfast out to the beach chairs and reception food and drink to the firepits or beyond. "It's fun to see how the Embassy Suites brand is working in this environment," he said. In response, his team is looking at adapting to what guests are looking for by supplying to-go containers and plastic barware. "They don't want to sit at the bar," as is customary at most Embassy Suites locations. "They want to get out and enjoy the hotel's atmosphere," he said.

When we finally checked in, our room reminded me of other Embassy Suites in style and set-up, with a full wet bar and minirefrigerator, a desk that doubles as a table, a sofa that opens into a bed (whose mattress was fine for a kid but not an adult) and a king-size bed. Details that elevated it were the ottoman tops that flipped over to double as trays that were stable on the bed, the large shower with heavy glass sliding doors and a floating drain, the oversize wooden headboard that feels like mission control for the room (such smart design to provide lighting just where you need it, with the wiring masked by tasteful decor), a high-ceiling and wall-mount television that made for some cozy post-beach naps and an enjoyable evening of watching the Oscars in bed.



A suite at the Embassy Suites by Hilton St. Augustine Beach Oceanfront Resort.

Instead of a primo oceanfront view on this sold-out weekend, ours was a sunset-view room with a balcony that overlooked the beach town and the green canopy of the state park from which I could see the red-topped, black-and-white stripes of the St. Augustine Lighthouse rising above it. We were not at all disappointed.

Among the 175 suites of the brand's new resort-style property (there are only 12 in the portfolio, and this is the only one built from the ground up as such) are two new options: Family Suites with bunk beds and single-room studios. Kern described the Family Suites to me as a traditional king room, including the living room and sofa-bed, but with a walled-off area containing bunk beds and a separate TV. "You can also connect to a second room for extended family," he noted.

As for being there with kids, our family and the family of my daughter's new friend all felt comfortable and relaxed, giving them some freedom within the property: to go to a room on their own, to play games on the event lawn (where there is also daily yoga at 8 a.m.) and order food and beverages directly from the pool bar. My daughter's new friend and her family were vacationing from New York and joked that they hoped I wouldn't write about the hotel so it doesn't become too popular; they flew into Jacksonville and drove an hour to reach the hotel and felt they'd hit the jackpot.

The Embassy Suites is at the center of the lively beach town, St. Augustine Beach. It is between the endless nature, ocean and beach activities available through Anastasia State Park and the pier, and is just a 10- to 15-minute ride on the free trolley into historical downtown St. Augustine. Having said all that, it's hard to leave the place, and if you only have a few days, you probably won't.

Rates start at \$189 plus a \$22 resort fee (includes guest internet access for two devices; resort pool and beach access; resort activities; two beach chairs and towels; 2-hour bike rental; daily yoga class; two bottles of water daily; local and toll-free calls).

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<https://www.travelweekly.com/North-America-Travel/Embassy-Suites-gets-the-beach-vibe-just-right-at-new-St-Augustine-resort>

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Escape To St. Augustine's Newest Oceanfront Resort

We discovered a true gem off of Florida's Atlantic Coast. Come along with us as we explore the brand new Embassy Suites St. Augustine Beach Oceanfront Resort.

CATHERINE WALTERS



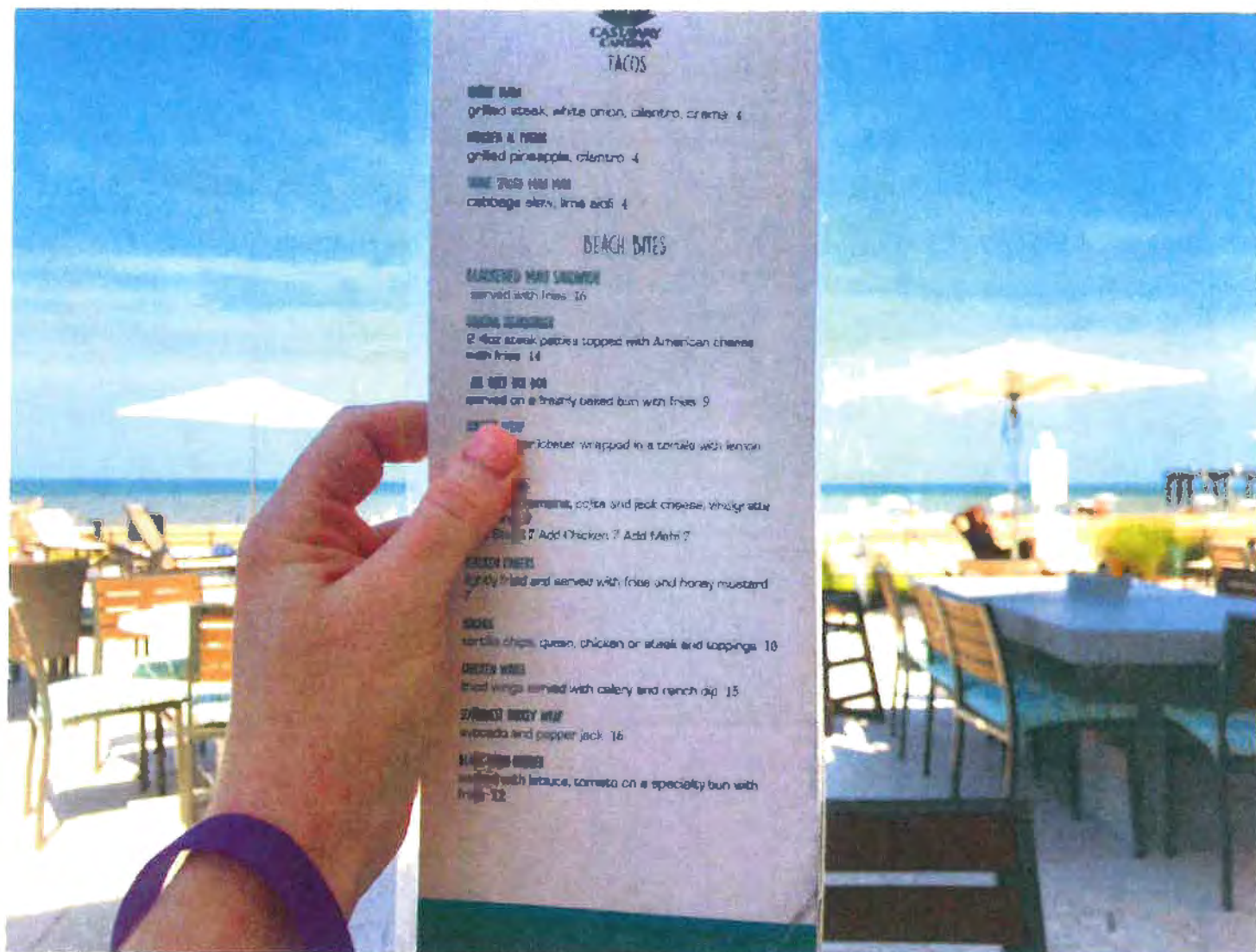
CATHERINE WALTERS

Less than 60 minutes from my front door is a beachside oasis on Florida's Atlantic coast. Nestled alongside pristine sand dunes and the standard pizza shops and ice cream stands these coastal towns are known for is a true gem for those who find it. The Embassy Suites by Hilton St. Augustine Beach Oceanfront Resort is a brand-new resort, and concept, for Hilton. From the moment we arrived, I could tell this all-valet, all-suite resort had a cool, modern aesthetic.

Check-in was seamless, and took less than 2 minutes. We were given branded rubber bracelets for access to the pool and beach services (#love), grabbed a coffee at the full-service Starbucks on-site, and quickly went to unpack so we could explore the place. We stayed in the *Presidential Suite* overlooking the dunes, the resort lawn and pool, and the Atlantic Ocean. It was beyond breathtaking.



What was supposed to be a quick 5-minute change turned into a 45-minute discussion on how beautiful the room was. Our suite was appointed more like a home than a hotel, with plush amenities, very large modern TVs, a dining room that comfortably seated six, a shower for two, and two balconies, each with its own set of furniture. And then there are the floor to ceiling windows, offering an unparalleled view.



A quick hop on the elevator and we were back in the lobby and heading toward the pool. We ate poolside at *Castaway Cantina*, a Latin-inspired bar with table seating options. We sat at a table facing the ocean, ordered their local draft, a pina colada (I'm a bit of a stereotype at the beach), and perused the menu. I'm a sucker for street tacos, and their trio comes with corn or flour tortillas. We went with corn, and tried to decide ahead of time which one would be the best: carne asada, chicken al pastor, or tajine spiced mahi mahi. They were delicious, and reasonably priced. The service was very attentive for a poolside bar (a huge plus), and although there were quite a few people there, it's large enough where we didn't feel crowded.



We watched as the resort hosted a myriad of poolside activities for the kids and yoga on the lawn for adults. The resort is well staffed, so they can really focus on individual guest interactions. The beach attendants were just as good. They're happy to carry beach chairs and umbrellas out for you, and will pick the perfect spot for you to enjoy the sun, sand, and surf. When you're done, it's a quick 2 – 3-minute walk and you're back at the pool.

After enjoying the view for a bit longer, we headed upstairs to change for dinner. We even made it back down to the resort's nightly complimentary evening reception. They offer a variety of alcoholic and non-alcoholic beverages and light appetizers for adults and kids alike.

We then headed a few steps away for dinner. The resort's main restaurant is *Harvest & Reel*, a farm fresh and shore to table restaurant. It boasts a lovely open kitchen concept with some pretty amazing dishes. You can view their full menu [here](#), but it changes frequently, and the daily specials are always worth trying.



We started with a white wine and local draft beer, and their meat & cheese board. The fig jam was beyond delicious, as was the ham and the crusty, pull-apart bread. Being so close to the ocean always makes me crave seafood, so the She Crab Bisque was up next. With a rich sherry and paprika crema, and very large pieces of crab, this soup satisfied that hunger that only comes with a day at the beach.



For the main course, I was torn between the Diver Scallops and the Brasstown Beef New York Strip, so we ordered both. The 45-day aged strip came with a savory bone marrow and goat cheese creamed spinach. The Diver Scallops were perfectly portioned atop a corn maux choux with bacon lardons and celery leaves. Whoever paired bacon with scallops originally; thank you.



We stayed for far too long after dinner lamenting over how much we ate, and then headed over to the *Rhum Bar* for a nightcap (is that what the kids call it), and quick walk outside. At night, the resort turns up the dozen or more fire pits surrounded by comfy rocking chairs on the main lawn. It's a peaceful way to end the evening while taking in the stunning view.



Breakfast the next day did not disappoint, and it's FREE. They have options for everyone, but I couldn't resist the custom omelets. The resort even offers guests an idea of when the busiest (and least busy) times are for breakfast. Genius. Before we left, I stopped in the 24/7 provisions shop, Provisions of Ponce, for some road trip snacks and some local chocolates.

The resort has a zen-like feel to it that's hard to describe. I left feeling refreshed and renewed, if not a bit sad because our suite was so nice and the food was so good.



Wherever I was in the resort, I didn't want to leave. The Room. The Pool. The Beach. The Lawn. I think the staff-to-guest ratio, the well-planned layout of the resort, and the overall quality of service were to blame. Until next time, St. Augustine,



Beachfront Resort sold for \$4 million

By PETER GUINTA

Posted Jan 11, 2014 at 10:49 PM

The venerable St. Augustine Beachfront Resort, 160 rooms at 300 A1A Beach Boulevard, was sold Friday to Key International, a real estate investment and development company headquartered in Miami, for a reputed \$4 million.

The St. Johns County Property Assessor's Office estimates that the land - which sits between Pope Road Park and the St. Johns County Oceanfront Pier - is assessed at \$1.8 million.

The entire complex, including the restaurant building, the L-shaped hotel building and the land, is assessed at \$2.5 million.

Owners Ana and Joseph Donald Craven II of Craven Properties Ltd. of St. Augustine declined to comment Friday about the sale.

"I am sick and my husband will not be available," Ana Craven said.

The recently repainted hotel was built in 1974 as a Sheraton Inn, then it became a Howard Johnson's, which in the late 1990s and early 2000s featured a conference center and a rocking adult club and dance venue called Papagallo's.

But after it became the St. Augustine Beachfront Resort and its bottom floor flooded during a storm, its fortunes declined.

The hotel beachfront wing had flooded several times before, so the Federal Emergency Management Agency declared it a "repetitive loss."

Not so good reviews

On the St. Augustine Beach Trip Advisor, 589 customers of the Resort offered their opinions of their stay. Of that number, 507 or 83 percent called their time there "terrible," and 35 graded it as "poor."

Seventeen thought it "excellent," 19 "very good" and 28 "average."

They said the hotel's location on St. Augustine Beach rated 4½ stars, but that its rooms, service, value, cleanliness and sleep quality earned 1½ stars.

An Atlantic Beach guest wrote: "The bathroom door would not shut, wall paper was peeling off the walls, large stains on the dirty carpet, some other guests used soap in the shower and no other soap either in the shower or sink! Indoor pool was freezing cold. While the hot tub was warm, the jets did not work and the water looked yellow."

An Ocala guest wrote: "We were greeted by screeching birds in the lobby and three roaches in the room. There was dust on the furniture, the bathroom door wouldn't close because it hit the toilet. There was only one towel (with holes in it) for the two of us to share, and the small refrigerator was growing rust. Also growing rust were the lamps, the door, sink, and shower."

Others expressed distrust of the website that showed flattering photographs of the resort that were not borne out.

However, many guests did praise the hotel's location. They could just walk outside to see holiday fireworks and the beach was always beautiful, they said.

Gary Larson, St. Augustine Beach's director of building and zoning, said he was told that the new owners might demolish the structure to build their four-star vision.

"The site has a fantastic ocean view," Larson said. "It's the best piece of oceanfront property between Daytona and Jacksonville."

Property possibly

historic

St. Augustine's city archaeologist Carl Halbirt said Friday the ground where the Beach Front resort sits could be historic.

"St. Augustine's first settlement in 1565 at the Fountain of Youth lasted only nine months," Halbirt said. "The second settlement was on Anastasia Island."

No one knows for sure where that site was, he said. But "circumstantial" evidence points to the resort property.

"At the end of the pier, there is an artesian well, an upwelling of water that is drinkable. People who run the beach have found colonial period artifacts and roads of that time all crossed there," he said. "It is my hypothesis that this was the second settlement of St. Augustine."

The years there would have been 1566 to 1572. After that, the city was moved a second time to where it is today.

"It was within a quarter to a half-mile of the pier," he said.

"There's no evidence for any other site that's been found."

Buyers have

high-end focus

According to its website, Key International "focuses primarily on high-end commercial and luxury residential properties, including condominiums, hotels, market-rate rentals, office and retail."

It is operated by the Ardid family and has been acquiring and developing properties since the 1970s in Spain and the U.S., such as the Eden Roc Resort and Spa and Marriott South Beach.

Jose Ardid, president and chief executive officer, is a licensed architect.

The company referred all inquiries to Vice President Diego Ardid, who in turn requested the media to send contact him via email.



Next

Beachfront Resort sold for \$4 million



BUY PHOTO

HIDE CAPTION

DARON.DEAN@STAUGUSTINE.COM St. Augustine Beach Front Resort, 300 A1A Beach Blvd., is seen Friday morning, January 10, 2014.

3y PETER GUINTA

Wed Jan 15 2014 10:45 PM



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ST. AUGUSTINE



Beach Front

Phase II EDP 86



-69-

EMBASSY SUITES PHASE II
KEY BEACH, FLORIDA

KEY BEACH

Bonnie Miller

From: Jan Trantham <jtrantham@sjcfl.us>
Sent: Tuesday, November 12, 2019 1:19 PM
To: Bonnie Miller
Cc: Brian Law
Subject: RE: Embassy Suites Phase II

Bonnie:

In terms of the traffic impact, I provide the following information:

The proposed addition (42 hotel rooms) is estimated to generate an additional 31 p.m. peak hour trips. The directly accessed roadway segment, Link 57 (A1A Beach Blvd. from 11th Street to SR 312) , is currently operating at 65.8% of the approved peak hour service volume (Reference: St. Johns County Transportation Analysis Spreadsheet available on the County web site at <http://www.sjcfl.us/Transportation/TransPlanning.aspx>). There is adequate capacity available on the directly accessed segment for the proposed addition to the existing hotel.

Any request for a new crosswalk would be submitted to the Public Works Department; Traffic Operations Division, for consideration.

If you have any questions or I can assist further, let me know.

Jan Trantham, Senior Transportation Planner
St. Johns County Growth Management Department
Transportation Development Division
4040 Lewis Speedway
St. Augustine, FL 32084
904-209-0611
jtrantham@sjcfl.us

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From: Bonnie Miller [mailto:bmiller@cityofsab.org]
Sent: Tuesday, November 12, 2019 12:49 PM
To: Jan Trantham <jtrantham@sjcfl.us>
Cc: Brian Law <blaw@cityofsab.org>
Subject: FW: Embassy Suites Phase II

Jan, try opening the following attachment to see the site plan. Brian and I will give you a call later on this afternoon.

Thanks,

Brian Law

From: PJ Webb <pwebb@sjcfl.us>
Sent: Monday, November 25, 2019 2:21 PM
To: Brian Law
Subject: OUTSIDE ATTACHMENT:FW: Embassy Suites - St. Augustine Fire Plan
Attachments: 2019-11-19 fire plan revision.pdf

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PJ Webb

St. Johns County Fire Rescue
Plans Examiner
Office: 904-209-1744
4040 Lewis Speedway
St. Augustine, FL 32084

Fire Rescue Headquarters
3657 Gaines Road
St. Augustine, FL 32084



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OIIIIIIIO

From: Wamsley, James [mailto:james.wamsley@tlc-eng.com]
Sent: Friday, November 22, 2019 11:27 AM
To: PJ Webb <pwebb@sjcfl.us>
Subject: Embassy Suites - St. Augustine Fire Plan

Good morning,

I apologize for taking so long to get back to you with this proposed fire plan. If you could make sure it gets to all the right people for approval that would be fantastic. In the meantime, if there's any questions, please feel free to call me direct at 321.266.9211.

Thanks again for taking the time to meet with me about this. As we said, sometimes face-to-face is the quickest way to ensure we're all on the same page.

Have a great weekend,

Jim

James T. Wamsley, PE, CxA, LEED AP BD+C

Principal

james.wamsley@tlc-eng.com

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EXTEND
SPRINKLER
COVERAGE TO
POOL BAR
(AS REQUIRED
BY CODE)

ACCESS PATH
TO HOSE
CONNECTION
IN CABINET

PROPOSED 4"
STANDPIPE WITH
HOSE
CONNECTION IN
CABINET

PROPOSED 4"
MANUALLY
CHARGED
STANDPIPE
IN STAIR

EXISTING 4"
MANUALLY
CHARGED
STANDPIPE

PROPOSED CLEAR
(NO LANDSCAPE)
FIREFIGHTER
ACCESS
6 FEET MIN LANE
WIDTH

PROPOSED
HYDRANT
AND
FIRE DEPT
CONNECTION

EXISTING 4"
MANUALLY
CHARGED
STANDPIPE

EXISTING 4"
MANUALLY
CHARGED
STANDPIPE

EXISTING 4"
MANUALLY
CHARGED
STANDPIPE

EXISTING 4"
MANUALLY
CHARGED
STANDPIPE

PROPOSED COMPLIANCE PATH

EMBASSY SUITES ST. AUGUSTINE - EXPANSION
FLORIDA FIRE PREVENTION CODE CHAPTER 18

PLAN REVIEWED ON NOVEMBER 15, 2019 WITH ST. JOHNS
COUNTY FIRE RESCUE.

PREPARED BY JAMES T. WAMSLEY, PE
TLC ENGINEERING SOLUTIONS
874 DIXON BLVD, COCOA FL 32922
321.636.0274

NOTE: ROAD BEHIND ACCESS

NEW EXISTING

LOBBY LEVEL FLOOR PLAN



PFVS

TLC
ENGINEERING
SOLUTIONS

Date: 11/15/19
By: JTW
Check: JTW

NOT FOR CONSTRUCTION

Embassy Suites Hotel

ST. AUGUSTINE BEACH, FL

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Sheet No.

LOBBY
LEVEL
FLOOR PLAN

Project No.
Drawing No.
Revision No.
A-102

Bonnie Miller

From: Bill Tredik
Sent: Thursday, December 12, 2019 10:58 AM
To: Bonnie Miller
Cc: Brian Law
Subject: RE: Comments for Embassy Suites Phase II

Bonnie:

I talked with Rodney Cooper at the County. The County will conduct pedestrian crossing counts at the south driveway of Embassy Suites to determine the best way to facilitate safe crossing of the roadway, but was not supportive of a crosswalk being a developer requirement. With this consideration, I amend my prior conceptual plan comments as noted below. (see strikethrough below):

Bill

William Tredik PE, Public Works Director / City Engineer

City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, Florida 32080
Ph: (904) 471-1119
email: btredik@cityofsab.org

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From: Bill Tredik
Sent: Thursday, November 21, 2019 10:56 AM
To: Bonnie Miller <bmiller@cityofsab.org>
Subject: FW: Comments for Embassy Suites Phase II

Sorry

From: Bill Tredik
Sent: Thursday, November 14, 2019 2:18 PM
To: Bill Tredik <btredik@cityofsab.org>
Subject: RE: Comments for Embassy Suites Phase II

Bonnie:

My comments are as follows:

Per Section 6.03.05.C.1 of the Land Development Regulations states: "Pedestrian circulation facilities, roadways, driveways, and off-street parking and loading areas shall be designed to be safe and convenient." The existing site does not meet this criteria as it causes significant pedestrian traffic walking down the driveway and crossing A1A Beach Boulevard at the south hotel driveway. Based upon this, the following two improvements are required:

- Provide sidewalk connection to A1A Beach Boulevard at south driveway
- ~~Provide crosswalk at A1A Beach Boulevard at south driveway (requires County review/approval)~~

Other comments include:

- Provide drainage calculations demonstrating that the modified system (i.e. the reduced exfiltration system) still meets the requirements of the new design
- Provide wheel stops where parking spaces abut structure in Proposed Phase 2 Interlocking Paver Parking Lot (PP2IPPL)
- Adjust sidewalk connection to P2IPPL so it does not enter at side of parking space. May require curving the connection eastward to come in at the back of the northwesternmost space.
- Are there any planned impacts to the existing beach steps at the north end of the County beach boardwalk?

Bill

William Tredik PE, Public Works Director / City Engineer

City of St. Augustine Beach

2200 A1A South

St. Augustine Beach, Florida 32080

Ph: (904) 471-1119

email: btredik@cityofsab.org

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Bonnie Miller

From: Max Royle
Sent: Thursday, November 21, 2019 8:07 AM
To: Bonnie Miller
Subject: FW:

From: William C. Bean, CPA <bill.bean.cpa@gmail.com>
Sent: Thursday, November 21, 2019 7:53 AM
To: Comm Samora <comdsamora@cityofsab.org>; Comm Rumrell <comdrumrell@cityofsab.org>; Comm Kostka <commkostka@cityofsab.org>; Comm England <commengland@cityofsab.org>; Max Royle <mroyle@cityofsab.org>; Comm George <comugeorge@cityofsab.org>
Subject:

Dear Mayor, Vice-Mayor, Commissioners and City Manager,

Please do what you can to preclude Embassy Suites from building any additional structures at our First Access area...the dang thing is already a monster!

The Best, Bill Bean

--

Bill Bean CPA (retired)

682.241.5460

53 Willow Dr

St Augustine Beach, FL 32080

To the City of St. Augustine Beach Plan Board, and Commissioners,
Nov. 22, 2019

Dear Public Servants,

We have just read in the newspaper that Embassy Suites wants to expand their already oversized hotel, adding 42 more rooms. Where will this stop? The citizens of our city were outraged that the hotel was allowed to be built over the height limit we'd just voted to implement, but it went through on a technicality which still seems fishy to most. Then they wanted a "splash park", which looked more like a theme park. Thankfully, that was turned down, but they are appealing that decision. Now, they want to expand again. No! No! No!

If we are remembering correctly, the current Embassy Suites building does not have adequate parking in the first place. If they add 42 more rooms, they should also add 42 more parking spaces. Where will these 42 new tenants park? Pier Park? Pope Road Beach access? What does that leave for the citizens of this city and county who want to enjoy their beach?

Please deny this request. There are plenty of spaces for visitors to stay, between the existing hotels, short-term rentals, etc. The citizens of this city have asked repeatedly not to turn our lovely beachside community into another Daytona or Myrtle Beach. We urge you to deny the request by Embassy Suites to enlarge their space or build a splash park.

Thank you for your time and service to our community,

Tom and Linda Ringwood
8 F Street
St. Augustine Beach, FL 32080



ST. AUGUSTINE BEACH, FL

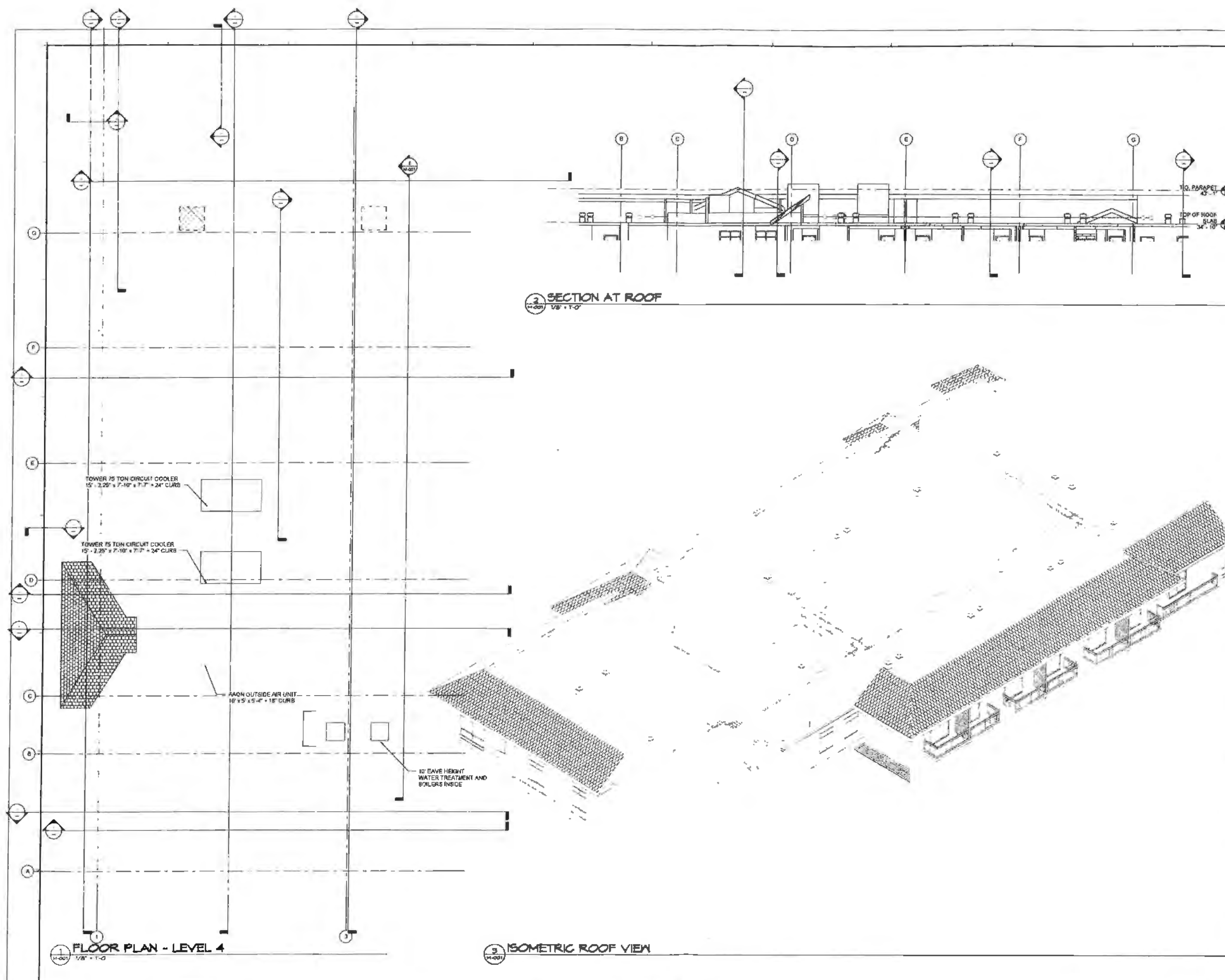
KEY PLAN

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Group 7


MECHANICAL
ROOF PLAN

Alt Number	500M	M-001
Lot	101-1-1	
Owner	Auto	
Checked	Checker	
Used	Hydro (20)	



MEMORANDUM

To: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Rumrell
Commissioner Samora

From: Max Royle, City Manager 

Date: December 23, 2019

Subject: Legal Services: Review of Responses to Commission's Request for Revised Proposals

BACKGROUND

At both your December 2nd meeting and the continuation of it on December 3rd, you reviewed the proposals that 10 law firms had provided to the City in response to its request. You decided the following at your December 3rd meeting:

- a. To set the retainer at \$6,000 per month.
- b. To set the fee for legal work (depositions, preparation for trials, representing the City at trials, etc.) at \$175 per hour.
- c. Not to pay charges for travel to and from meetings, copying, postage, long-distance phone calls and paralegal services.
- d. To have the responses from the law firms to you by January 3, 2020.
- e. For the City Manager to provide an update to you at your January 6th regular meeting.

Your revised proposal was sent to the 10 firms. Five responded.

THE RESPONSES

Attached as pages 1-16 are the responses. We list them below in alphabetical order by the first name of the firm or the attorney and the page number or numbers of their proposals:

1. Crag Z. Sherar, East Palatka: page 1
2. Douglas Law Firm, Jacksonville, St. Augustine and Palatka: page 2
3. Lewis Longman & Walker, Jacksonville: page 3
4. Paul Elkind Branz & Kelton, DeLand, Deltona and Miami: page 4
5. Ralf Brookes, Cape Coral: page 5 -16

The City Clerk has provided the five responses to you.

THE INTERVIEWS

Each of the firms listed above has been invited to meet with you at your special meeting on Monday, January 13, 2020. That meeting will begin at 6 p.m.

We suggest that you interview the firms in the alphabetical order shown above.

PLEASE NOTE: While the response from Mr. John Wallace of Lewis Long and Walker (page 3) isn't in accord with the directions you decided at your December 3rd meeting, we've included it here because he did provide it and he suggests negotiating fees. You can decide whether you want to negotiate with the firm.

ACTION REQUESTED

There is none for your January 6th meeting. We have provided this information because you requested an update at that meeting.

We suggest here some questions for you to consider when you interview each firm:

1. How many clerical staff does the firm have?

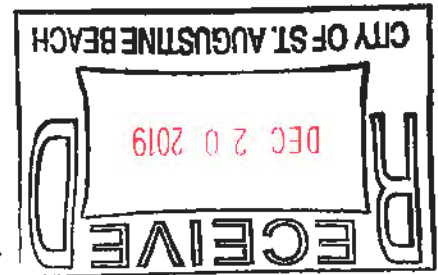
A one secretary or one administrative assistant firm may not be able to get the City's work done in the time for your meetings and those of the Planning Board and Code Enforcement Board. The preparation of ordinances, final orders, conditional use permits, variances, etc., cannot be delayed if the City's work is to be done efficiently. A firm with only one or two support staff may not be able to do both the City's work and the firm's regular work, especially when the support staff is away because of illness or vacation.

2. Does the firm have a backup attorney who can be at City meetings and do City work outside the meetings when the regular attorney is away because of illness or vacation?
3. Though the number of clients may vary from month to month, how many does the firm usually have each month and what types of legal work does the firm customarily do?

Law Offices
CRAIG Z. SHERAR, P.A.

Craig Z. Sherar, Esq.
Licensed in Florida, Georgia, Colorado
EMAIL: czs@czslaw.com

147 Pine Tree Road
East Palatka, FL 32131
Telephone: (386) 326-1504
Facsimile: (386) 326-1508



Max Royle
City Manager
2201 A1A South
St. Augustine Beach, FL
32080

In Re: City Attorney Application modification 1

Dear Mr Royle:

Per your correspondence December 6, 2019 I am amending my previous bid for the City Attorney position as set out below.

Paragraph 8 of my previously submitted application of the City Attorney is supplemented with the following: I have reviewed the additional correspondence. I would first point out that I am not setting a bright line fee, I am willing to negotiate a fee that is in the parameters set out in the letter. As a starting point I would suggest \$150.00 hour with a cap of \$6,000.00 month. That would be line with the 40 hours/month work/fee. If the work was more than 40 hours in a month, then the cap would apply. However, I would ask that if there is a month that is short on hours, the unused hours/ retainer be carried over and used in any month where there are over hours. So if one month the billing was 30 hours, the total fee would be \$4,500.00. There would then be a carry over of 10 hours or \$1,500.00 so if in a later month the hours were 50, the carry over would be used to pay the excess. This way the city can set an amount in the budget for regular legal services and stay in the budget.

The charge for extra-legal work would be at the same rate as the regular work-\$150.00

If you have any questions, please do not hesitate to contact my office.

Sincerely,

Craig Z. Sherar

DOUGLAS LAW FIRM

ATTORNEYS AND COUNSELORS AT LAW

Charles T. Douglas, Jr.
Christopher W. LoBianco
Linda L. Campbell
Lex Morton Taylor, III
Melissa S. Cain

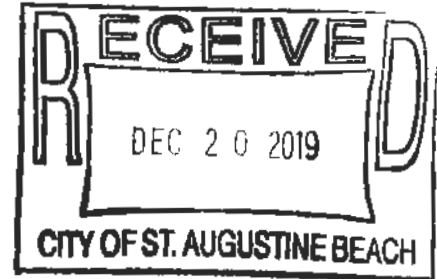
10245 CENTURION PKWY, N. STE. 103, JACKSONVILLE, FL 32256
1 NEWS PLACE, STE. E, ST. AUGUSTINE, FL 32086
1301 ST. JOHNS AVE., PALATKA, FL 32177

Toll Free: (800) 705.5457
Office: (386) 530.2955
Fax: (386) 385-5914
www.DHClawyers.com

December 20, 2019

VIA HAND DELIVERY:

City of Saint Augustine Beach
Attention: Max Royle, City Manager
2200 A1A South
St. Augustine Beach, Florida 32080



RE: LEGAL SERVICES PROPOSAL SUPPLEMENTAL LETTER – RFP# 19-07

Dear Max Royle and City Commissioners:

Thank you for considering our firm for the attorney position at the City of Saint Augustine Beach. To help you make the best possible decision, we have updated our RFP (enclosed), and we are submitting this letter to answer each of your questions specifically.

1. Scope of Work Clarification (Regular Scope of Work). We have modified our monthly retainer for regular scope of work from \$4,750.00 to \$5,750.00 per month because of the estimated forty (40) hours of legal work per month performed by the current city attorney and your request not to include compensation for paralegal time.
2. Scope of Work Clarification (Extra Scope of Work). We accept the maximum charge of \$175.00 per hour, which includes representation in lawsuits and mediations on the City's behalf, negotiations of land transactions, and other work described in "Extra Legal" of your letter dated December 6, 2019.
3. We accept the terms of no compensation for travel to and from meetings. We never intended to charge for travel reimbursement to any regular meetings, as our office is in the Saint Augustine Record Building. We also accept your request that there be no reimbursement for postage, copying, long distance phone calls, or paralegal services.
4. We accept that any travel outside of Saint Johns County would be reimbursed at the IRS rate.

We look forward to making ourselves available for an interview, and we believe you will find that our local attorneys with experience in diverse practice areas will represent the City well. If you have any questions, please feel free to contact my office at 904-671-8395.

Kindest regards,

Charles T. Douglas, Jr.

CTD/jdr
Enclosure – Revised RFP

Beverly Raddatz

From: John Wallace <jwallace@llw-law.com>
Sent: Wednesday, December 18, 2019 9:19 AM
To: Beverly Raddatz
Subject: Re: City Attorney Position

Dear Ms. Raddatz:

I have not yet returned a response, because I understood the letter received from the City Manager to mean that the Council would not entertain anything other than the terms contained therein.

Under the terms proposed by the City Council, I am unable to take on this representation. According to the current City Attorney, he spends a minimum of 40 hours per month working on City matters. At the flat fee proposed by the City Council, that equates to a maximum hourly rate of \$150 per hour, which is not economically feasible. Moreover, the scope of services covered by the flat fee is too broad.

I would be willing to consider a proposal that would result in hourly fees at \$225/hour. Alternatively, I would be willing to consider a proposal for a flat fee with a more defined scope of work, and an hourly fee for services outside of that scope of work. I am amenable to the condition concerning no charge for travel time. Finally, while I understand the City's concern regarding paralegals, I believe the City Council may not fully understand services rendered by a paralegal. Often, paralegals perform tasks that would otherwise be performed by, and therefore at the rate of, an attorney. Thus, a paralegal can be a tool to lower a client's bill.

If the City Council changes their mind concerning the limits of their proposal, please let me know. I would be happy to evaluate a new proposal, but the current terms simply do not work for my firm.

Thank you.

Very truly yours,

John W. Wallace
Lewis, Longman & Walker, P.A.

On Dec 18, 2019, at 7:53 AM, Beverly Raddatz <braddatz@cityofsab.org> wrote:

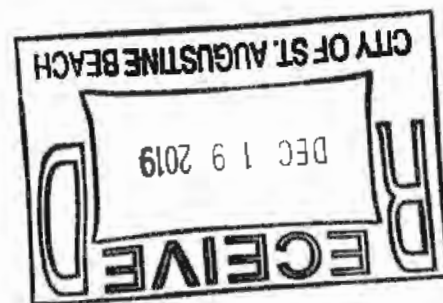
Attorney Wallace:

I wanted to remind all the candidates that Friday is the deadline to respond to our previous correspondence regarding the City Attorney position. If you already sent the response, please acknowledge when and if not, why?

Sincerely,

Beverly Raddatz, MMC
City Clerk
City of St. Augustine Beach
2200 A1A South

December 17, 2019



Max Royle, City Manager
City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, FL 32080

RE: Supplement to RFP Response – Legal Services

Pursuant to your letter dated December 6, 2019, enclosed herewith is a revised response to the City of St. Augustine Beach's RFP for legal services number 2019-07. Please note that the enclosed revised response provides for a \$6,000 flat fee for monthly "regular legal services" and a charge of \$175 per hour for "extra legal services." I would also like to point out that this firm's original proposal also contained an hourly rate of \$175 per hour. Looking forward to the opportunity to discuss our firm's qualifications with the City of St. Augustine Beach, I am

Very truly yours,

Darren J. Elkind

DJE/jv
Enclosure
#42460



City of St. Augustine Beach

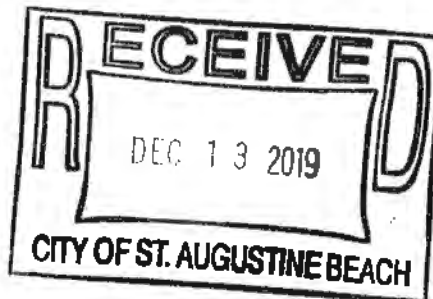
2200 A1A South
St. Augustine Beach, FL 32080
www.staugbch.com

CITY MGR. (904) 471-2122
FAX (904) 471-4108

BLDG & ZONING (904) 471-8758
FAX (904) 471-4470

December 6, 2019

Mr. Ralf Brookes, Esq.
1217 East Cape Coral Parkway #107
Cape Coral, FL 33904



Subj.: Legal Services Proposal

Dear Mr. Ralf Brookes,

The City received a proposal from your law firm and nine others to be the City's next City Attorney. The City Commission reviewed the proposals at its December 3, 2019, meeting and directed me to ask each firm to submit a modified proposal in accordance with the following guidelines:

- ✓ Maximum retainer: \$6,000 a month for general legal services, such as attending all City Commission, Planning Board, and Code Enforcement Board meetings; preparing ordinances, resolutions, variance/conditional use permit orders; answering day-to-day questions concerning City business, agenda topics, etc. as outlined in the "Regular Scope of Work" (Exhibit A).
- ✓ Maximum charge for extra-legal work: \$175 an hour, which includes representation in lawsuits and mediations on the City's behalf, negotiations of land transactions and other work in "Extra Legal" (Exhibit A).
- ✓ No compensation for travel to and from meetings, postage, copying, long distance phone calls, or paralegal services.
- ✓ Travel out of the region or county would be reimbursed at the IRS rate.

If you wish to submit a proposal in accordance with the above guidelines, please send it to me by 4:00 p.m., Friday, December 20, 2019. *attached hereto.*

The City Commission has scheduled a special meeting on Monday, January 13, 2020, at 6:00 p.m. in the Commission meeting room at City Hall to interview the firms that have provided a response to the guidelines.

PLEASE NOTE: 1) If your firm wants to negotiate terms lower than the ones stated above, it may do so; or, if the firm doesn't agree with the maximums, please let me know and I will take it off the list of firms to be interviewed on January 13th.

8. Give a specific explanation of the financial arrangements under which you would be willing to accept appointment to the position of City Attorney. (i.e., hourly rate to be charged by you and any assistance, lump sum charge, or annual retainer proposed. Please use E – G to list any other fees not included in A – D.

RALF BROOKES ATTORNEY

Per the City Manager's December 6, 2019 letter:

- Retainer: **\$6,000 a month** for general legal services, such as attending all City Commission, Planning Board, and Code Enforcement Board meetings; preparing ordinances, resolutions, variance/conditional use permit orders; answering day-to-day questions concerning City business, agenda topics, etc. as outlined in the "Regular Scope of Work" (Exhibit A). RS
- Maximum charge for extra-legal work: **\$175 an hour**, which includes representation in lawsuits and mediations on the City's behalf, negotiations of land transactions and other work in "Extra Legal" (Exhibit A). RS
- No compensation for travel to and from meetings, postage, copying, long distance phone calls, or paralegal services. RS

Travel out of the region or county would be reimbursed at the IRS rate. RS

Certification

The undersigned hereby confirms as follows:

- 1. I am a duly authorized agent of the law firm submitting the proposal.*
- 2. I have read the Proposal in its entirety and fully understand and accept these terms unless specific variations have been expressly listed below or attached.*
- 3. My firm, RALF BROOKES ATTORNEY, agrees to hold all prices, terms and conditions firm for acceptance for ninety (90) calendar days following the date and time of the bid opening.*

By: _____

Manual Signature of Agent

Typed/Printed Name of Agent: Ralf Brookes Esq.

Date

Title of Agent: Owner

Exhibit A

YLB 12/11/19

CITY ATTORNEY, CITY OF ST. AUGUSTINE BEACH REGULAR SCOPE OF WORK

The scope of work is divided into two parts: regular and extra legal. Under regular is the following:

1. Attend all regular and special or workshop meetings of the City Commission. The City Commission has one regular meeting on the first Monday of every month. This meeting begins at 6:00 p.m. The Commission sometimes has special meetings or workshop meetings on other days of the month. These meetings may be held at 5:00 or 6:00 p.m.
2. Attend all meetings of the Comprehensive Planning and Zoning Board. The Board normally has one meeting a month: the third Tuesday at 6 p.m.
3. Attend meetings of the Code Enforcement Board as the attorney for the Code Enforcement Officer. The Officer brings cases to the City's Code Enforcement Board once a month, usually on the fourth Wednesday at 2:00 p.m. The City Attorney provides legal advice to the Officer. The Code Enforcement Board has its own attorney, if one is needed. Sometimes the Board has an emergency or special meeting.
4. Attend other meetings when requested or when deemed appropriate by the City Commission.
5. Perform all legal work for the City as required by the City Charter, excluding litigation.
6. Handle the negotiation and preparation of agreements, contracts or similar documents.
7. Review and comment on contract form between the City and independent contractors.
8. Perform legislative work associated with City Commission, Planning Board, and Code Enforcement Board meetings, including preparation of ordinances and resolutions, variances, conditional use permits, final development plans, etc., together with research work associated with the preparation of those documents.
9. Respond by telephone, e-mail or regular mail to requests for advice from the Mayor, Commissioners, Police Department, City Manager's office, and Building and Zoning Department regarding administrative, legislative, executive and legal issues.

YLB

APPLICATION
CITY ATTORNEY

RALF BROOKES ATTORNEY
1217 E Cape Coral Parkway #107
Cape Coral Florida 33904
(239) 910-5464
Fax (866) 341-6086
RalfBrookes@gmail.com
Ralf@RalfBrookesAttorney.com

If additional information is required continuation sheets may be attached to the application form.

1. *Summary of education, background and experience:*

EDUCATION:

University of Florida –Law School Gainesville, Florida, Juris Doctorate (J.D. 1988)

- Jessup's Cup Moot Court Team;
- UF Law School - Center for Governmental Responsibility - Fellowship Env Law

University of Miami - Bachelor Science Marine Science & Geology, Coral Gables, (B.S. 1985)

BACKGROUND AND EXPERIENCE:

CITY ATTORNEY

- **City of Madeira Beach, Florida** (Pinellas County, population 4,406) 2017-present
- **Town of Yankeetown, Florida**, (Levy County, population 760) Town Attorney 2006 – present
- **City of St Pete Beach, Florida** (Pinellas County, population 10,086) (City Attorney 2007-2008):
- **City of Bradenton Beach Florida**, (Manatee County, population 1,536) 2004 – 2009

As City/Town Attorney: Meet with and advise City Manager and Departments; Municipal Law; Contracts, RFQs/RFPs; Disputes, Litigation, Comprehensive Plan

Amendments, Land Development Code Amendments and review of development application, variances, planned developments, development agreements; legislation, ordinances, audits, sunshine law, public records law; grants, government and public works projects.

COUNTY ATTORNEY EXPERIENCE:

- **Monroe County (the “Florida Keys”) - Land Use Litigation Counsel** (1992-1998) Representing Monroe County Florida in land use litigation in state and federal courts, serve as counsel for Growth Management Division, counsel for Planning Department, Planning Commission and Code Enforcement; prepared and defended **vacation rental ordinance**, noise ordinances, resolutions and land development regulations, development agreements, comprehensive plan amendments, defended Monroe County in state and federal court.
- **Sarasota County Assistant County Attorney** (1990 – 1992) Advise County Attorney, Board of County Commissioners of Sarasota County; Planning Commission, Planning, Natural Resources, Code Enforcement, Solid Waste Departments, interagency and interlocal agreements; Pollution Control

2. *Chronological summary of employment history from law school graduation to and including current position.*

- **Ralf G. Brookes, Attorney. 1998-present**
 - **City of Madeira Beach, Florida** (Pinellas County, population 4,406)
2017-present
 - **Town of Yankeetown, Florida,** (Levy County, population 760) Town
Attorney 2006 – present
 - **City of St Pete Beach, Florida** (Pinellas County, population 10,086)
(City Attorney 2007-2008):
 - **City of Bradenton Beach Florida,** (Manatee County, population
1,536) 2004 – 2009
- **Monroe County (the “Florida Keys”) - Land Use Litigation Counsel**
(1992-1998)
- **Sarasota County Assistant County Attorney** (1990 – 1992)
- **Fine Jacobson Schwartz Nash Block & England** (firm split currently
Weiss Serota Helfman and Bilzin Sumberg); Miami Florida and Tallahassee
Florida 1988-1990. Representation of Applicants and municipalities in S. E. Fla
Miami Dade, Broward, Palm Beach Counties. Development Applications,
Development Agreements, Rezoning, Special Exceptions, Conditional Uses;
DRIs, DEP/SFWMD Permitting.

3. *Have you ever been disciplined by the Florida Bar or any similar body regulating the practice of law in any other jurisdiction? If so, please explain.* **No. I have never had any disciplinary action taken by Florida Bar or similar body regulating practice of law in any jurisdiction.**

4. *Describe your current principal areas of practice.*

Ralf G. Brookes, Attorney. 1998-present.

City, County and Local government law practice - Representing local governments, public and private sector clients, public interest groups and not-for-profit organizations. Prepare and present to local government councils, commissions and boards, review and file applications, litigate approvals and denials, prepare and defend ordinances, land development regulations, comprehensive plan amendments, settlements, development agreements, administrative proceedings on local, state and federal agency permits, approvals, challenges and appeals in state and federal courts, state agencies, counties and municipalities.

5. *Please provide a representative client list for you or your firm and, where applicable, a firm resume.*

Currently representing local governments, including:

City of Madeira Beach,

Town of Yankeetown,

public and private sector clients, public interest groups and not-for-profit organizations such as

The Conservancy of SW Florida, Inc.,

SEE RESUME ATTACHED.

6. Provide a statement as to the approach, methodology and work plan you expect to use in providing legal representation for the City including the assistance, if any, you plan to receive from other attorneys.

Attend City Commission Meetings, attend other meetings as may be requested from time to time by staff or City Manager; review and revisions to documents by Email and Telephone Conferences; Assistance from other attorneys when necessary due to area of specialization or insurance counsel (personal injury cases, etc...); Provide legal review, revisions, advice and opinions in a responsive and timely manner.

SCOPE OF WORK: FLAT FEE v HOURLY RATE DESCRIPTION

The scope of work is divided into two parts: **regular** and **extra-legal**.

Under **regular** is the following:

1. Attend all regular meetings of the City Commission on **the first Monday of every month**. This meeting begins at 6:00 p.m. Attend special meetings or workshop meetings on other days of the month, if cleared with City Attorney prior to scheduling.
2. Attend meetings of the Code Enforcement Board as the attorney for the Code Enforcement Officer once a month, as needed, on the fourth Wednesday at 2:00 p.m. The City Attorney provides legal advice to the Code Enforcement Officer. The Code Enforcement Board has its own attorney, if one is needed. Attend emergency or special meeting, if cleared with City Attorney prior to scheduling.
3. Attend other meetings when requested or when deemed appropriate by the City Commission if cleared with City Attorney prior to scheduling.
4. Perform all legal work for the City as required by the City Charter, excluding litigation.
5. Handle the negotiation and preparation of agreements, contracts, or similar documents.
6. Review and comment on contract form between the City and independent contractors.
8. Perform legislative work associated with City Commission, Planning Board, and Code Enforcement Board meetings, including preparation of ordinances and resolutions, variances, conditional use permits, final development plans, etc., together with research work associated with the preparation of those documents.
9. Respond by telephone, email, or regular mail to requests for advice from the Mayor, Commissioners, Police Department, City Manager's office, and Building and Zoning Department regarding administrative, legislative, executive, and legal issues.

10. When requested by the City Commission or by the Police Chief or by the City Manager, perform investigations that would require interviewing witnesses, taking testimony, review of reports, and legal research.

Work performed under **hourly rate** consists of the following:

- A. Litigation, state, federal, administrative DOAH Hearing.
- B. Prosecute violations of local ordinances or of the zoning code in any Court, if the State Attorney is not handling the prosecution.
- C. Provide labor negotiations and assist with labor relations matters that go beyond routine telephone conferences or counseling. Ability to perform labor negotiations legal work is optional as the Police Department has traditionally used separate counsel for this work.
- D. Provide legal services for such matters which do not involve items covered by paragraphs 1-10 above, but which necessitate legal advice or use of the City Attorney's office, as determined by the City Commission. These matters which might be difficult to quantify, but may include attendance at meetings between City officials and officials or representatives of other business entities or governmental entities, or attendance at mediation.
- E. Provide legal counsel and defense to challenges to the City's ordinances and regulations; and defend the City in lawsuits which are not defended by legal services provided by the City's insurer, the Florida League of Cities.
- F. Conduct real estate or public finance closings and related legal work as bond counsel, etc.

7. *Give an explanation of your plan and ability to provide priority attention in accomplishing legal representation for the City.*

City work will receive first priority in all scheduling and legal requests from staff or Commissioners;

Any legal request will receive telephone or email response within 24 hours;

Completion of minor tasks within 24-48 hours;

Begin major legal tasks or research within 24 hours and completion within a few days.

RALF BROOKES

Board Certified in City County and Local Government Law by The Florida Bar



Ralf G. Brookes, Attorney. 1998-present. Local government law practice - Representing local governments, public and private sector clients, public interest groups and not-for-profit organizations. Prepare and present to local government councils, commissions and boards, review and file applications, litigate approvals and denials, prepare and defend ordinances, land development regulations, comprehensive plan amendments, settlements, development agreements, administrative proceedings on local, state and federal agency permits, approvals, challenges and appeals in state and federal courts, state agencies, counties and municipalities.

MUNICIPAL/CITY ATTORNEY EXPERIENCE:

- **City of Madeira Beach, Florida** (Pinellas County, population 4,406) 2017-present
- **Town of Yankeetown, Florida**, (Levy County, population 760) Town Attorney 2006 – present
- **City of St Pete Beach, Florida** (Pinellas County, population 10,086) (City Attorney 2007-2008):
- **City of Bradenton Beach Florida**, (Manatee County, population 1,536) 2004 – 2009

As City/Town Attorney: Meet with and advise City Manager and Departments; Municipal Law; Contracts, RFQs/RFPs; Disputes, Litigation, Comprehensive Plan Amendments, Land Development Code Amendments and review of development application, variances, planned developments, development agreements; legislation, ordinances, audits, sunshine law, public records law; grants, government and public works projects.

COUNTY ATTORNEY EXPERIENCE:

- **Monroe County (the “Florida Keys”) - Land Use Litigation Counsel** (1992-1998) Representing Monroe County Florida in land use litigation in state and federal courts, serve as counsel for Growth Management Division, counsel for Planning Department, Planning Commission and Code Enforcement; prepared and defended **vacation rental ordinance**, noise ordinances, resolutions and land development regulations, development agreements, comprehensive plan amendments, defended Monroe County in state and federal court.
- **Sarasota County Assistant County Attorney** (1990 – 1992) Advise County Attorney, Board of County Commissioners of Sarasota County; Planning Commission, Planning, Natural Resources, Code Enforcement, Solid Waste Departments, interagency and interlocal agreements; Pollution Control

MEDIATOR/ARBITRATOR/ALTERNATIVE DISPUTE RESOLUTION

- **Circuit Civil Court Mediator** - Florida Supreme Court Certified
- **Florida Court Appointed Arbitrator** -- Florida Supreme Court Approved Training
- **Special Magistrate/Master, Fla. Stat. 70.51 Land Use & Dispute Resolution Act:** Alternative dispute resolution process for land use applications. (e.g., Village of Islamorada Florida)

BUSINESS MANAGEMENT:

BUSINESS MANAGEMENT CONSULTANT & ANALYST: 1998 – 2000

Senior Consultant & Analyst Business Management—Cambridge Management Consulting (Celerant Consulting). Delivered measurable improvements in Operations and Maintenance systems to deliver sustainable measurable results of \$2.7 to 3.5 million dollars in annual client savings and increased profits. Identify and implement systems, reporting and management procedures for sustainable continual improvements and economic return on location in Texas, NJ, La, Delaware in Oil, Gas, Technology Sectors

TEACHING:

University of Florida Law School – Conservation Clinic and Env and Land Use Law Program,
Practitioner in Residence 2013 under Professors Ankersen, Flournoy and Hamann
Florida Gulf Coast University (FGCU) - Adjunct Professor Env Law 2005 - 2014.
Masters of Public Administration Program: Environmental & Land Use Law PAD 5620.

EDUCATION:

University of Florida –Law School Gainesville, Florida, Juris Doctorate (J.D. 1988)

- Jessup's Cup Moot Court Team;
- UF Law Center for Governmental Responsibility Fellowship

University of Miami - Bachelor Science degree in **Marine Sciences/Geology**, Coral Gables, (B.S. 1985)

PROFESSIONAL:

Admitted to Florida Bar – 1988 (Over 22+ years as member in good standing)

Board Certified: City, County and Local Government Law by The Florida Bar – **2004 to date**

Florida Federal Courts: Admitted Middle District Fla., Southern District Fla., Northern District Florida

Florida State Courts: Admitted all state circuits, all appellate district courts, Florida Supreme Court

The Florida Bar, Sections and Committees:

- **City, County and Local Government Law Section**, to present
- **Environmental and Land Use Law Section (ELULS)**, Executive Council, 1993-2001
- **Administrative Law Section** Executive Council, 1991- 1999

Florida League of Cities, Florida Municipal Attorney's Association Member/Lecturer

The Florida Chamber of Commerce,

- Growth Management Short Course
- Environmental Permitting Short Course

The Florida Bar, Continuing Legal Education (CLE) Programs

- City, County and Local Government Section of the Florida Bar
- Environmental and Land Use Law Section of the Florida Bar
- Administrative Law Section of the Florida Bar
- University of Florida Law program, speaker and guest lecturer

Continuing Legal Education, CLE-International Programs,

- Dealing With Government
- Litigating Land Use and Takings Claims
- Defending Local Government Land Use Denials
- Regulatory Takings under the U.S. and Florida Constitution
- Wetlands Regulations

Florida Municipal Attorney's Association Speaker Noise Ordinances

Southwest Florida Chamber of Commerce "Issues 08" Southwest Florida Legislative Delegation

A Sustainable Southwest Florida: Creating a Vision. Participant City Attorney



Board Certified in City County and Local Government Law by The Florida Bar

MEMORANDUM

Date: December 27, 2019

To: Max Royle, City Manager

From: William Tredik, P.E., Public Works Director

Subject: Solid Waste Collection – Discussion of Costs for Businesses and Transient Rentals

BACKGROUND

The City of St. Augustine Beach currently provides solid waste can pickup service to commercial customers that do not have collection through a private solid waste contractor. Of the commercial customers, approximately 141 are transient rentals. Commercial solid waste collection occurs weekly (in some cases semi-weekly for additional fees), with tabulation done via physical counting of 32-gallon cans (or equivalent volume). The can count is tabulated by Public Works and billing is accomplished by the Finance Department. The city currently bills \$1.76 per 32-gallon can or equivalent volume. Additional fees are assessed to commercial customers who opt for additional recycling and/or a second pickup per week. The counting, tabulation, data entry and billing of cans and equivalent cans requires significant staff hours.

Figure 1 below shows the FY 2019 relationship between non-transient rental businesses within the city, and their weekly can count.

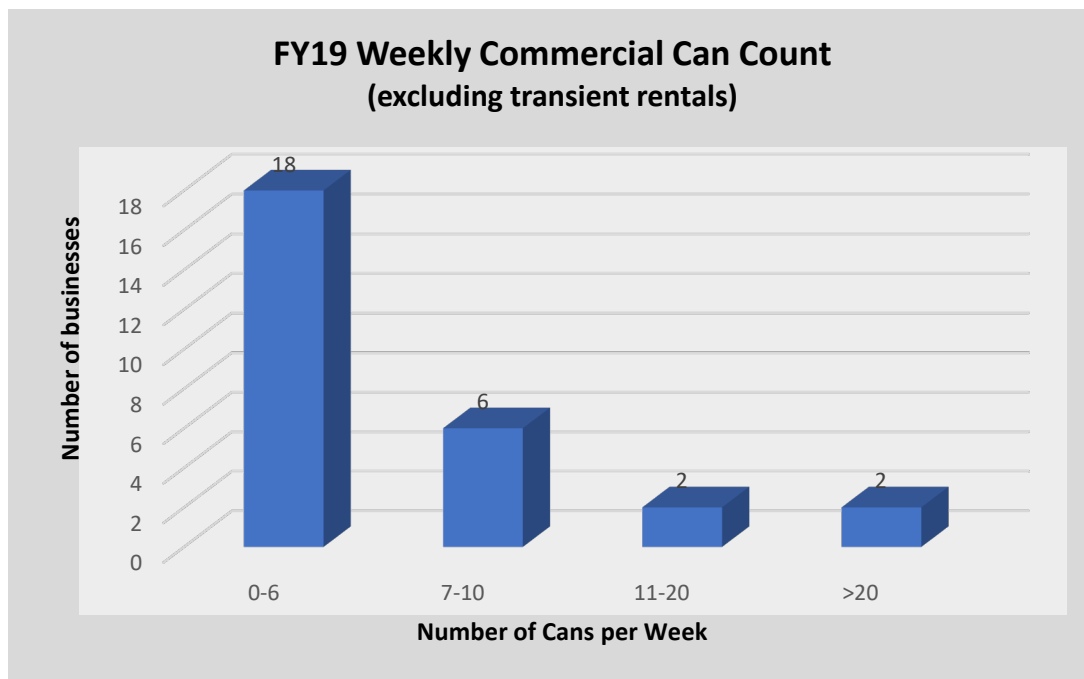


Figure 1 - FY19 Number of Businesses / Cans per Week

Eighteen (64%) of the non-transient rental businesses generate 6 cans or less per week. Six businesses generate between 7 and 10 cans per week and four businesses generate 11 or more cans per week.

The 141 transient rentals are considered commercial businesses and are also currently billed via the use of can counts. Can count numbers vary considerably among transient rentals, with as few as 1 can per week for some, and as high as 8 cans per week for others. This disparity in solid waste volume requires careful consideration when determining an appropriate solid waste collection fee schedule for transient rentals.

DISCUSSION

Counting cans requires allocation of staff time to conduct and tabulate the can counts, as well as key in the data for monthly billing. This time expenditure represents a real and significant allocation of staff time to a process which might be accomplished in a more cost-effective manner.

City staff has looked at other jurisdictions and was specifically requested to take a closer look at the City of St. Augustine's rate structure when evaluating alternatives to the "can-count" method currently being employed. The City of St. Augustine provides commercial pickup for both dumpsters and cans. Though our city is not equipped to provide dumpster pickup, a comparison of two cities' methodologies and costs nonetheless provides insights which can be used in the development of an updated solid waste fee schedule for St. Augustine Beach.

The City of St. Augustine provides commercial can pickup for a maximum of six 32-gallon cans weekly (roughly 1 cubic yard per week), on a tiered system, based upon the occupied square footage of the business. An additional charge of \$14.52 is assessed for each can above the six can maximum. This fee schedule provides a strong financial incentive for businesses with more than six 32-gallon cans of solid waste per week to use dumpsters. This City of St. Augustine's tiered rate structure for can pickup is shown in Table 1 below:

Business Square Feet	Monthly cost
0-100	\$15.13
101-250	\$22.70
251-500	\$30.26
501-750	\$37.84
751-1,000	\$45.40
1,001 +	\$60.53

Table 1 - City of St. Augustine Monthly Commercial Can Rates

Most small businesses within the City of St. Augustine Beach would likely fall within the 751 square feet or greater category and would thus be charged between \$45.40 and \$60.53 per month (between \$544.80 and \$726.36 per year), if they were billed according to the City of St. Augustine rate schedule. The minimum annual fee for the smallest businesses (0 to 100 SF) in the City of St. Augustine would thus be \$182. Businesses within the City of St. Augustine Beach that produce 6 or less cans of garbage per week paid between \$97 and \$591 per year in FY 2019, depending upon the number of cans collected, with an average annual fee of \$195.

As Figure 1 shows, there are four businesses within the City of St. Augustine Beach which generate more than 10 cans of garbage per week for city pickup. The FY 2019 can count and fee for these businesses is shown in Table 2:

Business	FY19 Cans	FY19 Fee*
Business 1 (41 cans/week)	2,115	\$3,722
Business 2 (21 cans/week)	1,074	\$1,890
Business 3 (12 cans/week)	618	\$1,088
Business 4 (11 cans/week)	560	\$986

Table 2 - Top 4 City of St. Augustine Beach Commercial Solid Waste Producers

* Does not include fees for additional recycle carts and extra pickup

For comparison purposes, if these businesses were billed under the City of St. Augustine rate schedule, their approximate fees would be as shown in Table 3, below:

Business	FY2019 COSAB Charge	COSA Charge (Can Pickup)	Minimum Dumpster Size	COSA Charge (Dumpster Pickup)
Business 1 (41 cans/week)	\$3,722	\$27,153	6 CY	\$3,090
Business 2 (21 cans/week)	\$1,890	\$12,052	4 CY	\$2,060
Business 3 (12 cans/week)	\$1,088	\$5,257	2 CY	\$1,198
Business 4 (11 cans/week)	\$986	\$4,502	2 CY	\$1,198

Table 3 – Over 10 Cans/Week Businesses Estimated Fee Comparison

The above comparison indicates the significant incentive the City of St. Augustine rate schedule creates to encourage large waste producing businesses to use dumpsters. The City of St. Augustine Beach currently has no similar financial incentive to move large waste producers to the use of dumpsters and continues to expend significant staff hours providing can collection to these businesses.

St. Augustine Beach businesses which produce between 7 and 10 cans per week would also incur substantially more cost if they were billed under the City of St. Augustine solid waste rate schedule. Six St. Augustine Beach businesses fall into this category and currently pay an average of \$740 annually for garbage collection. Table 4 below compares their current City of St. Augustine Beach fee with what their fee would be under the City of St. Augustine rate schedule:

Business	FY19 COSAB Charge	COSA Charge (Can Pickup)	Minimum Dumpster Size	COSA Charge (Dumpster Pickup)
Business 5 (7 cans/week)	\$651	\$1,481	2 CY	\$1,198
Business 6 (10 cans/week)	\$890	\$3,747	2 CY	\$1,198
Business 7 (8 cans/week)	\$702	\$2,236	2 CY	\$1,198
Business 8 (7 cans/week)	\$658	\$1,481	2 CY	\$1,198
Business 9 (8 cans/week)	\$729	\$2,236	2 CY	\$1,198
Business 10 (9 cans/week)	\$811	\$2,991	2 CY	\$1,198

Table 4 – Six to Ten 10 Cans/Week Businesses Estimated Fee Comparison

Analysis of the above comparisons show that for businesses between 7 and 10 cans per week, the City of St. Augustine fee schedule still significantly encourages businesses to use dumpsters. Table 4 also indicates that the City of St. Augustine Beach currently charges commercial customers, which generate between 7 and 10 cans of waste, less than what would be charged under the City of St. Augustine rate schedule, regardless of whether collection was by can or dumpster.

When modifying the commercial solid waste fee schedule, it is essential that the city create as fair of a schedule as possible, while generating sufficient revenue to pay for the services provided. The existing can count system and fee schedule is cumbersome, inefficient and does not fully cover the costs of providing service to all commercial customers.

Analysis indicates that adopting a commercial solid waste rate schedule similar to the City of St. Augustine's would result in a significant fee increase to most City of St. Augustine Beach businesses. As such, the City of St. Augustine solid waste methodology and fee schedule may not be an exact fit for the City of St. Augustine Beach, but it does provide valuable comparative information to assist in updating the City of St. Augustine Beach's commercial solid waste fee schedule.

RECOMMENDATIONS

Review of City of St. Augustine Beach historical can counts and billing information reveals that commercial customers have great variability in the amount of solid waste generated; and that the volume generated is not necessarily dictated by the square footage of the business. With this in mind, it is recommended that historic can count data be used to estimate future billings (as opposed to square footage of the business as in the City of St. Augustine). This could be accomplished by the following:

- Require that all commercial customers purchase and use a specific number of 32, 64 or 96-gallon wheeled tippable cart(s) with hinged lid. The size and number of carts would be based upon their historical can counts.
 - Carts would be purchased from the City and be identifiable as such
 - Establish a per cart monthly fee for each size cart
 - Only carts identifiable as purchased from the City will be routinely collected
 - Unauthorized cans/carts or solid waste not in authorized carts will be logged. If unauthorized cans/carts or additional waste is logged six (6) times in a calendar year, the business customer would be required to purchase an additional cart(s).
 - Pickup of material logged as “not in a city authorized cart” would be subject to an additional pickup fee (to be determined), plus a fee based upon an equivalent cart estimate.
 - The Public Works Director will coordinate with new business (those with no can count history) to determine appropriate initial size/number of carts.
- Cart fees should be established in a way to provide a tiered structure, fair to both large and small businesses. A potential fee structure is as follows:
 - 32 gallon cart \$2.50 per week per cart (\$130 per year per cart)
 - 64 gallon cart \$5.00 per week per cart (\$260 per year per cart)
 - 96 gallon cart \$7.50 per week per cart (\$390 per year per cart)

Excluding the highest four waste producers – these should be encouraged to move to dumpster pickup – the proposed rate structure would impact the business which produce between 7 to 10 cans of waste per week as shown in Table 5 below:

Business	FY2019 COSAB Charge	96 Gal Carts Required	64 Gal Carts Required	Estimated Annual Cost)
Business 5	\$651	2	1	\$1,040
Business 6	\$890	3	1	\$1,430
Business 7	\$702	3	4	\$1,040
Business 8	\$658	3	4	\$1,040
Business 9	\$729	3	4	\$1,040
Business 10	\$811	3	5	\$1,170

Table 5 – Potential Fees for Businesses which currently generate between 7 and 10 cans per week

Business could have the option of choosing the configuration of can sizes which works best for them based upon their historic solid waste generation rates, however larger sizes should be used first. 32-gallon carts would only be available for small / non-organic waste producing businesses which have historically averaged one or less 32-gallon can per week. The lowest possible annual non-transient rental commercial rate (one 32-gallon can) would thus be \$130, plus any fees for additional services.

Transient rentals present some challenges when developing a rate schedule which fully and fairly charges for the waste volume variability. The following three (3) options exist for billing of solid waste collection services for transient rentals:

- Monthly fee (number of carts) based upon historic solid waste can counts
- Non-ad valorem assessment
- Hybrid Plan (non-ad valorem assessment plus additional fees)

A comparison of the pros and cons of transient rental options is as follows:

Monthly Fee Option

Pros

Elimination of can counting for most transient rentals
Most equitable (fee based fully upon use)
Allows adjustment to can requirements for businesses
Billing would be similar to current system
Rates can be modified as needed by Commission

Cons

Requires logging of overages for additional fees and required additional carts

Non-ad Valorem Assessment Option

Pros

Elimination of can counting and logging of overages for transient rentals
Elimination of monthly billing for transient rentals

Cons

Requires adoption of non-ad valorem assessment
Least equitable (does not address variance in waste volume)
Can only be modified annually
Higher fee to low volume transient rental waste producers
Lower fee to high volume transient rental waste producers

Hybrid Plan Option (Non-ad Valorem Assessment with Additional Fees)

Pros

- Elimination of can counting for most businesses
- Some reduction of monthly billing (depends upon additional fee structure)
- More equitable (allows additional fees to be added for higher volume producers)

Cons

- Requires adoption of non-ad valorem assessment
- Base assessment can only be modified annually
- Requires logging of overages to assess additional fees

Regardless of the option selected, it is recommended that a 64-gallon minimum cart size be required for transient rentals located in residential zoning due to the potential for missed pickups during days of non-occupancy, and the associated increased risk of nuisance animal activity.

Though a standard non-ad valorem assessment for transient rentals is the simplest and most cost-effective option, it fails to capture the variability of the solid waste volume between businesses, and would (depending upon the assessment amount) result in a fee increase to the lowest volume waste producers and a decrease in fee for the highest waste producers. Due to this consequence, the Monthly Fee Option or the Hybrid Plan Option may offer the best way to more equitably distribute the costs among transient rentals and guarantee that fees charged are proportionate with the services rendered.

MEMORANDUM

To: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Rumrell
Commissioner Samora

From: Max Royle, City Manager 

Date: December 23, 2019

Subject: Additional Streetlights: Request for Approval of Two Agreements with Florida Power and Light

BACKGROUND

This topic concerns adding streetlights to State Road A1A and to A1A Beach Boulevard.

Attached (pages 1-2) is a memo from the Public Works Director, in which he explains the topic in more detail and shows the locations of the additional streetlights. All the new lights will be LEDs.

Also, attached are two agreements: pages 3-6 is the agreement for the seven additional lights along SR-A1A; and pages 7-10 is the agreement for the 12 additional lights along the Boulevard.

ACTION REQUESTED

It is that you approve each agreement.

Max Royle

From: Tadzia Alexander <tadzia@thealexanderlawfirmllc.com>
Sent: Monday, December 2, 2019 3:34 PM
To: Max Royle
Subject: Deborah Sue Walker Living Trust/Len Trinca

12-02-19

RE: Deborah Sue Walker Living Trust/Len Trinca
Conditional Use Permit Application

Dear Mr. Royle:

I am unable to attend the City Commission Meeting of December 2, 2019. I have reviewed the request by Deborah Sue Walker Living Trust/Len and Rene Trinca, the owners of the property located between E Street and F Street on the westside of A1A Beach Blvd. I have no objection to their request for a conditional use permit authorizing single family homes to be built on the said property. Please convey my support to the Commission.

I thank you for your time and assistance.

Sincerely,

Tadzia Alexander
112 F Street
St. Augustine, FL 32080
(904) 824-9788 telephone
(904) 824-6902 facsimile
tadzia@thealexanderlawfirmllc.com

MEMORANDUM

Date: December 23, 2019

To: Max Royle, City Manager

From: William Tredik, P.E., Public Works Director

Subject: Approval of Additional Streetlights

Background

The City of St. Augustine Beach currently has an agreement with Florida Power and Light (FPL) to provide and maintain three hundred and fifty-eight (358) streetlights within the city for a monthly cost of \$3,340. Several areas within the city, however, remain poorly lit and require additional lighting to improve public safety. The City Police Department and Public Works Department have coordinated with FPL on improving illumination in several poorly lit, but heavily travelled areas, and have identified the need for nineteen (19) new streetlights in locations shown in Figure 1.



Figure 1 – Proposed New Streetlight Locations

The proposed new streetlight locations include:

- Seven (7) locations along S.R. A1A south of City Hall, including:
 - Police Station entrance
 - Pyrus Street
 - Florida Avenue
 - Acacia Street
 - Serenity Bay Boulevard
 - Sevilla Street
 - Madrid Street
- Twelve (12) locations along A1A Beach Boulevard, including:
 - Intersection of Pope Road and A1A Beach Boulevard (3)
 - Embassy Suites hotel (1)
 - Salt Life restaurant (1)
 - Pier Park crosswalk (2)
 - Intersection of 13th Street and A1A Beach Boulevard (2)
 - Intersection of 7th Street and A1A Beach Boulevard (1)
 - Intersection of A Street and A1A Beach Boulevard (1)
 - Whispering Oaks entrance at A1A Beach Boulevard (1)

Discussion

The additional 19 streetlights will illuminate poorly lit areas along A1A Beach Boulevard and S.R.A1A and provide improved public safety for pedestrians and bicyclists. The anticipated annual City cost for the additional streetlights is approximately \$200 per month. Some of these costs will be mitigated by the future conversion of other city streetlights to LED fixtures.

In order to proceed with the work, the following LED Lighting Agreements require execution by the city:

- LED Lighting Agreement for the 7 new streetlights on S.R. A1A
- LED Lighting Agreement for the 12 new streetlights on A1A Beach Boulevard

Recommendation

Authorize the City Manager to execute the required LED Lighting Agreements and proceed with the installation of 7 new streetlights on S.R. A1A and 12 new streetlights on A1A Beach Boulevard.



FPL Account Number: **8061507532**

FPL Work Request Number: _____

LED LIGHTING AGREEMENT

In accordance with the following terms and conditions, CITY OF ST AUGUSTINE BEACH (hereinafter called the Customer), requests on this 19th day of November, 2019, from FLORIDA POWER & LIGHT COMPANY (hereinafter called FPL), a corporation organized and existing under the laws of the State of Florida, the following installation or modification of lighting facilities at (general boundaries) Streetlights, located in Saint Augustine Beach, Florida.

- (a) Installation and/or removal of FPL-owned facilities described as follows:

<u>Poles</u>				
Pole Type	Existing Pole Count (A)	# Installed (B)	# Removed (C)	New Pole Count (A+B-C)
Wood				
Standard Concrete				
Standard Fiberglass				
Decorative Concrete				
Decorative Fiberglass				

<u>Underground Conductor</u>				
Type	Existing Footage (A)	Feet Installed (B)	Feet Removed (C)	New Footage (A+B-C)
Under Pavement		N/A ⁽¹⁾		
Not Under Pavement				

- (1) All new conductor installed is in conduit and billed as Not Under Pavement

<u>Fixtures</u> ⁽²⁾						

[illegible]

(2) Catalog of available fixtures and the assigned billing tier for each can be viewed at www.fpl.com/partner/builders/lighting.html

- (b) Modification to existing facilities other than described above (explain fully): _____

That, for and in consideration of the covenants set forth herein, the parties hereto covenant and agree as follows:

FPL AGREES:

1. To install or modify the lighting facilities described and identified above (hereinafter called the Lighting System), furnish to the Customer the electric energy necessary for the operation of the Lighting System, and furnish such other services as are specified in this Agreement, all in accordance with the terms of FPL's currently effective lighting rate schedule on file at the Florida Public Service Commission (FPSC) or any successive lighting rate schedule approved by the FPSC.

THE CUSTOMER AGREES:

2. To pay a contribution in the amount of \$0.00 prior to FPL's initiating the requested installation or modification.
3. To purchase from FPL all of the electric energy used for the operation of the Lighting System.
4. To be responsible for paying, when due, all bills rendered by FPL pursuant to FPL's currently effective lighting rate schedule on file at the FPSC or any successive lighting rate schedule approved by the FPSC, for facilities and service provided in accordance with this agreement.
5. To provide access, final grading and, when requested, good and sufficient easements, suitable construction drawings showing the location of existing and proposed structures, identification of all non-FPL underground facilities within or near pole or trench locations, and appropriate plats necessary for planning the design and completing the construction of FPL facilities associated with the Lighting System.
6. To perform any clearing, compacting, removal of stumps or other obstructions that conflict with construction, and drainage of rights-of-way or easements required by FPL to accommodate the lighting facilities.

IT IS MUTUALLY AGREED THAT:

7. Modifications to the facilities provided by FPL under this agreement, other than for maintenance, may only be made through the execution of an additional lighting agreement delineating the modifications to be accomplished. Modification of FPL lighting facilities is defined as the following:
 - a. the addition of lighting facilities;
 - b. the removal of lighting facilities; and
 - c. the removal of lighting facilities and the replacement of such facilities with new facilities and/or additional facilities.

Modifications will be subject to the costs identified in FPL's currently effective lighting rate schedule on file at the FPSC, or any successive schedule approved by the FPSC.

8. Lighting facilities will only be installed in locations that meet all applicable clear zone right-of-way setback requirements.
9. FPL will, at the request of the Customer, relocate the lighting facilities covered by this agreement, if provided sufficient right-of-ways or easements to do so and locations requested are consistent with clear zone right-of-way setback requirements. The Customer shall be responsible for the payment of all costs associated with any such Customer-requested relocation of FPL lighting facilities. Payment shall be made by the Customer in advance of any relocation.
10. FPL may, at any time, substitute for any luminaire installed hereunder another luminaire which shall be of at least equal illuminating capacity and efficiency.
11. This Agreement shall be for a term of ten (10) years from the date of initiation of service, and, except as provided below, shall extend thereafter for further successive periods of five (5) years from the expiration of the initial ten (10) year term or from the expiration of any extension thereof. The date of initiation of service shall be defined as the date the first lights are energized and billing begins, not the date of this Agreement. This Agreement shall be extended automatically beyond the initial the (10) year term or any extension thereof, unless

either party shall have given written notice to the other of its desire to terminate this Agreement. The written notice shall be by certified mail and shall be given not less than ninety (90) days before the expiration of the initial ten (10) year term, or any extension thereof

12. In the event lighting facilities covered by this agreement are removed, either at the request of the Customer or through termination or breach of this Agreement, the Customer shall be responsible for paying to FPL an amount equal to the fixture, pole, and conductor charges for the period remaining on the currently active term of service plus the cost to remove the facilities.
13. Should the Customer fail to pay any bills due and rendered pursuant to this agreement or otherwise fail to perform the obligations contained in this Agreement, said obligations being material and going to the essence of this Agreement, FPL may cease to supply electric energy or service until the Customer has paid the bills due and rendered or has fully cured such other breach of this Agreement. Any failure of FPL to exercise its rights hereunder shall not be a waiver of its rights. It is understood, however, that such discontinuance of the supplying of electric energy or service shall not constitute a breach of this Agreement by FPL, nor shall it relieve the Customer of the obligation to perform any of the terms and conditions of this Agreement.
14. The obligation to furnish or purchase service shall be excused at any time that either party is prevented from complying with this Agreement by strikes, lockouts, fires, riots, acts of God, the public enemy, or by cause or causes not under the control of the party thus prevented from compliance, and FPL shall not have the obligation to furnish service if it is prevented from complying with this Agreement by reason of any partial, temporary or entire shut-down of service which, in the sole opinion of FPL, is reasonably necessary for the purpose of repairing or making more efficient all or any part of its generating or other electrical equipment.
15. **This Agreement supersedes all previous Agreements** or representations, either written, oral, or otherwise between the Customer and FPL, with respect to the facilities referenced herein and constitutes the entire Agreement between the parties. This Agreement does not create any rights or provide any remedies to third parties or create any additional duty, obligation or undertakings by FPL to third parties.
16. In the event of the sale of the real property upon which the facilities are installed, upon the written consent of FPL, this Agreement may be assigned by the Customer to the Purchaser. No assignment shall relieve the Customer from its obligations hereunder until such obligations have been assumed by the assignee and agreed to by FPL.
17. This Agreement shall inure to the benefit of, and be binding upon the successors and assigns of the Customer and FPL.
18. The lighting facilities shall remain the property of FPL in perpetuity.
19. This Agreement is subject to FPL's Electric Tariff, including, but not limited to, the General Rules and Regulations for Electric Service and the Rules of the FPSC, as they are now written, or as they may be hereafter revised, amended or supplemented. In the event of any conflict between the terms of this Agreement and the provisions of the FPL Electric Tariff or the FPSC Rules, the provisions of the Electric Tariff and FPSC Rules shall control, as they are now written, or as they may be hereafter revised, amended or supplemented.

IN WITNESS WHEREOF, the parties hereby caused this Agreement to be executed in triplicate by their duly authorized representatives to be effective as of the day and year first written above.

Charges and Terms Accepted:

CITY OF ST AUGUSTINE BEACH
Customer (Print or type name of Organization)

By: _____
Signature (Authorized Representative)

(Print or type name)

Title: _____

FLORIDA POWER & LIGHT COMPANY

By: Scot Thrapp
(Signature)

Scot Thrapp
(Print or type name)

Title: Sr. Sales Rep



FPL Account Number: **8061507532**

FPL Work Request Number: _____

LED LIGHTING AGREEMENT

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- (a) Installation and/or removal of FPL-owned facilities described as follows:

<u>Poles</u>				
Pole Type	Existing Pole Count (A)	# Installed (B)	# Removed (C)	New Pole Count (A+B-C)
Wood				
Standard Concrete				
Standard Fiberglass				
Decorative Concrete				
Decorative Fiberglass				

<u>Underground Conductor</u>				
Type	Existing Footage (A)	Feet Installed (B)	Feet Removed (C)	New Footage (A+B-C)
Under Pavement		N/A ⁽¹⁾		
Not Under Pavement				

- (1) All new conductor installed is in conduit and billed as Not Under Pavement

Fixtures ⁽²⁾

[illegible]

(2) Catalog of available fixtures and the assigned billing tier for each can be viewed at www.fpl.com/partner/builders/lighting.html

- (b) Modification to existing facilities other than described above (explain fully): _____

That, for and in consideration of the covenants set forth herein, the parties hereto covenant and agree as follows:

FPL AGREES:

1. To install or modify the lighting facilities described and identified above (hereinafter called the Lighting System), furnish to the Customer the electric energy necessary for the operation of the Lighting System, and furnish such other services as are specified in this Agreement, all in accordance with the terms of FPL's currently effective lighting rate schedule on file at the Florida Public Service Commission (FPSC) or any successive lighting rate schedule approved by the FPSC.

THE CUSTOMER AGREES:

2. To pay a contribution in the amount of \$0.00 prior to FPL's initiating the requested installation or modification.
3. To purchase from FPL all of the electric energy used for the operation of the Lighting System.
4. To be responsible for paying, when due, all bills rendered by FPL pursuant to FPL's currently effective lighting rate schedule on file at the FPSC or any successive lighting rate schedule approved by the FPSC, for facilities and service provided in accordance with this agreement.
5. To provide access, final grading and, when requested, good and sufficient easements, suitable construction drawings showing the location of existing and proposed structures, identification of all non-FPL underground facilities within or near pole or trench locations, and appropriate plats necessary for planning the design and completing the construction of FPL facilities associated with the Lighting System.
6. To perform any clearing, compacting, removal of stumps or other obstructions that conflict with construction, and drainage of rights-of-way or easements required by FPL to accommodate the lighting facilities.

IT IS MUTUALLY AGREED THAT:

7. Modifications to the facilities provided by FPL under this agreement, other than for maintenance, may only be made through the execution of an additional lighting agreement delineating the modifications to be accomplished. Modification of FPL lighting facilities is defined as the following:
 - a. the addition of lighting facilities;
 - b. the removal of lighting facilities; and
 - c. the removal of lighting facilities and the replacement of such facilities with new facilities and/or additional facilities.

Modifications will be subject to the costs identified in FPL's currently effective lighting rate schedule on file at the FPSC, or any successive schedule approved by the FPSC.

8. Lighting facilities will only be installed in locations that meet all applicable clear zone right-of-way setback requirements.
9. FPL will, at the request of the Customer, relocate the lighting facilities covered by this agreement, if provided sufficient right-of-ways or easements to do so and locations requested are consistent with clear zone right-of-way setback requirements. The Customer shall be responsible for the payment of all costs associated with any such Customer-requested relocation of FPL lighting facilities. Payment shall be made by the Customer in advance of any relocation.
10. FPL may, at any time, substitute for any luminaire installed hereunder another luminaire which shall be of at least equal illuminating capacity and efficiency.
11. This Agreement shall be for a term of ten (10) years from the date of initiation of service, and, except as provided below, shall extend thereafter for further successive periods of five (5) years from the expiration of the initial ten (10) year term or from the expiration of any extension thereof. The date of initiation of service shall be defined as the date the first lights are energized and billing begins, not the date of this Agreement. This Agreement shall be extended automatically beyond the initial the (10) year term or any extension thereof, unless

either party shall have given written notice to the other of its desire to terminate this Agreement. The written notice shall be by certified mail and shall be given not less than ninety (90) days before the expiration of the initial ten (10) year term, or any extension thereof

12. In the event lighting facilities covered by this agreement are removed, either at the request of the Customer or through termination or breach of this Agreement, the Customer shall be responsible for paying to FPL an amount equal to the fixture, pole, and conductor charges for the period remaining on the currently active term of service plus the cost to remove the facilities
13. Should the Customer fail to pay any bills due and rendered pursuant to this agreement or otherwise fail to perform the obligations contained in this Agreement, said obligations being material and going to the essence of this Agreement, FPL may cease to supply electric energy or service until the Customer has paid the bills due and rendered or has fully cured such other breach of this Agreement. Any failure of FPL to exercise its rights hereunder shall not be a waiver of its rights. It is understood, however, that such discontinuance of the supplying of electric energy or service shall not constitute a breach of this Agreement by FPL, nor shall it relieve the Customer of the obligation to perform any of the terms and conditions of this Agreement
14. The obligation to furnish or purchase service shall be excused at any time that either party is prevented from complying with this Agreement by strikes, lockouts, fires, riots, acts of God, the public enemy, or by cause or causes not under the control of the party thus prevented from compliance, and FPL shall not have the obligation to furnish service if it is prevented from complying with this Agreement by reason of any partial, temporary or entire shut-down of service which, in the sole opinion of FPL, is reasonably necessary for the purpose of repairing or making more efficient all or any part of its generating or other electrical equipment.
15. **This Agreement supersedes all previous Agreements** or representations, either written, oral, or otherwise between the Customer and FPL, with respect to the facilities referenced herein and constitutes the entire Agreement between the parties. This Agreement does not create any rights or provide any remedies to third parties or create any additional duty, obligation or undertakings by FPL to third parties
16. In the event of the sale of the real property upon which the facilities are installed, upon the written consent of FPL, this Agreement may be assigned by the Customer to the Purchaser. No assignment shall relieve the Customer from its obligations hereunder until such obligations have been assumed by the assignee and agreed to by FPL.
17. This Agreement shall inure to the benefit of, and be binding upon the successors and assigns of the Customer and FPL
18. The lighting facilities shall remain the property of FPL in perpetuity.
19. This Agreement is subject to FPL's Electric Tariff, including, but not limited to, the General Rules and Regulations for Electric Service and the Rules of the FPSC, as they are now written, or as they may be hereafter revised, amended or supplemented. In the event of any conflict between the terms of this Agreement and the provisions of the FPL Electric Tariff or the FPSC Rules, the provisions of the Electric Tariff and FPSC Rules shall control, as they are now written, or as they may be hereafter revised, amended or supplemented.

IN WITNESS WHEREOF, the parties hereby caused this Agreement to be executed in triplicate by their duly authorized representatives to be effective as of the day and year first written above.

Charges and Terms Accepted:

CITY OF ST AUGUSTINE BEACH
Customer (Print or type name of Organization)

By: _____
Signature (Authorized Representative)

(Print or type name)

Title: _____

FLORIDA POWER & LIGHT COMPANY


By: Scot Thrapp
(Signature)

Scot Thrapp
(Print or type name)

Title: Sr. Sales Rep

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 10, 2019

SUBJECT: Ordinance 20-01, First Reading: Restricting Shared Mobility Devices in Certain Areas and on Sidewalks

This Ordinance is the result of your discussion whether to permit dockless or docked mobility devices, such as e-scooters and e-bicycles in the City.

Attached (pages 1-2) are the minutes of your last discussion, which occurred at your November 6, 2019, continuation meeting.

In response, Mr. Wilson prepared Ordinance 20-01 (pages 3-9 attached).

ACTION REQUESTED

It is that you discuss the Ordinance with Mr. Wilson and, if you are satisfied with it, that you pass in on first reading.

5. Dockless Scooters, E-Bicycles and Bicycles: Review of Proposed Ordinance to Regulate (Presenter: Jim Wilson, City Attorney)

Mayor George introduced Item 5 and asked for a report from City Attorney Wilson.

City Attorney Wilson advised he made changes as requested from the Commission and asked if the Commission wants to adopt this for first reading. He asked the Commission whether they want to regulate these or prohibit dockless e-scooters within the City.

Mayor George advised that she had an open mind, but she is having a hard time allowing this.

Commissioner Samora advised that the City and neighboring cities have mobility issues and had hoped that this would be a solution. He explained that he did a lot of research and listened to what staff has presented. He looked during his travels this month and have found them all over the cities where he visited, and he spoke to a lot of people who said that they are a problem and a liability. He said it would be okay if there was a business to rent it from and bring them back; however, dockless he would not be in favor of for the City.

Commissioner Rumrell researched and downloaded an app on one of the companies and the one thing that stood out to him was the insurance liability. He contacted his insurance company and they told him the person would have to get a separate rider on your policy to be insured. He explained that citizens he has spoken to are adamantly opposed to it. He was concerned if someone was injured on the sidewalk or street would they sue the City for allowing the e-scooters or if there was a pothole in the street, etc.; City Attorney Wilson advised that the City would be responsible for someone getting hurt for potholes, etc.

Vice Mayor England advised that something like a bike rental business would be alright but had concerns over a dockless e-scooter business. She explained that there must be agreements with the businesses within the City or the City to bring the e-scooters back to a docking place, like bicycles.

Commissioner Kostka advised that she could not support this because of the public safety and enforcement issues would have to fall on the Police Department, which are already very busy with safety issues. She asked Police Chief Hardwick to research other cities that have ordinances on e-scooters and either they could not get back with them right away or they didn't have any regulations in place. She was concerned about liability for the City and if they set up docks the owners are not going to be in the City to take care of them. She commented that people might want to purchase them for their own use.

Mayor George asked for Commission discussion.

Mayor George opened the Public Comments section. The following addressed the Commission:

Ed Slavin, P.O. Box 3084, St. Augustine, FL, agreed with the Commission not to do this due to the nuisance of it, the liability issues and coverages and asked not to allow salesmen to be put on the agenda in the future.

Steven Dennison, 217 Arcola, St. Augustine, FL, presentative for FROG, explained that this is a public service and suggested a pilot program. He explained that it reduces cars and traffic and is less of a carbon footprint and it would give revenue to the City.

Merrill Roland, 6280 Old Dixie Drive, St. Augustine, FL, suggested to use the City's garage building that is being used by the Civic Association for \$1 a year and allow FROG to use it.

Mayor George closed the Public Comments section and asked for any further Commission discussion.

Mayor George explained that it was the consensus of the Commission not to have e-scooters in the City.

City Attorney Wilson asked if the Commission wants to ban the operation of e-scooters businesses within the City and if so, he could bring it back to the Commission.

Vice Mayor England asked if e-bicycles could be included and not be on sidewalks.

It was the consensus of the Commission to have the City Attorney Wilson bring an ordinance back to the Commission at the next meeting to ban the rental of dockless e-scooters and e-bicycles within the City limits.

Mayor George thanked Mr. Dennison for coming tonight and was sorry to bring you home empty handed.

Mr. Dennison, FROG, thanked the Commission and suggested to stop gas scooters.

Mayor George moved on to Item 6.

ORDINANCE NO. 20-01

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, CREATING ARTICLE IV OF CHAPTER 19 OF THE CODE OF THE CITY OF ST. AUGUSTINE BEACH; PROVIDING DEFINITIONS; RESTRICTING CERTAIN VEHICLES IN CERTAIN AREAS AND SIDEWALKS OF THE CITY; PROVIDING REGULATIONS RELATING TO THE CITY'S PUBLIC PROVIDING PENALTIES; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE BEACH; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, § 166.041, Florida Statutes, provides for procedures for the adoption of ordinances and resolutions by municipalities; and

WHEREAS, St. Johns County receives over 6 million visitors per year, many of which come to downtown St. Augustine Beach; and

WHEREAS, the City of St. Augustine Beach welcomes countless visitors per year into a small and dense space with limited public space, parking, and mobility options; and

WHEREAS, the City of St. Augustine has limited parking and space on City rights-of-way; and

WHEREAS, the City of St. Augustine is committed to keeping the City accessible for the mobility-impaired; and

WHEREAS, the City of St. Augustine Beach strives to keep the City rights-of-way compliant with the Americans with Disabilities Act (ADA) and other federal and state regulations; and

WHEREAS, the City of St. Augustine Beach is subject to the Florida Uniform Traffic Control Law; and

WHEREAS, the City of St. Augustine Beach has a significant interest in ensuring the public safety and order and in promoting the free flow of pedestrian traffic in city parks, streets, and sidewalks.

WHEREAS, bicycles and dockless shared mobility devices left unattended and parked or leaned on walls or left on sidewalks creates a hazard to pedestrians and individuals needing access and maneuverability for ADA mobility devices; and

WHEREAS, the City of St. Augustine Beach has a significant interest in promoting the safety and convenience of its citizens on public streets and rights-of-way; and

WHEREAS, the Florida Uniform Traffic Control Law allows municipalities to enact ordinances to permit, control, or regulate the operation of vehicles, golf carts, mopeds, motorized scooters, and electric personal assistive mobility devices on sidewalks or sidewalk areas when such use is permissible under federal law as long as such vehicles are restricted to a maximum speed of 15 miles per hour. *Section 316.008(7)(a), Florida Statutes*; and

WHEREAS, the Florida Uniform Traffic Control Law gives bicycles the same rights and duties applicable to the driver of any other vehicle on city streets, with limited exception. *Section 316.2065(1), Florida Statutes*; and

WHEREAS, in some instances, bicycles that are propelled by human power and not motors may be compatible with pedestrians on sidewalks; and

WHEREAS, the Florida Uniform Traffic Control Law gives cities the power to regulate the operation of bicycles with the reasonable exercise of police power. *Section 316.008(1)(h), Florida Statutes*; and

WHEREAS, the Florida Uniform Traffic Control Law allows electric personal assistive mobility devices, also known as Segways, to operate: on streets where the speed limit is 25 miles per hour or less; on marked bicycle paths; on any street or road where bicycles are permitted; and

on sidewalks, as long as the Segway operator yields to pedestrians. *Section 316.2068, Florida Statutes*; and

WHEREAS, the Florida Uniform Traffic Control Law allows municipalities to regulate the operation of Segways on any road, street, sidewalk, or bicycle path under its jurisdiction if the governing body of the municipality determines that the regulation is necessary in the interest of safety; *Section 316.2068, Florida Statutes*; and

WHEREAS, the City of St. Augustine Beach finds that the operation of Segways on narrow sidewalks hinders ADA mobility and the potential for collisions or accidents caused by people attempting to avoid collisions can be unsafe for pedestrians and those who rely on ADA devices for mobility; and

WHEREAS, the City of St. Augustine Beach finds that abandoned shared mobility devices in the public areas of the city presents a serious threat to the public health, safety, or welfare of the visitors and residents of the city; and

WHEREAS, the City Commission for the City of St. Augustine Beach finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted consistent with the requirements of Section 166.021(4), Florida Statutes;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. Chapter 19, Article IV, Public Sidewalks and Walkways, is hereby created, as follows:

Sec. 19-65 - Definitions.

The following words and phrases, when used in this chapter shall, for the purpose of this chapter, have the meanings respectively ascribed to them in this section. The definitions in F.S. Ch. 316 apply to this chapter and are hereby incorporated by reference.

- (a) *Curb or curbline.* The lateral boundaries of that portion of the street designated for the use of vehicles, whether marked by concrete curbing or curbstones, or not so marked.

(b) *Pedestrian only* shall be defined as including:

- (1) Pedestrians, which shall include people using wheelchairs or other ADA-compliant devices;
- (2) Authorized government personnel vehicles;
- (3) Devices utilized to provide mobility assistance to handicapped or disabled persons consistent with the Americans with Disabilities Act (ADA); or
- (4) Permitted construction or maintenance vehicles as necessary.

(c) *Shared mobility device*. A vehicle other than a motor vehicle, as defined by ch. 316, F.S., such as, but not limited to, a bicycle, motorized or electronic scooters (e-scooters), or another similar device, which may be colloquially known as a micro-mobility device, that is owned by a person other than the person that is utilizing the device, and intended for rental on a short-term, per-ride basis, as part of a shared mobility device program.

(d) *Shared mobility device program*. A program in which shared mobility devices are made available for shared use to individuals on a short-term, per ride basis at no cost or for a fee. This definition does not include rentals that are rented from a fixed location where the renter signs a lease for use of a vehicle for a fixed term.

Sec. 19-66. - Use of sidewalks and certain other rights-of-way.

(a) All public sidewalks, pedestrian pathways, courtyards, arcades, promenades, seawalls, and boardwalks shall be only available for use by pedestrians or non-motorized or non-electric bicycles except for the following:

- (1) Those areas under the control of the federal government or the state of Florida, Department of Transportation (FDOT), in which cases, those regulations shall apply;
- (2) Shared use paths, as designated by the City Manager, and marked by signage, shall be open to all restricted vehicles or devices; and
- (3) Sidewalks that are at least 8 feet wide.

(b) Restricted vehicles or devices shall include:

- (1) Electronic Personal Assistive Mobility Devices, regulated pursuant to s. 316.2068, F.S., colloquially known as Segways;

fee is in addition to any other fee or penalty that may be applied for any underlying violation of this article.

- (c) The city shall comply with the lost or abandoned property provisions found in ch. 705, F.S. Additional courtesy holds may be granted at the discretion of the Chief of Police.

Sec. 19-69 - Enforcement and penalties.

- (a) Enforcement. Violations of this article shall be enforced as non-criminal infractions of city ordinances.

- (b) Penalties.

The amount of penalties for violations of this article shall be as provided for in Section 1-9 of this code, as amended from time to time.

Section 5. Inclusion in Code. The City Commission intends that the provisions of this Ordinance shall become and shall be made part of the Code of the City of St. Augustine, that the sections of this Ordinance may be re-numbered or re-lettered and that the word ordinance may be changed to section, article or other such appropriate word or phrase in order to accomplish such intentions.

Section 6. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. Severance of Invalid Provisions. In the event that any section, subsection, sentence, clause, phrase, word, term or provision of this Ordinance shall be held by a court of competent jurisdiction to be partially or wholly invalid, unconstitutional or unenforceable or involved for any reason whatsoever, any such invalidity, unconstitutionality, illegality, or unenforceability shall not affect any of the other or remaining terms, provisions, clauses, sentences, or sections of this Ordinance, and this Ordinance shall be read and/or applied as if the invalid, unconstitutional, illegal, or unenforceable section, subsection, sentence, clause, phrase, word, term or provision did not exist.

Section 8. Effective Date. This Ordinance shall become effective immediately upon passage.

- (2) Bicycles, including, but not limited to, electric bicycles or motorized bicycles;
 - (3) Push scooters, roller skates, rollerblades, inline skates, skateboards, and other similar devices without any motorized parts; and
 - (4) Electronic or motorized scooters (hereinafter referred to as e-scooters), as defined by the Florida Uniform Traffic Control Law.
- (c) Prohibited vehicles or devices shall include:
- (1) Shared mobility devices, unless operating on motor vehicle traffic lanes where allowed by the Florida Uniform Traffic Control Law;
- (d) If any restricted vehicle or device is specifically permitted to be used on sidewalks or other rights-of-way controlled by the state or federal government and allowed by the Florida Uniform Traffic Control Law (FUTCL), it shall not be a violation of this chapter to do so, notwithstanding the above provisions. Individuals utilizing mobility devices pursuant to the Americans with Disabilities Act (ADA) may operate those devices on any city street, sidewalk, or walkway.
- (e) Any restricted vehicles or devices left unattended on public property, including in parks and rights-of-way of the FDOT or the City of St. Augustine Beach may be impounded by the Chief of Police or his or her designee. A restricted vehicle or device is not considered unattended if it is secured in a designated bicycle parking area or another location or device intended for the purpose of securing such devices.

Sec. 19-67 - Operation of a shared mobility device program.

- (a) As used in this article, the “operator” of a shared mobility device program is the owner or the owner’s agent of a shared mobility program. No operator of a shared mobility device program shall display, offer, or make available for rent any shared mobility device within the city.

Sec. 19-68 –Impounding.

- (a) Any shared mobility device left unattended on public property, including in parks and rights-of-way of the FDOT or the City of St. Augustine Beach may be impounded by the Chief of Police or his or her designee. A shared mobility device is not considered unattended if it is secured in a designated bicycle parking area.
- (b) The owner of the shared mobility device or the operator shall pay a \$25 fee to the St. Augustine Beach Police Department to retrieve the device, in order to offset the administrative expense of impounding and storing the device. This

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day
of _____, 2019.

**CITY COMMISSION OF THE
CITY OF ST. AUGUSTINE BEACH**

ATTEST: _____
City Manager, Max Royle

BY: _____
_____, Mayor

First Reading: _____

Second Reading: _____

City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUGBCH.COM
BLDG. & ZONING (904) 471-8758 FAX (904) 471-4470

Agenda Item # 7

Meeting Date 1-6-20

To: Max Royle
From: Brian Law
CC:
Date: 12-23-2019
Re: Proposed Code Changes and Ordinance

Max

Please see the attached code changes that the City Commission reviewed at the December 2 meeting, included is the proposed ordinance. The code changes are still displaying the strike throughs for the Commissions review.

Sincerely

Brian Law

Brian Law CBO, CFM, MCP
Director of Building and Zoning

8. Changes to the Land Development Regulations: Continuation of Discussion (Presenter: Brian Law, Building Official)

Mayor George introduced Item 9 and asked Building Official Law for a staff report.

Building Official Law advised the setbacks are not included in this draft and explained the proposed changes to the Commission.

Mayor George asked if the language on paragraph A regarding the trellis should be increased to the height.

Building Official Law suggested getting rid of that language and just say "not to exceed the height of the primary structure" and the same thing on paragraph B.

After discussion, the Commission agreed to paragraph A and B suggested language changes proposed by Building Official Law.

Discussion ensued regarding the calculations for Impervious Surfaces Ratio (ISR) regarding a pool or pool decking in the City's Low Density District.

Mayor George asked Building Official Law if the property owners would automatically receive 465 square feet without any consideration of the ISR.

Building Official Law said only for a pool and pool decking; however, if the property owner wanted a larger pool, they could take away from the driveway to meet the ISR.

Mayor George asked how they calculate the pool decking.

Building Official Law advised that it is shown on the drawings with the pool. He advised that the Comprehensive Planning and Zoning Board did recommend decreasing low density ISR to 50% and this would be more restrictive than what they recommended.

Discussion ensued regarding whether the Commission would need an annual building report; what items the new building system can track; whether the City tracks flood damage; and whether the new system started tracking this year or was previous years inputted.

It was the consensus of the Commission that an annual report would not have to be done for the Commission, but if the Commission wants any report that the Building Department is tracking, he would be able to supply it to them.

Mayor George opened the Public Comments section. Being none, Mayor George closed the Public Comments section and asked for any further Commission discussion.

Building Official Law asked if the Commission would direct City Attorney Wilson to update this ordinance and bring it back to the Commission on January 6, 2020, regular Commission meeting.

Mayor George advised that on the conditional use permits the City should track how many were granted, have better controls in the code on how many transient rentals are being built on commercial lots, whether the City needs restrictive language or criteria that gives the Commission more protection if the Commission turns down an application for residential structures being built on commercial lots. She asked City Attorney Wilson if a numbered cap could be put on residential structures on commercial lots.

Building Official Law advised that the Building Department can do reports on conditional

use permits that are single-family structures and outside food consumption or seating, and list when the expiration dates will be so the property owner could be called to renew their conditional use permit. He explained that the Commission will be able to make better decisions, if they have more information.

Vice Mayor England suggested having a workshop to discuss where residential lots could be considered on A1A Beach Boulevard or where commercial lots should be maintained as commercial. She would like to have clear criteria that the Commission can follow in order to protect the Commission if any are denied.

Building Official Law commented that he can research all the vacate properties on St. Johns County GIS system that are zoned commercial and can get that to the Commission.

Vice Mayor England asked to bring the setback issue regarding small lots back to the Commission for a future agenda.

Building Official Law advised that his recommendation would be that the 50 x 73 size lots would have 7.5 feet setbacks for more flexibility. He explained that rear setbacks should be 20 feet City wide because it gives the designers more flexibility to move the house around trees.

Vice Mayor England advised that the property owner would still have to go for a variance in order to save trees.

Building Official Law advised that there is a flexible setback that the property owner can go to the Comprehensive Planning and Zoning Board for a variance at no charge in order to save trees.

Commissioner Kostka agreed with a workshop and requested to discuss transient rentals at the same time.

Mayor George asked City Manager Royle to include it in his memo and when to consider this to come back up to the Commission.

Commissioner Samora suggested a joint workshop with the Comprehensive Planning and Zoning Board on these items.

Building Official Law advised that the mixed-use district is not defined in the Comprehensive Plan and he would have to define it anyways. He explained that the Vision Plan may have discussed it, but he would like the Boulevard from Pope Road to F Street. He advised that he will start working on that to bring back to the Commission in February and it will be on both sides of A1A Beach Boulevard.

Mayor George asked by defining the mixed-use district, what would it do to those lots.

Building Official Law advised the mixed-use district has its own set of codes. He explained that a mixed-use property could be a residential house in a commercial sector or a business in a commercial sector or a business and residence in a commercial sector, so it has its own set of rules. The construction of any single-family residence, regardless of what the mixed-use requirements say, still needs a conditional use permit in the commercial sector.

Mayor George asked if it would apply to the overlay district and advised that it could be done several ways depending on what the property owner wants to accomplish.

Building Official Law advised yes. The Overlay District proposes a more pedestrian friendly front. He explained that the concept is good but was never finished.

Vice Mayor England said that it sounds like the Commission wants to update the Vision Plan. Building Official Law advised that he will bring information back to the Commission in February 2020.

Mayor George opened the Public Comments section. Being none, Mayor George closed the Public Comments section.

Mayor George requested City Attorney Wilson to prepare a proposed ordinance and bring back in January 2020.

Sec. 3.02.02.01. - Mixed use districts.

- D. ~~Mixed use size limits. The minimum lot area for mixed use is eight thousand five hundred (8,500) square feet unless approved by variance after application to the City of St. Augustine Beach Planning and Zoning Board.~~ The minimum floor area for a mixed use structure is eight hundred (800) square feet or twenty-five (25) percent of the lot area (whichever is greater) for lots with street frontage of fifty (50) feet width or more. For fifty (50) feet or less, street frontage, the minimum floor area is twenty (20) percent of the lot area.
- K. ~~Signage. All signage, ground and wall signs shall be subject to the City of St. Augustine Beach Land Development Regulations Article VIII, approval from the planning and zoning board within the mixed use districts. Ground signs shall have ground lighting illumination or back lit illumination, wall signs will be allowed to be back lit with the proposed intensity of the illumination being subject to approval by the planning and zoning board. No exposed neon shall be allowed. The use of metal supports is discouraged with wood or masonry products being encouraged.~~
-

Sec. 3.09.00. - Transient lodging establishments within medium density land use districts.

- F. Inspections, noncompliance inspection fee. Complaint driven or inspector initiated inspections of properties subject to this ordinance shall be conducted by the city each year to ensure that such properties are in compliance with provisions of adopted codes. However, this provision shall not be interpreted as authorizing the city to conduct inspections of property without the consent of the owner or the occupant or without a warrant.

~~The City Manager or designee shall assess a fee of forty dollars (\$40.00) (included with the application fee) for the initial inspection and the follow-up inspection if required. If the inspection reflects three (3) or more violations at the time of follow-up inspection, an additional fee of fifty dollars (\$50.00) shall be made for any required reinspection, as per the City Fee Schedule.~~

Sec. 4.00.06. - ~~Annual report. Reserved~~

~~A. Contents. The city shall prepare an annual report that includes:~~

- ~~1. A summary of actual development activity, including a summary of certificates of occupancy, indicating quantity of development represented by type and square footage.~~
- ~~2. A summary of building permit activity, indicating:~~
 - ~~a. Those that expired without commencing construction;~~
 - ~~b. Those that are active at the time of the report;~~
 - ~~c. The quantity of development represented by the outstanding building permits;~~
 - ~~d. Those that result from final development orders issued prior to the adoption of this Code; and~~
 - ~~e. Those that result from final development orders issued pursuant to the requirements of this Code.~~
- ~~3. A summary of preliminary development orders issued, indicating:~~
 - ~~a. Those that expired without subsequent final development orders;~~
 - ~~b. Those that are valid at the time of the report; and~~
 - ~~c. The phases and quantity of development represented by the outstanding preliminary development orders.~~
- ~~4. A summary of final development orders issued, indicating:~~

- ~~a. Those that expired without subsequent building permits;~~
- ~~b. Those that were completed during the reporting period;~~
- ~~c. Those that are valid at the time of the report but do have associated building permits or construction activity; and~~
- ~~d. The phases and quantity of development represented by the outstanding final development orders.~~
- ~~5. An evaluation of each facility and service indicating:~~
 - ~~a. The capacity available for each at the beginning of the reporting period and the end of the reporting period;~~
 - ~~b. The portion of the available capacity held for valid preliminary and final development orders;~~
 - ~~c. A comparison of the actual capacity to calculated capacity resulting from approved preliminary development orders and final development orders;~~
 - ~~d. The status of all interlocal agreements with St. Johns County concerning provision of public facilities and services.~~
 - ~~e. A comparison of actual capacity and levels of service to adopted levels of service from the St. Augustine Beach Comprehensive Plan.~~
 - ~~f. A forecast of the capacity for each based upon the most recently updated schedule of proposed improvements.~~
- ~~B. Use of the annual report. The annual report shall propose capacity and levels of service of public facilities for the purpose of issuing development orders during the twelve (12) months following completion of the annual report.~~

~~(Ord. No. 91-7, § 2)~~

Sec. 5.01.03. – Replacement and mitigation

- B. City Tree and Landscape Fund. A dedicated financial fund shall be created under the authority of this Code to receive payments described above when Protected Trees are not replaced after removal. The funds paid as a result of tree removal shall be distributed as follows: 75% to the Tree and Landscape Fund with the remaining 25% to the Building and Zoning Department. Expenditures of the Tree and Landscape Fund occur after recommendation from the Public Works Director and approval by the City Commissioners in advance of the expenditure for the following projects:
 - 1. City construction and capital improvements limited to Tree and landscaping costs including equipment, installation, and irrigation.
 - 2. Beautification limited to the cost of Trees, landscaping requirement and installation of the beautification project. Where funds are used to plant trees in the plazas or City road right of way, funds may also be used to fund design by a Registered Landscape Architect.
 - 3. Conservation or natural preserve protection.
 - 4. The construction and maintenance of structures and landscaping in city owned parks.

Sec. 6.01.02. - Impervious surface coverage.

D. Table of impervious surface ratios.

Land Use District	Maximum Impervious Surface Ratio ¹
Low density residential	0.40*
Medium density residential	0.50
High density residential	0.70
Commercial	0.70

¹ The maximum impervious surface ratio is given for each district, regardless of the type of use proposed and allowable pursuant to Article III.

* In Low Density Residential land use district a 465 square feet allowance shall be provided for the construction and installation of a pool and pool decking only.

Sec. 6.01.03. - Building setback requirements.

B. Minimum setbacks for non-structural components of a structure.

2. Auxiliary structures:

- a. This applies to features such as open air arbors, trellises and free standing tiki bars that do not exceed ~~twelve~~eight (128) feet in height. These structures ~~can be placed within five (5) feet of the rear and side setbacks. Tiki Bars are not allowed in front yards. Open air arbors and trellises are allowed in the front setback not exceeding five (5) feet from the main structure setback area.~~shall have a minimum setback of five (5) feet from the rear and side lot lines. Tiki bars are not allowed in front yards.
- b. Screen rooms and patio covers are allowed to encroach a maximum of ten (10) feet into the rear yard setback providing the roof line for the enclosure does not exceed ~~twelve~~nine (129) feet in height and the addition to new or existing construction does not exceed the allowed impervious surface coverage as specified in the City's Land Development Regulations. The screen room shall comply with the allowed side setbacks as established by these Land Development Regulations.

ORDINANCE NO. 20 - 02

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODES OF THE CITY AS CONTAINED WITHIN ARTICLE III, LAND USE TYPE, DENSITY, INTENSITY; ARTICLE IV, CONSISTENCY AND CONCURRENCY DETERMINATIONS; ARTICLE V, RESOURCE PROTECTION; ARTICLE VI, RELATING TO DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS; BUILDING SETBACK REQUIREMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH FLORIDA:

Section 1 Article III of the Land Development Regulations of the City of St. Augustine Beach, Land Use Type, Density, Intensity, Section 3.02.02.01, Mixed Use Districts, is hereby amended as set forth in Exhibit 1, as attached hereto and incorporated into the Land Development Code herein by reference.

Section 2 Article III of the Land Development Regulations of the City of St. Augustine Beach, Land Use Type, Density, Intensity, Section 3.09.00, Transient lodging establishments within medium density land use districts, is hereby amended as set forth in Exhibit 1, as attached hereto and incorporated into the Land Development Code herein by reference.

Section 3 Article IV of the Land Development Regulations of the City of St. Augustine Beach, Consistency and Concurrence Determinations, Section 4.00.06 Annual Report, is hereby amended as set forth in Exhibit 1, as attached hereto and incorporated into the Land Development Code herein by reference.

Section 4 Article V, Resource Protection, of the Land Development Regulations of the City of St. Augustine Beach, Section 5.01.03, Replacement and Mitigation, is hereby amended as set forth in Exhibit 1 and incorporated into the Land Development Code herein by reference.

Section 5 Article VI of the Land Development Regulations of the City of St. Augustine Beach, Florida, Development Design and Improvement Standards, Sections 6.01.02, Impervious Surface Coverage and Sections 6.01.03 B., Building Setback Requirements are hereby amended as set forth in Exhibit 1, and incorporated into the Land Development Code herein by reference.

1
2 Section 6 SEVERABILITY. It is the intent of the City Commission of the City
3 of St. Augustine Beach, and is hereby provided, that if any section, subsection,
4 sentence, clause, phrase or provision of this Ordinance is held to be invalid or
5 unconstitutional by a court of competent jurisdiction, such invalidity or
6 unconstitutionality shall not be construed as to render invalid or
7 unconstitutional the remaining provisions of this Ordinance.
8

9 Section 7 CODIFICATION. This ordinance shall be incorporated into the
10 Code of the City of St. Augustine Beach and a copy hereof shall be maintained
11 in the office of the City Clerk.
12

13 Section 8 EFFECTIVE DATE. This ordinance shall take effect upon adoption.
14

15 **PASSED** by the City Commission of the City of St. Augustine Beach, Florida upon
16 Second Reading this _____ day of _____ 2020.
17

18 **CITY COMMISSION OF THE**
19 **CITY OF ST. AUGUSTINE BEACH**
20

21 **ATTEST:** _____

BY: _____

22 City Manager, Max Royle


Margaret England, Mayor

23
24 First Reading: _____

25 Second Reading: _____
26
27
28

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 6, 2019

SUBJECT: Strategic Plan: Review of Draft

BACKGROUND

The City's last strategic plan was developed in 2015. You hired a professional facilitator, Marilyn Crotty, to help you. The result was that you adopted six Tier One objectives:

1. To establish a plan for evaluating various special events held in the City and their impact on the residents' quality of life.
2. To review additional revenue sources, including fees, grants, taxes, public/private partnerships, bonds, etc.
3. To review and update the City's codes and their enforcement: parking, traffic and speed limits, solid waste, and Land Development Regulations.
4. To advocate for continued funding for beach renourishment using state and federal sources.
5. To increase and improve citizen engagement.
6. To develop a City-wide traffic management plan.

All of these objectives were met, either entirely or in part. The sixth one, traffic management plan, was changed to pedestrian and bicyclist management, which resulted in the flags at certain crosswalks on A1A Beach Boulevard.

In 2019, you discussed updating the strategic plan at three meetings. On January 7th, you decided not to hire a facilitator but to have the update done inhouse, that is, by City staff. On August 5th, you discussed a mission statement for the plan and for individual Commissioners to send their suggestions to the City Manager. On September 10th, you reviewed possible mission statements for the strategic plan and directed the City Manager to draft one.

THE PROPOSED PLAN

It is attached as pages 1-4 and is the product of suggestions from the City staff as well as the Planning Board and SEPAC (the Sustainability and Environmental Planning Advisory Committee). You will note that it has:

- A mission statement, a vision statement and a values statement.

- Five goals, each with a series of tasks listed under it.
- A category titled "Meeting Challenges," which consists of four topics that the City Manager proposes should be on the Commission's long-term "radar."

The goals and their tasks are ones that the City administration suggests are achievable rather than aspirational and are within the City's manpower and limited financial resources to accomplish. We have tried to avoid goals/tasks that might require the hiring of a consultant and/or additional employees to achieve.

We propose that the plan be a five-year one, meaning the five goals and their related tasks be implemented over the next five years. Nearly all are the staff's responsibility to implement. A few we propose be done by the City Commission, such as holding town hall meetings with the residents, providing competitive pay and benefits to the employees, and increasing the undesignated reserves by \$100,000 a year.

ACTION REQUESTED

It is that you discuss this draft of the strategic plan and make whatever changes you think are needed, though with this overriding guideline: that the goals and their tasks should be ones that can over the next five years be accomplished by the employees and even board members, such as SEPAC and without significant cost.

In accordance with your directives, a second draft of the plan will be prepared and presented to you at your February 3rd meeting.

STRATEGIC PLAN II

I. MISSION STATEMENT

St. Augustine Beach is a welcoming, inclusive beachside community that strives to provide responsive services for the health, safety and welfare of its residents and visitors, and protect its inviting small-town residential and environmental character while welcoming commercial development and redevelopment that contribute to a strong economy and tax base.

II. VISION STATEMENT

During the next five years, the City will: a. prepare itself financially for a future when land development will no longer provide significant revenue for City operations and infrastructure; b. support changes to its Land Development Regulations and Comprehensive Plan that will help the City protect public and private property from the effects of sea level rise and increasing storm surge elevations; c. continue and maintain a cooperative relationship with St. Johns County for beach restoration and maintenance of a robust coastal dune system and the provision of mutually-shared services; d. seek to maintain a stable City work force by providing competitive pay and benefits.

III. VALUES STATEMENT

The City is committed to the delivery of quality services, fiscal responsibility, ethics and integrity, transparent and honest communication, and equal opportunity for its residents, visitors and employees.

IV. GOALS

A. Transparent Communication with Residents and Property Owners

Tasks:

1. Keep up-to-date on latest social media trends and platforms and utilize those that are most beneficial to City residents and visitors.
2. Individual Commissioners or the entire Commission have yearly town hall meetings, either for specific topics or for matters of general interest.
3. Upgrading when necessary and financially feasible video and related equipment for media production and the streaming of Commission/Planning Board meetings.
4. Conduct an annual survey, the topic to be determined by the Commission.
5. Provide relevant and accurate information regarding pressing issues, e.g., City-provided programs and services, upcoming significant projects, responding to the Census, environmental concerns, such as sea level rise, stormwater management, water quality and illicit discharges to receiving waters.

B. Residential and Commercial Development

Tasks:

1. Annually review Land Development Regulations to see what changes are needed to strengthen those regulations that protect the City's largely residential character and promote commercial development and redevelopment where feasible.

2. Annually review Comprehensive Plan goals, objectives and policies to see what changes may be needed.
3. Commission works with Florida League of Cities to resist Florida Legislature proposals to preempt all local government vacation rental regulations and weaken the cities' home rule authority in other ways.
4. Work with builders and developers to reduce illicit discharges from construction sites.

C. Infrastructure Improvements

Tasks:

1. Develop a comprehensive five-year Capital Improvements Plan that will include:
 - a. five-year pavement and sidewalk management plan.
 - b. five-year drainage system maintenance plan.
 - c. five-year City parks improvements plan.
2. Update the City's Storm Drainage Master Plan
3. Develop projects for pedestrian and bicyclist safety.
4. Annually review computer and software needs to see where improvements are needed and where changes can be made to reduce costs.
5. Develop an urban forestry plan to maintain or increase the City's tree canopy by the Sustainability and Environmental Planning Advisory Committee.

D. City Services

Tasks:

1. Maintain Police Department accreditation.
2. Require same-day response, when possible, by the staffs of City departments to resident complaints, requests for information, etc.
3. Establish ongoing means for residents to provide feedback on City services and suggestions for improvements.
4. Review annually City services/programs and their costs, to see which are necessary, which may not be needed, or which can be improved.

E. City Finances

Tasks:

1. Seek ways to reduce expenditures.
2. Seek new, recurring revenue sources.
3. Seek grants.
4. Promote commercial development and/or redevelopment that strengthens City's tax base.
5. Review annually all fees, fines and charges levied by the City to see which ones need to be raised, reduced or eliminated.

6. Conduct study to see whether City's recycling program is worth the cost or should be scaled back or eliminated in 2022, when current recycling contract expires.
7. Do Request for Qualifications when insurance contracts for health, dental, vision, liability, property, vehicle and workers compensation lapse, to see if all property is adequately insured and whether changes are possible to reduce costs for insurance.
8. Review annually City's existing debt, research refinancing options, and avoid taking on new debt until existing debt is paid.
9. Commission will support efforts by other coastal cities and counties to change state law to allow revenue from the bed tax to be used for the services and needs created by tourists.
10. Commission will increase General Fund's undesignated reserves by \$100,000 a year for the next five years.
11. Upgrading technology to support paperless records retention by purchasing equipment needed for backup.
12. Upgrading Public Works Department to have Laserfiche availability for records.


F. Meeting Challenges

1. Sea Level Rise: Stay up-to-date on information relevant to Florida, and on state and federal initiatives concerning sea level rise. Develop a vulnerability assessment and adaption plan to prepare for future sea level rise and increased storm surge, and work with other governmental agencies on projects that are suitable for our City and financially feasible, given the City's limited revenue sources. The Sustainability and Environmental Planning Advisory Committee will do the following:
 - With assistance of the Public Works Department, identify, design and build dry retention areas in City-owned parkettes and appropriate road right-of-way locations to provide natural retention of stormwater runoff.
 - Research and draft an everyday climate change action plan with low cost recommendations for residences, businesses and government, to promote a reduction in the City's carbon footprint.
 -
2. Beach Restoration and Dune Protection:
 - a. Continue strong support with the County regarding federal authorization and funding, as well as state funding, for periodic restoration of the beach and dune system in the state park and the City.
 - b. Coordinate with St. Johns County to reduce dune degradation through education and construction of new elevated dune walkovers in vulnerable pedestrian traffic areas.
3. Labor: Provide competitive pay and benefits so that City can attract and retain employees.
4. Public Transportation: Work with the County and/or St. Augustine on whether there is a need for improved public bus service for residents, workers and visitors, and whether there are any improvements that are financially feasible for the City.

5. Former City Hall: Explore options of what to do with it when Cultural Council lease expires in September 2026.

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 27, 2019

SUBJECT: Police Chief and City Manager: Review of Annual Performance Evaluations by Mayor and Commissioners

We have attached the evaluations with the following numbering system: "PC" pages identify the evaluations of Chief Hardwick; "CM" pages identify the evaluations of the City Manager.

As of the date of this memo to you, we have received evaluations from the following: Commissioner George, Vice Mayor Kostka, and Commissioner Rumrell.

Their evaluations are attached as follows:

- a. Police Chief
 - Commissioner George: PC 1-3
 - Vice Mayor Kostka: PC 4-8
 - Commissioner Rumrell: PC 9-12
- b. City Manager
 - Commissioner George: CM 1-10
 - Vice Mayor Kostka: CM 11-15
 - Commissioner Rumrell: CM 16-20

Should we receive the evaluations for Mayor England and Commissioner Samora before the agenda books are distributed to you, we'll provide them as additional information.

SUPPLEMENTAL INFORMATION

It concerns the City Manager and both the written evaluations as well as some comments that were made to me by Commissioners during their one-on-one discussions with me.

1. Insurance for the retention pond weir

There was no insurance available for it because the Florida Municipal Insurance Trust didn't insure dams, dikes, etc., and still doesn't. Also, the company that provided a competitive quote for the City's insurance business, PRIA (Preferred Risk Insurance Advisors) that you reviewed at your September 23rd special

meeting stated in its proposal that it didn't insure dams, dikes, and levees. (A weir is defined as a low dam to raise the level of water upstream or regulate its flow.)

Attached is a memo from Mrs. Raddatz, the City Clerk, in which she describes what she has found concerning insurance for a weir. When the concrete weir is under construction, she will check the cost for a special policy to insure it. If the cost is reasonable, then she'll ask whether you want to appropriate money for a policy to insure the concrete structure.

2. Personal goals

Some of you asked me about personal goals. I may not have given you a satisfactory answer because I don't consider personal goals as ones directly related to the City but rather goals for myself, such as I will increase my walking pace from 2.5 to 3 miles per hour; or I will strive for a better work/life balance.

In terms of goals for the City, I don't think of "I goals," meaning goals that I alone need to accomplish, but of "we goals", meaning goals that the City as a team has. The accomplishment of them will be the result of a collaborative team effort, not the result of just one individual's efforts.

The City's goals are in the strategic plan. At your January 6th meeting, I'll provide a proposed strategic plan that will have a several goals and related tasks for the Commission and the staff together to accomplish over the next five years.

3. City finances

Some of you are concerned about the City's finances and my role in reducing taxes. If my performance is to be evaluated on the basis of how much I can control the budget, I need to point out that two major parts of the budget are out of my control. They are the Police Department's budget and what the City must budget each year for its long-term debt obligations.

The total FY 2020 budget is \$10,732,644. Of that amount, \$2,481,316 has been appropriated for the Police Department and \$1,040,696 for the Debt Service Fund. The total that's not under the City Manager's control is \$3,882,012, which is more than a third of the budget.

I suggest that later in FY 2020, the Commission do a thorough review of the budget and the programs/services it funds, to determine which programs/services are essential and which are "nice to have" but not essential and therefore can be eliminated to save money.

Integral to the determination of what's essential and what isn't will be for the Commission to decide what is the City's basic purpose, i.e., why does it exist, and what programs/services are needed to carry out that purpose. The purpose can be made a part of the strategic plan.

4. Succession planning

Some of you spoke to me about the need for succession planning for the City Manager's position. My response to individual Commissioners was that an Assistant City Manager isn't needed because of the small number of direct reports to me, plus the position's cost to the City's budget and that a future Commission may not agree with who I select as my Assistant and thus may not want to promote him or her to the Manager's position in the event of my absence, be that temporary or permanent. I will present at your January 6th meeting a proposal that should address your concerns about succession planning in

the event long-term illness, catastrophic accident, or death renders me unable to perform the work the position requires.



CITY OF ST. AUGUSTINE BEACH

Date: November 14, 2019

To: Mayor George
Vice Mayor England
Commissioner Kostka
Commissioner Rumrell
Commissioner Samora

Through: Max Royle, City Manager

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: Weir Insurance Coverage

Background:

September 9, 2019, Regular Commission meeting, the weir insurance was discussed. Florida Municipal Insurance Trust (FMIT) as with most insurance companies explained that they do not cover dams, dikes, levees, retaining walls or devices that hold back water.

After identifying the need for this insurance, staff notified FMIT to do an audit of all the City's insurance needs, which will be done the first of the year by a Synergy representative. The last audit was done April 2014. The standard time for an audit is every five years.

Melissa Solis, Trust Services Supervisor for FMIT, advised that if the City wants to insure the weir, FMIT could find special rider or policy, which FMIT would quote from another insurance company. It is my understanding that a weir is not usually covered under most policies, but a specialty rider could be quoted. FMIT is working on a quote for the City currently.

Staff explained to FMIT that the repair of the weir has been completed and FMIT is researching quotes for a special rider and staff also explained that the City will need an updated special rider policy once the weir's permanent structure is completed. While the permanent weir is being built the Request for Proposal will specify that the contractor must carry Builders Risk insurance in case there is any damage while under construction.



CITY OF ST. AUGUSTINE BEACH
2200 A1A South, St. Augustine Beach, FL 32080
904-471-2122

PERFORMANCE REVIEW FOR POLICE CHIEF

Review for:

Name: Robert Hardwick

Job Title: Chief of Police

Review Period: 2018 - 2019

Reviewed By: Commissioner George

Performance Goals

Enter annual performance goals. Consider the City operational, financial, leadership, staffing and personal goals based on your role and responsibilities. Briefly describe how results were achieved, support our strategy, and demonstrate the City's strategic goals. You may assign a percentage for each goal with the total adding up to 100 percent.

Law Enforcement/Emergency Services

Description: Provide law enforcement and emergency services for the safety and well-being of residents and citizens. Establish a functional and efficient operational structure which achieves the City's goals. Protect the quality of life desired by St. Augustine Beach residents. Establish emergency preparedness goals and procedures. Coordinate both law enforcement and emergency services with other state and local agencies as needed.

Results/Comments:

Chief Hardwick continues to deliver exceptional performance in this area.

Financial Goals

Description: Manage City operations within budget, except as authorized by Commission. Advise Commission, as needed, regarding unusual expenses. Prepare and advise commission on annual budget, work with Commission early to establish goals on salary increases, capital expenses, etc. Manage financial needs of the City within established guidelines for similar positioned peer agencies. Advise Commission regarding available grants.

Results/Comments:

Chief continues to deliver fiscally responsible management and is a ready source for creative solutions when budget adjustments need to be made. He is a reliable team player and leader when it comes to ensuring the financial needs of the city.

City Operational/ Administration Goals

Description: Ensure the City adheres to all federal, state and local laws, rules, and regulations. Establish written policies and procedures for all aspects of City operations and administration. Provide adequate staff training in all departments to achieve these goals and serve the public in a professional manner. Promote an open-door policy to staff concerns and needs. Establish fair and adequate HR policies and procedures. Explore and provide up-to-date technology and equipment to achieve maximum operational efficiency. Maintain the highest standards of professionalism, which may be indicated by maintaining state certifications and satisfactory audit results.

Results/Comments:

Chief continues to deliver unparalleled excellence with legal compliance; the city's police department continues to elevate the standards for municipal law enforcement agencies throughout the Northeast Florida region and around the entire state.

Communication Goals

Description: Establish a solid and reliable communication system between City Management, Commissioners and St. Augustine Beach residents, using latest technology and non-technical methods. Ensure communications are available and back-ups in place in emergency situations (e.g. hurricane). Provide frequent information and updates to Commission on City operations. Establish on-going communications and cooperation with St. Johns County Sheriff's department and nearby peer agencies.

Results/Comments:

Through the evaluation period there have been no problems with communication between this Mayor/Commissioner and the Chief and the entire Police Department. Response time is regularly immediate, follow up is offered and made and there are no recommendations for improvement suggested by this reviewer.

Leadership Goals

Description: As the Chief Executive Officer of the Police Department, provide overall direction, mentorship and evaluation of managing supervisors. Ensure all supervisors are aware of and comply with all federal, state, and local laws, ordinances and regulations in carrying out their respective duties and responsibilities. Promote community services, encourage satisfactory communications with residents and recommend programs which address the changing needs of the City.

Results/Comments:

The feedback from managing supervisors in the police department department, and all other agency staff, is that the Chief is an exemplary role model, that there is an outstanding level of mentorship, opportunity for growth, training and career experience provided equally to all members of the department. Satisfaction for service level provided to community appears to be extremely high due to the community outreach programs and events offered by the agency.

Personal Goals

Description: Setting and achieving personal goals to continually increase knowledge, productivity, and efficiency. Personal goals should be specific, measurable, and reasonable attainable.

Results/Comments:

Chief has again achieved an unblemished re-accreditation for the department. All personal and department goals are being met and challenges accepted with enthusiasm.

Overall Performance Summary

Description: Summarize annual performance relative to annual goals. Describe whether and how effectively results were achieved.

Results/Comments:

Chief Hardwick truly has earned the highest level of evaluation achievable. He is constantly expanding his expertise and experience in the field, striving to expose himself to new ideas and resources and in doing so improving the resources for our department.

Employee Comments:

Overall Chief Hardwick has again out performed as an outstanding leader, professional, mentor and Chief!

/s/ Undine C. George
INTERVIEWER'S SIGNATURE


CHIEF OF POLICE'S SIGNATURE

11-4-19

DATE: October 21, 2019



CITY OF ST. AUGUSTINE BEACH
2200 A1A South, St. Augustine Beach, FL 32080
904-471-2122

PERFORMANCE REVIEW FOR POLICE CHIEF

Review for:	
Name: Chief Robert Hardwick	Job Title: Police Chief
Review Period: 2018-2019	Reviewed By: Commissioner Kostka

Performance Goals

Enter annual performance goals. Consider the City operational, financial, leadership, staffing and personal goals based on your role and responsibilities. Briefly describe how results were achieved, support our strategy, and demonstrate the City's strategic goals. You may assign a percentage for each goal with the total adding up to 100 percent.

Law Enforcement/Emergency Services

Description: Provide law enforcement and emergency services for the safety and well-being of residents and citizens. Establish a functional and efficient operational structure which achieves the City's goals. Protect the quality of life desired by St. Augustine Beach residents. Establish emergency preparedness goals and procedures. Coordinate both law enforcement and emergency services with other state and local agencies as needed.

Results/Comments:

Our city continues to be very well served by our Nationally Accredited Police Department; our police department had its initial accreditation assessment in 2015, which was unblemished, a re-accreditation in 2018 which again was unblemished and are now preparing for re-accreditation in 2020/2021. This is a great accomplishment not given by the accreditation team lightly. It is a tremendous honor.

Additionally, our police department was given a letter and certificate signifying our second Storm Ready renewal by Ben Nelson from the National Weather Service.

The Police Department of St. Augustine Beach goes above and beyond in implementing and continued monitoring of well-established emergency practices. Through the efforts of Chief Hardwick and the officers, the safety and well-being of our residents is superior.

Financial Goals

Description: Manage City operations within budget, except as authorized by Commission. Advise Commission, as needed, regarding unusual expenses. Prepare and advise commission on annual budget, work with Commission early to establish goals on salary increases, capital expenses, etc. Manage financial needs of the City within established guidelines for similar positioned peer agencies. Advise Commission regarding available grants.

Results/Comments:

Communication to the Commission concerning budgetary needs is always given in a pragmatic and efficient manner. The budget of this department is flawless every quarter with usually a budget surplus. Your constant review of expenditures and desire to minimize costs is greatly appreciated. Never are requests made for items that are not necessary and the entire department seems well educated on being frugal with our resources.

I am encouraged by the desire to look into supplementing costs our police department incurs by helping the county in patrolling the beach and pier areas as this is a financial burden on our own city resources.

City Operational/ Administration Goals

Description: Ensure the City adheres to all federal, state and local laws, rules, and regulations. Establish written policies and procedures for all aspects of City operations and administration. Provide adequate staff training in all departments to achieve these goals and serve the public in a professional manner. Promote an open-door policy to staff concerns and needs. Establish fair and adequate HR policies and procedures. Explore and provide up-to-date technology and equipment to achieve maximum operational efficiency. Maintain the highest standards of professionalism, which may be indicated by maintaining state certifications and satisfactory audit results.

Results/Comments:

Your department continues to receive accolades from across the nation. You have established and continually expect the highest level of standards and conduct yourself in the highest level of professionalism, no matter the circumstance. I appreciate you implementing and keeping the same expectations and standards for your entire department.

Communication Goals

Description: Establish a solid and reliable communication system between City Management, Commissioners and St. Augustine Beach residents, using latest technology and non-technical methods. Ensure communications are available and back-ups in place in emergency situations (e.g. hurricane). Provide frequent information and updates to Commission on City operations. Establish on-going communications and cooperation with St. Johns County Sherriff's department and nearby peer agencies.

Results/Comments:

The communication efforts between your department and the community, commission continues to be excellent. Your department's facebook page is extremely popular and it is updated frequently. Personal contact within the community continues to be strong and National Night Out has become a popular event many in our community look forward to each year. Kilo has also helped engage members of our community who may have been otherwise less inclined.

I am pleased there seems to be more communication within city management. Good communication within our own departments is critical to the success of our community.

Leadership Goals

Description: As the Chief Executive Officer of the Police Department, provide overall direction, mentorship and evaluation of managing supervisors. Ensure all supervisors are aware of and comply with all federal, state, and local laws, ordinances and regulations in carrying out their respective duties and responsibilities. Promote community services, encourage satisfactory communications with residents and recommend programs which address the changing needs of the City.

Results/Comments:

As previously stated, as Chief of Police, you go above and beyond in adhering to any and all established governing policies and procedures. You ensure all your officers and supporting staff are aware and ensure their compliance with any and all federal, state and local laws, regulations, ordinances and policies. I have seen you often go out of your way to mentor your fellow officers and staff who have a high level of respect and support for you. I have also witnessed first-hand the level of compassion and respect you have for members in our community and young people. Several of the officers that work in our city's police department share the same sentiments; there is a high level of respect, admiration and support for their department leadership. You are well liked and respected by your department. This is a true testament of your character.

Personal Goals

Description: Setting and achieving personal goals to continually increase knowledge, productivity, and efficiency. Personal goals should be specific, measurable, and reasonable attainable.

Results/Comments:

You continue to challenge yourself to learn more that will help improve the overall department, your team, the community and individual officers' aptitude. Your initiative to continually take actions to improve yourself and your officers is commendable. It is comforting to know there is a solid succession plan in place and that you continue to train and prepare your officers for any situation we may face in the future.

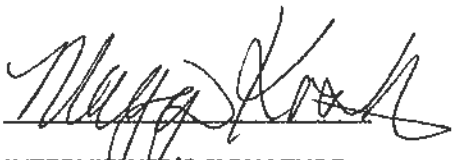
Overall Performance Summary

Description: Summarize annual performance relative to annual goals. Describe whether and how effectively results were achieved.

Results/Comments:

Chief Hardwick, you have indeed met and exceeded your established goals from the past evaluation. Continued exceptional operation of the Police Department is clear. You have successfully groomed Commander Ashlock, monitor growth of your officers and maintained a fiscally responsible budget for the department. It is both an honor and a pleasure to work with an individual of such high integrity.

Employee Comments:



INTERVIEWER'S SIGNATURE

DATE: 9/18/19



CITY OF ST. AUGUSTINE BEACH
2200 A1A South, St. Augustine Beach, FL 32080
904-471-2122

PERFORMANCE REVIEW FOR POLICE CHIEF

Review for:	
Name: <i>Howard</i>	Job Title: <i>Chief Police</i>
Review Period: <i>6 months</i>	Reviewed By: <i>Dylan Ruvencio</i>

Performance Goals

Enter annual performance goals. Consider the City operational, financial, leadership, staffing and personal goals based on your role and responsibilities. Briefly describe how results were achieved, support our strategy, and demonstrate the City's strategic goals. You may assign a percentage for each goal with the total adding up to 100 percent.

Law Enforcement/Emergency Services

Description: Provide law enforcement and emergency services for the safety and well-being of residents and citizens. Establish a functional and efficient operational structure which achieves the City's goals. Protect the quality of life desired by St. Augustine Beach residents. Establish emergency preparedness goals and procedures. Coordinate both law enforcement and emergency services with other state and local agencies as needed.

Results/Comments:

Chief Howard in my 6 months has done an outstanding job. Working with all. He and his staff were in the front lines during Hurricane Dorian. The communication to us (Commission) and residents was on point. I feel we as residents we are truly lucky to have Chief and his highly trained staff. The thousand of tourists should know they are in good hands.

Financial Goals

Description: Manage City operations within budget, except as authorized by Commission. Advise Commission, as needed, regarding unusual expenses. Prepare and advise commission on annual budget, work with Commission early to establish goals on salary increases, capital expenses, etc. Manage financial needs of the City within established guidelines for similar positioned peer agencies. Advise Commission regarding available grants.

Results/Comments:

Chief does a outstanding job working within the budget. This year was tough on all of us and he pushed things off to help the city. Chief finds a way to minimize costs.

City Operational/ Administration Goals

Description: Ensure the City adheres to all federal, state and local laws, rules, and regulations. Establish written policies and procedures for all aspects of City operations and administration. Provide adequate staff training in all departments to achieve these goals and serve the public in a professional manner. Promote an open-door policy to staff concerns and needs. Establish fair and adequate HR policies and procedures. Explore and provide up-to-date technology and equipment to achieve maximum operational efficiency. Maintain the highest standards of professionalism, which may be indicated by maintaining state certifications and satisfactory audit results.

Results/Comments:

By achieving the highest level of accreditation scores shows that he and his staff work endlessly making sure the dept runs efficiently and effectively. The demands the Chief puts on himself rubs off on his staff is the highest compliment.

Communication Goals

Description: Establish a solid and reliable communication system between City Management, Commissioners and St. Augustine Beach residents, using latest technology and non-technical methods. Ensure communications are available and back-ups in place in emergency situations (e.g. hurricane). Provide frequent information and updates to Commission on City operations. Establish on-going communications and cooperation with St. Johns County Sheriff's department and nearby peer agencies.

Results/Comments:

Communication between the commissioner and public is excellent. Chief and his staff promote great community involvement. (I attend all coffee w/ a cop). He's carefully reaching out to the community.

Leadership Goals

Description: As the Chief Executive Officer of the Police Department, provide overall direction, mentorship and evaluation of managing supervisors. Ensure all supervisors are aware of and comply with all federal, state, and local laws, ordinances and regulations in carrying out their respective duties and responsibilities. Promote community services, encourage satisfactory communications with residents and recommend programs which address the changing needs of the City.

Results/Comments:

As I mentioned before, having the highest honor of accreditation explains the hard work the entire staff goes through.

Personal Goals

Description: Setting and achieving personal goals to continually increase knowledge, productivity, and efficiency. Personal goals should be specific, measurable, and reasonable attainable.

Results/Comments:

Chief is constantly challenging himself and strives to make the department even better.

Overall Performance Summary

Description: Summarize annual performance relative to annual goals. Describe whether and how effectively results were achieved.

Results/Comments:

In 16 months that I have been a commissioner, Chief has taken it upon himself to continue to better the dept. He continues to work with Max and other City dept heads to have emergency plans in place due to any emergency that may arise.

CITY OF ST. AUGUSTINE BEACH
PERFORMANCE APPRAISAL



PERFORMANCE FACTORS -Please mark the box next to the statement that most accurately describes the employee's level of performance during the review period on each of the performance factors. Please provide a brief description for each rating in the space provided.

A rating of "*fully competent*" signifies that performance meets the expectations for the job. A "*superior*" rating is for performance that achieves the "*fully competent*" level and clearly goes beyond expectations as described in the ratings' definitions. The rating explanation section is completed with relevant examples of work behavior. A "*performance needs Improvement*" rating indicates a performance level below expectations.

1. **MANAGING WORK/ORGANIZATION AND PLANNING:** Ability to generate results through the effective allocation of resources, to identify tasks, determine methods/practices and administer assigned operations. Ability to plan, organize and set priorities for work, including ability to make work assignments, establish deadlines and communicate standards and expectations.

The *superior performer* effectively allocates and utilizes appropriate resources to achieve the expected results. He/she consistently engages in short- and long-range planning for self and the city/department, uses scheduling and staff assignments to achieve city/departmental and Commission goals, as well as staff development needs, while allowing flexibility to deal with unexpected results.

The *fully competent performer* participates in short- and long-range planning, develops plans for task accomplishment, schedules resources to meet deadlines, and clearly communicates standards and expectations. He/she leads the assigned unit through most tasks in an efficient manner, demonstrates good coordination of resources, develops efficient systems and practices for record keeping, cost control and improved work flow, and directs the efforts of the assigned unit to accomplish city, departmental and Commission goals.

Performance needs improvement if deadlines are missed due to lack of planning, organization or improper priorities; operations are marked by inefficient work flow or assigned unit achieves less than productive results from the resources used.

RATING:

- ☒ Superior
☐ Fully Competent
☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

Business operations are much improved compared to the prior evaluation period. Our City Manager has overseen many significant staffing changes in the past two years. The City suffered the tragic loss of our Public Works Director and the City Manager effectively oversaw the implementation of an interim director during the time when our ailing director was unable to work and then during the search for a new director. A similar process was utilized when our Finance Director gave short notice of her accepting a job at a different city, the former director's assistant served as interim director while a search for candidates was conducted. Through both losses of key personnel, Max managed the transitions without incident. Through re-evaluating the needs of the finance department, and recruiting from within, the Finance Department is performing exceptionally well. Overall the feedback from the staff and community is that day-to-day issues and services are doing well!

2. **LEADERSHIP AND PROBLEM SOLVING:** Ability to generate productive results by influencing employees toward positive performance and the use of the skills that create positive work behaviors and attitudes. Ability to correct problems before they become serious, identify areas for potential problems, and take action to prevent them.

A superior performer displays exemplary work habits and reflects positive work behaviors, presents ideas positively and enthusiastically, encourages and rewards outstanding performance and positive attitudes, and carries out human resources policies in an impartial, unbiased manner. He/she develops preventive and productive systems for recognizing potential problem areas, analyzes the scope and causes of the problem and allocates resources toward creative, cost-effective solutions, and encourages such practices throughout the assigned area of responsibilities.

The *fully competent performer* encourages employees toward achievement and provides positive leadership through attitude and action. He/she anticipates potential problems, provides valuable feedback to employees about the cause and effect of actions, and develops plans to maintain sufficient resources.

Performance needs improvement if the department head/city manager does not direct or influence the activities or attitudes toward achieving results, or displays ineffective work habits. He/she only reacts to problems, or allows minor problems to become major ones before attempting to solve them.

RATING:

☐ Superior

☒ Fully Competent

☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

3. **PROFESSIONAL DEVELOPMENT:** Commitment to developments in the area of responsibilities, the development of effective management techniques, and the pursuit of increased knowledge and awareness of the fundamentals and new developments in the field.

The *superior performer* enthusiastically seeks new ways to increase managerial skills and is committed to remaining up-to-date on trends in his/her area of responsibilities. Active involvement or leadership in professional organizations at the local, state or national level.

The *fully competent performer* applies new developments pertaining to his/her area of responsibilities that clearly benefit the city, and participates in in-service and professional training as part of a professional growth program that benefits the city. Maintains membership in professional organizations.

Performance needs improvement if the department head/city manager seems uninterested or unaware of developments in the field, or does not accept new methods for becoming more effective in his/her area of responsibilities.

RATING:

- ☐ Superior
☒ Fully Competent
☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

4. **ORGANIZATION COMMITMENT:** Ability to achieve compliance with, and commitment to, the organizational policies, procedures, practices and principles of the profession, and encourages subordinates to work on achieving departmental/organizational goals.

The *superior performer* enthusiastically endorses the organization's goals and objectives, and makes an extra effort to carry out decisions and policies in a manner that promotes organizational values. Encourages management style built on teamwork, and seeks additional responsibility in the interest of meeting organization goals.

The *fully competent performer* demonstrates strong support for organizational values and policies; encourages similar support from staff, and willingly implements decisions and policies; and keeps others in the organization appropriately informed.

Performance needs improvement if the department head/city manager does not fully implement the organization's and policies as determined by the Commission, and/or shows a lack of commitment to the achieving of them.

RATING:

☐ Superior

☒ Fully Competent

☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

5. **COMMUNICATION SKILLS AND POSITIVE INTERPERSONAL RELATIONSHIPS:** Ability to express ideas clearly both orally and in writing; to establish and maintain positive interpersonal relationships with employees as well as with other managers, citizens, and elected and appointed officials.

The *superior performer* organizes ideas well and is influential and highly effective in conveying the message and its tone. May be required to create reports or make presentations to the Commission, colleagues and citizens. He/she promotes open channels of communication that build mutual trust between employees, peers and managers. Management style is marked by commitment to team building and fairness within the department and the City organization.

The *fully competent performer* expresses ideas and information in a clear and organized manner, and achieves effective two-way exchanges of information. The employee is a good listener and encourages open communications and questions from others. He/she establishes and maintains harmonious and cooperative work relations, and emphasizes team work and good communications that are honest and forthright.

Performer needs improvement if verbal communications create conflict or misunderstanding, or written material is unclear and poorly organized. He/she makes promises beyond his/her scope of authority, or has difficulty remaining unbiased in decision making.

RATING:

- ☒ Superior
☐ Fully Competent
☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

6. **DECISION MAKING:** Ability to develop strategies and implement decisions that account for individual needs as well as broad organizational perspectives; make quality and fiscally sound decisions; and invite employee involvement in the decision-making process.

The *superior performer* envisions innovative solutions to complex problems, maintains a broad point of view regarding the organization and community, and appropriately involves employees in the decision-making process and works with others to identify policy issues for consideration.

The *fully competent performer* exhibits decision making that balances narrow and broad *range* issues, exhibits financial awareness, considers the long-range implications when determining solutions, regularly provides for employee participation in decision making as needed, and seeks input from others when appropriate.

Performer needs improvement if he/she doesn't consider the effects of his/her decisions on individuals and/or the organization, or allows little or no employee participation in the making of decisions.

RATING:

- ☐ Superior
☒ Fully Competent
☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

In some occasions, there could have been more foresight considered prior to implementing certain decisions. By way of limited example: 1) failing to include the weir in the asset list for insured assets in the city, thereby precluding an insurance claim for its failure, not realizing the mistake immediately after the failure occurred and not taking steps after the failure occurred to immediately insure it; 2) delay in flying of the pride flag due to objection comments made by one citizen - although Mr. Royle's motivations may have been good hearted and not discriminatory, the delay in flying the flag and the limited research cited, resulted in unnecessary negative publicity; 3) not

acting upon the opportunity to re-design the sidewalk at Mickler Blvd when the vendor had demolished the sidewalk. In this case, not only had I mentioned this at a commission meeting but later when I realized my comments at the meeting had been "forgotten" and I pointed out that the excavation work had begun but the sidewalk had not yet been poured (this conversation took place at our regular check-signing meeting on September 26, 2019) still nothing was done. Had action been taken on September 26, 2019, the sidewalk could likely have been designed a few feet to the East to accommodate a vegetative buffer being installed between the pedestrian path and the vehicle path.

7. **DELEGATION/EMPLOYEE RESPONSIBILITY:** Knowledge of the delegation process and ability to delegate responsibility and authority, and to identify suitable delegation opportunities that increase effectiveness and employee growth. Ability to encourage staff to assume responsibility and accountability for their jobs, while promoting employees' self-direction according to established goals and standards.

The *superior performer* has systematic plans for delegation, makes regular use of delegation as a staff development tool, and achieves employee involvement in the decisions making process by sharing appropriate responsibility and authority. He/she encourages employees towards self-direction, creativity and self-initiated review of their own work, and relies on management principles that hold subordinates accountable for work product.

The *fully competent performer* allows employees input into the decision making process, recognize opportunities for suitable delegation, uses good follow up techniques, and treats employees with respect. He/she encourages employees to review and correct their own work prior to completion, assumes employee accountability when evaluating work results, and makes certain that supervisors appropriately oversee the hiring, training, disciplining and evaluating of employees.

Performer needs improvement if divisional effectiveness is diminished by poor use of delegation, or by extreme over control to the detriment of staff development, and/or if employees are unwilling or unable to accept responsibility for work products.

RATING:

- ☒ Superior
☐ Fully Competent
☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

Max is great at delegating and choosing staff who are capable of handling the tasks being delegated. He fully supports and encourages staff to pursue educational and personal growth opportunities within the City and beyond.

8. **ADMINISTRATION:** Ability to manage resources effectively while striving for organizational goals, and accepting responsibility and accountability for the actions of the assigned area.

The *superior performer* audits and evaluates the completion of projects in terms of quality, cost and time frame, and accepts responsibility for the actions and results of subordinates. Practices reflect full knowledge of established policies. Recommends better approaches to provide City services at reduced costs.

The *fully competent performer* maintains effective function of assigned operations and property, is accountable for his/her own actions as well as the smooth functioning of the assigned area within the provision of established policies. Identifies ways to provide services at less cost, prepares budget and administers expenditures according to City guidelines.

Performer needs improvement if he/she makes excuses for poor performance, if administration is inefficient, or if the provisions of established policies and procedures are not applied.

RATING:

☐ Superior

☒ Fully Competent

☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

I rate this as "fully competent" as opposed to "superior" because the Commission is not always provided with the information requested in advance of meetings and also is often tasked with coming up with requests for information or to audit the costs and methodology for providing city services or other procedural reviews. When such is requested, the results may require some tweaking, some basic questions may not yet be answered, or material not fully provided. This might be something that will change with the staffing modifications that have been made. An example would be the rumors related to the ADA compliance with televised broadcasts and website materials. It seems we were only provided half the information and made a quick decision to limit the city's liability by taking down the televised broadcasts and website materials. As we went thru the process to get pricing for the relay service it was like pulling teeth to find out a) what was and wasn't actually required; b) what competitors were available to provide the service. After many meetings asking staff for creative solutions Commissioners brought their own solutions (I for one merely conducted a quick google search and located the lowest price service). This is frustrating because we need to instill confidence in the people that all staff are being creative to keep costs low.

9. **ETHICS.** Impartiality in the performance of the job, including honesty and objectivity in decision making and communications, capacity to make decisions based on the best interests of the community, and to make realistic commitments within his/her scope of authority.

The *superior performer* functions as an exemplary public employee and inspires and rewards similar behavior in peers, supervisors and other employees.

The *fully competent performer* functions as a responsible public servant by presenting unbiased information and promises to the public, and making realistic commitments to follow through to citizens, Mayor, Commission, peers, fellow employees and others in the private/public sectors with whom the performer interacts. Manages in a professional manner in conformance with federal, state and local laws.

Performer needs improvement if he/she doesn't function as a responsible public servant by making decisions based on the best interests of the community, or by making commitments outside his/her scope of authority.

RATING:

☐ Superior
☒ Fully Competent
☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

See # 6 and 8, above. Unfortunately, working in the public sector, everything done or not done by a City Manager are scrutinized through the lens of suspicion of bias. Although actions taken, or not taken, may have been motivated by all the right reasons, their sequence, timing, and deviation from prior behavior will readily give the appearance of bias. Additional precautions should be taken to ensure all actions and decisions are motivated by and are evidenced to be motivated by neutral and legitimate concerns for the city.

10. CITIZEN RESPONSIVENESS. Responsiveness to citizens' actions and attitudes, and to citizen complaints or requests for information and/or action on problems.

The *superior performer* effectively institutes a policy establishing service to the citizens as a priority, and maintains an efficient policy for handling citizen requests/complaints that promote a favorable image of the City.

The *fully competent performer* works with staff to improve courtesy, timeliness and helpfulness to citizens, and stresses a positive problem-solving attitude in response to citizen requests/complaints.

Performer needs improvement if he/she ignores or neglect citizen requests/complaints, or allows staff to respond to requests/complaints with less than a courteous, problem-solving attitude.

RATING:

- ☒ Superior
☐ Fully Competent
☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

Most citizens have wonderful things to say about city staff but you can't please everyone and there are the occasional complaints that trickle into city hall as well as those who disagree with the way the city affairs are conducted. Mr. Royle always responds to the complaints and compliments that are received and is sensitive to staff's concerns regarding them. He is an excellent and artful writer and seems to genuinely enjoy the community interaction when conducted through the written word.

MAJOR ACCOMPLISHMENTS: List/describe the major accomplishments of the review period, including unexpected developments that were addressed, as well as any objectives that were not accomplished and cite the reasons.

It was apparent to me during this evaluation period that Mr. Royle genuinely reflected on the suggestions made in the last performance evaluation and has taken steps to implement many of them. During the Dorian hurricane event he was engaged and participated in numerous meetings with the EOC. I think such efforts are critical to ensuring coordination and efficient use of intergovernmental resources, and to assuring the public of the reasoning behind the strategic life-saving decisions that are made during these potentially catastrophic weather events. As with all things, I encourage continued networking and continuing education opportunities to ensure a fresh pro-active perspective to be considered with the challenges that lie ahead in the next year.

Mr. Royle is celebrating his 30th anniversary as City Manager this year. That is noteworthy and speaks highly of him and the City!

OVERALL PERFORMANCE RATING;

The *superior performer* will not need improvement in any of the performance factor areas. In most areas, a superior rating was achieved. The superior rating should be reserved for only those employees whose performance clearly exceeds expectations.

The *fully competent performer* may be superior in some areas, but fully competent in most. The fully competent rating should be given to employees whose performance exceeds the minimum standards, but does not clearly exceed all expectations.

The *performer needs improvement* if he/she has not met the performance expectations for the job in the majority of the factors. The needs improvement rating should be given to employees who demonstrate the potential and willingness to improve, but whose current performance is below expectations.

OVERALL RATING FOR THE PERIOD:

☐ Superior

☒ Fully Competent

☐ Performance Needs Improvement

EXPLANATION/COMMENTS:

Mr. Royle is doing a great job implementing the suggestions from the last performance period and is a valued member of the city!

EMPLOYEE COMMENTS:

Signatures:

/s/ Undine C. George 10/21/2019

Employee

Date

Commission/City Manager

Date



CITY OF ST. AUGUSTINE BEACH
2200 A1A South, St. Augustine Beach, FL 32080
904-471-2122

PERFORMANCE REVIEW FOR CITY MANAGER

Review for:

Name: Max Royal

Job Title: City Manager

Review Period: 2018-2019

Reviewed By: Commissioner Kostka

Performance Goals

Enter annual performance goals. Consider business, financial, risk, leadership, and personal goals based on your role and responsibilities. Briefly describe how results were achieved, support our strategy, and demonstrate the City's strategic goals. You may assign a percentage for each goal with the total adding up to 100 percent.

Strategic goals adopted by the City Commission, April 13, 2015:

- To establish a plan for evaluating the pros and cons of various events and their impact on the City's quality of life.
- To review additional revenue sources, including fees, grants, taxes, public/private, bonds, etc.
- To review and update City codes and their enforcement:
 - a. Parking
 - b. Traffic, speed limits
 - c. Solid waste
 - d. Land Development Regulations
- Advocate for continued funding for beach re-nourishment (state and federal).
- Develop a City-wide traffic management plan.

Business/Operations Goals

Description: Ensure departments are operating in an efficient manner, leadership and employees are engaged and well informed of strategic goals and day-to-day issues. Promote an open-door policy to staff concerns and needs. Provide adequate training and communication so that all employees are able to assist residents in a professional manner. Establish fair and adequate HR procedures. Explore and provide up-to-date technology and software to achieve maximum operational efficiency.

Results/Comments:

A few of my Concerns as related to this area include:

1. Efficient operations are necessary in each department. What plan as City Manager do you have in place to monitor changes and effectiveness in each department? How often is each department's plan/effectiveness evaluated for meeting/exceeding/missing goals? How are the departments being held accountable for the results? Where are these records being kept? I believe they should become part of record either for the City Manager or department head personnel file.
2. Open door policies are only as good as the follow-up action to the concern. Last year the suggestion was made to establish a system that outlines specific action required for follow up, discipline and concerns by employees and citizens. How has this been achieved? What were the results? Are new systems working?

3. Fair and adequate HR policies include how the bottom line impacts the residents and community. I think we are over due to evaluate all policies/procedures to ensure we have the adequate policies/procedures in place that protect our city staff/employees, citizens and community.
4. It is also time we look at our job descriptions and ensure they are up to date. With many changes within our city and changes to technology, job descriptions and responsibilities should be updated to encompass actual performance expectations.
5. It appears we are lagging in keeping up to date with the technology/software that can be used to help our city/staff to be as efficient as possible. This comes at a considerable cost, but efforts must be made for our city to continue to make advances in this area. It is often this area that is compromised in budgetary needs. Broadcasts of meetings should be effortless and meet all compliance requirements.
6. You have stated that each department head is responsible for the strategic goals of their department. How often are these goals evaluated? What is being used as a measure of success? What are the annual goals for each department? How is the completion of goals being used for annual evaluation and raises? Why not share the goals and quarterly evaluations with the commission? I would like to see a brief quarterly report/update from each department explaining progress on the department goals of: Administration, Building, Finance, Communications, Technology, Public Works, Code Enforcement.

Financial Goals

Description: Manage City operations within budget, except as authorized by Commission. Advise Commission, as needed, regarding unusual expenses. Prepare and advise commission on annual budget, work with Commission early to establish goals on millage, salary increases, capital expenses, etc. Manage financial position of City within established Florida League of Cities guidelines for similar positioned peer cities. Advise Commission regarding adequate reserves relative to last three years of expenses and known future expenses.

Results/Comments:

1. The very fact that the cost of our city's salaries and benefits exceeds the property tax revenue is **ALARMING**. I am very concerned that this does not seem to be a priority for the city manager. It is obvious that this area needs modification. The building department is financially self-sufficient. The Police department for the past several years has been under their budget. The other departments within city hall must do the same. It should be a priority for each department to maintain/decrease their budget. Where is the excess spending in each department? How can we minimize the weight of salaries and benefits on the overall budget?
2. Again, our city cannot sustain the cost of salaries and benefits exceeding property tax revenue. The answer should NOT be to continue to raise taxes and put the burden on the citizens. The answer is to control spending/expenses. Our citizens should not bear the burden of past fiscal irresponsibility.
3. It seems that "work with the commission early" has been a missed opportunity for the past several years. During this year's budget meetings Health Insurance and the overall city liability insurance was put on the agenda just weeks before the final budget was due. This is very poor planning. It does not provide the commission with adequate time to digest, evaluate and make a good decision concerning these topics which are a cost to our community. I am pleased that you as city manager have made a commitment to the commission in an effort to allow us an opportunity to evaluate and discuss insurance options well before September so we can make

better fiscal decisions for our city. I would encourage you to do the same regarding all large capital out lay projects and large expenditures.

4. It is part of your job, as City Manager, to manage the financial position of the city. It is quite appalling to discover that a valuable asset such as our weir could have been insured and was not. This was an enormous financial cost to our city and could have been avoided. This issue directly falls on you and a lack of either understanding of the policy or negligence in ensuring our city assets are covered.
5. When making financial comparisons to other cities, it is IMPERATIVE to look at the minutia. IE: When submitting cities mileage rates to compare with our city, please submit the budget of those cities so the similarities and differences can be easily recognized. **Numbers without the information obtained to determine the numbers are useless.** Mileage rates cannot be accurately compared without an understanding of the budget requirements of the comparative cities.
6. I am concerned that the recent departing employees (event coordinator, building director, financial administrator) were given high commendations of performance when there were several issues that were problematic in the work/performance history while employed by our city. This reflects poorly on our city, making us look like we have substandard expectations.

City Administration Goals

Description: Ensure City adheres to all state rules, policies, and guidelines regarding public meetings and requests for information. Establish adequate policies and procedures for all aspects of City administration, including, but not limited to, conducting public meetings, establishing agenda items, providing staff research and presentations, requests for bids, and vendor management, etc. Follow up on agenda items, public comments, and complaints. Provide adequate staff training in administration department to achieve these goals.

Results/Comments:

1. I am pleased to see in-house staff training taking place and expect that it will continue moving forward. I would like to suggest a "sensitivity training" type module offered. This would help train our staff to better serve our citizens in a productive and professional way.
2. I would like to state my appreciation for your flexibility in making changes to the format of our meeting agenda as we work through systems to find the best "flow".
3. An area requiring attention is the support/background information/materials provided for the meetings. Every item on the agenda should have the research and supportive information included. IE: when waste collection was on the agenda, the topic should have included all pertinent data; a breakdown of collection costs (cost for employees/cost of trucks/equipment / insurance, previous RFP bids, cost of a referendum). With this information, the commission is better able to make a good decision.
4. As to the agenda item of insurance policy comparisons: as previously stated, not enough time or background material was given to the commission for us to make a sound decision.

Communication Goals

Description: Establish a solid and reliable communication system between City Hall and St. Augustine Beach residents, using latest technology and non-technical methods. Ensure communications are available and back-ups in place in emergency situations (e.g. hurricane). Provide frequent information and updates to Commission on City operations (directly or through department heads). Establish on-going communications with St. Johns County and nearby peer cities.

Results/Comments:

1. There have been commendable intra-departmental efforts made in creating and implementing a successful emergency plan. Working together with all city departments has proven to be a prosperous effort. I look forward to continued work with all city departments and the county during emergency preparation.
2. Thanks to our new position of Communications/Event planning and Miss Cindy Walker, I believe we have improved the communication efforts with our residents through our web page, facebook page, radio broadcasts and press releases. These methods appear to provide a solid and reliable communication system between City Hall and its residents.
3. I continue to be concerned about the communication with St Johns County and the City of St Augustine. Perhaps a planned weekly or monthly phone conference could be utilized to ensure up to date communication is established and continues. It has been proven that it is more helpful to work together, especially on shared projects. The county appears to let our city absorb maintenance/repair costs to entities/areas that they are actually responsible for. This puts an unfair financial burden on our city. They should either take responsibility for the entities or turn over the entities to our city. (Roads, beach walkovers, Pier parking lot, police presence on beach, etc.) What is your plan to drastically improve this area? The county had a \$18 million surplus last fiscal year, why can't they take proper care of their entities?

Leadership Goals

Description: Provide leadership and project management for major strategic goals established by the Commission. Utilize special meetings, workshops, and professional advisors to advance these goals. At a minimum set the following special meetings each year: 1) update to strategic goals, and 2) special workshop with the Planning and Zoning Board.

Results/Comments:

How will you accomplish this? With the growth rate of our city in the past 10 years, I think it would be important to review strategic goals on at least an annual basis so a constant evaluation of accomplishment can be discerned, and adjustments can be made if needed. Working with the P/Z board through regularly scheduled meetings quarterly or bi-annually should be occurring. The sharing of information, concerns and ideas is important for our city in community.

Personal Goals

Description: Setting and achieving personal goals to continually increase knowledge, productivity, and efficiency. Personal goals should be specific, measurable, and reasonable attainable.

Results/Comments:

What are your personal goals and how will you meet them? This is the same question I asked on your last evaluation. There does not seem to be any personal goals set. If no goals are set, how is your direction determined? Why are you not setting any personal goals? if you have goals, why are they not clearly stated? How are we as commissioners able to determine if your goals were met if they are not stated? No stated/written goals=no ability to determine if met.....

*Please provide a list of your personal goals to the commission before the end of December, 2019.

Overall Performance Summary

Description: Summarize annual performance relative to annual goals. Describe whether and how effectively results were achieved.

Results/Comments:

It is difficult to discern if there were any goals set and therefore impossible to describe if they were effective or if/how they were achieved.

Compared to the previous evaluation timeframe (2018-2019), it appears that within City Hall better practices are being complied with. This could be due to some change in personnel as we lost our previous Public Works director and that position was filled with a new Public Works director, as well as the new Communications/Event coordinator, Financial Administrator and our new Building Department director who have all made significant and helpful changes to our city procedures.

Good management requires constant, consistent direction and follow-up. The leadership and direction from the City Manager position continues to need improvement. Adequate insurance coverage for all city assets, like the weir are necessary. A thorough review of our insurance/asset coverage should be a priority. I am also concerned that we no longer have a succession plan in place. With the departure of our financial administrator, who was designated as the lead interim, we have an important plan to adjust. Best practices dictate we have a solid plan in place and currently, we do not. The issue of our budget with salaries and benefit costs exceeding our property tax revenues should also be a priority. This needs to be addressed WITHOUT raising taxes.

Employee Comments:**INTERVIEWER'S SIGNATURE**

CITY MANAGER'S SIGNATURE**DATE:** 10/29/19



CITY OF ST. AUGUSTINE BEACH
2200 A1A South, St. Augustine Beach, FL 32080
904-471-2122

PERFORMANCE REVIEW FOR CITY MANAGER

Review for:	
Name: <u>MAX Royhe</u>	Job Title: <u>city Mgr</u>
Review Period: <u>6 months</u>	Reviewed By: <u>Dylan Rumrutt</u>

Performance Goals

Enter annual performance goals. Consider business, financial, risk, leadership, and personal goals based on your role and responsibilities. Briefly describe how results were achieved, support our strategy, and demonstrate the City's strategic goals. You may assign a percentage for each goal with the total adding up to 100 percent.

Strategic goals adopted by the City Commission, April 13, 2015:

- To establish a plan for evaluating the pros and cons of various events and their impact on the City's quality of life.
- To review additional revenue sources, including fees, grants, taxes, public/private, bonds, etc.
- To review and update City codes and their enforcement:
 - a. Parking
 - b. Traffic, speed limits
 - c. Solid waste
 - d. Land Development Regulations
- Advocate for continued funding for beach re-nourishment (state and federal).
- Develop a City-wide traffic management plan.

Business/Operations Goals

Description: Ensure departments are operating in an efficient manner, leadership and employees are engaged and well informed of strategic goals and day-to-day issues. Promote an open-door policy to staff concerns and needs. Provide adequate training and communication so that all employees are able to assist residents in a professional manner. Establish fair and adequate HR procedures. Explore and provide up-to-date technology and software to achieve maximum operational efficiency.

Results/Comments:

MAX and I have discussed a plan on day to day operations. We have a new Finance Dir. who is working on a new style of Financial plans moving forward. I expect this to help MAX. I know MAX meets with his staff monthly and his door is always open. Being a new commissioner (6 months) I'm still evaluating MAX's follow up and action plans.

Financial Goals

Description: Manage City operations within budget, except as authorized by Commission. Advise Commission, as needed, regarding unusual expenses. Prepare and advise commission on annual budget, work with Commission early to establish goals on millage, salary increases, capital expenses, etc. Manage financial position of City within established Florida League of Cities guidelines for similar positioned peer cities. Advise Commission regarding adequate reserves relative to last three years of expenses and known future expenses.

Results/Comments:

FY20 Budget was very difficult for me. The city lost its Financial Officer (CFO) unexpectedly a few months before budget hearings. The city was dealing with some high expenses due to hurricane damage a few years prior. I felt like Max did a great job working with Dept. Heads to trim the budget. I also feel like he hired a innovative Finance director that should help the city moving forward.

City Administration Goals

Description: Ensure City adheres to all state rules, policies, and guidelines regarding public meetings and requests for information. Establish adequate policies and procedures for all aspects of City administration, including, but not limited to, conducting public meetings, establishing agenda items, providing staff research and presentations, requests for bids, and vendor management, etc. Follow up on agenda items, public comments, and complaints. Provide adequate staff training in administration department to achieve these goals.

Results/Comments:

We adjusted the order of agenda items which I believe has helped the city to complete city Business. Max and city staff has improved on the transparency and bidding process. Max hired a wonderful PR director that has been very helpful getting the word out to city residents about city meetings or other city happenings. Since I've been here I've seen improvements on receiving agenda items in a timely fashion.

Communication Goals

Description: Establish a solid and reliable communication system between City Hall and St. Augustine Beach residents, using latest technology and non-technical methods. Ensure communications are available and back-ups in place in emergency situations (e.g. hurricane). Provide frequent information and updates to Commission on City operations (directly or through department heads). Establish on-going communications with St. Johns County and nearby peer cities.

Results/Comments:

MAK's hiring of Mr. Walker has dramatically improved the communication the city has had with the residents. I feel that with out Mr. Walker, the City would not be so out front reaching out to the residents. I would like to see a plan moving forward working with the county and city.

Leadership Goals

Description: Provide leadership and project management for major strategic goals established by the Commission. Utilize special meetings, workshops, and professional advisors to advance these goals. At a minimum set the following special meetings each year: 1) update to strategic goals, and 2) special workshop with the Planning and Zoning Board.

Results/Comments:

MAK has been receptive to work with state officials or other groups that would help the city. we still need to work with the county and city St. Aus on Future Strategic planning & goals.

Personal Goals

Description: Setting and achieving personal goals to continually increase knowledge, productivity, and efficiency. Personal goals should be specific, measurable, and reasonable attainable.

Results/Comments:

In the short time I've been a commissioner Max has worked hard on my requests. I've asked Max to meet with State officials and we have. Max is working on other goals we have set. (meeting w/ county and city of SA) Max is up to date on FCC and other laws that are being sent down from Tallahassee. Max encourages staff to continue trying to make the dept. stronger.

Overall Performance Summary

Description: Summarize annual performance relative to annual goals. Describe whether and how effectively results were achieved.

Results/Comments:

In 6 months I see the value in Max. I feel as a city we need to have a plan in place for the day Max retires. His Institutional knowledge is very valuable, however as a commissioner I would feel better about the city if a plan was in place.

Employee Comments:


INTERVIEWER'S SIGNATURE

CITY MANAGER'S SIGNATURE

DATE: _____

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 30, 2019

SUBJECT: Additional Information for Agenda Item # 9: Evaluations of Police Chief and City Manager

Attached are the evaluations from Commissioner Samora.



CITY OF ST. AUGUSTINE BEACH
2200 A1A South, St. Augustine Beach, FL 32080
904-471-2122

PERFORMANCE REVIEW FOR POLICE CHIEF

Review for:	
Name: Chief Hardwick	Job Title: Chief of Police
Review Period: 2019	Reviewed By: Commissioner Samora

Performance Goals

Enter annual performance goals. Consider the City operational, financial, leadership, staffing and personal goals based on your role and responsibilities. Briefly describe how results were achieved, support our strategy, and demonstrate the City's strategic goals. You may assign a percentage for each goal with the total adding up to 100 percent.

- **Maintain staffing at full level. Minimize turnover to reduce training costs and build a cohesive force.** – Currently operating with a full staff. To minimize turnover, we aim for a minimum 3 year retention. The staff has also exhibited a low level of sick leave use.
- **Establish a diverse force that mirrors the demographics of the service area.** – The current staffing reflects approximately a 50/50 female/male balance.
- **Financial Responsibility** – Establish an annual budget and operate within the budget. This has been done consistently and the police department has been able to return money to the city every year. They have also successfully pursued reimbursement from the county for services rendered.
- Reaccreditation, performed mock evaluation with zero errors. Preparation for 3 year evaluation.

Law Enforcement/Emergency Services

Description: Provide law enforcement and emergency services for the safety and well-being of residents and citizens. Establish a functional and efficient operational structure which achieves the City's goals. Protect the quality of life desired by St. Augustine Beach residents. Establish emergency preparedness goals and procedures. Coordinate both law enforcement and emergency services with other state and local agencies as needed.

Results/Comments:

Chief Hardwick has done a great job insuring the safety of our residents and visitors. He has made sure the department is fully staffed and the officers are well trained. The administrative staff and command staff structure is clearly organized for effective leadership and is right sized for our city. A clear plan for succession has been established so there will be no gaps in the vital services provided when the chief decided to further his career.

Adjustments to the size of the force and allocation of resources have been made as the city evolves. This year retiring admin staff has been replaced and a beach officer has been added as demand has increased.

To supplement our full time force, the Chief has also started using PSAs. The program was started at a very low cost using retired vehicles. This program will provide higher law enforcement visibility and make better use of our full time officers.

During emergency situations the Chief has shown he can effectively coordinate with the surrounding agencies (SJSO and CoSAPD) as well as the EOC.

Performance in this area exceeds expectations.

Financial Goals

Description: Manage City operations within budget, except as authorized by Commission. Advise Commission, as needed, regarding unusual expenses. Prepare and advise commission on annual budget, work with Commission early to establish goals on salary increases, capital expenses, etc. Manage financial needs of the City within established guidelines for similar positioned peer agencies. Advise Commission regarding available grants.

Results/Comments:

The police department's budget has remained fairly flat over the past two years. A six year plan is provided for all Major CapEx purchases. This year, in order to help in a difficult budget year, the purchase of new computers was deferred. Chief Hardwick has done a great job with the annual budget and, more importantly, has included staff in the process. He holds a budget workshop at the beginning of the calendar year and then holds bi-weekly line item budget reviews that include the Commander, as well as staff from admin and finance. Grant funds are pursued annually and have been used to supplement budget items such as specialized equipment. Staffing has remained steady and increases have remained in line with the established STEP program making the financial planning easier to predict. As mentioned earlier, the department always comes in under budget. Performance in this area exceeds expectations.

City Operational/ Administration Goals

Description: Ensure the City adheres to all federal, state and local laws, rules, and regulations. Establish written policies and procedures for all aspects of City operations and administration. Provide adequate staff training in all departments to achieve these goals and serve the public in a professional manner. Promote an open-door policy to staff concerns and needs. Establish fair and adequate HR policies and procedures. Explore and provide up-to-date technology and equipment to achieve maximum operational efficiency. Maintain the highest standards of professionalism, which may be indicated by maintaining state certifications and satisfactory audit results.

Results/Comments:

The department has been able to maintain its accreditation by establishing and adhering to appropriate policies and procedures. Although not required, a mock examination is performed annually to insure the standards for re-accreditation are being maintained. All staff receives additional training on a regular basis. Furthermore, all staff is encouraged to immerse themselves in the community through volunteering. Chief Hardwick leads by example in this area. The Chief has regularly scheduled meetings with staff. He is very approachable and is well respected by all staff that I've interacted with. Equipment for the department is regularly maintained and replaced as needed. All major purchases are part of the six year CapEx plan. The need for a High Water Vehicle was made apparent during the previous hurricane seasons. The department was able to get creative and acquire a surplus military vehicle to fill this need. Performance in this area exceed expectations.

Communication Goals

Description: Establish a solid and reliable communication system between City Management, Commissioners and St. Augustine Beach residents, using latest technology and non-technical methods. Ensure communications are available and back-ups in place in emergency situations (e.g. hurricane). Provide frequent information and updates to Commission on City operations. Establish on-going communications and cooperation with St. Johns County Sherriff's department and nearby peer agencies.

Results/Comments:

Chief Hardwick actively and effectively communicates with staff, the commission, the community, and other local and state agencies.

The commission receives monthly reports, but the Chief regularly communicates emergency or high priority items via email.

The department actively uses social media to communicate with and engage the community. Several events are sponsored throughout the year in which the department interacts with the community. The Chief also makes regular radio appearances with other local law enforcement agencies.

During emergency situations SABPD staff maintains a presence at the EOC.

Performance in this area exceeds expectations.

Leadership Goals

Description: As the Chief Executive Officer of the Police Department, provide overall direction, mentorship and evaluation of managing supervisors. Ensure all supervisors are aware of and comply with all federal, state, and local laws, ordinances and regulations in carrying out their respective duties and responsibilities. Promote community services, encourage satisfactory communications with residents and recommend programs which address the changing needs of the City.

Results/Comments:

Chief Hardwick has managed to maintain the high standards of performance that have been established in recent years. He has established an effective chain of command, making the appropriate staffing changes when needed to insure excellence moving forward. He continues to recruit high caliber talent into the department and the department is fully staffed.

All managers and staff are encouraged to seek additional training and certification.

All managers and supervisors have their performance evaluated annually.

Those managers and supervisors also complete evaluations for their employees annually.

The list of community services and programs (volunteer efforts) remains too lengthy to list, but the department engages in 30-40 community events annually.

Performance in this area exceeds expectations.

Personal Goals

Description: Setting and achieving personal goals to continually increase knowledge, productivity, and efficiency. Personal goals should be specific, measurable, and reasonable attainable.

Results/Comments:

The chief is very humble when it comes to discussing himself and his accomplishments. His accomplishments include maintaining accreditation and building the finest law enforcement agency in the county. He has promoted the right people into the right leadership positions and set the SABPD up for continued success. He has continued to fill the force by recruiting and developing an amazing group of young officers, engaging and giving back to the community, all while being fiscally responsible with the city's limited funds.

He enjoyed his military retirement in 2018 allowing him to spend well deserved time with his family and coaching football.

Most recently he's launched his campaign for county sheriff, which is the next logical step in his career and a role he is well equipped to fill. He will be leaving the city with a police force that is staffed for success and an orderly transition upon his departure.

Performance in this area exceed expectations.

Overall Performance Summary

Description: Summarize annual performance relative to annual goals. Describe whether and how effectively results were achieved.

Results/Comments:

The goals and plans for the department are extensive and very well laid out and understood by both supervisors and staff. His leadership has set a high standard of expectations for his officers and staff and he has established processes, procedures, and training that will insure his group will continue to excel.

Financially, Chief Hardwick is doing an excellent job of responsibly managing the Police department. He has established a process for developing budgets are well planned, consistently adhered to, and involve the participation of key staff. He actively pursues grants to defray costs and has planned and budgeted for new technology adaptation. He has also provided 6 year visibility to large capital expenditures such as fleet replacement.

The Chief has improved the safety of the community, in part, by establishing a great working relationship with other intra-local agencies. The relationships and open lines of communication he maintains with the SJCISO and SAPD have proven valuable when emergency situations arise unexpectedly. Other agency's have confidence when working with our SABPD because of the high standards set by its leader, the credentials of our officers, and the accreditation of the department.

Chief Hardwick is a strong leader and, more importantly, mentor to his officers. He is held in the highest regards by every one of his staff I have encountered. He leads by his example and the SABPD has a established a great relationship with the citizens of our community. Through his mentoring he has built a department whose excellence will outlive his tenure with us.

To summarize – All previous annual goals were met, future goals have been established, and overall performance has exceeded expectations.

[illegible]



CITY OF ST. AUGUSTINE BEACH
2200 A1A South, St. Augustine Beach, FL 32080
904-471-2122

PERFORMANCE REVIEW FOR CITY MANAGER

Review for:	
Name: Max Royle	Job Title: City Manager
Review Period: 2019	Reviewed By: Commissioner Samora

Performance Goals

Enter annual performance goals. Consider business, financial, risk, leadership, and personal goals based on your role and responsibilities. Briefly describe how results were achieved, support our strategy, and demonstrate the City's strategic goals. You may assign a percentage for each goal with the total adding up to 100 percent.

Strategic goals adopted by the City Commission, April 13, 2015: *An update is being planned. Reports and updates are issued monthly. The goals are updated every 3 yrs.*

- To establish a plan for evaluating the pros and cons of various events and their impact on the City's quality of life. *Implemented stricter review of events and curtailed some of them.*
- To review additional revenue sources, including fees, grants, taxes, public/private, bonds, etc. *Max has updated the building fee structure and implemented new franchise fees. He has us looking at Non ad valorem revenue, grants, and parking revenue.*
- To review and update City codes and their enforcement:
 - a. Parking *codes have been updated and new ordinances have been adopted to better protect our residential neighborhoods.*
 - b. Traffic, speed limits *we need to develop a comprehensive traffic plan. This should include pedestrian safety with additional crosswalks and higher visibility crosswalks.*
 - c. Solid waste *collection fees and recycling are currently being updated.*
 - d. Land Development Regulations *updates have been completed. Max did a good job of making sure these were on every agenda.*
- Advocate for continued funding for beach re-nourishment (state and federal). *Next one in 3 years.*
- Develop a City-wide traffic management plan. *This needs work.*

Business/Operations Goals

Description: Ensure departments are operating in an efficient manner, leadership and employees are engaged and well informed of strategic goals and day-to-day issues. Promote an open-door policy to staff concerns and needs. Provide adequate training and communication so that all employees are able to assist residents in a professional manner. Establish fair and adequate HR procedures. Explore and provide up-to-date technology and software to achieve maximum operational efficiency.

Results/Comments:

This is an area that saw much change under Max's leadership since the last review.

Most notably, just about every department head position was replaced during this period. Max made key hires for the Head positions of the Building Department, Public Works, Finance, and newly created Communications/Event Planning. When necessary, Max made key interim appointments until the positions could be permanently filled. This insured there was no disruption in services or service levels.

In addition to filling these key positions, Max also made a couple important structural changes. First, he right sized the CFO position and promoted the right person into the Finance Director role. Second, he restructured the IT group, moving it from under the Finance department into its own management and created the IT Manager position that better suits increasing importance IT plays in our city's operation.

Max meets regularly with department heads so there is a continuous open line of communication. He has budgeted for essential IT upgrades so staff has the tools they need to do their jobs effectively.

Performance in this area meets expectations.

Financial Goals

Description: Manage City operations within budget, except as authorized by Commission. Advise Commission, as needed, regarding unusual expenses. Prepare and advise commission on annual budget, work with Commission early to establish goals on millage, salary increases, capital expenses, etc. Manage financial position of City within established Florida League of Cities guidelines for similar positioned peer cities. Advise Commission regarding adequate reserves relative to last three years of expenses and known future expenses.

Results/Comments:

Max is very astute on financial matters. He is very conservative in his approach and is reluctant to burden the city with any additional debt.

He provides 5 year visibility to CapEx spending.

We are actively looking at other revenue sources.

In 2019 Max managed through a budget process that saw the departure of our CFO in the middle of the process. We were able to successfully both maintain millage and build reserves.

The 5 year CapEx plans are developed by department heads and used to make sure we are able to plan for these accordingly.

Employee salary increases are done annually in accordance with the STEP plan. Recent adjustments have been made to job descriptions in both the building department and public works to provide added incentive and help with employee retention.

Every year we have faced substantial increases in health insurance costs. Max has worked hard with our provider and staff to minimize the impact of these changes to both our budget and the covered employees.

Performance in this area meets expectations.

City Administration Goals

Description: Ensure City adheres to all state rules, policies, and guidelines regarding public meetings and requests for information. Establish adequate policies and procedures for all aspects of City administration, including, but not limited to, conducting public meetings, establishing agenda items, providing staff research and presentations, requests for bids, and vendor management, etc. Follow up on agenda items, public comments, and complaints. Provide adequate staff training in administration department to achieve these goals.

Results/Comments:

Max has done a good job making sure we are operating within state rules and policies. Since the last review period Max has helped us navigate ADA compliance issues in a responsible manner. This included finding a balance in managing the legal exposure with being fiscally responsible. After a brief disruption we were able to restore video of city meetings in an ADA compliant format with minimal financial impact. Max also made sure all city documents are now produced and made available in an ADA approved format. This required staff education, training, and technology upgrades.

The city is also in the process of updating our comprehensive plan. Max is making sure we are meeting the appropriate state deadlines and suggesting hiring a planner to help with this process. I have also noticed an improvement in the presentation of materials by staff including our finance director and public works director. The quality of the presentations at our meetings as well as to other entities has greatly improved.

Max has made sure he and staff are attending seminars to continue their education, this includes Florida League of Cities events.

Regular monthly updates are used to follow up on action items, this process has been in place and continues to be effective.

Performance in this area meets expectations.

Communication Goals

Description: Establish a solid and reliable communication system between City Hall and St. Augustine Beach residents, using latest technology and non-technical methods. Ensure communications are available and back-ups in place in emergency situations (e.g. hurricane). Provide frequent information and updates to Commission on City operations (directly or through department heads). Establish on-going communications with St. Johns County and nearby peer cities.

Results/Comments:

Since the last review period great strides have been made in the area of communication. The single biggest change has been expanding the role of events coordinator to include Communications Director. This change has brought about the use of several new communication channels to engage the community. We now have an active social media presence, we use surveys to gather public input on key issues, we issue press releases after all commission meetings, we use radio shows on a regular basis, and have a monthly e-newsletter. This is in addition to traditional communications that were already in place such as, monthly newsletters, monthly columns in local papers, and the city website to disseminate information.

For emergency situations we have staff at the EOC and use the aforementioned channels to get information to the community.

Updates to then commission happen monthly through reports included with our meeting information as well as written emailed monthly updates on directives.

Our communication with the county and neighboring city could be improved to include some regularly scheduled meeting or updates. Hopefully this can be improved with changes in administrative staff at both the county and historic city.

While improvements in communication with the community exceeds expectations there could be improvements made in other areas. Overall, performance in this area meets expectations.

Leadership Goals

Description: Provide leadership and project management for major strategic goals established by the Commission. Utilize special meetings, workshops, and professional advisors to advance these goals. At a minimum set the following special meetings each year: 1) update to strategic goals, and 2) special workshop with the Planning and Zoning Board.

Results/Comments:

We discussed updating the strategic goals and our comprehensive plan - which is underway. Workshops and special meetings with boards such as PZB or other local agencies like SJIC can be beneficial. We have not done either in the past year.

I feel there is room for improvement in this area. Moving forward I'd like to see annual meetings/workshops with our city boards and regular communication with neighboring jurisdictions.

Max does a good job managing timeline dependent projects to make sure they are completed on schedule. This includes budgeting, the comp plan, RPF's, and ordinances that have time constraints.

Performance in this area is acceptable.

Personal Goals

Description: Setting and achieving personal goals to continually increase knowledge, productivity, and efficiency. Personal goals should be specific, measurable, and reasonable attainable.

Results/Comments:

At this stage of his tenured career Max is focused on keeping abreast of legislation that effects our city and developing his supporting staff.

Max stays current on legislative changes and communicates the vital issues to the commission. He also attends the FLC conference to stay up on current changes and trends.

Max encourages his staff to seek training and further education, particularly the finance dept. I would like to see these goals more formalized in annual employee reviews.

Overall Performance Summary

Description: Summarize annual performance relative to annual goals. Describe whether and how effectively results were achieved.

Results/Comments:

Max has an incredible amount of institutional knowledge, a deep understanding of how government works, and a long history of the events that have shaped our city. This knowledge base is both incredibly valuable and almost impossible to replace.

I have found that Max takes direction well and almost instinctively develops action plans and acts upon directives.

Max has done a great job replacing department heads and key staff. He has also made key organizational changes that make better use of our city staff.

Items to work on include:

- Develop and formalize a succession plan.
 - This should include a short term plan that can be used in the event of an unforeseen emergency and indicate would step in on an interim basis.
 - We should also formalize a long term (3 year) succession plan to ensure an orderly transition when the time is appropriate. This is particularly critical due to the aforementioned long term knowledge Max possesses.
- Continue to refine the vision for the city and set goals around this vision. One area of particular need is a traffic plan for the city.

To summarize, Max is very effective at carrying out the directives of the commission. He is financially conservative and a good steward of the city's finances. I'd would like to see some improvement in a forward thinking vision for the city. Overall Max is an effective city manager.

Employee Comments:

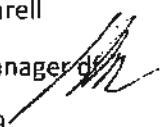
INTERVIEWER'S SIGNATURE

CITY MANAGER'S SIGNATURE

DATE: _____

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 18, 2019

SUBJECT: St. Augustine Port, Waterway, and Beach Commission: Request for City to Video Its Meetings

INTRODUCTION

The St. Augustine Port, Waterway, and Beach Commission holds its regular meeting on the third Tuesday of each month, starting at 3:00 p.m. and ending usually before 5:00 p.m., though on occasion a meeting has lasted until 5:30 p.m. The Port Commission must vacate the room by 5:30 because the City's Planning Board starts its monthly meeting at 6:00 p.m.

Also, from time to time, especially when the Port Commission adopts its annual budget, it must hold additional meetings on other days of the week, such as a Thursday. The budget meetings usually begin at 5:00 p.m.

The Port Commission has asked the City staff whether it could video its meetings. The set up would be the use of a single camera and the creation of a DVD which the Port Commission's secretary would have shown later on the Port Commission's own YouTube channel.

The City's Information Technology Manager, Mr. Anthony Johns, has discussed the Port Commission's request with the members at two recent meetings and has written the attached memo, in which he estimated that the cost of videoing the meetings would be \$100 an hour, which the Port Commission would have to pay the City.

He also informed the Port Commission at the December 17th meeting of his recommendation to you that the City not video the Port Commission's meetings because of the need for the City's limited IT staff (two persons) to work on City IT matters and troubleshoot problems, large and small, that the City's departments may experience during a workweek. Also, sometimes both IT staff members are out because one may be on vacation and the other may be ill.

The Port Commission has asked that you review its request.

ACTION REQUESTED

It is that you discuss the attached memo with Mr. Johns and decide whether to allow the use of City IT staff and equipment to video the Port Commission meetings.

If you do decide to allow the videoing, then the City Attorney will need to prepare an agreement that lists the terms of the arrangement, the per-hour cost that might include overtime, has a clause that the videoing is dependent on whether the City has staff available to do it and allows either party to cancel the agreement by 30 days' notice.

We also suggest the agreement state that the per-hour cost may be increased by the Consumer Price Index each year, starting in October. The CPI could be the rate determined by the Department of Labor for all cities in the South during the 12 months between July and the following June. This would give the Port Commission time to include the increase in its next fiscal year budget.

MEMORANDUM

TO: MAX ROYLE, CITY MANAGER

FROM: ANTHONY JOHNS, IT MANAGER

SUBJECT: UPDATE - FILMING PORT AND WATERWAY MEETINGS

DATE: DECEMBER 2, 2019


As requested, I'm providing this update to my initial response regarding filming St. Augustine Port Waterway & Beach District meetings. The cost to film District meetings is approximately \$50.00 per meeting in staff time, plus \$50.00 per hour equipment cost. The cost covers two hours of staff time to setup and process the resultant recording of a single stationary camera view, the hardware use, and for staff to provide the district with a DVD of the recording or upload the video to a streaming service of the District's choosing, after the fact. The cost does not include additional cameras, overlays, live streaming or play of any kind, or captioning. If this item progresses, I would suggest this (\$100) as a minimum fee as well. This is not a change from what was previously provided, but a clarification of what may have been misunderstood.

After discussion with each of the department heads and informal agreement, I would additionally provide the following information. It is my intent, if this goes before the City Commission for approval, to provide a recommendation against the City moving forward with this. If the Commission approves the request of the District, my recommendation is the single option listed. If the District intends to pursue this further, they may wish to have a representative express their view in person or by letter.

I can elaborate on reasonings or costs provided if necessary and will be present at the District's December 17th meeting. If the Board would like to call on me for any explanation, I will be happy to appear in front of them at that time.

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 19, 2019

SUBJECT: Ordinance 20-03, First Reading, to Adopt the School Board's Five-Year District Facilities Workplan by Reference

INTRODUCTION

Each year at this time, the St. Johns County School District's asks the County's municipalities to approve its five-year facilities workplan. Though our City has no public schools within its boundaries, and likely never will have because there's no land available, the City still must by state law adopt the facilities workplan. The City Commission has approved the adoption each year for several years.

The adoption is done by adding by reference the workplan to the Capital Improvements Element of the City's Comprehensive Plan. The City staff sometimes include in the amending ordinance other capital improvements. Their inclusion can help the City obtain grant funding for them.

The City's Comprehensive Planning and Zoning Board reviewed the ordinance and workplan at its December 17th meeting and by a 6-1 vote recommended that you approve Ordinance 20-03.

ATTACHMENTS

Attached for your review is the following information:

- a. Page 1, an email from Ms. Nicole Cubbedge, the District's Executive Director for Planning and Government Relations, in which she explains why she cannot be at your January 6th meeting to explain the District's request.
- b. Pages 2-12, which explain the facilities workplan.
- c. Pages 13, a memo from the Planning Board's secretary, Ms. Bonnie Miller, in which she states the Board's recommendation by a 6-1 vote that you approve Ordinance 20-03.
- d. Pages 14-15, Ordinance 20-03. You'll note that it includes three City projects: improvements to Hammock Dunes Park, improvements to Ocean Hammock Park, and elevated dune walkovers.
- e. The facilities workplan, which numbers 24 pages.

ACTION REQUESTED

It is that you approve Ordinance 20-03 on first reading.

Max Royle

From: Nicole Cubbedge <Nicole.Cubbedge@stjohns.k12.fl.us>
Sent: Wednesday, December 4, 2019 11:13 PM
To: Max Royle
Subject: RE: OUTSIDE ATTACHMENT:SJCSD 2019-2020 Five Year District Facilities Work Plan

Mr. Royle,

My apologies for the delay in responding.

In Section 11 of the Interlocal Agreement it states that "Updated public school facilities programs will be adopted by reference into the County's and Cities' capital improvement elements..."

It is my understanding that both the County and the City of St. Augustine either adopt the School District's workplan with a general reference in their plan or place it on the consent agenda to be approved. The School District does not present this item and it does not typically have discussion since it is a consent item. Given that no public schools exist within the boundary of the City of St. Augustine Beach, I would not think it necessary to devote much meeting time to it.

The Interlocal also states that this should be done by December 1st, but since the FLDOE released the work plan so late, that was not possible.

If you believe the School District should still be present, I could rearrange my schedule to attend the December 17th meeting, but cannot attend the January 6th meeting as I am having a medical procedure that day and will not be in the office.

Thank you,

ST. JOHNS COUNTY SCHOOL DISTRICT

-2-

Five-Year District Facilities Work Plan
2018-2019



BACKGROUND INFORMATION



- The “Educational Facilities Act” Incorporated into Florida Statute Chapter 235 in 1997 requires that each School District annually complete and submit a 5-Year Facilities Work Plan.
- First required plan adopted by the School District in September 1998
- The plan utilizes the District Five Year Building Program, Five Year Educational Plant Survey and Spot Surveys, Existing Conditions Report, Florida Inventory of School Houses (FISH), the current fiscal year Capital Outlay Budget and the DOE Capital Outlay Full Time Equivalent (COFTE) projections

OVERVIEW OF 2018-2019 WORK PLAN



- Projected revenue and costs
- Maintenance, repair and renovation projects
- Available revenue
- Capital outlay construction projects for five year period
- Student capacity and utilization rates by school
- Relocatables: utilization, students housed and replacement plans
- Charter schools
- Planned co-teach classrooms
- Long range projections through years 2037-2038

FIVE YEAR ENROLLMENT HISTORY



Five Year Enrollment History		
School Year	September Enrollment	Growth %
2013-2014	33,596	3.24%
2014-2015	35,154	4.60%
2015-2016	36,529	3.90%
2016-2017	38,488	5.36%
2017-2018	40,239	4.54%
2018-2019	41,937	4.20%

COFTE PROJECTION PROCESS



Capital Outlay Full-Time Equivalent (COFTE)

Grade Level	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
PK-5th	18,183	18,737	19,392	19,974	20,607
6th-8th	9,978	10,310	10,602	10,888	11,148
9th-12th	12,073	12,707	13,417	14,103	14,662
Total	40,234	41,754	43,411	44,965	46,417
% Growth	3.9%	3.8%	4.0%	3.6%	3.2%

NEW CONSTRUCTION FOR THE 5-YEAR PERIOD



FUNDED

- New High School HHH
- Liberty Pines Academy – Classroom Expansion
- New K-8 School MM
- New Middle School JJ
- High School Expansion GGG– Creekside High School
- South Woods Elementary – Classroom Expansion

PROJECTED REVENUE VS. PROJECTED COST FOR THE 5-YEAR PERIOD

- Projected Revenue: \$ 328,769,573
- Projected Cost: \$ 328,769,573
- The Projected Cost equals the Projected Revenue therefore the Work Plan is considered Financially Feasible.



PROJECTED UTILIZATION OF PERMANENT & RELOCATABLE CLASSROOMS

- Year 2022-2023 of the Work Plan projects the utilization of our current schools to be 104%.
- The Work Plan shows the percentage of students educated in relocatables potentially decreasing from 16% (2018-2019) to 1% (2022-2023).



NEW SCHOOLS PROJECTED FOR THE 20-YEAR LONG RANGE PLAN



	Years 1-5	Years 6-10	Years 11-20	
School Type	2018-2019 to 2022-2023	2023-2024 to 2027-2028	2028-2029 to 2037-2038	Total
Elementary	0	2	3	5
Middle	1	0	1	2
K-8	1	2	4	7
High	1	1	2	4
School Expansions	3	1	0	4
Total	6	6	10	22

TRENDS IN STUDENT PROJECTIONS & NUMBER OF SCHOOLS 1997-1998 THROUGH 2037-2038



Number of Students (COFTE)	1997-1998	2017-2018	2022-2023	2027-2028	2037-2038
K-5	*	17,467	20,607	24,457	28,928
6-8	*	9,436	11,148	13,073	15,228
9-12	*	12,000	14,662	16,957	19,728
TOTAL	17,377	38,903	46,417	54,487	63,884

*40,239

*with Alternative, PK, Charter, Virtual and DJJ

(20 yr increase) (5 yr increase) (10 yr increase)(20 yr increase)

124%

15%

17%

17%

Number of Schools	1997-1998	2017-2018	2022-2023	2027-2028	2037-2038
Elementary	14	19	18	20	23
Middle	5	7	8	8	9
K-8	0	3	7	9	13
High	2	7	8	9	11
TOTAL	21	36	41	46	56



MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Ordinance No. 20-01
Date: Wednesday, December 18, 2019

Please be advised at its regular monthly meeting held Tuesday, December 17, 2019, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted to recommend the City Commission approve passage of Ordinance No. 20-01.

Ordinance No. 20-01 adopts the St. Johns County School Board's Five-Year District Facilities Work Plan by reference into the Capital Improvements Element of the City's Comprehensive Plan, and also adopts additional capital facilities in the Capital Improvement Element of the Comprehensive Plan for Hammock Dunes Park, Ocean Hammock Park, and various elevated dune walkovers at certain locations as stated in the ordinance at the ocean ends of several streets on the east side of A1A Beach Boulevard.

The motion to recommend the City Commission approve passage of Ordinance No. 20-01 was made by Mr. Kincaid, with the condition that the City Commission is satisfied that the St. Johns County public schools attended by City of St. Augustine Beach students are given the proper amount of attention in order to keep the schools in a safe and useable manner considering what the other St. Johns County schools are getting. Mr. Kincaid's motion was seconded by Ms. Sloan, and passed 6-1 by voice-vote, with Ms. Odom, Mr. Pranis, Mr. King, Ms. Sloan, Mr. Kincaid, and Mr. Mitherz assenting, and Ms. Longstreet dissenting.

ORDINANCE 20-03

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA ADOPTING THE ST. JOHNS COUNTY SCHOOL BOARD'S FIVE-YEAR DISTRICT FACILITIES WORKPLAN BY REFERENCE INTO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ST. AUGUSTINE BEACH COMPREHENSIVE PLAN; ADOPTING AN ADDITIONAL CAPITAL IMPROVEMENT INTO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ST. AUGUSTINE BEACH COMPREHENSIVE PLAN; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, local governments are annually required to update the capital improvements element contained in their comprehensive plans in order to ensure that the required level of service standard for the public facilities listed in Section 163.3180, Florida Statutes, is achieved and maintained over the planning period; and

WHEREAS, the City Commission finds that this ordinance is consistent with the Comprehensive Plan; and

WHEREAS, the City Commission hereby finds that adoption of this ordinance serves the best interest and welfare of the residents of the City of St. Augustine Beach.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted: The recitals set forth above are true and correct and incorporated herein by this reference.

Section 2. Adoption of the St. Johns County School Board's Five-Year District Facilities Workplan. The City Commission hereby adopts the St. Johns County School Board's Five-Year District Facilities Workplan, attached as Exhibit "A" and incorporated herein by reference, into the Capital Improvements Element of the City of St. Augustine Beach Comprehensive Plan.

Section 3. Adoption of Additional Capital Facilities. The City Commission adopts the following additional City Five Year Facilities Workplan in the Capital Improvements Element of the City of St. Augustine Beach Comprehensive Plan:

- a. **Hammock Dunes Park.** Construction of improvements of parking area and walking trail through the park. Estimated cost \$250,000. Unfunded.
- b. **Ocean Hammock Park.** Construction of improvements consisting of restrooms, picnic area, pavilion, observation deck, education center, and additional trails. Estimates cost: \$400,000. Half that cost is included in the Fiscal Year 2020 budget.
- c. **Elevated Dune Walkovers at Certain Locations:** E, C, and B Streets, and 1st, 3rd, 5th, 6th, 8th, 12th, and 16th Streets. Estimated cost: \$300,000 (\$30,000 per walkway).

Section 4. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Ordinance 20-01

Section 5. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 6. Effective Date. This ordinance shall become effective ten (10) days after passage, pursuant to Section 166.041(4), Florida Statutes.

PASSED by the City Commission of the City of St. Augustine Beach, Florida, upon Second Reading this 3rd day of February 2020.

**CITY COMMISSION OF THE CITY OF ST. AUGUSTINE
BEACH**

By: _____

Mayor

ATTEST: _____

City Manager

First Reading:

Second Reading:

Ordinance 20-01

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the district's capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.

If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.

If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	Five Year Total
Total Revenues	\$150,657,915	\$42,783,091	\$53,584,788	\$57,017,611	\$117,254,421	\$421,297,826
Total Project Costs	\$150,657,915	\$42,783,091	\$53,584,788	\$57,017,611	\$117,254,421	\$421,297,826
Difference (Remaining Funds)	\$0	\$0	\$0	\$0	\$0	\$0

District

ST JOHNS COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption

Work Plan Submittal Date

DISTRICT SUPERINTENDENT

CHIEF FINANCIAL OFFICER

DISTRICT POINT-OF-CONTACT PERSON

JOB TITLE

PHONE NUMBER

E-MAIL ADDRESS

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2019 - 2020 Actual Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total
HVAC	\$1,415,000	\$355,000	\$390,000	\$540,000	\$490,000	\$3,190,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Flooring	\$1,827,809	\$455,000	\$460,000	\$615,000	\$855,000	\$4,212,809
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Roofing	\$42,000	\$0	\$0	\$0	\$0	\$42,000
Locations:	FIRST COAST TECHNICAL INSTITUTE					
Safety to Life	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Fencing	\$2,800	\$0	\$0	\$0	\$0	\$2,800
Locations:	PICOLATA CROSSING ELEMENTARY					
Parking	\$473,000	\$320,000	\$320,000	\$540,000	\$470,000	\$2,123,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Electrical	\$267,600	\$0	\$0	\$0	\$0	\$267,600
Locations:	ALLEN D NEASE SENIOR HIGH, CROOKSHANK ELEMENTARY, FIRST COAST TECHNICAL INSTITUTE, GAMBLE ROGERS MIDDLE, MURRAY MIDDLE, SAINT AUGUSTINE SENIOR HIGH, TIMBERLIN CREEK ELEMENTARY					

Fire Alarm	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Telephone/Intercom System	\$19,100	\$0	\$0	\$0	\$0	\$19,100
Locations:	Creekside High School, KETTERLINUS ELEMENTARY					
Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$937,465	\$350,000	\$495,000	\$300,000	\$350,000	\$2,432,465
Locations:	ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Maintenance/Repair	\$2,752,896	\$3,647,000	\$3,976,000	\$3,949,000	\$3,926,000	\$18,250,896
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Sub Total:	\$7,737,670	\$5,127,000	\$5,641,000	\$5,944,000	\$6,091,000	\$30,540,670

PECO Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
1.50 Mill Sub Total:	\$9,012,670	\$6,047,000	\$6,566,000	\$6,874,000	\$7,001,000	\$35,500,670

Other Items	2019 - 2020 Actual Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total
Ceiling & Light Replacement Pgm	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					

Maint Dept Equipment Pgm	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Energy Mgmt Pgm	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Districtwide Maint Pgm TBD	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
SREF TBD	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Env/Remediation TBD	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000

Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Wetland Mont & Imp TBD	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
IAQ Baseline Testing	\$0	\$45,000	\$50,000	\$55,000	\$35,000	\$185,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Elevator Repairs & Upgrades Pgm	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Parking Lot Lighting Pgm	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ELEMENTARY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					

Total:	\$9,012,670	\$6,047,000	\$6,566,000	\$6,874,000	\$7,001,000	\$35,500,670
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Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan

Item	2019 - 2020 Actual Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$9,012,670	\$6,047,000	\$6,566,000	\$6,874,000	\$7,001,000	\$35,500,670
Maintenance/Repair Salaries	\$1,892,030	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$9,892,030
School Bus Purchases	\$3,530,386	\$3,530,386	\$4,030,386	\$4,030,386	\$4,530,386	\$19,651,930
Other Vehicle Purchases	\$200,000	\$60,000	\$60,000	\$60,000	\$60,000	\$440,000
Capital Outlay Equipment	\$810,000	\$910,000	\$910,000	\$1,000,000	\$1,000,000	\$4,630,000
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$16,093,298	\$16,080,463	\$8,458,963	\$8,281,963	\$8,091,963	\$57,006,650
Rent/Lease Relocatables	\$3,448,596	\$3,448,596	\$2,500,000	\$2,500,000	\$1,500,000	\$13,397,192
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$3,286,989	\$3,287,741	\$3,287,349	\$3,286,787	\$3,286,787	\$16,435,653
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$328,512	\$500,000	\$500,000	\$500,000	\$500,000	\$2,328,512
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0
Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Excelsior Center Lease	\$19,163	\$19,163	\$19,163	\$19,163	\$19,163	\$95,815
Technology Plan	\$1,477,040	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$13,477,040
AED Replacement Program	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000
School Based Maintenance	\$677,500	\$750,000	\$750,000	\$750,000	\$750,000	\$3,677,500
Inspections & Repairs	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$800,000
Local Expenditure Totals:	\$40,776,184	\$39,893,349	\$32,341,861	\$32,562,299	\$31,999,299	\$177,572,992

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects (1011.71 (5), F.S.)

Item	Fund	2019 - 2020 Actual Value	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total
(1) Non-exempt property assessed valuation		\$30,811,857,913	\$33,000,076,571	\$35,257,166,246	\$37,794,152,582	\$40,371,840,057	\$177,234,893,369
(2) The Millege projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$51,763,585	\$55,440,129	\$59,232,039	\$63,494,176	\$67,824,691	\$297,754,620
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	\$44,368,787	\$47,520,110	\$50,770,319	\$54,423,580	\$58,135,450	\$255,218,246
(5) Difference of lines (3) and (4)		\$7,394,798	\$7,920,019	\$8,461,720	\$9,070,596	\$9,689,241	\$42,536,374

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2019 - 2020 Actual Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2019 - 2020 Actual Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$1,081,654	\$1,081,654	\$1,081,654	\$1,081,654	\$1,081,654	\$5,408,270
CO & DS Interest on Undistributed CO	360	\$28,527	\$28,527	\$28,527	\$28,527	\$28,527	\$142,635
		\$1,110,181	\$1,110,181	\$1,110,181	\$1,110,181	\$1,110,181	\$5,550,905

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Item	2019 - 2020 Actual Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total
SCD 2009-6 Anderson Greenbriar -- Contribution of Land (19.25 acres)	\$0	\$0	\$0	\$0	\$1	\$1
SCD 2011-2 Winchester East- Proportionate Share Mitigation Payment-- Middle School Student Stations	\$0	\$0	\$0	\$0	\$92,216	\$92,216
SCD 2012-3/SCDMOD 2013-1 Oxford Estates-Proportionate Share Mitigation Payment--Middle School Student Stations	\$0	\$0	\$0	\$0	\$19,412	\$19,412
SCD 2012-4 Oakridge Landing-- Proportionate Share Mitigation --Middle School Student Stations	\$0	\$0	\$0	\$0	\$21,856	\$21,856
SCD 2014-8 and SCDMOD 2014-3 Andalusia PUD--Proportionate Share Mitigation Payment--High School Student Stations	\$0	\$0	\$0	\$0	\$5,872	\$5,872
SCD 2013-16 and SCDMOD 2014-4 Cedar Point--Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$10,925	\$10,925
SCD 2014-15 Julington Lakes-- Proportionate Share Mitigation Payment--Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$8,572,556	\$8,572,556
SCD 2014-1 Datil Pepper--Proportionate Share Mitigation Payment--High School Student Stations	\$0	\$0	\$0	\$0	\$376,256	\$376,256
SCD 2014-19 Stone Creek Landing-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$407,871	\$407,871
Ashford Mills DRI (Shearwater)-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$11,201,709	\$11,201,709
Bartram Park DRI --Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$6,357,476	\$6,357,476
Twin Creeks DRI--Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$8,794,709	\$8,794,709
SCDMOD 2014-1 Oxford Estates II-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$570,988	\$570,988
SCD 2015-10 Bannon Lakes-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$5,586,228	\$5,586,228
SCD 2015-19 Villages of Valencia-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$183,039	\$183,039
SCD 2015-26 Pacetti Road Residential-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$116,803	\$116,803
SCD 2016-1 Oxford Estates IV-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$1,013,970	\$1,013,970

SCD 2015-27 Palm Cove PUD-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$27,560	\$27,560
SCD 2016-9 Tomoka Pines-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$232,371	\$232,371
SCD 2016-4 Wards Creek PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$741,227	\$741,227
SCD 2016-2 Lakes at Mill Creek Plantation PUD--Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$685,369	\$685,369
SCD 2016-12 Durbin Creek Estates-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$2,874,696	\$2,874,696
SCD 2016-8 Coastal Village-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$8,140	\$8,140
SCD 2016-5 Dolphin Cove--Proportionate Share Mitigation Payment--High School Student Stations	\$0	\$0	\$0	\$0	\$27,847	\$27,847
SCD 2016-5 Cordova Palms-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$4,417,695	\$4,417,695
SCD 2016-3 Worthington Estates PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$1,023,083	\$1,023,083
SCD 2016-19 Windsong Acres-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$45,233	\$45,233
SCD 2015-25 The Estates at Strates Crossing--Proportionate Share Mitigation Payment--High School Student Stations	\$0	\$0	\$0	\$0	\$415,663	\$415,663
SCD 2017-7 Antigua Apartments-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$446,156	\$446,156
SCD 2015-7 Terra Pines--Proportionate Share Mitigation Payment--High School Student Stations	\$0	\$0	\$0	\$0	\$69,342	\$69,342
SCD 2014-12 East San Sebastian-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$375,921	\$375,921
SCD 2017-20 Southaven PUD 2-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$74,316	\$74,316
SCD 2018-8 SR 207 & Lightsey Road Apartments --Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$467,470	\$467,470
SCD 2018-20 Vilano Subdivision-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$5,231	\$5,231
SCD 2018-18 2884 N. Fourth Street-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$16,668	\$16,668
Interest: Elementary, Middle and High	\$0	\$0	\$0	\$0	\$676,065	\$676,065
	\$0	\$0	\$0	\$0	\$55,961,940	\$55,961,940

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year

Did the school district hold a surtax referendum during the past fiscal year 2018 - 2019?

Yes

Sales Surtax Type: Half Cent Sales Surtax

Date of Election: 11/3/2015

Date of Expiration: 12/31/2025

Anticipated Revenue Start Date: 1/1/2016

Anticipated Revenue End Date: 12/31/2025

Estimated Annualized Revenue: \$13,000,000

Total \$ Amount Projected to be Received for the Duration of Tax: \$150,000,000

Number of Years Tax In Effect: 10

Percentage of Vote FOR: 61 %

Percentage of Vote AGAINST: 39 %

Additional Revenue Source

Any additional revenue sources

Item	2019 - 2020 Actual Value	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$21,896,149	\$21,896,149	\$21,896,149	\$21,896,149	\$21,896,149	\$109,480,745
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$95,000,000	\$0	\$0	\$0	\$0	\$95,000,000
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0

Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	\$60,000,000
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$145,165,422	\$0	\$0	\$0	\$0	\$145,165,422
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	(\$128,256,440)	\$0	\$0	\$0	\$0	(\$128,256,440)
Subtotal	\$145,955,131	\$34,046,149	\$34,046,149	\$34,046,149	\$34,046,149	\$282,139,727

Total Revenue Summary

Item Name	2019 - 2020 Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$44,368,787	\$47,520,110	\$50,770,319	\$54,423,580	\$58,135,450	\$255,218,246
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$40,776,184)	(\$39,893,349)	(\$32,341,861)	(\$32,562,299)	(\$31,999,299)	(\$177,572,992)
PECO Maintenance Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Available 1.50 Mill for New Construction	\$3,592,603	\$7,626,761	\$18,428,458	\$21,861,281	\$26,136,151	\$77,645,254

Item Name	2019 - 2020 Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Five Year Total
CO & DS Revenue	\$1,110,181	\$1,110,181	\$1,110,181	\$1,110,181	\$1,110,181	\$5,550,905
PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	\$145,955,131	\$34,046,149	\$34,046,149	\$34,046,149	\$90,008,089	\$338,101,667
Total Additional Revenue	\$147,065,312	\$35,156,330	\$35,156,330	\$35,156,330	\$91,118,270	\$343,652,572
Total Available Revenue	\$150,657,915	\$42,783,091	\$53,584,788	\$57,017,611	\$117,254,421	\$421,297,826

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Project Description	Location		2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	Total	Funded
Classroom Expansion	Liberty Pines Academy	Planned Cost:	\$8,000,000	\$0	\$0	\$0	\$0	\$8,000,000	Yes
	Student Stations:		440	0	0	0	0	440	
	Total Classrooms:		20	0	0	0	0	20	
	Gross Sq Ft:		33,000	0	0	0	0	33,000	
New High School HHH	Location not specified	Planned Cost:	\$80,000,000	\$0	\$0	\$0	\$0	\$80,000,000	Yes
	Student Stations:		0	2,134	0	0	0	2,134	
	Total Classrooms:		0	86	0	0	0	86	
	Gross Sq Ft:		0	230,000	0	0	0	230,000	
Planned Cost:			\$88,000,000	\$0	\$0	\$0	\$0	\$88,000,000	
Student Stations:			440	2,134	0	0	0	2,574	
Total Classrooms:			20	86	0	0	0	106	
Gross Sq Ft:			33,000	230,000	0	0	0	263,000	

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2019 - 2020 Actual Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total	Funded
Half-Cent Sales Surtax Bus Planner Maps & Workflow	Location not specified	\$20,000	\$0	\$0	\$0	\$0	\$20,000	Yes
SREF	Location not specified	\$25,000	\$75,000	\$75,000	\$75,000	\$75,000	\$325,000	Yes
Districtwide Maintenance Program: Add'l Capital Projects	Location not specified	\$3,611,766	\$8,000,000	\$8,000,000	\$8,000,000	\$16,067,863	\$43,679,629	Yes
Upgrade and New Relocatables	Location not specified	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$9,000,000	Yes
Transportation: Motorola Handheld Radios	Location not specified	\$24,200	\$0	\$0	\$0	\$0	\$24,200	Yes
AED Replacement	Location not specified	\$60,000	\$0	\$0	\$0	\$0	\$60,000	Yes
Half-Cent Sales Surtax Savings for Future Construction	Location not specified	\$0	\$5,805,274	\$5,805,274	\$5,805,274	\$5,805,274	\$23,221,096	Yes
Half-Cent Sales Surtax LED Student Light Retrofit for Buses	Location not specified	\$24,000	\$0	\$0	\$0	\$0	\$24,000	Yes

Half-Cent Sales Surtax Classroom Technology	Location not specified	\$350,000	\$0	\$0	\$0	\$0	\$350,000	Yes
Half-Cent Sales Surtax Security Cameras & Access Controls	Location not specified	\$150,000	\$0	\$0	\$0	\$0	\$150,000	Yes
Half-Cent Sales Surtax Fencing & Electronic Gate Access Controls	Location not specified	\$150,000	\$0	\$0	\$0	\$0	\$150,000	Yes
Half-Cent Sales Surtax Maintenance School Security Improvements	Location not specified	\$288,600	\$0	\$0	\$0	\$0	\$288,600	Yes
Half-Cent Sales Surtax GPS System for Buses	Location not specified	\$80,000	\$0	\$0	\$0	\$0	\$80,000	Yes
Half-Cent Sales Surtax Technology Improvements	Location not specified	\$0	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$16,000,000	Yes
Half-Cent Sales Surtax Security Improvements	Location not specified	\$372,674	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$8,372,674	Yes
Half-Cent Sales Surtax Maintaining Facilities	Location not specified	\$0	\$4,500,000	\$4,500,000	\$4,500,000	\$4,500,000	\$18,000,000	Yes
Half-Cent Sales Surtax Debt Service	Location not specified	\$5,590,875	\$5,590,875	\$5,590,875	\$5,590,875	\$5,590,875	\$27,954,375	Yes
Districtwide Other Projects	Location not specified	\$40,800	\$811,942	\$658,639	\$659,639	\$0	\$2,171,020	Yes
Half-Cent Sales Surtax Roof Replacement (Phase 2)	GAMBLE ROGERS MIDDLE	\$900,000	\$0	\$0	\$0	\$0	\$900,000	Yes
Half-Cent Sales Surtax Roof Replacement (Phase1)	SEBASTIAN MIDDLE	\$950,000	\$0	\$0	\$0	\$0	\$950,000	Yes
Half-Cent Sales Surtax Wireless Bus Video Mgmt & Diagnostics	Location not specified	\$20,000	\$0	\$0	\$0	\$0	\$20,000	Yes
		\$13,657,915	\$32,783,091	\$32,629,788	\$32,630,788	\$40,039,012	\$151,740,594	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey

Project Description	Location	Num Classrooms	2019 - 2020 Actual Budget	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	Total	Funded
K-8 School NN	Location not specified	73	\$0	\$0	\$11,000,000	\$14,251,823	\$23,748,177	\$49,000,000	Yes
High School III	Location not specified	86	\$0	\$10,000,000	\$9,955,000	\$10,135,000	\$49,910,000	\$80,000,000	Yes
K-8 School MM	Location not specified	73	\$49,000,000	\$0	\$0	\$0	\$0	\$49,000,000	Yes
Classroom Expansion	SOUTH WOODS ELEMENTARY	8	\$0	\$0	\$0	\$0	\$3,557,232	\$3,557,232	Yes
		240	\$49,000,000	\$10,000,000	\$20,955,000	\$24,386,823	\$77,215,409	\$181,557,232	

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2019 - 2020 Satis. Stu. Sta.	Actual 2019 - 2020 FISH Capacity	Actual 2018 - 2019 COFTE	# Class Rooms	Actual Average 2019 - 2020 Class Size	Actual 2019 - 2020 Utilization	New Stu. Capacity	New Rooms to be Added/Re moved	Projected 2023 - 2024 COFTE	Projected 2023 - 2024 Utilization	Projected 2023 - 2024 Class Size
CROOKSHANK ELEMENTARY	1,006	1,006	754	54	14	75.00 %	-244	-10	762	100.00 %	17
EVELYN HAMBLEEN EDUCATION CENTER	406	406	126	21	6	31.00 %	0	0	141	35.00 %	7
KETTERLINUS ELEMENTARY	485	485	411	26	16	85.00 %	0	0	485	100.00 %	19
PONTE VEDRA-PALM VALLEY ELEMENTARY	648	648	470	36	13	73.00 %	-54	-3	594	100.00 %	18
R D HUNT ELEMENTARY	699	699	637	37	17	91.00 %	0	0	699	100.00 %	19
MURRAY MIDDLE	1,093	983	752	49	15	77.00 %	0	0	983	100.00 %	20
Valley Ridge Academy	1,750	1,575	1,403	79	18	89.00 %	-324	-15	1,251	100.00 %	20
PICOLATA CROSSING ELEMENTARY	968	968	690	49	14	71.00 %	0	0	968	100.00 %	20
FREEDOM CROSSING ACADEMY	1,619	0	1,028	77	13	0.00 %	0	0	1,457	0.00 %	19
PALM VALLEY ACADEMY	2,008	0	1,306	95	14	0.00 %	-392	-18	1,457	-372.00 %	19
Pacetti Bay Middle School	1,754	1,578	1,471	74	20	93.00 %	-528	-26	1,050	100.00 %	22
Creekside High School	2,343	2,225	2,197	91	24	99.00 %	-650	-26	1,575	100.00 %	24
Ponte Vedra High School	1,743	1,655	1,740	74	24	105.00 %	-100	-4	1,555	100.00 %	22
Liberty Pines Academy	1,788	1,609	1,593	83	19	99.00 %	-512	-26	1,097	100.00 %	19
Palencia Elementary School	841	841	843	46	18	100.00 %	-108	-6	733	100.00 %	18
Patriot Oaks Academy	1,724	1,551	1,440	78	18	93.00 %	-436	-20	1,115	100.00 %	19
FRUIT COVE MIDDLE	1,486	1,337	1,275	64	20	95.00 %	-286	-13	1,051	100.00 %	21
DURBIN CREEK ELEMENTARY	966	966	805	49	16	83.00 %	-108	-6	858	100.00 %	20
TIMBERLIN CREEK ELEMENTARY	1,066	1,066	972	57	17	91.00 %	-306	-17	760	100.00 %	19
SOUTH WOODS ELEMENTARY	814	814	632	43	15	78.00 %	-180	-10	634	100.00 %	19
HICKORY CREEK ELEMENTARY	760	760	717	40	18	94.00 %	0	0	760	100.00 %	19
Wards Creek Elementary	984	984	699	52	13	71.00 %	-224	-12	760	100.00 %	19
OTIS A MASON ELEMENTARY	669	669	608	36	17	91.00 %	0	0	669	100.00 %	19
CUNNINGHAM CREEK ELEMENTARY	806	806	587	41	14	73.00 %	-160	-9	646	100.00 %	20

GAMBLE ROGERS MIDDLE	1,005	904	915	47	19	101.00 %	0	0	904	100.00 %	19
OCEAN PALMS ELEMENTARY	865	865	529	46	11	61.00 %	-198	-9	667	100.00 %	18
PEDRO MENENDEZ SENIOR HIGH	1,567	1,488	1,240	62	20	83.00 %	-50	-2	1,438	100.00 %	24
BARTRAM TRAIL SENIOR HIGH	2,467	2,343	2,485	100	25	106.00 %	-418	-17	1,925	100.00 %	23
SEBASTIAN MIDDLE	906	815	728	44	17	89.00 %	0	0	815	100.00 %	19
ALICE B LANDRUM MIDDLE	1,290	1,161	1,224	59	21	105.00 %	-238	-11	923	100.00 %	19
SWITZERLAND POINT MIDDLE	1,157	1,041	1,310	55	24	126.00 %	-172	-8	869	100.00 %	18
OSCEOLA ELEMENTARY	856	856	680	46	15	79.00 %	-108	-6	748	100.00 %	19
MILL CREEK ELEMENTARY	1,694	1,694	1,007	77	13	59.00 %	0	0	1,694	100.00 %	22
MARJORIE KINNAN RAWLINGS ELEMENTARY	739	739	549	37	15	74.00 %	0	0	739	100.00 %	20
SAINT AUGUSTINE SENIOR HIGH	1,901	1,805	1,671	79	21	93.00 %	0	0	1,805	100.00 %	23
WEBSTER ELEMENTARY	995	995	466	58	8	47.00 %	-36	-2	959	100.00 %	17
FIRST COAST TECHNICAL INSTITUTE	1,457	1,748	307	86	4	18.00 %	0	0	325	19.00 %	4
JULINGTON CREEK ELEMENTARY	1,172	1,172	972	63	15	83.00 %	-144	-8	1,028	100.00 %	19
ALLEN D NEASE SENIOR HIGH	2,952	2,804	2,438	119	20	87.00 %	-675	-29	2,129	100.00 %	24
W DOUGLAS HARTLEY ELEMENTARY	729	729	627	40	16	86.00 %	0	0	729	100.00 %	18
	50,178	44,790	40,303	2,369	17	89.98 %	-6,651	-313	39,757	104.24 %	19

The COFTE Projected Total (39,757) for 2023 - 2024 must match the Official Forecasted COFTE Total (47,561) for 2023 - 2024 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2023 - 2024	
Elementary (PK-3)	13,714
Middle (4-8)	18,975
High (9-12)	14,871
	47,561

Grade Level Type	Balanced Projected COFTE for 2023 - 2024
Elementary (PK-3)	290
Middle (4-8)	3,544
High (9-12)	3,969
	47,560

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	Year 5 Total
CROOKSHANK ELEMENTARY	0	0	0	0	10	10
PONTE VEDRA-PALM VALLEY ELEMENTARY	0	0	0	0	3	3
WEBSTER ELEMENTARY	0	2	0	0	0	2
JULINGTON CREEK ELEMENTARY	0	0	0	0	8	8
ALLEN D NEASE SENIOR HIGH	0	0	29	0	0	29
ALICE B LANDRUM MIDDLE	0	0	0	0	11	11
SWITZERLAND POINT MIDDLE	0	0	0	0	8	8
OSCEOLA ELEMENTARY	0	0	0	0	6	6
CUNNINGHAM CREEK ELEMENTARY	0	0	0	0	9	9
OCEAN PALMS ELEMENTARY	0	0	0	0	11	11
BARTRAM TRAIL SENIOR HIGH	0	0	0	0	18	18
FRUIT COVE MIDDLE	0	0	0	0	13	13
DURBIN CREEK ELEMENTARY	0	0	0	0	6	6
TIMBERLIN CREEK ELEMENTARY	0	0	0	0	18	18
SOUTH WOODS ELEMENTARY	0	0	0	0	8	8
Wards Creek Elementary	0	0	0	0	12	12
Pacetti Bay Middle School	0	0	6	0	20	26
Creekside High School	0	0	0	0	28	28
Ponte Vedra High School	0	0	0	0	4	4
Liberty Pines Academy	2	20	0	0	4	26
Palencia Elementary School	0	0	0	0	6	6
Patriot Oaks Academy	0	6	0	0	14	20
Valley Ridge Academy	0	6	0	0	15	21
PALM VALLEY ACADEMY	0	0	18	0	0	18
Total Relocatable Replacements:	2	34	53	0	232	321

Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2023 - 2024
Therapeutic Learning Center (TLC); PK; 2101 ARC Drive St. Augustine, FL 32084	2	PRIVATE	2000	20	17	5	36
St. Johns Community Campus; ESE Ages 18-22; 62 Cuna Street, St. Augustine, FL 32084	4	PRIVATE	2010	30	39	5	100

St. Augustine Public Montessori, Grades 1-6; 7A Williams St., St. Augustine, FL, 32084	7	PRIVATE	2012	130	122	2	130
	13			180	178		266

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Educational Classrooms:		0	0	0	0	0	0

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
CROOKSHANK ELEMENTARY	Co-Teaching	1	0	0	0	0	1
KETTERLINUS ELEMENTARY	Co-Teaching	3	0	0	0	0	3
PONTE VEDRA-PALM VALLEY ELEMENTARY	Co-Teaching	2	0	0	0	0	2
R B HUNT ELEMENTARY	Co-Teaching	1	0	0	0	0	1
SAINT AUGUSTINE SENIOR HIGH	Co-Teaching	0	0	3	0	0	3
WEBSTER ELEMENTARY	Co-Teaching	1	0	0	0	0	1
JULINGTON CREEK ELEMENTARY	Co-Teaching	2	1	0	0	0	3
W DOUGLAS HARTLEY ELEMENTARY	Co-Teaching	3	0	0	0	0	3
MILL CREEK ELEMENTARY	Co-Teaching	4	5	0	0	0	9
MARJORIE KINNAN RAWLINGS ELEMENTARY	Co-Teaching	2	4	0	0	0	6
OTIS A MASON ELEMENTARY	Co-Teaching	3	2	0	0	0	5
CUNNINGHAM CREEK ELEMENTARY	Co-Teaching	2	0	0	0	0	2
GAMBLE ROGERS MIDDLE	Co-Teaching	0	17	0	3	0	20
OCEAN PALMS ELEMENTARY	Co-Teaching	2	2	1	0	0	5
PEDRO MENENDEZ SENIOR HIGH	Co-Teaching	0	0	2	0	0	2
DURBIN CREEK ELEMENTARY	Co-Teaching	0	2	0	0	0	2
TIMBERLIN CREEK ELEMENTARY	Co-Teaching	2	6	0	0	0	8
SOUTH WOODS ELEMENTARY	Co-Teaching	4	2	0	0	0	6
HICKORY CREEK ELEMENTARY	Co-Teaching	3	0	0	0	0	3
Liberty Pines Academy	Co-Teaching	2	6	0	0	0	8
Palencia Elementary School	Co-Teaching	3	4	0	0	0	7
Patriot Oaks Academy	Co-Teaching	1	6	0	0	0	7
Valley Ridge Academy	Co-Teaching	1	2	0	0	0	3

PICOLATA CROSSING ELEMENTARY	Co-Teaching	3	1	0	0	0	4
FREEDOM CROSSING ACADEMY	Co-Teaching	5	12	0	0	0	17
PALM VALLEY ACADEMY	Co-Teaching	7	11	0	0	0	18
Total Co-Teaching Classrooms:		57	83	6	3	0	149

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

K-8 Expansion at Liberty Pines Academy. None. Existing site.

New High School HHH: Water and sewer line extensions and road improvements for access.

K-8 School MM: Water and sewer line extensions and road improvements for access.

New High School III: Water and sewer line extensions and road improvements for access.

New K-8 School NN: Water and sewer line extensions and road improvements for access.

Elementary Expansion at South Woods Elementary School. None. Existing site.

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

K-8 Expansion at Liberty Pines Academy

New High School HHH: International Golf Parkway

K-8 School MM: Pine Island Road.

New High School III: Undetermined location.

New K-8 School NN: Undetermined location

Elementary Expansion at South Woods Elementary School

Consistent with Comp Plan? Yes

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2018 - 2019 fiscal year.					List the net new classrooms to be added in the 2019 - 2020 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2019 - 2020 should match totals in Section 15A.			
Location	2018 - 2019 # Permanent	2018 - 2019 # Modular	2018 - 2019 # Relocatable	2018 - 2019 Total	2019 - 2020 # Permanent	2019 - 2020 # Modular	2019 - 2020 # Relocatable	2019 - 2020 Total
Elementary (PK-3)	0	0	19	19	0	0	0	0
Middle (4-8)	20	0	10	30	20	0	0	20

High (9-12)	0	0	14	14	0	0	0	0
	20	0	43	63	20	0	0	20

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	5 Year Average
ALLEN D NEASE SENIOR HIGH	675	675	0	0	0	270
W DOUGLAS HARTLEY ELEMENTARY	0	0	0	0	0	0
SEBASTIAN MIDDLE	0	0	0	0	0	0
ALICE B LANDRUM MIDDLE	238	238	238	238	0	190
SWITZERLAND POINT MIDDLE	172	172	172	172	0	138
OSCEOLA ELEMENTARY	108	108	108	108	0	86
Liberty Pines Academy	512	88	88	88	0	155
Palencia Elementary School	108	108	108	108	0	86
Patriot Oaks Academy	436	236	236	236	0	229
Valley Ridge Academy	462	262	262	262	0	250
PICOLATA CROSSING ELEMENTARY	0	0	0	0	0	0
PALM VALLEY ACADEMY	392	392	0	0	0	157
FREEDOM CROSSING ACADEMY	0	0	0	0	0	0
MILL CREEK ELEMENTARY	80	80	80	80	0	64
MARJORIE KINNAN RAWLINGS ELEMENTARY	0	0	0	0	0	0
OTIS A MASON ELEMENTARY	0	0	0	0	0	0
CUNNINGHAM CREEK ELEMENTARY	160	160	160	160	0	128
GAMBLE ROGERS MIDDLE	0	0	0	0	0	0
OCEAN PALMS ELEMENTARY	198	198	198	198	0	158
PEDRO MENENDEZ SENIOR HIGH	50	50	50	50	0	40
BARTRAM TRAIL SENIOR HIGH	418	418	318	318	0	294
FRUIT COVE MIDDLE	286	286	286	286	0	229
Creekside High School	650	650	650	650	0	520
Ponte Vedra High School	100	100	100	100	0	80
DURBIN CREEK ELEMENTARY	108	108	108	108	0	86
Wards Creek Elementary	224	224	224	224	0	179
Pacetti Bay Middle School	528	528	528	528	0	422
TIMBERLIN CREEK ELEMENTARY	306	306	306	306	0	245
SOUTH WOODS ELEMENTARY	180	180	180	180	0	144

HICKORY CREEK ELEMENTARY	0	0	0	0	0	0
CROOKSHANK ELEMENTARY	185	185	185	185	0	148
EVELYN HAMBLÉN EDUCATION CENTER	143	143	143	143	143	143
KETTERLINUS ELEMENTARY	0	0	0	0	0	0
PONTE VEDRA-PALM VALLEY ELEMENTARY	54	54	54	54	0	43
R B HUNT ELEMENTARY	144	144	144	144	144	144
MURRAY MIDDLE	0	0	0	0	0	0
SAINT AUGUSTINE SENIOR HIGH	25	25	24	25	0	20
WEBSTER ELEMENTARY	36	0	0	0	0	7
FIRST COAST TECHNICAL INSTITUTE	302	302	302	302	302	302
JULINGTON CREEK ELEMENTARY	144	144	144	144	0	115

Totals for ST JOHNS COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	7,424	6,564	5,396	5,397	589	5,074
Total number of COFTE students projected by year.	42,096	43,633	45,109	46,302	47,561	44,940
Percent in relocatables by year.	18 %	15 %	12 %	12 %	1 %	11 %

Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2019 - 2020	FISH Student Stations	Owner	# of Leased Classrooms 2023 - 2024	FISH Student Stations
MILL CREEK ELEMENTARY	0	0	Leased	0	0
CUNNINGHAM CREEK ELEMENTARY	8	160	Leased	0	0
OCEAN PALMS ELEMENTARY	11	198	Leased	0	0
BARTRAM TRAIL SENIOR HIGH	17	418	Leased	0	0
DURBIN CREEK ELEMENTARY	6	108	Lease Purchase	0	0
TIMBERLIN CREEK ELEMENTARY	17	306	Leased	0	0
CROOKSHANK ELEMENTARY	10	185	Leased	0	0
EVELYN HAMBLÉN EDUCATION CENTER	0	0	Leased	6	93
R B HUNT ELEMENTARY	0	0	Leased	8	144
WEBSTER ELEMENTARY	2	36	Leased	0	0
JULINGTON CREEK ELEMENTARY	8	144	Leased	0	0
ALLEN D NEASE SENIOR HIGH	27	675	Leased	0	0
W DOUGLAS HARTLEY ELEMENTARY	0	0	Leased	0	0
ALICE B LANDRUM MIDDLE	11	238	Leased	0	0

OSCEOLA ELEMENTARY	6	108	Leased	0	0
KETTERLINUS ELEMENTARY	0	0		0	0
PONTE VEDRA-PALM VALLEY ELEMENTARY	3	54	Leased	0	0
MURRAY MIDDLE	0	0		0	0
SAINT AUGUSTINE SENIOR HIGH	0	0	Leased	1	25
FIRST COAST TECHNICAL INSTITUTE	8	198	Leased	8	198
SEBASTIAN MIDDLE	0	0		0	0
MARJORIE KINNAN RAWLINGS ELEMENTARY	0	0		0	0
OTIS A MASON ELEMENTARY	0	0		0	0
GAMBLE ROGERS MIDDLE	0	0		0	0
PEDRO MENENDEZ SENIOR HIGH	2	50	Leased	0	0
SOUTH WOODS ELEMENTARY	10	180	Leased	0	0
HICKORY CREEK ELEMENTARY	0	0	Leased	0	0
Wards Creek Elementary	12	224	Leased	0	0
Creekside High School	26	650	Leased	0	0
Ponte Vedra High School	0	0		0	0
Liberty Pines Academy	26	512	Leased	0	0
FRUIT COVE MIDDLE	13	286	Leased	0	0
Palencia Elementary School	0	0		0	0
Patriot Oaks Academy	0	0		0	0
Valley Ridge Academy	0	0		0	0
PICOLATA CROSSING ELEMENTARY	0	0		0	0
SWITZERLAND POINT MIDDLE	0	0		0	0
Pacetti Bay Middle School	0	0		0	0
PALM VALLEY ACADEMY	18	392	Leased	0	0
FREEDOM CROSSING ACADEMY	0	0		0	0
	241	5,122		23	460

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

The St. Johns County School District currently utilizes blended scheduling and co-teaching classrooms, along with class size averaging for Schools of Excellence, as appropriate

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

None.

Long Range Planning

Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2018 - 2019 FISH Capacity	Actual 2018 - 2019 COFTE	Actual 2018 - 2019 Utilization	Actual 2019 - 2020 / 2025 - 2029 new Student Capacity to be added/removed	Projected 2028 - 2029 COFTE	Projected 2028 - 2029 Utilization
Elementary - District Totals	17,762	17,762	13,653.09	76.87 %	0	0	0.00 %

Middle - District Totals	13,953	12,554	12,111.83	96.48 %	0	0	0.00 %
High - District Totals	12,973	12,320	11,770.84	95.54 %	0	0	0.00 %
Other - ESE, etc	5,490	2,154	2,766.84	128.46 %	0	0	0.00 %
	50,178	44,790	40,302.60	89.98 %	0	0	0.00 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Ten-Year Infrastructure Planning

Nothing reported for this section.

Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2018-2019 FISH Capacity	Actual 2018-2019 COFTE	Actual 2018-2019 Utilization	Actual 2019-2020 / 2038-2039 new Student Capacity to be added/removed	Projected 2035-2039 COFTE	Projected 2038-2039 Utilization
Elementary - District Totals	17,762	17,762	13,653.09	76.87 %	0	0	0.00 %
Middle - District Totals	13,953	12,554	12,111.83	96.48 %	0	0	0.00 %
High - District Totals	12,973	12,320	11,770.84	95.54 %	0	0	0.00 %
Other - ESE, etc	5,490	2,154	2,766.84	128.46 %	0	0	0.00 %
	50,178	44,790	40,302.60	89.98 %	0	0	0.00 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.


No comments to report.

Twenty-Year Infrastructure Planning

Nothing reported for this section.

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 4, 2019

SUBJECT: 2020 Florida Legislative Session: Deciding Whether the City Should have an Official Response to Proposed Bills

Each legislative session bills are proposed that affect cities, especially their ability to manage their own affairs in accordance with their residents' wishes. For example, last year, several bills were proposed that would have weakened or pre-empted/banned outright the existing ordinances many cities have to regulate vacation rentals. Also, you are familiar with bills that have pre-empted the cities' authority to regulate the use of plastic products. We can expect similar bills to be proposed in the 2020 session.

Each legislative session, the Florida League of Cities vigorously lobbies on cities' behalf to protect their home-rule authority. The League has been effective in notifying local governments of what bills to oppose (or support), and the reasons why. The League has encouraged city officials to contact their local Representative and Senator, and the chair of the appropriate committee to state their opposition or support.

Already for the 2020 legislative session, there's a Senate bill and a companion House bill to reduce the communications service tax on phone and cable/satellite TV services. If passed, the law will definitely reduce the amount of revenue Florida's cities, including our own, receive from the tax.

Because you usually have only one regular meeting a month, there often isn't time for you to discuss and vote on a recommendation to oppose or support a particular bill, and to have that recommendation forwarded to the League, the appropriate legislative committee chair, and the members of the St. Johns County legislative delegation.

For the 2018 and 2019 legislative sessions, we proposed to you a process for how our City can respond to proposed legislation. We suggested that you authorize the Mayor to follow the Florida League's recommendation concerning particular bills. For example, if the League opposes a bill that could affect our City, the Mayor could send a letter or email opposing the bill to the League, the chair of the appropriate committee, and to members of the County's legislative delegation. The same process would be used for bills that the League supports.

Attached are the minutes of that part of your February 4, 2019, meeting, when you discussed the process the City should use in response to proposed bills.

ACTION REQUESTED

It is that you discuss how you want the City to respond to bills for the 2020 legislative session.

FROM MINUTES OF THE CITY COMMISSION'S FEBRUARY 4, 2019, MEETING

XII. NEW BUSINESS

8. 2019 Florida Legislative Session: Whether City Should have an Official Response to Proposed Bills (Presenter: Mr. Max Royle, City Manager)

Mayor George introduced Item 8 and requested a staff report from City Manager Royle.

City Manager Royle advised that the Florida League of Cities would notify the City of issues that come before the legislation and sometimes there is not enough time to wait until the next Commission meeting. He asked if the Commission agrees to have Mayor George speak for the Commission if the issue needs a response immediately.

After discussion, it was the consensus of the Commission to allow Mayor George to follow the same procedure as last year regarding immediate issues that need to be answered by legislation.

Mayor George opened the Public Comment section. The following addressed the Commission:

Ed Slavin, P.O. Box 3084, St. Augustine, FL, agreed with Commission on this matter and asked the Commission to take a strong position on Airbnbs and others who lobby legislation. He also asked that the City to use St. Johns County's document on legislation, which mentions the Florida False Claim Act that covers state contracts.

Mayor George closed the Public Comments section and moved on to Item XIII.

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: December 4, 2019

SUBJECT: Succession Planning for City Manager: Consideration of Proposals

INTRODUCTION

Some of you during your discussion with the City Manager about his performance evaluation spoke of the need for succession planning. In response, we suggest you consider adopting policies that will address the following three possibilities.

1. When the City Manager is temporarily unable to perform his duties because of a brief period of illness or an accident and an Interim Manager is needed to fill in until the regular Manager is able to return to work.
2. When the Manager is unable to work because of a major illness, stroke or accident, or his unexpected death and an Interim Manager is needed to fill the position while the Commission conducts a search for a permanent Manager.
3. When the Manager announces that he will leave for a position in another city or intends to retire at the end of a specific period of months or a year, giving you ample time to conduct a search for a permanent Manager.

Possibilities 1 and 2 above are related because they concern the appointment of an Interim Manager for a limited time. They differ in that for #1, the expectation is that the regular Manager will return to work, while for #2 the need will be for the City to have an Interim Manager while you conduct a search for a permanent replacement.

INTERIM MANAGER

The only time the current City Manager was away for a brief time was in mid-May 2014, when he missed eight workdays for an operation and recuperation period. Because his recuperation took place in the City and the operation and recuperation did not diminish the Manager's cognitive abilities in any way, he was able to sign checks, meet with department heads, make decisions and keep up-to-date on what was happening. He did not miss a Commission meeting, nor was he unable to prepare the agenda for the June meeting. For that situation, there was no need for an Interim Manager.

We suggest the guiding rule for when an Interim Manager is needed be this: If the regular Manager for whatever reason is not able to prepare agenda topics, attend a Commission meeting to represent the non-law enforcement side of the City government, and receive directives from the Commission, the

department head whom the Manager has designated as an Interim Manager attends that meeting and directs the non-law enforcement side of the City's government for either the limited time the Manager is away, or for a longer period if he's no longer able to carry out the position's responsibilities because of serious illness, accident or death.

The question then follows: Who is to be the designated Interim Manager?

The last paragraph of Section 1-8 of the City Charter states:

"Acting City Manager. By letter filed with the city clerk, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability; the city commission may revoke such designation at any time and appoint another qualified person to serve until the city manager returns."

In accordance with the above paragraph, we suggest the following:

- The current City Manager designates one of the department heads to be the Interim Manager for those times when he is unable to attend a Commission meeting, or should he become incapacitated because of illness, accident, or death.
- The Commission approves that designation.
- After each election when there is a change to the City Commission, the new Commission reviews the Manager's designation that the previous Commission approved and either doesn't change that approval or asks the City Manager to designate someone else to be the Interim Manager for times when the regular Manager is temporarily or permanently absent.
- If the department head designated as the Interim Manager leaves City employment, the Manager would designate another department head for the Interim position.

The above process puts in place the designation of an Interim or Acting City Manager before the regular City Manager is unable, whether short- or long-term, to carry out his responsibilities. If and when that occurs, the designated department head automatically assumes the Manager's position temporarily or for the longer time that the Commission will need to conduct its search for a permanent Manager.

REPLACEMENT OF PERMANENT MANAGER

We suggest that in 2020 you approve a process for finding a City Manager should the need arise. That process requires that you first decide the answers to several questions, such as:

- What qualifications does the Commission want the Manager to have? For example, type and level of an academic degree, such as a Master of Arts or Science degree in public or business administration? How many years of experience as a Manager or an Assistant Manager, and in what size city? Should candidates have Florida coastal city experience, and so on.
- Should the search for the new Manager be nation-wide or confined just to Florida or to the southeast United States?

- Does the Commission want to engage an executive search firm to prepare the notice that the City is looking for a Manager, screen the applicants, and recommend however many candidates the Commission decides it wants to interview?
- Or does the Commission want to have the advertising of the position and screening done by City staff with the staff deciding the candidates for the Commission to interview?
- Or does the Commission want to appoint a committee of residents to screen the applicants and recommend the top 3 or 5 to interview, as was done in 2003 when the Police Chief's position became vacant?
- Or does the Commission want to be its own screening committee and decide the top 3 or 5 applicants to interview?

If you decided that the City's best option is to use a search firm, as was done when the City was looking for a new Police Chief in 2012, City staff will first have to prepare the specifications for a Request for Proposals, which will be reviewed and approved by you, so that the RFP will be in ready if and when it is needed.

Please note that the cost of a search firm can be between \$15,000 and \$25,000. As of 2019, there are 18 firms that provide their services in Florida and nationwide.

Once you have decided the answers to the above questions and any others each of you may have, they can be adopted by resolution and then reviewed each time the Commission changes membership, which we've suggested also be done for the designation of the Interim City Manager. This step will insure that the Commission has in place each year an agreed-upon process for both possibilities: when you need an Interim Manager and when you need to do a search for a City Manager.

ACTION REQUESTED

It is that you discuss and make decisions concerning the two processes outlined above. The City staff will then prepare policies for you to review at your February 3rd meeting.

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
JANUARY 6, 2020**

CODE ENFORCEMENT/BUILDING/ZONING

The report is attached as pages 1-2.

COMPREHENSIVE PLANNING AND ZONING BOARD

Attached as pages 3-17 are the minutes of its November 19, 2019, meeting.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's November 7, 2019, meeting are attached as pages 18-21.

POLICE DEPARTMENT

Please see page 22.

PUBLIC WORKS DEPARTMENT

Please see pages 23-25.

FINANCE/ADMINISTRATION

Please see page 26.

CITY MANAGER

1. Complaints

None received by the City Manager in December.

2. Major Projects

A. Road/Sidewalk Improvements

1) Opening 2nd Street West of 2nd Avenue

There has been no action by the owners of the lots on 2nd Street west of 2nd Avenue to open that street. The owners would have to sign an agreement and pay in advance the costs to construct the utilities and the road, just as the owners of the lots adjacent to 8th Street between the Boulevard and 2nd Avenue did. The Public Works Director has sent a letter to the owners of the lots along this section of 2nd Street, asking them if they would support the opening of 2nd Street and providing the utilities, knowing that they would be assessed the costs for the project. Thus far, the owners of 11 out of 16 lots have agreed to pay the costs, the owners of two lots have said no, and the remaining three owners haven't responded.

2) Sidewalk on A Street

A

A resident has suggested that a sidewalk is needed on A Street between the beach and the Boulevard because of the traffic and number of pedestrians and bicyclists along that section of A Street. The Public Works Director obtained a survey of this section of A Street. It appears that the right-of-way is wider along the north side of the street. The Director and the City Manager held a meeting on May 21st with the residents and property owners, to explain the project to them and learn whether they are in favor of it. Twelve persons attended. Most were not in favor of the sidewalk but asked that a speed bump be put on this section of A Street and that drainage improvements be done. As A Street is owned by the County, the Public Works Director will ask the County whether it will approve these proposals. At its June 12, 2018, meeting, the City Commission approved submitting the sidewalk and two other projects to the Tourist Development Council for funding by bed tax revenue. However, according to the County Administrator, Mr. Michael Wanchick, it is unlikely that bed tax funds for projects will be provided to our City and to St. Augustine. The City's Public Works Director, Mr. Bill Tredik, has suggested to the City Manager that instead of a sidewalk the shoulders on each side of this section of A Street be widened to provide more paved area for pedestrians and vehicles. Mr. Tredik and the City Manager will hold another town hall meeting with the residents and property owners along this section of A Street. One was held nearly two years ago, the residents/property owners were not in favor of the sidewalk.

The City has requested County funding for this project. However, at its November 5th meeting, the County Commission decided to use surplus money in its FY 20 budget to pay for projects that have had to be postponed in previous fiscal years. Mr. Tredik and the City Manager then asked the St. Augustine Port, Waterway and Beach Commission at its November 19, 2019, meeting if it could provide money for the project and for others. The Port Commission said the project wasn't one it would fund.

B. Beach Matters

1) Off-Beach Parking

In response to the Commission's request, the Planning Board has recommended a residential parking permit plan. Though discussion of the parking plan was on the agenda for the City Commission's June 5, 2017 meeting, the Commission decided to postpone the topic to a future joint meeting in the spring with the Planning Board. The Commission held a special meeting on Monday, March 19, 2018, with the Planning Board to discuss the parking plan. Mayor George at the meeting spoke of Gainesville's pay by phone parking system and suggested the City explore having a similar system. The Commission reviewed the information obtained from Gainesville at its April 2nd meeting and authorized the advertising of a Request for Proposals for a pay-by-phone system. Six proposals were received by the April 20th deadline. At its continuation meeting, the Commission decided to let St. Augustine implement its pay-by-phone system first, which will likely happen early in 2019. St. Augustine is using one of the six vendors, Passport, that responded to the City's Request for Proposals. The County Administrator suggested to the City Manager that the County and the City should have the same pay-by-phone system because the pier park is in the City's limits. The County at that time was in the process of advertising for proposals for a parking management plan. However, the City Commission decided that the City should have the same system St. Augustine has because that city was further along in its plans to adopt a system. The Commission discussed the details about the pay-by-phone parking system offered by Passport Parking at its November 13th meeting and held a special meeting December 17, 2018. A representative from Passport, Ms. Kelsey Owens, explained the system and the City's Information Technical Manager, Mr. Anthony Johns, provided answers to the questions the Commission had raised at its November 13th meeting. The Commission made a number of decisions, such as agreeing that the per-hour parking fee will be 50 cents for residents, \$1.25 for St. Augustine residents, if that city allows St. Augustine Beach residents to park in St. Augustine for its

discounted parking fee; and \$2.50 for non-residents. The Commission scheduled a special meeting on Tuesday, January 8, 2019, to review the proposed contract with Passport and consider an ordinance adopting the per-hour parking fees. However, at the meeting, the Commission decided that the City should be a partner with the County and use the same pay-to-park system that the County adopts for the pier park and other off-beach parking areas. The County received several responses to its Request for Proposals by the February 21st deadline. The County staff reviewed them on March 7th and recommended to the County Commission at its April 2nd meeting that the County staff negotiate with Republic Parking System. The County Commission approved this recommendation. At its April 29th meeting, the City Commission decided that the City staff is to be involved with the County staff in the negotiations with Republic.

Also, at its April 29th meeting, the City Commission made changes to a proposed ordinance to establish a residential parking permit program. That ordinance as well as one to amend the parking regulations in Chapter 19 of the City Code will be on the agenda for the Commission's June 10th meeting. To date, the residents of two streets west of the Boulevard, 13th and 14th, have requested the parking permit program, as have the residents in the 100 block of 10th Street between 2nd Avenue and the Boulevard.

In the meantime, Mayor George held a town hall meeting on Thursday, February 28th, at the Courtyard Marriott, from 5:30 p.m. to 7:00 p.m. Its purpose was to receive suggestions from the public about paid parking, how to protect the residential neighborhoods from becoming parking lots, and how to enforce the City's parking regulations. The City Commission then held a special meeting on Tuesday, March 5th, starting at 6 p.m., to discuss paid parking options with the residents. The Commission decided the following at that meeting:

- Hourly parking fee: \$2.00
- Discount for County residents: 50 cents
- St. Augustine Beach residents: no charge if resident registers at city hall for free parking
- Ocean Hammock Park: \$1 an hour
- Maximum fee per day: \$15
- Hours when paid parking would be in effect: 9 a.m. – 5 p.m.
- Days of year paid parking in effect: 365
- Paid parking locations: improved parking lots along A1A Beach Boulevard. No paid parking in residential areas, especially along 2nd Avenue.
- Parking areas shared with businesses: remain as unpaid areas

At its April 29th special meeting, the City Commission reviewed an ordinance for a Resident Only parking system, made changes to it, and asked the City Attorney to prepare a new draft, which was reviewed at the June 10th regular meeting, and passed on final reading at the Commission's July 1st meeting. Also, passed on final reading at that meeting was an ordinance to make changes to the parking regulations in Chapter 19 of the City Code.

Also, at the April 29th meeting, the Commission discussed a proposal to lease the vacant land south of the Marriott Hotel as a parking lot. The land is owned by the company that owns the Marriott. The owner has proposed that the City lease the land for 3-5 years and in lieu of rent pay the yearly taxes on the land. The six commercial lots that the City would use for parking would provide 102 parking spaces, include eight handicapped spaces. The costs to make the land suitable for parking would be about \$100,000. The Commission made no decision concerning the lease.

In the meantime, the County solicited proposals for a parking management plan. The County Commission at its April 2nd meeting approved the staff negotiating with Republic Parking. The City Commission at its April 29th meeting agreed that City staff should participate with the County in the negotiations, on the premise that having a unified parking plan for the County's pier parking lot and the City's paid parking areas would benefit the residents and visitors who use the lots. The City staff met with a Republic representative on June 24, 2019. The City could have a separate agreement with Republic that is similar to what the County will have. Still to be determined by the County is an hourly parking fee and the formal acceptance of Republic's parking management plan. At its November 19, 2019, meeting, the County Commission decided not to adopt a parking management plan and hourly parking rate. The City Commission will discuss paid parking for the City at its March 2, 2020, meeting.

C. Parks

1) Ocean Hammock Park

This Park is located on the east side of A1A Beach Boulevard between the Bermuda Run and Sea Colony subdivisions. It was originally part of an 18-acre vacant tract. Two acres were given to the City by the original owners for conservation purposes and for where the boardwalk to the beach is now located. The City purchased 11.5 acres in 2009 for \$5,380,000 and received a Florida Communities Trust grant to reimburse it for part of the purchase price. The remaining 4.5 acres were left in private ownership. In 2015, The Trust for Public Land purchased the 4.5 acres for the appraised value of \$4.5 million. The City gave the Trust a down payment of \$1,000,000. Thanks to a grant application prepared by the City's Chief Financial Officer, Ms. Melissa Burns, and to the presentation by then-Mayor Rich O'Brien at a Florida Communities Trust board meeting in February 2017, the City was awarded \$1.5 million from the state to help it pay for the remaining debt to The Trust for Public Land. The City received the check for \$1.5 million in October 2018. For the remaining amount owed to The Trust for Public Land, the Commission at public hearings in September 2018 raised the voter-approved property tax debt millage to half a mill. What remains to be done are improvements to the Park, such as restrooms. The Public Works Director is applying to the state for a Florida Recreation Development Assistance Program grant to pay half the costs of the restrooms. The deadline for the grant is October 31, 2019. The City will know in early summer of 2020 whether it has received the grant. In addition, the City requested money from the County's \$15.5 million surplus. However, the County Commission at its November 5th meeting decided to use the surplus money for County capital projects that have been delayed from previous fiscal years. For the improvements, the City has applied for funding from a state grant and will apply to the Tourist Development Council for funding from the bed tax.

2) Hammock Dunes Park

This 6.1-acre park is on the west side of A1A Beach Boulevard between the shopping plaza and the Whispering Oaks subdivision. The County purchased the property in 2005 for \$2.5 million. By written agreement, the City reimbursed the County half the purchase price, or \$1,250,000, plus interest. At its July 26, 2016, meeting, the County Commission approved the transfer of the property's title to the City, with the condition that if the City ever decided to sell the property, it would revert back to the County. Such a sale is very unlikely, as the City Charter requires that the Commission by a vote of four members approve the sale, and then the voters in a referendum must approve it. At this time, the City does not have the money to develop any trails or other amenities in the Park.

D. Review of Comprehensive Plan/Land Development Regulations

At its December 3rd continuation meeting, the City Commission reviewed the Building Official's proposed changes. The City Attorney will prepare an ordinance for the Commission's January 6th meeting.

3. Construction in the City

As of Thursday, December 27, 2019, there were 40 permits active for single-family residences in the City.

SUBDIVISION	ADDRESS	DATE PERMIT ISSUED	BUILDING PERMIT #
Anastasia Dunes	446 Ocean Forest Drive	07/24/2018	Active permit #14064
	409 Ocean Forest Drive	07/18/2019	Active permit #P1915009
	1012 Island Way	09/16/2019	Active permit #P1915157
Anastasia Park	491 Pyrus Street	10/01/2018	Active permit #14180
Atlantic Beach	7 16 th Street	07/05/2018	Active permit #14035
	12 13 th Street	09/09/2019	Active permit #P1915242
Chautauqua Beach	6 6 th Street	01/30/2019	Active permit #14397
	17 6 th Street	04/19/2019	Active permit #P1914567
	4 12 th Street	04/25/2019	Active permit #P1914615
	206 7 th Street	07/03/2019	Active permit #P1914954
Coquina Gables	6 F Street	11/14/2018	Active permit #14270
	613 Mariposa Street	12/20/2019	Active permit #P2000091
Kings Quarry	613 Old Beach Road	01/16/2019	Active permit #14368
Lake Sienna	136 Kings Quarry Lane	11/14/2019	Active permit #P1915302
Linda Mar			
Magnolia Dunes			
Minorca			

Ocean Oaks	504 A Street	11/26/2019	Active permit #P2000099
Overby & Gargan	25 Oceanside Circle	11/21/2019	Active permit #P2000095
	27 Oceanside Circle	11/21/2019	Active permit #P2000096
Raintree	23 Deanna Drive	10/04/2019	Active permit #P1915282
Sandpiper West	103 Sandpiper Boulevard	02/04/2019	Active permit #14404
	5 Kimberly Lane	07/25/2019	Active permit #P1915047
Sea Colony	612 Ocean Palm Way	09/10/2018	Active permit #P1915252
	332 South Forest Dune Drive	01/17/2019	Active permit #14373
	892 Ocean Palm Way	02/07/2019	Active permit #14417
Sea Grove	1308 Smiling Fish Lane	10/22/2018	Active permit #14224
Sea Oaks			
Sevilla Gardens			
The Ridge	170 Ridgeway Road	03/15/2019	Active permit #14483
	65 High Dune Drive	03/28/2019	Active permit #14507
	542 Ridgeway Road	04/25/2019	Active permit #P1914613
	448 Ridgeway Road	05/08/2019	Active permit #P1914682
	362 Ridgeway Road	05/10/2019	Active permit #P1914698
	143 Ridgeway Road	06/07/2019	Active permit #P1914846
	513 Ridgeway Road	06/18/2019	Active permit #P1914892
	23 High Dune Drive	06/21/2019	Active permit #P1914906
	261 Ridgeway Road	06/24/2019	Active permit #P1914910
	43 High Dune Drive	07/17/2019	Active permit #P1915008
	462 Ridgeway Road	07/18/2019	Active permit #P1915020
	305 Ridgeway Road	07/31/2019	Active permit #P1915043

420 Ridgeway Road	09/13/2019	Active permit #P1915279
357 Ridgeway Road	10/15/2019	Active permit #P1915248
522 Ridgeway Road	10/22/2019	Active permit #P1915334
564 Ridgeway Road	11/13/2019	Active permit #P2000113

Whispering Oaks

Woodland

Underlined address is a result of inspections not being performed in a 180-day period contrary to Chapter 1 of the Florida Building Code, in this event further review and actions are to take place as per the Florida Building Code.

COMMERCIAL CONSTRUCTION

Concerning the vacate property between 5th and 6th Streets on the east side of A1A Beach Boulevard: At its October 16, 2018, meeting, the Planning Board approved a variance to reduce the minimum lot size required for a mixed used development from 8,500 square feet to 6,195 square feet. A two-story building will be constructed on one lot. It will have commercial use on the ground floor and residential use on the second floor. The address will be 600 A1A Beach Boulevard.

The Planning Board approved a similar commercial/residential building at its January 15, 2019, meeting. The building's address will be 610 A1A Beach Boulevard.

At its March 20, 2018, meeting, the Planning Board held a concept review hearing on a proposal 4,960-foot commercial building on the east side of State Road A1A, between the Verizon and Savage Swimwear stores. The Planning Board reviewed the proposed final development plan at its November 20th meeting and recommended that the Commission approve the plan. The Commission approved the plan at its December 3, 2018, meeting. A permit for the project hasn't been issued yet.

4. Finance and Budget

A. Audit Report of FY 19 Budget

Staff members of the City's audit firm, James Moore and Company, did field work on the FY 19 budget in early October. They will continue the audit field work in early January.

B. Fiscal Year 2020 Budget

November 2019 was the second month of the fiscal year. As of November 30th, the City received \$1,056,022 and spent \$1,080,765, or \$24,743 more. Revenues will increase significantly in December, which is when the City will receive a large payment from property taxes. In November, the first payment from this revenue source was \$695,591.

C. Vendor Checks

Please see pages 27-49.

5. Miscellaneous

A. Permits for Upcoming Events

In December, the City Manager approved the following permits: a. Eastern Surfing Association's permit for a surf contest at A Street on December 7th and 14, 2019; b. Ancient City Beach Warmup frisbee event on April 4-5, 2020.

B. Strategic Plan

The plan's six tier one objectives adopted by the Commission are: 1. establish a plan for evaluating various events and their impact on the quality of life; 2. review additional revenue sources, including fees, grants, taxes, public/private partnerships, bonds, etc.; 3. review and update City codes and their enforcement: parking, traffic and speed limits, solid waste and land development regulations; 4. advocate for continued funding for beach renourishment (state and federal sources); 5. Increase and improve citizen engagement; and 6. develop a City-wide traffic management plan.

All of the objectives, except the City-wide traffic management plan, have been achieved.

At its January 6, 2018, meeting, the City Commission discussed whether to hire again Mrs. Marilyn Crotty, the facilitator who helped the Commission develop the strategic plan in 2015. Ms. Crotty told the City Manager she would charge \$1,800 for a six-hour session to update the strategic plan. The Commission decided at its February meeting not to hire her, but to consider possibly updating the strategic plan later in 2018, after the adoption of changes to the Land Development Regulations had been completed. In August, the City Manager learned that Ms. Crotty has retired. The Commission decided at its January 7, 2019, meeting that it and the City staff would update the plan. The Commission agreed with the City Manager's suggestions for goals at its June 10th meeting and asked that the Planning Board and the Sustainability and Environmental Planning Advisory Committee be asked to provide their suggestions for the plan. The responses were reviewed by the Commission at its August 5th meeting. The Commission decided to have a mission statement developed. Suggestions for the statement were provided to the Commission for consideration at its September meeting. By consensus, the Commission asked the City Manager to develop a Mission Statement and provide it at a future meeting. This has been done along with a Vision Statement, a Values Statement and a list of tasks. The City Manager will provide the proposed plan at the Commission's January 6th meeting.

C. Comprehensive Plan Evaluation and Appraisal Report

Every seven years, Florida cities and counties must prepare the report. The City advertised a Request for Proposals. Only one response was received. Because its prices were so high, it had to be rejected. After the proposals had been opened, two Jacksonville planning firms said they were interested in doing the work. However, only one, Fleet and Associates, provided a written proposal. At its May 7th meeting, the Commission approved the hiring of Fleet and Associates. Mr. and Mrs. Fleet held a public hearing on June 26th and a workshop with the Planning Board and the public on July 17th. The Fleets presented the

results of those two meetings to the Commission at its August 6th meeting. The next step was a workshop of the Commission with the Planning and Tree boards to review each policy and objective in the current Comprehension Plan. This was held on October 17th with the planning consultant. The result was that the consultant prepared a revised draft of the Plan, which the Commission reviewed at a special meeting on January 8, 2019. The Comprehensive Planning and Zoning Board reviewed the plan at its February 19th meeting and decided to continue its review at the Board's March 19th meeting. The Board is concerned that many of the proposed changes ceded too much authority to the County and other agencies. However, the Board's discussion was postponed to the Board's April 16th meeting because the Chair, Mrs. Jane West, was away on March 19th. At its April meeting, the Board discussed changes with the planning consultant, Ms. Janis Fleet, and recommended that she submitted to the City Commission the changes proposed by individual members of the Board. The Commission reviewed the changes with Ms. Fleet at its June 10th meeting, directed that the discussion be continued to a special meeting on July 2nd, and at that meeting made changes to the plan and approved its transmittal to the Florida Department of Economic Opportunity for review and comment. The Department in a report that was received in early October asked the City to include policies in the Comp Plan concerning sea level rise and coastal flooding. Ms. Fleet provided a report at the Commission's December 2nd meeting, when the ordinance to adopt the changes to the Comprehensive Plan was approved on first reading after a public hearing. The ordinance will have a public hearing and final reading at the Commission's January 6th meeting.

MEMO

City of St. Augustine Beach Building & Zoning Department

To: Max Royle, City Manager
From: Brian Law, Building Official
Date: 12-20-2019
Re: Building and Zoning Department Monthly Report

Trees: No removals of trees hazardous to structures since last monthly report of 11-21-2019

Planning and Zoning: (December 17, 2019 regular monthly meeting at 6:00 p.m. at City Hall)

1. Planning and Zoning Board approved a request to remove a 48-inch diameter-at-breast-height (DBH) oak tree in the proposed building footprint of a new single-family residence on Lots 10 and 12, Block 73, Coquina Gables Estates Unit B Subdivision, at 613 Mariposa Street, Matthew and Olivia McKay, Property Owners
2. Planning and Zoning Board approved a request to remove a 40-inch diameter-at-breast-height (DBH) oak tree in the proposed building footprint of a new single-family residence on Lots 46 and 47, Anastasia Dunes Unit One, at 1004 Island Way, Lindsey Maguire and Donald DellaSala Jr., Property Owners
3. Planning and Zoning Board recommended approval to the City Commission of Ordinance No. 20-01, to amend the Capital Improvements Element of the City's Comprehensive Plan by adopting the St. Johns County School District's Five-Year Facilities Workplan and additional capital facilities in the Capital Improvements Element for Hammock Dunes Park, Ocean Hammock Park, and various elevated dune walkovers at certain locations as stated in the ordinance at the ocean ends of several streets on the east side of A1A Beach Boulevard
4. Planning and Zoning Board recommended approval to the City Commission of Final Development File No. FD 2019-02, for the application for proposed Embassy Suites St. Augustine Beach Resort Phase II, consisting of a 42-unit addition to the existing 175-unit Embassy Suites hotel in a commercial land use district at 300 A1A Beach Boulevard, Thomas O. Ingram, Esquire, Sodl & Ingram PLLC, Agent for Key Beach North LLC, Applicant

Code Enforcement:

1. A Code Enforcement case is underway at the Hilton Garden Inn concerning unpermitted work in the lobby area as discovered by the St. Johns County Fire Rescue Department during a periodic inspection. A Stop Work Order has been issued and permitting is under way with the cooperation of the St. Johns County Fire Rescue Department.

2. Code Enforcement Board meeting held Wednesday, December 18, 2019, at 2:00 p.m. at City Hall, to follow-up on the four derelict properties presented to the Board at its last meeting on Wednesday, November 20, 2019, at 201 6th Street, 205 7th Street, 206 8th Street, and 106 2nd Street. The property at 201 6th Street is under contract to be sold with a tentative closing date of January 15, 2020; the legal guardian for the owner of the properties at 205 7th Street and 206 8th Street has been awarded \$60,000.00 for each property for repairs and renovations; and proceedings are currently underway for the City to foreclose on the property at 106 2nd Street. The Board took action on a new citation to appear issued to the property owner of 720 A1A Beach Boulevard for failure to renew the business tax receipt for the transient lodging facility at this address and violation of Section 6.07.02 of the City's Land Development Regulations (LDRs), pertaining to structural requirements; Section 304 of the International Property Maintenance Code (IPMC), pertaining to exterior structures; and violation of Section 105.1 of the Florida Building Code (FBC) for failure to obtain required permits for exterior construction of a second-story deck and stairs. The Board passed a motion to direct the property owner of 720 A1A Beach Boulevard to obtain permits and commence construction for the permitted work to correct multiple building code violations cited at her property within 30 days from the date of the Code Enforcement Board's meeting of December 18, 2019, and if the owner fails to obtain the proper permits and commence work to correct the multiple violations by January 18, 2020, a daily fine of \$250.00 per day shall be imposed until such permits are obtained and construction work has begun.

Building:

1. Renovation to the Endless Summer Realty building, formerly the Shell Shop, at 491 A1A Beach Boulevard has been energized and awaiting utility hookup in conjunction with the St. Johns County Utility Department.
2. Redevelopment of the new donut shop on site of former Carriage Realty building at 400 A1A Beach Boulevard is currently in the rough construction stages and utility hookups are under way.
3. The concrete slab for the new Corral Dental building at 2100 A1A South has been poured.
4. Renovation to the former Coquina Beach Surf Club restaurant at 451 A1A Beach Blvd has commenced and is in the rough trade stages.

Building Inspections Performed in FY 20 to date: 812

Plan Reviews in FY 20 to date: 197

Permits issued in FY 20 to date: 403 Total: 151 Building, 60 Electric, 99 Mechanical, 93 Plumbing

CO's issued in FY 20: 12



MINUTES

PLANNING AND ZONING BOARD MEETING

TUESDAY, NOVEMBER 19, 2019, 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

I. CALL TO ORDER

Chairperson Jane West called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

BOARD MEMBERS PRESENT: Chairperson Jane West, Vice-Chairperson Elise Sloan, Kevin Kincaid, Hester Longstreet, Steve Mitherz, Berta Odom, Chris Pranis, Senior Alternate Dennis King.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Building Official Brian Law, Jeremiah Mulligan, substituting for City Attorney James Wilson, Recording Secretary Lacey Pierotti, Executive Assistant Bonnie Miller.

IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF OCTOBER 15, 2019

Motion: to approve the minutes of the October 15, 2019 meeting. **Moved** by Ms. Odom, **seconded** by Mr. Mitherz, **passed 7-0** by unanimous voice-vote.

V. PUBLIC COMMENT

There was no public comment.

VI. NEW BUSINESS

- A. Request for flexible setbacks to move proposed new construction of a single-family residence forward 7.5 feet to allow a 17.5-foot front yard setback and a 32.5-foot minimum rear yard setback, for a total of 50 feet for combined front and rear yard setbacks, to save trees, and request to remove a 36-inch diameter-at-breast-height (DBH) oak tree in the proposed building footprint on Lot 16, Block B, Ocean Walk Unit II Subdivision, at 47 Lee Drive, Kyle and Tammy Larson, Applicants

Ms. Miller said this is a request for flexible setbacks per Section 6.01.03.A.3 of the City's Land Development Regulations (LDRs), which allows flexible setbacks to save trees. The property owners are asking to move the house they want to build forward 7.5 feet so it will have a 17.5-foot front yard setback and a 32.5-foot rear yard setback for a combined total of 50 feet. Moving

the house forward 7.5 feet will save a number of trees, including several large oaks, a couple of magnolia trees, and most importantly, this will reduce the risk of damage to a historic, 300-year-old, 48-inch DBH oak tree. Unfortunately, the applicants' request also includes approval from the Board to remove a 36-inch DBH oak tree in the footprint of the home. This oak would have to be removed even if the 25-foot front setback was maintained. The request includes a tree inventory, analysis and evaluation of the trees on the lot prepared by James King, a certified arborist.

Ms. West said the 48-inch DBH oak appears to be right on the east-side property line and it's not clear to her how an adjustment in the front and rear setbacks would have any impact on that tree.

Ms. Miller said the arborist's report explains the issues with the 48-inch DBH oak tree.

Mr. Mitherz said he went out to look at the property and saw that there was no sign posted on it.

Ms. Miller said this isn't a zoning application, it's a request allowed per the LDRs. It isn't subject to the same notification requirements as an application, therefore, a zoning sign is not required.

Mr. Mitherz said if he was an owner of a house on either side of this property and was affected by how the house would be situated, he'd want to know why he wasn't notified about it.

Ms. Miller said there are no notification requirements for this, unlike applications for variances or conditional uses, which require mailed notice to property owners within 300 feet, legal advertising in *The Record*, and a zoning sign, which the applicants pay for, posted on the property.

Ms. West asked why, procedurally, this is in the form of a request instead of a variance. She has the same concerns about the lack of notice. She understands the applicant is going a different way by travelling along the request path, but it doesn't provide notice to the community. Moving forward, it would be helpful to not have these posed in the form of a request.

Kyle and Tammy Larson, 215 A Street, St. Augustine Beach, Florida, 32080, applicants, said the reason this isn't submitted as a variance is because what they're asking to do is allowed per City Code. It requires the Board's approval, but they're not asking to do something outside the Code.

Cora Johnston, 740 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, Generation Homes LLC, contractor for the applicants, said Mr. and Mrs. Larson were very intent on trying to save absolutely as many trees possible, so Mr. Larson did the research and found in the Code that this flexibility in the setbacks to save trees was allowed. A lot of the neighborhoods Generation Homes has built in, like Anastasia Dunes and Sea Colony, also allow variables in setbacks to save trees.

Mr. Larson said saving these trees will be in keeping with all the trees in the rest of the neighborhood. If he were a property owner on either side of his lot, he'd much rather all those trees be preserved, as they provide shade and a nice environment for everyone.

Motion: to approve the request to move the proposed new single-family residence forward 7.5 feet to allow a 17.5-foot front yard setback and a 32.5-foot rear yard setback, for a combined total of 50 feet for front and rear yard setbacks, and to approve the request to remove a 36-inch DBH oak tree in the building footprint of the proposed new single-family residence at 47 Lee Drive. **Moved by Mr. Kincaid, seconded by Ms. Odom, passed 7-0 by unanimous voice-vote.**

- B. Land Use Variance File No. VAR 2019-16, for a variance to Section 3.02.03.A.1 of the City's Land Development Regulations, Prohibited Uses, to allow the keeping of chickens on the premises of a single-family residence in a medium-low density residential land use district on Lot 14, Block 49, Coquina Gables Subdivision, at 313 A Street, Jennifer Wildasin, Applicant

Ms. Miller said this is a request for a variance to Section 3.02.03.A.1, Prohibited Uses, of the LDRs, which include as prohibited uses the keeping, breeding, or raising of bees, insects, reptiles, pigs, horses, cattle, goats, hogs, or poultry. The applicant is requesting the variance to keep approximately eight chickens on her property at 313 A Street, with the hardship stated that the chickens are emotional support animals for her nine-year-old son. The chickens are all are hens, so no breeding is going on. Documentation has been submitted with the application verifying the child's medical condition and the child's doctor, Dr. Grewal, was verified by staff as a licensed medical doctor with Ascension Medical Group at St. Vincent's Primary Care in Jacksonville. Dr. Grewal wrote the letter included in the variance application stating he saw the applicant's son as his patient on October 16, 2019 and agrees the chickens serve as emotional support animals as they help the child focus, care and nurture, and they're important to his emotional well-being.

Ms. West said she has a procedural question as to whether a variance is the proper mechanism to address this particular issue because if you look at Section 10.02.03 of the LDRs, which pertains to limitations on granting variances, the Board first has to determine whether the need for a proposed variance arises out of the physical surroundings, shape, topographical condition or other physical or environmental conditions that are unique to the specific property involved. As she doesn't see how any of that is triggered in this particular case, she asked for advice from counsel as to whether a variance to the Code to allow the keeping of chickens is appropriate.

Mr. Mulligan said his reading of the Code is that this probably would not be an appropriate application for a variance, as variances are typically directed at something specific to the land and this is not really what they have here. St. Johns County has now passed an ordinance to allow a certain number of chickens per property in all residential zoning districts, but this City hasn't changed the portion of the Code that prohibits the keeping of chickens. The appropriate mechanism would be to change the Code if the community feels it is appropriate. From the strict legal perspective, the applicant's request doesn't seem to fit the guidelines for a variance.

Ms. West agreed and said she doesn't think the applicant is in front of the right board, because this is a code violation and going forward with a variance would definitely set a precedent.

Mr. Kincaid said he's not sure that's true. This applicant is bringing before the Board a specific set of circumstances that is not going to apply to everybody, and it really has nothing to do with the chickens. He'd be ashamed to send the applicant away and tell her she should go before another board, as he thinks they can do better than that. While he doesn't know the Board's legal boundaries as far as variances go, he doesn't think changing the Code is the way to go either, as he doesn't want to wake up every morning to chickens squawking all over the City. The Board needs to address the specifics of the application and not send the applicant away, as he doesn't think the application is about changing the Code to allow everyone in the City to keep chickens.

Mr. Mulligan said variances are structured to focus on the land, not on the user of the land. He understands the application and what the applicant desires to do but disagrees that it would not be precedent-setting, because it would set a precedent if the variance is granted, so if the next person who applies to keep chickens is denied, granting this variance would give someone who is denied a variance to keep chickens the ability to appeal and then potentially litigate the issue.

Ms. West said asked if a conditional use permit would be appropriate with these circumstances.

Ms. Longstreet said conditional use permits are usually granted to go with property owners, not the land, so if the applicant and her family moved out, they'd have to take the chickens with them.

Jennifer Wildasin, 313 A Street, St. Augustine Beach, Florida, 32080, applicant, said she comes be-

fore the Board as a mom because honestly, most people probably wouldn't pay the \$500.00 fee it cost to apply for this variance but for the fact that the chickens have been an emotional support to her son. She's submitted her son's medical records supporting this, and her next-door neighbor who lives on the side of her house where the chicken coop is kept has seen everything, is here tonight, and supports the keeping of the chickens. Other neighbors are also not opposed.

Ms. Sloan said she is a clinical psychologist who used to work in neuro-psychology so she greatly empathizes with the applicant's issues and what she's struggling with. She asked how long the applicant had the chickens before she moved to her home in the City earlier this year.

Ms. Wildasin said they got the chickens in the spring, moved here in July, and as there wasn't a homeowner's association in her neighborhood, she didn't realize they weren't allowed. They brought the chickens with them when they moved because her son had grown attached to them, as he takes care of them and gets up every morning to let them out of the chicken coop, makes sure they have food and water, and collects the eggs throughout the day. He has them all named and at night he makes sure they're locked up in the chicken coop. His commitment surprised her, so her heart just sunk when all this came up because he's really focused and loves these chickens.

Ms. Sloan asked if it was all right to have chickens where the applicant lived when she acquired them. St. Johns County's new guidelines allow up to five hens per residence.

Ms. Wildasin said she moved here from off Watson Road, which is in the County. Nobody said anything about her having chickens when she moved here, so she figured it was fine.

Ms. Sloan said the letter written by the doctor for the applicant's son said to call him with any questions, however, a Health Insurance Portability and Accountability Act (HIPAA) release form was not provided, so she's not going to call a doctor and ask him to talk about one of his patients without a release form. Also, she has great concerns with the precedent this might set. She cautioned the applicant that she needs a better letter from the doctor for emotional support animals, as what the doctor wrote doesn't sound like he's diagnosed or interviewed the applicant's son for that or that the child's been given a specific diagnosis for emotional support animals, which actually requires more of a prescription. She greatly empathizes with what the applicant is dealing with and is thrilled that her son has found something to do that really gives him some purpose, but she's concerned with the precedent-setting that would go with approving the variance. It's always difficult to find hardships, which are not easy to come by, for variances.

Mr. Mitherz asked what the structure is on the left side of the house looking at it from the front.

Ms. Wildasin said that's an eight-foot-by-twelve-foot shed. The chickens are kept in the coop on the other side of the house.

Mr. Pranis asked if having the chickens is the only current single violation documented on this property.

Ms. Wildasin said yes.

Ms. West asked for public comment and said the Board members received copies of a letter written by Pamela Holcombe, 312 A Street, St. Augustine Beach, Florida, 32080, which will be incorporated into the record of this meeting.

Pamela Holcombe, 312 A Street, St. Augustine Beach, Florida, 32080, said it is with the saddest of hearts she brings her comments to the Board's attention, but the Board has already properly identified the issue of the slippery slope, and what could happen once a precedent is set. This is

a great concern, as the beach is a very small area with very dense living arrangements especially on the small blocks of the lettered and numbered streets. She believes Ms. Sloan has correctly identified that supporting documentation is needed for emotional support animals, which she has not seen, but she's familiar with emotional support animal (ESA) law and what is being described here is a therapeutic activity that would not qualify under the Fair Housing Act although it can apply to city ordinances when properly submitted. There's a balancing test between the City's strong interests and that of the applicant, who must show his or her interest overcomes the City's interest in enforcing its ordinances. There isn't sufficient interest for her to address the issue nor was the ESA issue flagged on the notice mailed to her at her home. The practicalities, if this variance is granted, is that the City is creating a human avian vortex, and unfortunately, Florida has West Nile Virus and various forms of encephalitis. She loves animals, so she'd encourage the applicant to get in touch with the local 4-H Club to see if there's a way they could take the chickens and keep her son involved with them. Legally, she disagrees with staff, and doesn't think this request complies with prescribed ESA law. She asked that any action be deferred until these issues can be addressed, as this is something she doesn't think can be reached tonight.

Mr. Pranis said he thinks this will set a precedent, whatever decision is made going forward. He hates to pass this to the Commission, but maybe that's where it has to go, as he doesn't think a variance is the proper channel, it needs to go higher, and he doesn't want to set a precedent.

Mr. Mitherz said he doesn't want to set a precedent either, the Commissioners can make that decision if they like. The issue stretches his heartstrings a little, for sure, and he was on the Board when the issue of allowing residents to keep chickens was brought up some years ago. He voted against it then and doesn't think a variance is the proper way to bring this before the Board.

Ms. Sloan agreed, and said the hardship is going to be hard to find for all the reasons they always have with finding hardships. A hardship can't be something self-created by the applicant, and in this case, the hardship the applicant has stated is something she created herself by moving here and not checking out the City's ordinances that prohibit the keeping of chickens. Unfortunately, the onus of doing this is on the applicant, so she thinks the variance is not the way to go, although it would be nice to help the applicant out. The County's new rules limit the number of chickens that can be kept on one property to five hens, so she's not sure why one needs eight hens for emotional support animals. She thinks the chickens serve more for the child's behavior of taking care of them, so it may be more appropriate to bring this back in a different manner.

Ms. Longstreet said she thinks this should be a conditional use permit, as from this standpoint, they might be able to look at it differently. She feels for the parents and especially the child, as she's a pet lover herself, and knows the bond that's created when a child gets used to having, loving, and taking care of pets, and it doesn't matter what kind of pet it is or if it's one pet or eight.

Mr. Kincaid said he doesn't mind passing this on to the Commission, but if the Board decides to do this, he thinks they should pass it on with a strong recommendation and an explanation of where they're coming from and why they think there's no way to solve the issue at this level. He certainly doesn't think the hardship is that difficult to find, as he thinks the hardship is with the patient, and not that somebody moved here without knowing chickens were not allowed. He doesn't want to set the tone that someone shouldn't move here because the City doesn't support emotional support animals, as that's a bad message to put out. He'd like to know what the mechanism is to change this from the current application to an application the Board can deal with. If that can be done tonight, then they don't have to send the applicant anywhere else and the City doesn't have to send out any messages. He thinks it'd be fairly easy to word it to be

specific to this issue, this person and this set of circumstances, and perhaps this should be a conditional use permit. He asked if there's a way the Board can move forward with this.

Ms. West said she thinks all the Board has to do is make a motion that the variance application be resubmitted as a conditional use permit, which doesn't require the hardship consideration.

Mr. Mulligan said he thinks the Board is on the right path, but he doesn't think they can change this to a conditional use permit on the spot right now, as procedurally, this isn't something that could be done. Also, in looking at the Code and the limitations on granting conditional use permits, there may be some problems with that as well. He gets the sentiment, but it might make sense to kick this up to the Commission to allow them to analyze the situation and make the decision if they want to create the precedent that's been talked about or if there's some other mechanism or tool that can grant some relief here, and maybe in the meantime, legal counsel can spend some time racking their brains to see if there's something that will work within the Code to allow this to go through, if that's the will of the Board. The problem with a conditional use is that the Code establishes certain uses that may be allowed by conditional use, but keeping chickens, which is a prohibited use, isn't something that can be allowed by conditional use.

Ms. Odom said she's the queen on trying to find hardships, as precedents are set when variances are approved. She agreed that if they could go some other route, as with a conditional use application, there wouldn't be a need for a hardship. It's a slippery slope, as the applicant's son needs these support animals, and a lot of documentation has been provided to back this up.

Ms. Sloan said yes, but there are specific guidelines for emotional support animals and the letter written by the child's physician does not meet them. It's a simple matter, as the physician hasn't stated how long the applicant's son has been his patient, or stated a specific diagnosis, etc. Having the documentation to meet the guidelines protects the applicant, who said she's willing to get this from the doctor, because if everything is in order, it can't be challenged by other people.

Ms. West said what she doesn't want is for the Board to be in the position of denying the variance, so she asked if counsel suggests the applicant withdraw the application, or something else.

Mr. Mulligan suggested, especially considering the nature of the potential for ongoing code enforcement action, that the applicant not be asked to withdraw the application, but rather, pass it to the Commission to allow the Commissioners to review the application as is. In the meantime, this will give counsel time to see if there's something else that can, or should, be done.

Mr. Kincaid said if the City hasn't changed the laws and they don't work now, how is passing this to the Commissioners to let them work within the same set of boundaries going to work? He doesn't think this would help anybody, not the Commission, and certainly not the citizens.

Mr. Mulligan said the Board is welcome to come to a different conclusion. His thought process is that the City Commission might be in a better position to make the determination as to whether or not they want to set precedent to allow a resident to keep chickens on her property.

Ms. West said she'll make a stab at a motion to approve this variance with the caveat that the Board, upon advice of counsel, does not think a variance is the appropriate mechanism, however, the Board recommends approval given these unique set of circumstances demonstrated by the applicant. She'd also like to include in the motion that to avoid the precedent-setting effect of a variance, the Board requests the City Commission find another vehicle to approve of the chickens.

Mr. Pranis said he doesn't see how the Board can approve the variance if it's not really a variance.

Ms. West said this could be put in the motion. She just doesn't know another way around it, the Board has a pending agenda item, so they either have to vote in favor of it, against it, or have the applicant withdraw it, because they can't change it into something else right now.

Ms. Odom said the Board could deny the variance with the caveat for the conditional use, because it's going to go to the Commission anyway, and the paperwork and documentation associated with the variance application should be incorporated into what is sent to the Commission.

Ms. Longstreet asked if they could not include the word "variance" in the motion, instead, she suggested the motion say the Board approves of the applicant being allowed to keep said chickens for the time they are at the address of the applicant's property.

Ms. West said okay, the motion is to approve the request of the applicant to use the chickens as contemplated in the application based on these unique circumstances the applicant has demonstrated, and deny the variance. So, this is to approve the request and deny the variance.

Mr. Kincaid suggested, because it's not a variance now, the Board put in the motion that the City shall refund the applicant for the application fee she paid to submit the variance.

Ms. West said absolutely.

Motion: to approve the request of the applicant based on the unique circumstances set forth by the applicant and provide the basis of this motion to the City Commission but deny Land Use Variance File No. VAR 2019-16 and refund the variance application fee to the applicant. **Moved** by Ms. West, **seconded** by Mr. Kincaid, **passed 7-0** by unanimous voice-vote.

- C. Conditional Use File No. CU 2019-06, for a conditional use permit for food and/or beverage service or consumption outside of an enclosed building in a commercial land use district on Lots 65, 66, 67, 78 and 79, Atlantic Beach Subdivision, at 451 A1A Beach Boulevard, Peter Darios and Michael Rosa, Agents for Somewhere on A1A Partners LLC, Applicants

Mr. Law said about three years ago, the former Coquina Beach Surf Club property was purchased by the applicant, who are reapplying for a new conditional use permit for outdoor dining as the conditional use permit granted to the former owner for outdoor dining was non-transferable. The Board has been given copies of the prior conditional use permits granted to the previous owner and is tasked with making a recommendation to the City Commission to approve or deny the conditional use request for outdoor dining with any conditions they see fit to recommend.

Mr. Pranis asked why condition number four in the conditional use order granted March 1, 2016, which refers to music, was struck out.

Ms. Sloan said the reference to music was struck because compliance with the City's noise ordinance is regulated by the Police Department and not part of the purview of a conditional use.

Mr. Mitherz asked how many tables and chairs the applicant is asking to put outdoors in the dining area under the canopy. He also asked if the blue tarp currently on the building is for repair work.

Peter Darios, 421 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, applicant, said he and his partner, Mike Rosa, bought the former Coquina Beach Surf Club in 2016, and they also own Sunset Grille Restaurant. They've decided it's time to do something with the Coquina Beach Surf Club site and are applying to reinstate the conditional use permit granted for outside seating. The former business had about 45 seats under the canopy on the north side of the building. The blue tarp is up to section off this area while clean-up, painting, and repair work is being done.

Mr. Mitherz asked when the new business plans to open.

Mr. Darios said as soon as possible. Ideally, they'd like to open by February, but as remodeling work usually takes more time than expected, they don't have a set date for opening at this time.

Ms. Odom asked what the hours of operation will be.

Mr. Darios said they'll be serving breakfast, lunch and maybe dinner, so a ballpark opening for breakfast might be 7:00 a.m. He really isn't sure about any other hours of operation at this time.

Sonia Kulyk, 114 13th Street, St. Augustine Beach, Florida, 32080, said she's delighted the building is opening again, as it was a fabulous place in the past and they always enjoyed it. She knows Sunset Grille probably has adequate parking, but the residents of 13th Street have worked really hard to make their street resident-parking only. If you exit the former Coquina Beach Surf Club property and make a right-hand turn onto 13th Street, you can't see the sign that says resident parking only. She'd like to request a left-turn only sign be put up on the 13th Street right-of-way so vehicles exiting the property from the 13th Street side know that parking for restaurant patrons is only allowed on the restaurant property, and not on 13th Street. Over the years, rumors have been flying as to what was going to open on this property, so she's relieved to hear it will simply be a restaurant and not some of the other creative things she heard it might be.

Bradley Leavitt, 200 12th Street, St. Augustine Beach, Florida, 32080, said he has no objections to a new restaurant, the only question that comes to mind relates to music. He would have no issue with a soft-toned guitar with no loud amplification, but he would object to a five-piece rock band at 10:00 or 11:00 p.m. at night, so he asked if there were any plans to have music.

Mr. Darios said there are no plans for any music at this time.

Mr. Kincaid said for clarification, music is regulated by the City's noise ordinance. Any residents blasting music from a five-piece band in their yard are subject to the same noise regulations, which are enforced by the City's Police Department, as commercial businesses that have music.

Motion: to recommend the City Commission approve Conditional Use File No. CU 2019-06 for five years subject to the following conditions: 1) The requirements in condition numbers 13, 14, and 15 in the previous conditional use order dated March 1, 2016 issued to the former owner of 451 A1A Beach Boulevard be incorporated as conditions in the new conditional use order, if granted by the City Commission; 2) The applicant shall be required to provide signage indicating restaurant patrons should turn left when exiting the restaurant property, as residential parking only is allowed on 13th Street. **Moved** by Mr. Kincaid, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

D. Conditional Use File No. CU 2019-07, for a conditional use permit for proposed new construction of eight (8) single-family residences on Lots 1-8, Block 43, Coquina Gables Subdivision, in a commercial land use district on four lots west of A1A Beach Boulevard on the south side of E Street and four lots west of A1A Beach Boulevard on the north side of F Street, between E and F Streets, at 103 E Street and 104 F Street, Leonard and Renee Trinca, Applicants

Ms. Miller said this application is a request to build eight single-family residences on eight lots, all zoned commercial, on the west side of A1A Beach Boulevard, running four lots west of the Boulevard on the south side of E Street and four lots west of the Boulevard on the north side of F Street. The action requested from the Board is a recommendation to the City Commission to

approve or deny this conditional use application. If the Board moves to recommend approval, the recommendation from staff is that the single-family homes built on these eight lots be required to comply with the regulations for single-family residences built in medium density residential zoning, pertaining to setbacks, lot coverage, and impervious surface ratio (ISR) coverage. Staff has received two letters from neighboring property owners regarding this application, both of which have been copied to the Board, and entered as part of the record of this meeting.

Len Trinca, 7 F Street, St. Augustine Beach, Florida, 32080, applicant, said he's been a resident of St. Augustine Beach since 1972, and he's had the eight lots he owns on the west side of A1A Beach Boulevard on E and F Streets, which he's tried to promote as commercial lots, for sale for two years. The area surrounding these lots is basically a residential area, with only one commercial business across the street from the lots he owns on F Street. Most of the commercial portion of A1A Beach Boulevard is farther to the north, starting at around B Street. He's had many people interested in buying individual lots and putting homes on them, in fact, he has a contract on one of the lots now, subject to the approval of this application to allow single-family homes. Looking at the surrounding neighborhood, it really makes sense to have houses on these lots, as the eight lots together aren't really big enough to provide parking for a restaurant or any another business.

Ms. West asked what the total acreage of the eight lots is.

Mr. Trinca said as the alleyway between the lots on E and F Streets has been vacated, the lots are all 50-foot-by-100-feet, so the eight lots together comprise 40,000 square feet, which is just under an acre. A conceptual site plan of the single-family residences proposed on these lots has been designed by architect Mike Stauffer and submitted with the application, and all construction will adhere to the building regulations and setbacks for the houses, garages, pools, etc.

Mike Stauffer, 1093 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, architect, said the site plan is basically just a conceptual drawing showing an idea of what the proposed houses will look like on the lots. Obviously, as each of these eight lots are sold individually, every homeowner will have their own custom design for what they want to build. The intent is to meet all requirements of current City Code, including lot and ISR coverage, building height, setbacks, etc., for medium density residential zoning, with the proposed site plan showing this is possible.

Mr. Mitherz asked if these homes will be actual residences or transient rental properties.

Mr. Trinca said they could be transient rentals, as the lots are all zoned commercial.

Ms. West asked Mr. Trinca if he ever had a contract to buy these lots when he had them listed as commercial.

Mr. Trinca said no. He had the lots listed with a commercial broker, who never had anyone interested in them for a commercial use. There was someone interested in putting up condos on the lots, but this never went anywhere.

Ms. West asked for public comment and said the Board members were given copies of two letters from neighboring property owners, one from Frank O'Rourke, 101 F Street, and one from Mr. and Mrs. James Minich, 10 F Street. Both letters will be incorporated into the record of this meeting.

Frank O'Rourke, 826 A1A Beach Boulevard Unit 11, St. Augustine Beach, Florida, 32080, said he owns the commercial property at 101 F Street and sent the letter the Board members received regarding Mr. Trinca's application, which he is opposed to, for the reasons stated in the letter. He thinks it's very important to maintain the character of the City and the property that is zoned

commercial, which has been eroding away for years now, for commercial use. The market changes all the time, and everyone thinks right now that vacation rentals are the way to go, but this could change in five, or two years. Allowing residential homes on commercial property is a permanent change, as these homes won't go away. These eight lots comprise the last mid-size commercial parcel in the City, they're directly on A1A Beach Boulevard, and designed to be commercial, not residential. Allowing residences to be built on them will severely affect his commercial property, as he'll therefore be surrounded by residential homes. He was before this Board and the City Commission a few years ago fighting for outdoor seating for a coffee shop. This was opposed by his residential neighbors, who said they didn't like the noise, even though these same people built homes on commercial lots, which are allowed to have noise. Mr. Trinca is asking \$2.3 million for the eight lots as a whole, which is maybe beyond what it's worth, and also why he hasn't been able to sell them as a commercial parcel. Allowing homes to be built on this parcel is a permanent decision that won't go away, and this will negatively impact his commercial property and business.

Ms. West said if some of the Board members recall, the City held visioning workshops a while back with planners Lindsay Haga and Brian Teeple, and a big part of the discussion included ensuring A1A Beach Boulevard remain commercial and encouraging walkability along the Boulevard. She understands why Mr. Trinca may not perceive this part of the Boulevard as the most walkable section right now but that's because these lots are currently vacant. Obviously, if little shops were built along there, which was definitely what was contemplated in those visioning workshops, this would be aligned with what the City is trying to accomplish with its one very walkable commercial corridor. She personally has a problem with this conditional use request and agrees this is a very unique parcel. She'd hate to lose the vision of what they're trying to accomplish in the City.

Ms. Odom said Mr. O'Rourke makes some very valid points in his letter, many of which they've seen happen in the past, referring to transient rentals and what happens when the income from them isn't good and the property owners want to sell them. If someone wants to buy an individual lot and apply for a conditional use permit to build residential on this one lot, this is the way it should be done, instead of allowing residential uses on all the lots under one blanket conditional use permit. She shares some of the same sentiments as Ms. West, as she'd like to see shops and commercial businesses on the commercial lots fronting the Boulevard.

Ms. West asked why this request is being submitted as a conditional use, instead of a rezoning application, as allowing residential structures on all eight lots would be permanent.

Mr. Kincaid said residential uses are allowed on commercial property by conditional use. He doesn't think this Board has ever denied a conditional use application to build residential in commercial. They recently approved a similar conditional use request for single-family homes on six lots zoned commercial not directly on the Boulevard, but in the middle of the block west of the Boulevard, around 6th Street. This parcel also had been for sale for several years with the owner not being able to sell it. He doesn't agree this is part of the walkable section of the Boulevard, as these eight lots are kind of an island, due to their location. He has a house across the street, on F Street, and doesn't think developing the lots with commercial uses will make this section of the Boulevard more walkable, because it's just too far away from other businesses. Mr. Trinca has a group of lots he hasn't been able to sell commercially, so if there are any market issues, it may be that there is no commercial market right now. He doesn't think they should hamstring the property owner, if he's got another way to utilize his property, he's all for that.

Ms. West said she doesn't think the Board is here to make sure people generate a profit from their property. The applicant knew full well when he bought these lots that they were commercial.

Mr. Kincaid said the applicant could use the property commercially, even with residences on it, as transient rentals. Whether the homes will be used as vacation rentals is really not part of the Board's deliberation process. The applicant is asking to take this piece of commercial property that is currently unusable, or at least unwanted at the price he has it listed for sale, and build homes which will allow him to sell the lots individually. That he already has a contract on a lot contingent upon the approval of this conditional use application shows evidence this will work in his favor. He's not seeing the hardship on the City's part that allowing houses to be built doesn't work for the City, and he's also not seeing a detriment to the City that somehow, the City's better off with a big vacant piece of land as opposed to having more homes. He just doesn't get that.

Ms. Longstreet said she doesn't see a hardship aside from the one created by the applicant himself. He bought commercial lots, so that's his problem, and he needs to stick with commercial uses. She voted no to other applicants asking to build houses on commercial lots, as the City doesn't have that much commercial property left. She wants to see bike shops, bagel and donut shops, and other mom-and-pop businesses, not houses, on commercial lots along the Boulevard.

Ms. Sloan said these are all good points, but she wants to clarify there is no hardship involved with a conditional use application. Staff's recommendation, if the Board considers recommending approval of this application to the Commission, that the conditional use permit be granted as transferable and run with the land, is a good one, but staff also recommends the time limit within which the use be commenced be extended from one year to two. If the Board recommended the conditional use be granted to require the use to commence within one year, as is the case with most conditional use permits, it will expire and the applicant will have to reapply, so this is kind of like a back-door catch if the lots don't sell and homes aren't built on them within a year. She also highly agrees with staff's recommendation that if the conditional use permit is granted, the properties be regulated as medium density residential regarding setbacks, lot and ISR coverage.

Mr. Mitherz said he can't support this, as he'd rather see commercial development on these lots, and agrees that maybe the price the applicant is asking for the parcel as a whole is the problem.

Mr. Pranis said he thinks they've set precedent in approving similar applications to build houses on commercial lots, so this could be an issue. Maybe there could be a compromise to separate the two lots on the Boulevard out for commercial development only and approve the conditional use for the other six lots not directly on the Boulevard to allow houses to be built on them.

Ms. West said her understanding of conditional use permits, per Section 10.03.02 of the City's LDRs, is that they do not have the same precedential effect as granting a variance. However, because this is a conditional use and not a rezoning, there is a requirement in the City's Comprehensive Plan under Policy L.1.3.2 that requires a 15-foot vegetative buffer between residential and commercial uses. Having spent so much time working on the Comprehensive Plan and the Future Land Use Map, there's a reason why these lots are designated commercial, and it has definitely been identified in the City's visioning workshops as a parcel that should contribute to the economic viability of the City's most walkable Boulevard. She feels very strongly that switching it over to residential is going to cause an issue and is not the way to go.

Mr. Kincaid asked if anyone can point to any single similar application requesting residential use on a commercial lot that the Board has denied.

Mr. Law said in the past two years, he believes the Board has recommended approval of all the applications that have come before them for individual lots and for the five or six lots near the Courtyard by Marriott. The Board did turn down a variance request with a recommendation to

approve a conditional use request for the property south of Obi's Restaurant, on the east side of 6th Street. The Commission has turned down only this same property on 6th Street for which the Board denied the variance while recommending approval of the conditional use permit. The property owner has since reapplied for the conditional use, without asking for a variance this time.

Motion: to recommend the City Commission deny Conditional Use File No CU 2019-07. **Moved** by Ms. West, **seconded** by Ms. Sloan, **passed 5-2** by voice-vote, with Ms. Odom, Ms. West, Ms. Sloan, Ms. Longstreet, and Mr. Mitherz assenting, and Mr. Kincaid and Mr. Pranis dissenting.

E. Concept Review File No. CR 2019-01, for proposed Embassy Suites St. Augustine Beach Phase II, consisting of a 42-unit addition to the existing 175-unit Embassy Suites hotel in a commercial land use district at 300 A1A Beach Boulevard, Thomas O. Ingram, Esquire, Sodl & Ingram PLLC, Agent for Key Beach North LLC, Applicant

Ms. West said as this is a concept review, per the LDRs the Board shall issue no order, finding, or indication of approval or disapproval of the concept review proposal, and no person may rely on any comment concerning the proposal, or any expression of any nature about the proposal, made by any person during the concept review process as a representation or implication that the particular proposal will be ultimately approved or disapproved in any form.

Mr. Pranis said as he is employed by the management company that operates Embassy Suites, he asked if he should recuse himself from this agenda item.

Mr. Kincaid said as there will be no vote and no action taken by the Board, he asked what Mr. Pranis is recusing himself from.

Mr. Mulligan said in looking at the Code, Mr. Pranis' recusal is appropriate.

Ms. West said the Board doesn't want any appearance of impropriety.

Mr. Miller said as stated by Ms. West, in regard to the purview for concept review, there won't be a vote, motion, or recommendation made by the Board, this is strictly for the Board's review, and for the Board and public to provide feedback about the proposed 42-unit addition on the north side of the Embassy Suites property adjacent to Pope Road. The proposed 42-unit addition will be a three-story structure consisting of two stories of habitable hotel suites with parking underneath. The site plan meets the City's parking requirements, setback requirements, ISR coverage, and complies with building height regulations per Section 6.01.04 of the LDRs.

Tom Ingram, Sodl & Ingram PLLC, 233 East Bay Street Suite 1113, Jacksonville, Florida, 32202, attorney and agent for applicant, said he represents Key Beach North LLC, the owner of the Embassy Suites property at 300 A1A Beach Boulevard. Also present are Shawn Gracey, Executive Vice-President of Hospitality for Key International, Jason Kern, the hotel manager for Embassy Suites, and Kris Rowley, an engineer with Zev Cohen and Associates, the engineering firm for the proposed addition. As stated, the project is a 42-unit addition on the north side of the hotel property, with two stories of suite units over parking, for a total of three stories. In designing the plans for the addition, the goal was to avoid as much as possible any disputes as to whether the intent of the Code has been met. The parking has been designed to accommodate the additional rooms, and the aesthetics and architecture designed to match that of the existing hotel. The key difference is that the new addition is one story shorter than that of the existing hotel structure.

Ms. West said Section 12.02.06.F of the LDRs cites criteria the Board is tasked with considering for concept review, such as characteristics of the site and surrounding area, concurrency re-

quirements, the nature of the proposed development, traffic, parking, paved areas, preservation of natural features, conformity of the development with the Comprehensive Plan, concerns and desires of surrounding landowners and other affected persons, etc.. So, the Board is supposed to consider criteria for concept review, they're just not supposed to issue any sort of finding.

Mr. Mitherz asked if the egress from A1A Beach Boulevard has been changed, as the plans for Phase II show a two-way ingress and egress, which is different from what is currently there now, which is ingress from the southern entrance and egress from the northern entrance.

Mr. Ingram said there's no change to ingress or egress, so they'll have to discuss this internally with the engineers and get back to the Board about this before the next round.

Mr. Mitherz asked if a Department of Environmental Protection (DEP) permit will be provided anytime soon, so the Board can see it before it makes a recommendation to the City Commission.

Mr. Law said the DEP permit can't be issued until he, as the Director of Building and Zoning, writes a letter stating the proposed addition conforms with the Code. He can't write that letter until the City Commission approves the final development application. Until the DEP permit is issued, the Building Department won't accept or review any plans for the addition.

Mr. Mitherz asked for clarification on the St. Johns County Fire Department's concern as to how the elimination of the existing Fire Department access road and turnaround on the north side of the building, which will be eliminated with the proposed addition, will be addressed.

Mr. Ingram said they're working with their engineers who specialize in fire code compliance, and some design changes have been identified to address these issues before the final development application comes before the Board and the City Commission. Normally, the Commission doesn't review fire code compliance, it's more of a fire marshal and building department issue.

Ms. West said in Judge Lee Smith's April 2019 order finding in favor of the City against Embassy Suites' application for a splash park, the court found there was competent and substantial evidence of an adverse visual impact on the surrounding environment in violation of the Code, yet the splash park remains on all the site plans submitted for Phase II. She asked exactly how this jives with the fact that Embassy Suites is still suing the City for not allowing the splash park

Mr. Ingram said the splash park or splash playground is not part of this application and would not be approved by virtue of approving the final development application for Phase II. The footprint of the splash park pad is still on the site, covered with artificial grass, and it will remain in place if the 42-unit addition is approved. The splash park is a subject of an appeal to the district court of appeal. It's been fully briefed by both parties, who are waiting for a decision from the court. The experience of Key International and Embassy Suites in St. Augustine Beach has been very good, they've disagreed rather strongly on only one issue regarding a splash park in the hotel, but the overall relationship has been strong and productive. Sheet A-101 in the plans shows the splash park equipment, which is an error that will be fixed in the next round of submittals.

Mr. Mulligan said the current status of the splash park is that the circuit court has ruled on it and upheld the City's decision to not allow it. The application before the Board tonight is simply a concept review, there will be no decision to approve or deny it, so it's just a discussion.

Ms. West said Section 6.03.05 of the LDRs addresses off-street parking design standards and says the Planning and Zoning Board may modify the requirements of this section where necessary to promote a substantial public interest relating to environmental protection or aesthetics. She

asked if asked if Embassy Suites considers the placement of a parking lot on the ocean with very close proximity to the County pier to be an aesthetically positive use of their oceanfront land.

Mr. Ingram said the parking area proposed for the 42-unit addition to Embassy Suites is the same relative location to the ocean as the parking for Pier Park's parking, which is the County's parking area providing public parking, so there is some precedent for parking in that location relative to the ocean. Efforts have been made to address the aesthetics, as the proposed parking area is directly below the conference center space that is frequently used by guests. City Code requires 1.15 parking spaces per hotel unit, so the parking has been designed to comply with this.

Ms. West said she doesn't think having parking on the beach is an appropriate aesthetic use. Also, Section 3.02.02.01 of the LDRs states 35 feet to the roof ridge is the allowable height with an allowance for architectural detail to 40 feet, but the 40-foot height shall not exceed 40 percent of the building perimeter on any side. She asked how Phase II complies with this.

Mr. Law said the section of the LDRs referred to by Ms. West pertains to the mixed-use district, which has no applicability to the 42-unit addition to Embassy Suites. The 35-foot building height maximum is a standard based off one foot above adjacent grade, or one foot above the crown of the road. However, an additional 10 feet is allowed for a parapet wall or roof structure to hide mechanical equipment and piping and water heaters, etc., on the roof. The plans include a great page that explains all that and shows the code references, and also a mechanical roof layout plan.

Ms. West said given the fact that Embassy Suites is located adjacent to Anastasia State Park, she asked how the proposed addition complies with Policy CC.2.7.2 of the City's Comprehensive Plan, which requires developments proposed adjacent to state parks to be environmentally compatible by providing at least 25 feet of native natural buffer. She didn't see this in the landscaping plans.

Mr. Ingram said the Code was recently amended by the City of St. Augustine Beach to require all landscaping to be native. They have some oleander plants existing on the property now and there has been some discussion about relocating some of those, but otherwise, the landscaping will be a combination of native plants all along the northern boundary. The property adjacent to this northern boundary is actually controlled by the City of St. Augustine Beach by interlocal agreement with St. Johns County. It was originally a right-of-way and he believes it is still a right-of-way used as a parking lot to serve the beach, and this parking lot is not part of a state park.

Ms. West said she parks on Pope Road quite a bit, and readily acknowledges the parking lot on Pope Road is not a state park, but the hotel property extending past the parking lot is adjacent to a state park, so she asked how the 25-foot natural buffer is to be addressed, as she didn't see it in the landscaping plans. She also asked if the hotel property is located in a coastal high hazard area, and if so, how the proposed addition complies with Policy CC.4.2 of the Comprehensive Plan, which requires the City to restrict the intensity of development within coastal high hazard areas.

Mr. Law said as of December 2018, the Embassy Suites site shifted from a high velocity wave action zone, which is your coastal high hazard area, to an AO-3 flood zone, which is an area of shallow flooding with the base flood depth that's been established by the federal government. There are government agencies coming together on one job here, with the federal government under the Federal Emergency Management Agency (FEMA) and the Florida Building Code (FBC), and a property in an AO-3 special flood hazard as designated on the Flood Insurance Rate Map (FIRM) effective December 7, 2018. Chapter 3109 of the FBC applies to structures seaward of the CCCL, which was established in January 1988 by the DEP, and up and down all coastlines are what are called reference monuments. St. Augustine Beach is around reference monument 143-144

with a reference volume elevation of about 17 feet, four inches per the National Geodetic Vertical Datum (NGVD), based on the sea level datum of 1929. With the flood map changes, they no longer use the NGVD, but the North American Vertical Datum (NAVD) of 1988, which converts distance differently as measured in yards and meters as it takes into account the roundness of the earth. So, a structure may comply with FEMA, but that's not good enough, which is why the bottom floor of the structure must be non-habitable space such as parking garages, breakaway components, and sheer walls. This becomes a huge engineering analysis, and if it's decided not to use the 17-foot, four-inch elevation, a site-specific engineering is allowed. As Embassy Suites is already built, under substantial improvement protocols, this structure will be extended the lateral addition protection, because the DEP hasn't changed anything since it was built. At this point, the habitable floors will match what's already there and comply with Chapter 3109 of the FBC, and the downstairs will be given the provision of the new definition of allowable use. The bottom line is the hotel building is not within the high velocity wave action zone, which is what's usually defined as a coastal high hazard area, it is in an AO-3 special flood hazard area.

Ms. West said there's no distinction in the Comprehensive Plan regarding restricting development in a velocity zone, it only refers to restricting development in a coastal high hazard area. She's raising this because it's a factor they're going to have to consider, as obviously, the proposed 42-unit addition is increasing the intensity of development within a coastal high hazard area

Mr. Law read aloud the definition of coastal high hazard area Section 2.00.00 of the City's LDRs, and said per this definition, a coastal high hazard area is a VE or a V special flood hazard area.

Ms. West asked if the policy she's referring to in the Comprehensive Plan doesn't apply then.

Mr. Law said he's not saying that at this time, as he'd have to review the Comprehensive Plan and the proposed changes to it that are in the works right now, but a coastal high hazard area is a VE or V special flood hazard area per the definition in the LDRs.

Ms. West asked for any other Board comments or comments from the public. There were none.

VII. OLD BUSINESS

There was no old business.

VIII. BOARD COMMENT

There was no further Board comment.

IX. ADJOURNMENT

The meeting was adjourned at 8:04 p.m.

Jane West, Chairperson

Lacey Pierotti, Recording Secretary

(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDING WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE AUDIO/VIDEO CAN BE OBTAINED BY CONTACTING THE CITY MANAGER'S OFFICE AT 904-471-2122.)



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING

THURSDAY, NOVEMBER 14, 2019, AT 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

I. CALL TO ORDER

Chair Krempasky called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

III. ROLL CALL

Present: Chair Sandra Krempasky, Members Ann Palmquist, Lonnie Kaczmarsky, Lana Bandy, and Alternate Jeanette Smith.

Vice Chair Alex Farr and Member Craig Thomson were absent.

Also Present: Grounds Foreman Tom Large and Recording Secretary Dariana Fitzgerald.

Secretary Fitzgerald reported that Vice Chair Alex Farr would be moving out of the City and so had to resign from the Committee. She noted that the Committee now needed two more regular members and another alternate.

IV. APPROVAL OF MINUTES OF OCTOBER 10, 2019, REGULAR MEETING

Chair Krempasky introduced Item IV.

Chair Krempasky noted a typographical error on page 4 and that a paragraph on page 6 was awkwardly worded.

Motion: To approve the Committee minutes for October 10, 2019, with correction of typographical error. **Moved by** Member Smith. **Seconded by** Member Bandy. Motion passed unanimously.

V. PRESENTATION OF REPORTS:

1. Climate Change Survey

Chair Krempasky reported that Dr. Sandy Bond presented the draft survey to the Commission, who approved it. Secretary Fitzgerald noted that the Commission requested that all the questions be optional and to add a box at the end for survey participants to enter their email if they would like further information.

2. Educational Programs

Member Bandy reported that at the last film was on October 29th, that there were about 30-35 people, and that Captain Adam Morley came to speak on the topic. She stated that she also passed around a sign-up sheet for an email list, which she has provided to Communications Coordinator Cindy Walker. The next event will be on January 30th. She is still trying to select a film and is open to suggestions.

She noted that on November 20th is the Climate Reality Project, started by Al Gore, which trains people to do presentations around the country. She will try to get in contact to see if a speaker could come to this area in the future. She commented that an event in Gainesville advertised that they would plant a tree for each attendee.

She reported that there were some technical difficulties at the Library that made her nervous about the event and she will see if the Library could train her to use the equipment to avoid that in the future.

Chair Krempasky commented that the volume may not have been high enough, but there was a good discussion between Captain Morley and the audience. She stated that she was very impressed with his knowledge on plastics. Member Bandy replied that he was willing to come back to speak in the future and that if anyone was interested, he takes groups out on his Litter Gitter boat.

Secretary Fitzgerald read from an email sent by Craig Thomson (Exhibit A) where he was requesting that the Committee allow up to \$1,000 of its budget for educational materials, like displays and flyers. She noted that there appeared to be something like that in Chair Krempasky's draft Strategic Plan.

3. Development of a Committee Strategic Plan

Chair Krempasky quickly went through the key points of her draft Strategic Plan (Exhibit B). She noted that she tried to include more of an educational presence in this draft. She asked for notes and suggestions or that members draft their own plans and the Committee could create a final version from multiple sources.

Member Palmquist stated that she has participated in the County's fishing program and that perhaps the County could be invited to hold a similar event within the City, since they already have funding for such projects. Secretary Fitzgerald noted that the only area the City could offer for an event like that would be Lakeside Park, which does not have restroom facilities. Member Palmquist suggested inviting them to hold an event at Pier Park and Secretary Fitzgerald replied that the Pier was owned by the County so the City could not offer the space and that adequate parking at the Pier could be a challenge. Foreman Large noted that the Pier will begin repairs in January, which will take a few months.

Chair Krempasky asked for Secretary Fitzgerald's comments on the draft Plan and she replied that this was a great start, that there were realistic predictions for time and costs. She recommended that the numbered suggestion headers be moved before the descriptive paragraphs instead of after.

4. Environmental Policy & Planning Recommendations

Chair Krempasky reported that she sent a letter to the Commission with the Committee's objections to the proposed setback changes and spoke on it during Public Comment as did Member Thomson. She stated that those changes were on hold while other options and resident needs are considered.

Chair Krempasky asked if there were any other comments and Secretary Fitzgerald noted that another request by Building Official Law was to raise the impervious surface ratio in the low-density zoning since there had been a number of variance requests already.

5. Sustainable Stormwater Management Research

This topic was not discussed.

VI. OTHER COMMITTEE MATTERS

Member Kaczmarzky handed out maps and a list of proposed planting sites provided by Legacy Arborist Services. Secretary Fitzgerald noted that Public Works Director Bill Tredik suggested that the Committee develop a planting plan that could potentially be incorporated into Public Works' yearly work plan.

Member Kaczmarzky suggested an educational campaign to send letters to property owners asking if they would be okay with the City planting trees in the right-of-way near their property to help the City grow an urban forest and provide a summary or website link to show the benefits that trees provide. He offered to draft a letter. Chair Krempasky suggested presenting this at Arbor Day. Secretary Fitzgerald noted that there would be a cost involved in mailing letters and in man power, especially if Public Works will be maintaining any kind of record on where those trees are planted. Member Palmquist suggested Facebook and Secretary Fitzgerald replied that could be done and that there seemed to be a better response to social media than traditional mailers.

Foreman Large reported that right now Public Works is busy putting up the holiday lights, but after that they will be working on projects like Alvin's Island. He also asked for suggestions of drought tolerant plants to go along Mickler Boulevard. Chair Krempasky noted that the Commission seemed to want something lush. Member Kaczmarzky suggested saltbush and noted that it would require a little trimming of the lower branches. Foreman Large stated that plants should be around 2-3 feet. Member Smith suggested Indian Hawthorne, but Foreman Large commented that some of those on SR-A1A were 4-5 feet tall and had a problem with bagworms and deer. He noted that he has collected 5-gallon buckets full of bagworms some days. Secretary Fitzgerald noted that a Commissioner had suggested a box hedge. Foreman Large stated that they were looking at many options right now. Chair Krempasky commented that Vice Mayor England had asked for a complete plan for Mickler Boulevard. Member Palmquist suggested that the sidewalk could be decorated with logos stamped into the wet concrete or, on the high end, with solar lights imbedded into the concrete.

Chair Krempasky presented the Anastasia Island Environmental Stewardship Awards application that had been revised for 2020 (Exhibit D). She asked for suggestions to improve wording, if there was any. Secretary Fitzgerald stated that she would like to advertise this no later than the beginning of February, but earlier would be better. Chair Krempasky stated that she would like to

have more entries for other categories. Secretary Fitzgerald stated that she could add a line to the top with check boxes for categories.

Secretary Fitzgerald reported that the Tree City USA application for 2019 was due today and was submitted on time. She noted that the per capita expenditure for FY 2019 was \$6.47, which was mainly due to the Urban Forestry Management Plan, without that the per capita expenses would have been \$3.71.

VII. ADJOURNMENT

Chair Krempasky adjourned the meeting at 7:01 p.m.

Sandra Krempasky, Chair

ATTEST

Max Royle, City Manager

COMMISSION REPORT

December 2019

TO: MAYOR/COMMISSIONERS

FROM: ROBERT A. HARDWICK, CHIEF OF POLICE

DEPARTMENT STATISTICS – November 17th - December 15th

CALLS FOR SERVICE	975
OFFENSE REPORTS	47
CITATIONS ISSUED	72
LOCAL ORDINANCE CITATIONS	2
DUI	2
TRAFFIC WARNINGS	484
TRESSPASS WARNINGS	10
ANIMAL COMPLAINTS	10
ARRESTS	9

- 1 Disturbing the Peace
- 1 Driving on Suspended License.
- 2 Knowingly Driving on Suspended License
- 2 DUI
- 1 Grand Theft
- 1 Operating Vehicle without License
- 1 Fraud- Possession of Blank forged stolen DL

ANIMAL CONTROL:

- St. Johns County Animal Control handled 10 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES:

- Career Synposium Bethume Cookman- November 15th
- Delivered Meals to CHEKS on Thanksgiving- November 28th
- Cops with Claus- December 11th
- CareConnect Christmas Luncheon-December 11th

MEMORANDUM

Date: December 23, 2019
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: Monthly Report

Funding Opportunities

Public Works prepared FAQ sheets on the following projects for presentation to the Tourist Development Council for consideration of future funding:

- Ocean Hammock Park
- Splash Park Improvements
- Beach Dune Walkovers

Public works will continue to explore additional funding opportunities in the coming months.

Maintenance Activities

Rights-of-way and Parkettes – Required routine maintenance of these facilities has decreased during the winter months allowing Public Works to focus on other functions. Public Works is currently scheduling cut-back of trees along S.R. A1A and A1A Beach Boulevard and planting of trees currently stored at the Public Works facility nursery.

Mickler Boulevard Landscaping – Public works presented to SEPAC, options for plantings intended to protect the newly constructed sidewalk between 16th Street and Pope Road. Per SEPAC's recommendations, Public Works is adding plans for plantings on the east side of the sidewalk, including some resting/bench areas. Construction of these improvements will occur in Spring 2020 upon completion of Mickler Boulevard Resurfacing, and subject to available funding.

Holiday Lights – All holiday lighting has been installed. All preparations were successfully completed for the Surf Illumination event.

Parks – Maintenance of City parks is ongoing.

Buildings – Maintenance of City buildings and grounds is ongoing. Security enhancements at the Public Works facility are currently underway.

Fleet – The Public Works Department continues to do minor fleet maintenance on our larger trucks, heavy equipment and regular work trucks, to reduce outside repair costs.

Capital Improvements

Mizell Pond Outfall Improvements (HMGP Project No. 4283-88-R) [DESIGN] – The project includes repairing and improving the damaged weir, replacing stormwater pumps and improving the downstream conveyance. The City has received our St. Johns River Water Management District Permit and submitted the final design (Phase 1 of the HMGP) to the Florida Division of Emergency Management (FDEM) for approval. Work will commence in 2020 upon FDEM approval of Phase 1 submittals, execution of the Phase 2 (Construction) contract, and bidding of the project. Public Works currently operates the old pump station to maintain water levels in the pond.

3rd Lane Drainage Improvements [CONSTRUCTION] – The 3rd Lane Ditch Drainage Improvements will pipe approximately 450 feet of existing ditch west of the 2nd Avenue right-of-way and east of Sea Oaks Subdivision. This project will address localized stormwater flooding and reduce long term drainage maintenance requirements. Bid documents have been completed and the project is out for bids. Approval of the apparent low bidder and authorization to enter into a contract will be presented to the Commission once bids are received and tabulated.

Ocean Hammock Park [DESIGN] –Public Works is beginning formal design of Phase 2 components of the park and will be ready to move to construction in July 2020.

11th Street Pipe Repair and resurfacing [DESIGN/CONSTRUCTION]– 11th Street is experiencing subsidence in several locations due to leaks in existing pipe joints. The project is currently in design. No permitting is anticipated for this project, and construction will follow completion of design. Anticipated improvements include slip-lining of the existing drainage pipe, repair of pavement subbase and base at pipe joints, and resurfacing of the roadway.

Mickler Boulevard Paving [DESIGN] – Public Works has obtained geotechnical investigation necessary to proceed with design of paving improvements between Pope Road and 16th Street. Design is in process and paving is anticipated in Spring 2020.

Streets / Rights of Way

Lighting – Public Works is working with the Police Department, FPL and St. Johns County to move forward with the following lighting improvements:

- Seven (7) new streetlights to improve visibility along S.R. A1A, south of City Hall
- Twelve (12) new streetlights along A1A Beach Boulevard
- Citywide replacement of existing streetlights with LED lights, including replacement of several streetlights with turtle-friendly amber fixtures

Consideration of the contracts for the nineteen new streetlights is included in this agenda. The citywide conversion to LED fixtures is anticipated to be presented to the Commission upon finalization of the amber LED locations. Installation will occur after approval of the agreement amendments.

Traffic Calming – Atlantic Oak Circle residents requested that the City install speed humps on their street. A speed study determined that speed humps may be warranted in this area and Public Works sent out a survey to residents and owners asking whether they supported or rejected the concept. A neighborhood meeting was held on December 10th to go over the results and determine the next appropriate steps. Though there was significant overall support of the project, there was no agreement by residents on the east side of Atlantic Oaks Circle to allow speed humps in front of their homes, therefore installation in this area will not proceed at this time. Opportunity still exists on the west side of the circle, however, and Public Works will send out letters to specific owners to determine whether they support or reject speed humps in front of their properties.

Events

Beach Blast Off – Final preparation for beach blast off were completed in Late December.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: MONTHLY REPORT
DATE: 12/17/2019

Finance

November financials have been reviewed and the City is trending on budget. Currently, our expenditures Citywide are at 15.8% with 16.67% of the year elapsed. A review of the Capital purchases for the year indicates we are moving forward with our projects and purchases for FY20.

Work continues on the Solid Waste Non-Ad Valorem and Commercial rate changes. Public Works Director Bill Tredik and I have discussed further improvements to the Commercial solid waste services and suggestions for future billing and service methods.

Communications and Events

This has been a very busy month for the Communication and Events Department. Cindy managed preparations and executed Beach Blast Off, including strategic planning, organizing vendors, marketing, finding sponsors, and budgeting for the event. She held a photo opportunity for the Ash Can project and successfully sent digital content to local media.

Strategic communications planning is underway for the upcoming Census and the Go Green SAB campaign. The Climate Change Challenge Survey for SEPAC and corresponding marketing materials has been finalized and begins to be executed. She attended a Board of County Commissioners meeting and participated in recognizing Max for his 30 years of service to the City. She also secured a display case to have a permanent, rotating historical display in City Hall.

Cindy continues to manage her duties as a board member for both the South Beaches Chamber of Commerce and Enterprising Women's Leadership Institute; as well as completing her general tasks for the City, which include managing social media, web content, media relations, and the e-newsletter.

Technology

The IT staff has been busy assisting the departments with annual software subscription renewals and other operation issues. Work continues on the RFP for the network and server upgrade.

December 12, 2019
11:44 AM

CITY OF ST. AUGUSTINE BEACH
Check Register By Check Date

Page No: 1

Range of Checking Accts: First to Last Range of Check Dates: 11/01/19 to 11/30/19
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
001TDOPERATING							
42596	11/08/19	A1AAU020 A1A AUTO CENTER INC				11/30/19	1488
20-00268	1	PD VEH REP COIL/RESET #106	319.03	001-2100-521-4630	Expenditure		128 1
				LAW ENFORCEMENT			
42597	11/08/19	ADVAP010 ADVANCED AUTO PARTS				11/30/19	1488
20-00208	1	GARB OPS-WHEEL CLEANER	14.70	001-3400-534-5290	Expenditure		66 1
				GARBAGE			
42598	11/08/19	AFLAC005 AFLAC				11/30/19	1488
20-00185	1	PREMIUMS	425.26	001-229-2100	G/L		43 1
				Insurance-Other Employee Paid			
42599	11/08/19	AMERIO60 AMERICAN HERITAGE LIFE INSURAN				11/30/19	1488
20-00190	1	DENTAL INSURANCE	29.56	001-229-2100	G/L		50 1
				Insurance-Other Employee Paid			
42600	11/08/19	AMERIO90 AMERICAN SHORE & BEACH PRESERV				11/30/19	1488
20-00247	1	ANNUAL MEMBRSP ASBPA-UG JH MR	500.00	001-1100-511-5420	Expenditure		101 1
				LEGISLATIVE			
42601	11/08/19	BBTRA005 B&B TRAILERS AND ACCESSORIES				11/30/19	1488
20-00213	1	PARKS-BBO JACK 15" LIFT	73.99	001-7200-572-4832	Expenditure		68 1
				PARKS AND REC			
42602	11/08/19	BOZAR010 BOZARD FORD COMPANY				11/30/19	1488
20-00172	1	PD VEHICLE MAINT #110	31.99	001-2100-521-4630	Expenditure		33 1
				LAW ENFORCEMENT			
20-00173	1	PD VEH MAINT BRKS/ROTOR #105	352.51	001-2100-521-4630	Expenditure		34 1
				LAW ENFORCEMENT			
			384.50				
42603	11/08/19	CEDST005 CED-ST AUGUSTINE				11/30/19	1488
20-00196	1	OTH GVT FAC MNT-LOCK REPAIR	119.80	001-1900-519-4610	Expenditure		55 1
				OTHER GOVERNMENTAL			
42604	11/08/19	CINDY005 CINDY WALKER				11/30/19	1488
20-00264	1	FIN MILEAGE REIMB-PERS VEH	52.00	001-1300-513-4020	Expenditure		117 1
				FINANCE			
42605	11/08/19	CLERK020 CLERK OF CIRCUIT COURT				11/30/19	1488
20-00186	1	CITATION PAYMENTS	85.00	001-354-300	Revenue		44 1
				Ordinance Violation Fines			
20-00186	2	CITATION PAYMENTS	85.00	001-354-100	Revenue		45 1
				Parking Tickets			
20-00238	1	CITATION PAYMENT	75.00	001-354-100	Revenue		85 1
				Parking Tickets			
			245.00				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
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42606	11/08/19	COLON010 COLONIAL SUPPLEMENTAL INSURANC				11/30/19	1488
20-00227	1	SUPPLEMENTAL INSURANCE	591.20	001-229-2100	G/L		75 1
				Insurance-Other Employee Paid			
42607	11/08/19	CONST010 CONSTANTINE ENGINEERING				11/30/19	1488
19-00217	7	SEA OATS PLANTING-100423.01	4,566.89	001-7200-572-6330	Expenditure		1 1
				PARKS AND REC			
42608	11/08/19	DEBOR010 Deborah K. Christopher				11/30/19	1488
20-00233	1	PD ACRED-PAYROLL 14.5 HR @\$30	435.00	001-2100-521-5440	Expenditure		82 1
				LAW ENFORCEMENT			
42609	11/08/19	DRTOW010 DR TOWNSEND & ASSOCIATES P.A.				11/30/19	1488
20-00221	1	PD INVESTIGATIONS-BACKGRND EVN	225.00	001-2100-521-4930	Expenditure		73 1
				LAW ENFORCEMENT			
42610	11/08/19	EMBAS005 EMBASSY SUITES					1488
20-00265	1	LEG ENT-VALET PKG FLC	540.00	001-1100-511-4800	Expenditure		118 1
				LEGISLATIVE			
42611	11/08/19	ENTER005 ENTERPRISE FM TRUST				11/30/19	1488
20-00171	1	PD VEHICLE LEASE #125	486.42	001-2100-521-4431	Expenditure		32 1
				LAW ENFORCEMENT			
42612	11/08/19	FIRST070 FIRST BANKCARD				11/08/19 VOID	0
42613	11/08/19	FIRST070 FIRST BANKCARD				11/08/19 VOID	0
42614	11/08/19	FIRST070 FIRST BANKCARD				11/08/19 VOID	0
42615	11/08/19	FIRST070 FIRST BANKCARD				11/08/19 VOID	0
42616	11/08/19	FIRST070 FIRST BANKCARD				11/08/19 VOID	0
42617	11/08/19	FIRST070 FIRST BANKCARD				11/30/19	1488
19-02387	1	HUTCH SHRS HOTEL-CONFERENCE	495.00	001-1100-511-4000	Expenditure		2 1
				LEGISLATIVE			
19-02397	1	FAST SIGNS FOR 60TH BDAY PARTY	38.88	001-1100-511-4800	Expenditure		3 1
				LEGISLATIVE			
19-02398	1	HOTELSONE.COM HOTEL-FACC CONF	243.21	001-1300-513-4000	Expenditure		4 1
				FINANCE			
19-02421	1	AMAZON NETWORK SWITCH-PW	105.99	001-1900-519-5230	Expenditure		5 1
				OTHER GOVERNMENTAL			
19-02463	1	CHEWY-PD K9 UNIT-KILO FOOD	109.99	001-2100-521-4640	Expenditure		7 1
				LAW ENFORCEMENT			
19-02464	1	AMAZON-PD MEMBERSHIP PRIME	12.99	001-2100-521-5420	Expenditure		8 1
				LAW ENFORCEMENT			
20-00016	1	THE FLORIDA BAR-RFP ADS	190.00	001-1300-513-4810	Expenditure		9 1
				FINANCE			
20-00024	1	WESTBANK FLOWERS-BELLS MOM	61.15	001-2100-521-5290	Expenditure		10 1
				LAW ENFORCEMENT			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
001TDOPERATING			Continued					
42617	FIRST	BANKCARD						
20-00025	1	AMAZON PD BC AWARENESS PINS	25.98	001-2100-521-5240 LAW ENFORCEMENT	Expenditure		11	1
20-00026	1	BLDG DIVERSE TEAMS-HARDWICK	150.00	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		12	1
20-00027	1	EVENT ADMISSION	12.24	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		13	1
20-00028	1	JAX BAR ASSOC AD-RFP	100.00	001-1300-513-4810 FINANCE	Expenditure		14	1
20-00035	1	HEARTSMART.COM AED & BATTERY	450.00	001-1900-519-4620 OTHER GOVERNMENTAL	Expenditure		15	1
20-00036	1	AMAZON-PD KITCHEN SUPPLIES	17.63	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		16	1
20-00037	1	AMAZON-PD KITCHEN SUPPLIES	32.38	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		17	1
20-00038	1	LUNCHEON-WOMEN UNITED	170.00	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		18	1
20-00039	1	RENEW WEBSITE	145.00	001-1300-513-5290 FINANCE	Expenditure		19	1
20-00040	1	VISTAPRINT.COM-FIN SUPPLIES	58.59	001-1300-513-5100 FINANCE	Expenditure		20	1
20-00112	1	AMAZON BLDG USB CABLES	97.93	001-2400-524-5230 PROT INSPECTIONS	Expenditure		21	1
20-00113	1	K9 TACTICAL - KILO COLLAR	69.00	001-2100-521-4640 LAW ENFORCEMENT	Expenditure		22	1
20-00113	2	K9 GEAR-KILO COLLAR RETURN	57.75-	001-2100-521-4640 LAW ENFORCEMENT	Expenditure		23	1
20-00114	1	AMAZON EVIDENCE/OFFICE SUPPLY	16.74	001-2100-521-5100 LAW ENFORCEMENT	Expenditure		24	1
20-00115	1	AMAZON PD CHARGERS	149.95	001-2100-521-5100 LAW ENFORCEMENT	Expenditure		25	1
20-00116	1	UNITED WAY LUNCHEON HARDWICK	85.00	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		26	1
20-00117	1	OFFICE MAX-BLDG OFFICE SUPPLY	6.79	001-2400-524-5100 PROT INSPECTIONS	Expenditure		27	1
20-00121	1	DAYTONA BCH FACC CONFERENCE	23.46	001-1300-513-4000 FINANCE	Expenditure		28	1
20-00134	1	AMAZON-FLAG/XMAS BSKT FNDRASR	8.99	001-2100-521-5240 LAW ENFORCEMENT	Expenditure		29	1
20-00135	1	AMAZON-EVIDENCE SCALE	16.98	001-2100-521-4930 LAW ENFORCEMENT	Expenditure		30	1
20-00136	1	SAFE SHIP-KILO COLLAR	14.06	001-2100-521-4200 LAW ENFORCEMENT	Expenditure		31	1
20-00167	1	AWRA TECHNICAL MEETING-TREDICK	50.00	001-131-1000 Due From Road & Bridge Fund	G/L		142	1
20-00180	1	AA PD TRAVEL-BACKGROUND EVANS	410.99	001-2100-521-4000 LAW ENFORCEMENT	Expenditure		40	1
20-00182	1	IAFCI MEMBERSHIP SMITH	110.00	001-2100-521-5420 LAW ENFORCEMENT	Expenditure		41	1
20-00184	1	SYND CHEM PD TEST KITS	45.49	001-2100-521-4930 LAW ENFORCEMENT	Expenditure		42	1

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Check Register By Check Date

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
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42617	FIRST	BANKCARD					
		Continued					
20-00187	1	RUBBER STAMP UNLTD-PZB STAMP	18.75	001-1500-515-5290	Expenditure		143 1
				COMP PLANNING			
20-00187	2	RUBBER STAMP UNLTD-BLD STAMPS	236.31	001-2400-524-5100	Expenditure		47 1
				PROT INSPECTIONS			
20-00191	1	WINN DIXIE-60TH BDAY CAKES	119.98	001-1100-511-4800	Expenditure		51 1
				LEGISLATIVE			
20-00191	2	WINN DIXIE-60TH BDAY SODA	29.37	001-1100-511-4800	Expenditure		52 1
				LEGISLATIVE			
20-00237	1	ENTERPRISE-NEW HIRE BCKGRND	129.50	001-2100-521-4000	Expenditure		84 1
				LAW ENFORCEMENT			
20-00242	1	AMAZON CREDIT-LINKSYS 16-PORT	69.00	001-1900-519-5230	Expenditure		94 1
				OTHER GOVERNMENTAL			
20-00243	1	HILTON FMCA CONFERENCE-WALKER	156.38	001-1300-513-4000	Expenditure		95 1
				FINANCE			
20-00274	1	AA-PD TRAVEL CARSWELL FLT CHNG	88.00	001-2100-521-4000	Expenditure		135 1
				LAW ENFORCEMENT			
20-00275	1	AMAZON-PD MEMBERSHP PRIME	12.99	001-2100-521-5420	Expenditure		136 1
				LAW ENFORCEMENT			
20-00276	1	SO COAST K9-PD KILO TRAINING	390.00	001-2100-521-5430	Expenditure		137 1
				LAW ENFORCEMENT			
			4,578.94				
42618	11/08/19	FLAGL030 FLAGLER CARE CENTER				11/30/19	1488
20-00245	1	FIN OTH OPS-DRUG SCREENS	230.00	001-1300-513-5290	Expenditure		97 1
				FINANCE			
20-00245	2	OTH GVT OPS-DRUG SCREENS	27.30	001-1900-519-5290	Expenditure		98 1
				OTHER GOVERNMENTAL			
20-00245	3	GARBAGE-DRUG SCREENS	30.45	001-3400-534-5290	Expenditure		99 1
				GARBAGE			
20-00245	4	DUE FR RB-DRUG SCREENS	47.25	001-131-1000	G/L		100 1
				Due From Road & Bridge Fund			
20-00253	1	PD INVESTIGATIONS-EVANS	339.00	001-2100-521-4930	Expenditure		104 1
				LAW ENFORCEMENT			
			674.00				
42619	11/08/19	FLORI170 FLORIDA JANITOR & PAPER SUPPLY				11/30/19	1488
20-00258	1	JANITORIAL SUPPLIES	282.22	001-1900-519-5290	Expenditure		112 1
				OTHER GOVERNMENTAL			
42620	11/08/19	FLORI190 FLORIDA MUNICIPAL INSURANCE TR				11/30/19	1488
20-00239	1	OTH GVT SVC-STRG TANK INSURANC	173.16	001-1900-519-4510	Expenditure		86 1
				OTHER GOVERNMENTAL			
20-00239	2	GARBAGE-STORG TANK INSURANCE	193.14	001-3400-534-4510	Expenditure		87 1
				GARBAGE			
20-00239	3	DUE FR RB-STORG TNK INSURANCE	299.70	001-131-1000	G/L		88 1
				Due From Road & Bridge Fund			
			666.00				
42621	11/08/19	FLORI230 FLORIDA POLICE CHIEFS ASSOCIAT				11/30/19	1488
20-00219	1	PD TRAINING-CORE III JP	375.00	001-2100-521-5430	Expenditure		71 1
				LAW ENFORCEMENT			

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
001TD	OPERATING						
42621	FLORIDA	POLICE CHIEFS ASSOCIAT	Continued				
20-00220	1	PD TRAINING-CORE III KH	375.00	001-2100-521-5430	Expenditure		72 1
				LAW ENFORCEMENT			
			<u>750.00</u>				
42622	11/08/19	FLORID250 FLORIDA POWER & LIGHT COMPANY				11/30/19	1488
20-00229	1	OTH GVT ELECTRICITY	106.22	001-1900-519-4310	Expenditure		76 1
				OTHER GOVERNMENTAL			
20-00229	2	GARBAGE ELECTRICITY	118.47	001-3400-534-4310	Expenditure		77 1
				GARBAGE			
20-00229	3	GARBAGE ELECTRICITY	183.82	001-131-1000	G/L		78 1
				Due From Road & Bridge Fund			
20-00240	1	PD-ELECTRICITY	897.71	001-2100-521-4310	Expenditure		89 1
				LAW ENFORCEMENT			
20-00240	2	PARKS-ELECTRICITY	27.85	001-7200-572-4310	Expenditure		90 1
				PARKS AND REC			
20-00240	3	PARKS-ELECTRICITY	24.78	001-7200-572-4310	Expenditure		91 1
				PARKS AND REC			
20-00240	4	OTH GVT SVC-ELECTRICITY	626.44	001-1900-519-4310	Expenditure		92 1
				OTHER GOVERNMENTAL			
20-00240	5	BLDG-ELECTRICITY	417.62	001-2400-524-4310	Expenditure		93 1
				PROT INSPECTIONS			
			<u>2,402.91</u>				
42623	11/08/19	FOPLO005 FOP LODGE 113				11/30/19	1488
20-00279	1	FOP MEMBERSHIP DUES	7.00	001-229-1000	G/L		140 1
				Miscellaneous Deductions			
42624	11/08/19	GOODY020 GOODYEAR COMMERCIAL TIRE				11/30/19	1488
20-00205	1	SANITATION TIRES	3,708.71	001-3400-534-4630	Expenditure		64 1
				GARBAGE			
42625	11/08/19	GTDIS005 GT DISTRIBUTORS				11/30/19	1488
20-00272	1	PD UNIFORM-CUFFS EVANS	130.30	001-2100-521-5210	Expenditure		133 1
				LAW ENFORCEMENT			
20-00273	1	PD UNIFORMS-TASER CART-EVANS	27.95	001-2100-521-5210	Expenditure		134 1
				LAW ENFORCEMENT			
			<u>158.25</u>				
42626	11/08/19	HAGAN020 HAGAN ACE MANAGEMENT CORP				11/30/19	1488
20-00200	1	OTH GVT OPS-PWD PEST CONTROL	7.99	001-1900-519-5290	Expenditure		59 1
				OTHER GOVERNMENTAL			
20-00201	1	OTH GVT OPS-PWD DRANO PRO	6.59	001-1900-519-5290	Expenditure		60 1
				OTHER GOVERNMENTAL			
20-00203	1	OTH GVT FAC-PWD MAINT SUPPLIES	20.17	001-1900-519-4610	Expenditure		62 1
				OTHER GOVERNMENTAL			
20-00204	1	GARB VEHICLE REPAIR PARTS	7.08	001-3400-534-4630	Expenditure		63 1
				GARBAGE			
20-00263	1	PARKS-OTH OPS SPLASH PK M ACID	23.36	001-7200-572-5290	Expenditure		116 1
				PARKS AND REC			
			<u>65.19</u>				

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001TD	OPERATING			Continued			
42627	11/08/19	HICKS101 HICK'S LAND CLEARING & INCINER				11/30/19	1488
20-00230	1	GARB-SOLID WASTE DISPOSAL	180.00	001-3400-534-4940	Expenditure		79 1
				GARBAGE			
42628	11/08/19	HOMED010 HOME DEPOT				11/30/19	1488
20-00199	1	PARKS-BBO MISC HARDWARE	10.44	001-7200-572-4832	Expenditure		58 1
				PARKS AND REC			
20-00206	1	OTH GVT TOOL-INFRED THERMO GUN	89.00	001-1900-519-5230	Expenditure		65 1
				OTHER GOVERNMENTAL			
20-00259	1	OTH GVT SVC-FAC MAINT PD BLDG	27.08	001-1900-519-4610	Expenditure		113 1
				OTHER GOVERNMENTAL			
20-00260	1	OTH GS-CITY HALL STUCCO REPAIR	37.49	001-1900-519-4610	Expenditure		114 1
				OTHER GOVERNMENTAL			
20-00261	1	OTH GS-CITY HALL BLDG REPAIRS	13.04	001-1900-519-4610	Expenditure		115 1
				OTHER GOVERNMENTAL			
			177.05				
42629	11/08/19	INDIA010 INDIANHEAD BIOMASS SERVICES				11/30/19	1488
20-00257	1	SW DISPOSAL FEES	304.91	001-3400-534-4940	Expenditure		111 1
				GARBAGE			
42630	11/08/19	INNOV015 INNOVATIVE CREDIT SOLUTIONS				11/30/19	1488
20-00174	1	PD CREDIT CHECKS-MEMBRSP RENEW	75.00	001-2100-521-5420	Expenditure		35 1
				LAW ENFORCEMENT			
20-00249	1	PD INVESTIGATIONS-EVANS	17.00	001-2100-521-4930	Expenditure		102 1
				LAW ENFORCEMENT			
			92.00				
42631	11/08/19	JACKI005 JACKIE PARRISH				11/30/19	1488
20-00271	1	REIMB PETTY CASH-PARRISH	20.00	001-2100-521-5240	Expenditure		131 1
				LAW ENFORCEMENT			
20-00271	2	REIMB PETTY CASH-PARRISH	5.35	001-2100-521-4200	Expenditure		132 1
				LAW ENFORCEMENT			
			25.35				
42632	11/08/19	KATHI005 KATHI M HARRELL				11/30/19	1488
20-00218	1	PD REIMBURSED TUITION-KH	1,427.40	001-2100-521-5430	Expenditure		70 1
				LAW ENFORCEMENT			
42633	11/08/19	LVHIE010 L.V. HIERS INC.				11/30/19	1488
20-00188	1	BULK FUEL	1,643.74	001-141-0000	G/L		48 1
				Inventories - Fuel			
20-00189	1	BULK FUEL	914.95	001-141-0000	G/L		49 1
				Inventories - Fuel			
			2,558.69				
42634	11/08/19	MUNIC010 MUNICIPAL CODE CORPORATION				11/30/19	1488
20-00244	1	CODE HOSTING-ADMIN SUPPORT FEE	275.00	001-1100-511-3170	Expenditure		96 1
				LEGISLATIVE			

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PO #	Item	Description					Ref Seq Acct
001TDOPERATING				Continued			
42635	11/08/19	NATIO090 NATIONWIDE RETIREMENT SOLUTION				11/30/19	1488
20-00280	1	DEFERRED COMPENSATION	1,714.52	001-235-0000 Deferred Compensation	G/L		141 1
42636	11/08/19	NEXTR005 NEXTRAN				11/30/19	1488
20-00194	1	GARAGE ANVIL-TOOL REPLACEMENT	349.80	001-3400-534-5230 GARBAGE	Expenditure		53 1
42637	11/08/19	PATRI010 PATRICK'S UNIFORMS				11/30/19	1488
20-00178	1	PD UNIFORMS-HONOR GUARD	601.84	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		38 1
42638	11/08/19	PIPPR010 PIP PRINTING				11/30/19	1488
20-00222	1	PD PRINTING-BUS CARDS J LEWIS	49.00	001-2100-521-4700 LAW ENFORCEMENT	Expenditure		74 1
42639	11/08/19	POWER020 POWERDETAILS				11/30/19	1488
20-00234	1	PD ANNUAL CLIENT LICENSES	54.33	001-2100-521-5420 LAW ENFORCEMENT	Expenditure		83 1
42640	11/08/19	PUBLI020 PUBLIX				11/30/19	1488
20-00232	1	PD PREV-HALLOWEEN CANDY	11.98	001-2100-521-5240 LAW ENFORCEMENT	Expenditure		81 1
42641	11/08/19	QUILL010 QUILL LLC				11/30/19	1488
20-00255	1	FIN OFF SUP-BUSINESS CARDS	32.44	001-1300-513-5100 FINANCE	Expenditure		106 1
42642	11/08/19	SANFO005 SANFORD AND SON AUTO PARTS INC				11/30/19	1488
20-00209	1	GARB VEHICLE STOCK PARTS #76	43.74	001-3400-534-4630 GARBAGE	Expenditure		67 1
42643	11/08/19	SIGNS010 SIGNS NOW				11/30/19	1488
20-00175	1	PD COFFEE W/COP SIGN	149.00	001-2100-521-4700 LAW ENFORCEMENT	Expenditure		36 1
42644	11/08/19	SPORT010 SPORTS CORNER				11/30/19	1488
20-00231	1	PD UNIFORMS-PATROL HATS	60.00	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		80 1
42645	11/08/19	STALK010 APPLIED CONCEPTS INC.				11/30/19	1488
20-00270	1	PD EQUIP REPAIR-RADAR	712.00	001-2100-521-4620 LAW ENFORCEMENT	Expenditure		130 1
42646	11/08/19	STAUG050 ST AUGUSTINE ELECTRIC MOTOR W				11/30/19	1488
20-00277	1	CITY HALL LIFT STATION REPAIR	755.48	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		138 1
20-00278	1	LIFT STATION REPAIR-VERSAGGI	534.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		139 1
			1,289.48				

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001TDOPERATING				Continued				
42647	11/08/19	STJOH245 ST JOHNS SALES & SERVICE				11/30/19	1488	
20-00195	1	OTH GVT OP SUPP-BLADE REPL	270.00	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		54	1
42648	11/08/19	SUNLIO10 SUN LIFE FINANCIAL				11/30/19	1488	
20-00267	1	LIFE INS PREMIUMS	4.56	001-1200-512-2300 EXECUTIVE	Expenditure		119	1
20-00267	2	LIFE INS PREMIUMS	63.91	001-1300-513-2300 FINANCE	Expenditure		120	1
20-00267	3	LIFE INS PREMIUMS	14.15	001-1500-515-2300 COMP PLANNING	Expenditure		121	1
20-00267	4	LIFE INS PREMIUMS	47.48	001-1900-519-2300 OTHER GOVERNMENTAL	Expenditure		122	1
20-00267	5	LIFE INS PREMIUMS	200.86	001-2100-521-2300 LAW ENFORCEMENT	Expenditure		123	1
20-00267	6	LIFE INS PREMIUMS	40.63	001-2400-524-2300 PROT INSPECTIONS	Expenditure		124	1
20-00267	7	LIFE INS PREMIUMS	52.95	001-3400-534-2300 GARBAGE	Expenditure		125	1
20-00267	8	LIFE INS PREMIUMS	82.17	001-131-1000 Due From Road & Bridge Fund	G/L		126	1
20-00267	9	LIFE INS PREMIUMS	348.88	001-229-2100 Insurance-Other Employee Paid	G/L		127	1
			<u>855.59</u>					
42649	11/08/19	SUNSHO10 SUNSHINE ROOF SERVICES				11/30/19	1488	
20-00256	1	REFUND PERMIT FEE	2.00	001-208-0000 Due to Other Governments	G/L		107	1
20-00256	2	REFUND PERMIT FEE	2.00	001-208-0000 Due to Other Governments	G/L		108	1
20-00256	3	REFUND PERMIT FEE	15.00	001-322-100 Building Permits	Revenue		109	1
20-00256	4	REFUND PERMIT FEE	61.24	001-322-100 Building Permits	Revenue		110	1
			<u>80.24</u>					
42650	11/08/19	SZOKEO10 SZOKE POWER SYSTEMS INC				11/30/19	1488	
19-02462	1	MAINT-CITY HALL GEN INSPECTION	475.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		6	1
20-00197	1	OTH GVT EQ-GENERATOR REPAIR	316.00	001-1900-519-4620 OTHER GOVERNMENTAL	Expenditure		56	1
			<u>791.00</u>					
42651	11/08/19	THEBA005 THE BANCORP BANK				11/30/19	1488	
20-00254	1	PD LEASE-VEHICLE #128	389.49	001-2100-521-4431 LAW ENFORCEMENT	Expenditure		105	1
42652	11/08/19	TIREH005 TIREHUB LLC				11/30/19	1488	
20-00176	1	PD VEH MAINT-TIRES #120	300.69	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		37	1

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001	TD	OPERATING	Continued				
42653	11/08/19	TRACT010 TRACTOR SUPPLY CREDIT PLAN				11/30/19	1488
20-00198	1	PARKS-BBO MISC HARDWARE	81.56	001-7200-572-4832	Expenditure		57 1
				PARKS AND REC			
20-00202	1	PARKS-BBO STAGE TOOLS	38.98	001-7200-572-4832	Expenditure		61 1
				PARKS AND REC			
			120.54				
42654	11/08/19	VERIZ010 VERIZON WIRELESS				11/30/19	1488
20-00250	1	PD CELL PHONES	907.65	001-2100-521-4100	Expenditure		103 1
				LAW ENFORCEMENT			
42655	11/08/19	VYSTA005 VYSTAR CREDIT UNION				11/30/19	1488
20-00269	1	PD INVESTIGATIONS-FOSTER	50.13	001-2100-521-4930	Expenditure		129 1
				LAW ENFORCEMENT			
42656	11/08/19	WILSO010 WILSON MACHINE & WELDING WORKS				11/30/19	1488
20-00214	1	PARKS-BBO STAGE TUBING & PLATE	132.00	001-7200-572-4832	Expenditure		69 1
				PARKS AND REC			
42657	11/08/19	WRIGH010 WRIGHT NATIONAL FLOOD				11/30/19	1488
20-00179	1	PD FLOOD INSURANCE	3,280.00	001-2100-521-4520	Expenditure		39 1
				LAW ENFORCEMENT			
42658	11/22/19	ADVAN010 ADVANCED DISPOSAL				11/30/19	1491
20-00284	1	RECYCLE SERVICES OCT 2019	11,737.68	001-3400-534-3400	Expenditure		7 1
				GARBAGE			
42659	11/22/19	ADVAP010 ADVANCED AUTO PARTS					1491
20-00313	1	PD VEH#122 JUMP CABLES	21.29	001-2100-521-5230	Expenditure		27 1
				LAW ENFORCEMENT			
42660	11/22/19	ARCHI005 ARCHIVESOCIAL					1491
20-00340	1	SOCIAL MEDIA RECORD RETENTION	4,788.00	001-1100-511-4620	Expenditure		85 1
				LEGISLATIVE			
42661	11/22/19	ATTUV010 AT & T (U-VERSE)				11/30/19	1491
20-00322	1	INTERNET SERVICE	50.10	001-1300-513-4100	Expenditure		41 1
				FINANCE			
20-00322	2	INTERNET SERVICE	50.10	001-2400-524-4100	Expenditure		42 1
				PROT INSPECTIONS			
			100.20				
42662	11/22/19	AVIDD010 AVID DESIGN GROUP LLC				11/30/19	1491
20-00326	1	WEB MAINTENANCE	400.00	001-7200-572-4835	Expenditure		56 1
				PARKS AND REC			
42663	11/22/19	BBTRA005 B&B TRAILERS AND ACCESSORIES				11/30/19	1491
20-00295	1	BBO TRAILER REPAIR	369.95	001-7200-572-4832	Expenditure		15 1
				PARKS AND REC			

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PO #	Item	Description							
001TDOPERATING Continued									
42664	11/22/19	BOZAR010 BOZARD FORD COMPANY				11/30/19	1491		
20-00312	1	PD VEH REP #106 2 TIRES,CK SWY	187.65	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		26	1	
20-00387	1	VEHICLE #106 OIL CHANGE	66.65	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		135	1	
			<u>254.30</u>						
42665	11/22/19	BUGOU010 BUG OUT		(Void Reason: CANCEL SERVICES)		11/22/19 VOID	1491		
20-00364	1	LAWN SERVICE	189.00	001-1900-519-3400 Other Gov Svcs-Other Contractual Service	Expenditure		110	1	
42666	11/22/19	CANON010 CANON FINANCIAL SERVICES				11/30/19	1491		
20-00367	1	COPIER LEASE	125.00	001-2400-524-4430 PROT INSPECTIONS	Expenditure		113	1	
20-00367	2	COPIER USAGE	67.90	001-2400-524-4700 PROT INSPECTIONS	Expenditure		114	1	
20-00367	3	COPIER LEASE	125.00	001-2100-521-4430 LAW ENFORCEMENT	Expenditure		115	1	
20-00367	4	COPIER USAGE	61.05	001-2100-521-4700 LAW ENFORCEMENT	Expenditure		116	1	
20-00367	5	COPIER LEASE	125.00	001-1300-513-4430 FINANCE	Expenditure		117	1	
20-00367	6	COPIER USAGE	97.77	001-1300-513-4700 FINANCE	Expenditure		118	1	
20-00368	1	COPIER LEASE	47.84	001-1900-519-4430 OTHER GOVERNMENTAL	Expenditure		119	1	
20-00368	5	COPIER LEASE	53.36	001-3400-534-4430 GARBAGE	Expenditure		120	1	
20-00368	6	COPIER LEASE	82.80	001-131-1000 Due From Road & Bridge Fund	G/L		121	1	
20-00368	7	COPIER USAGE	5.00	001-1900-519-5100 OTHER GOVERNMENTAL	Expenditure		122	1	
20-00368	8	COPIER USAGE	5.57	001-3400-534-5100 GARBAGE	Expenditure		123	1	
20-00368	9	COPIER USAGE	8.65	001-131-1000 Due From Road & Bridge Fund	G/L		124	1	
			<u>804.94</u>						
42667	11/22/19	CDWGO010 CDW GOVERNMENT INC.		(Void Reason: PRICE CHANGE)		11/22/19 VOID	1491		
20-00331	1	ADOBE PRO	138.47	001-1900-519-5290 Other Gov Svcs-Other Operating Supplies	Expenditure		67	1	
20-00331	2	ADOBE PRO	154.44	001-3400-534-5290 Garbage-Other Operating Supplies	Expenditure		68	1	
20-00331	3	ADOBE PRO	239.65	001-131-1000 Due From Road & Bridge Fund	G/L		69	1	
20-00331	4	ADOBE PRO	177.52	001-2100-521-5290 Law Enforcement-Other Operating Supplies	Expenditure		70	1	
20-00331	5	ADOBE PRO	887.60	001-1300-513-5290 Finance-Other Operating Supplies	Expenditure		71	1	
20-00331	6	ADOBE PRO	532.56	001-2400-524-5290 Prot Inspections-Other Operating Supplie	Expenditure		72	1	

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001TDOPERATING								
Continued								
42667 CDW GOVERNMENT INC.			Continued					
20-00331	7	ADOBE PRO	177.52	001-1500-515-5290	Expenditure		73	1
				Comp Planning-Other Operating Supplies				
20-00331	8	ADOBE CREATIVE CLOUD	896.32	001-1300-513-5290	Expenditure		74	1
				Finance-Other Operating Supplies				
			<u>3,204.08</u>					
42668	11/22/19	CEDST005 CED-ST AUGUSTINE				11/30/19	1491	
20-00292	1	CITY HALL LIGHT REPAIR	625.00	001-1900-519-4610	Expenditure		12	1
				OTHER GOVERNMENTAL				
42669	11/22/19	CHIEF020 CHIEFMART				11/30/19	1491	
20-00374	1	SABPD COINS	320.00	001-2100-521-5290	Expenditure		128	1
				LAW ENFORCEMENT				
42670	11/22/19	CLERK020 CLERK OF CIRCUIT COURT					1491	
20-00287	1	PD FILING FEES-OCT 19	160.00	001-2100-521-5290	Expenditure		8	1
				LAW ENFORCEMENT				
20-00352	1	CITATION PAYMENT	85.00	001-354-100	Revenue		99	1
				Parking Tickets				
			<u>245.00</u>					
42671	11/22/19	COMCA015 COMCAST				11/30/19	1491	
20-00333	1	PD CABLE NEWS	66.48	001-2100-521-5290	Expenditure		78	1
				LAW ENFORCEMENT				
42672	11/22/19	COQUI005 COQUINA LAW GROUP PA					1491	
19-02466	1	LEGAL	6,230.00	001-1300-513-3100	Expenditure		3	1
				FINANCE				
19-02467	1	LEGAL	6,000.00	001-1300-513-3100	Expenditure		4	1
				FINANCE				
			<u>12,230.00</u>					
42673	11/22/19	CRAFT010 CRAFT'S TROPHIES & AWARDS INC					1491	
20-00293	1	LEGISLATIVE NAMEPLATE-LOVETT	12.00	001-1100-511-4990	Expenditure		13	1
				LEGISLATIVE				
20-00371	2	POLICE SPECIALTY ITEMS-AWARDS	853.00	001-2100-521-5290	Expenditure		125	1
				LAW ENFORCEMENT				
			<u>865.00</u>					
42674	11/22/19	CSAB-030 CSAB - POLICE EDUCATION FUND				11/30/19	1491	
20-00378	1	PE FROM FINES	130.00	001-351-500	Revenue		130	1
				Court Fines				
42675	11/22/19	FEDER005 FEDERAL EASTERN INTERNATIONAL				11/30/19	1491	
20-00356	1	POLICE UNIFORM VESTS	3,661.20	001-2100-521-5210	Expenditure		104	1
				LAW ENFORCEMENT				
20-00356	2	POLICE UNIFORM CARRIERS W/ID	1,607.04	001-2100-521-5210	Expenditure		105	1
				LAW ENFORCEMENT				
			<u>5,268.24</u>					

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001TDOPERATING		Continued					
42676	11/22/19	FLORI020 FLORIDA ASSOC OF CITY CLERKS				11/30/19	1491
20-00291	1	FACC MEMBERSHIP - RADDATZ	75.00	001-1300-513-5420 FINANCE	Expenditure		11 1
42677	11/22/19	FLORI170 FLORIDA JANITOR & PAPER SUPPLY				11/30/19	1491
20-00294	1	JANITORIAL SUPPLIES	162.73	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		14 1
20-00359	1	JANITORIAL SUPPLIES	377.42	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		108 1
			<u>540.15</u>				
42678	11/22/19	FOPL005 FOP LODGE 113					1491
20-00386	1	MEMBERSHIP DUES	7.00	001-229-1000 Miscellaneous Deductions	G/L		134 1
42679	11/22/19	GTDIS005 GT DISTRIBUTORS				11/30/19	1491
20-00309	1	PD UNIFORM-TASER CART HOLDER	44.42	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		25 1
42680	11/22/19	HAGAN020 HAGAN ACE MANAGEMENT CORP				11/22/19 VOID	0
42681	11/22/19	HAGAN020 HAGAN ACE MANAGEMENT CORP				11/30/19	1491
20-00296	1	FACIL MAINT-PD FAUCET REPL	7.59	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		16 1
20-00297	1	FACIL MAINT-PD WATER LINE REP	37.16	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		17 1
20-00298	1	FACIL MAINT-PD WATER LINE REP	41.31	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		18 1
20-00299	1	FACIL MAINT-PD WATER LINE REP	41.31	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		19 1
20-00300	1	FACIL MAINT-PD WATER LINE REP	87.54	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		20 1
20-00301	1	LAKESIDE PARK FLAG POLE HRDWR	9.18	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		21 1
20-00336	1	PD EXTRA VEHICLE KEY	3.99	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		79 1
20-00357	1	FACILITY MAINT-GATE ACCESS BTN	6.99	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		106 1
			<u>152.45</u>				
42682	11/22/19	HEATH010 HEATH ELECTRIC				11/30/19	1491
20-00358	1	CITY HALL LIGHT FIXTURE	265.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		107 1
42683	11/22/19	HICKS101 HICK'S LAND CLEARING & INCINER				11/30/19	1491
20-00354	1	SOLID WASTE DISPOSAL	120.00	001-3400-534-4940 GARBAGE	Expenditure		100 1
42684	11/22/19	JUSTI005 JUSTIFACTS CREDENTIAL				11/30/19	1491
20-00317	1	FINANCE BACKGROUND CHECK	104.75	001-1300-513-5290 FINANCE	Expenditure		29 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
001TDOOPERATING			Continued				
42685	11/22/19	LEGAL005 LEGALSHIELD				11/30/19	1491
20-00382	1	PREPAID LEGAL	15.95	001-229-2100	G/L		131 1
				Insurance-Other Employee Paid			
42686	11/22/19	LVHIE010 L.V. HIERS INC.				11/30/19	1491
20-00339	1	BULK FUEL	418.31	001-141-0000	G/L		83 1
				Inventories - Fuel			
20-00339	2	BULK FUEL	1,594.56	001-141-0000	G/L		84 1
				Inventories - Fuel			
			<u>2,012.87</u>				
42687	11/22/19	MICRO010 MICROSOFT					1491
20-00330	1	ADDITION OF ADV THREAT-036S	124.80	001-1900-519-5290	Expenditure		59 1
				OTHER GOVERNMENTAL			
20-00330	2	ADDITION OF ADV THREAT-036S	139.20	001-3400-534-5290	Expenditure		60 1
				GARBAGE			
20-00330	3	ADDITION OF ADV THREAT-036S	216.00	001-131-1000	G/L		61 1
				Due From Road & Bridge Fund			
20-00330	4	ADDITION OF ADV THREAT-036S	1,620.00	001-2100-521-5290	Expenditure		62 1
				LAW ENFORCEMENT			
20-00330	5	ADDITION OF ADV THREAT-036S	540.00	001-1300-513-5290	Expenditure		63 1
				FINANCE			
20-00330	6	ADDITION OF ADV THREAT-036S	300.00	001-2400-524-5290	Expenditure		64 1
				PROT INSPECTIONS			
20-00330	7	ADDITION OF ADV THREAT-036S	60.00	001-1500-515-5290	Expenditure		65 1
				COMP PLANNING			
20-00330	8	ADDITION OF ADV THREAT-036S	900.00	001-1100-511-5290	Expenditure		66 1
				LEGISLATIVE			
20-00332	1	ONLINE SVCS-ADD TO PWD LIC	63.22	001-1900-519-5290	Expenditure		75 1
				OTHER GOVERNMENTAL			
20-00332	2	ONLINE SVCS-ADD TO PWD LIC	70.51	001-3400-534-5290	Expenditure		76 1
				GARBAGE			
20-00332	3	ONLINE SVCS-ADD TO PWD LIC	109.41	001-131-1000	G/L		77 1
				Due From Road & Bridge Fund			
20-00338	1	PWD MS OFFICE 365 E3 LIC	47.66	001-1900-519-5290	Expenditure		80 1
				OTHER GOVERNMENTAL			
20-00338	2	PWD MS OFFICE 365 E3 LIC	53.15	001-3400-534-5290	Expenditure		81 1
				GARBAGE			
20-00338	3	PWD MS OFFICE 365 E3 LIC	82.48	001-131-1000	G/L		82 1
				Due From Road & Bridge Fund			
			<u>4,326.43</u>				
42688	11/22/19	MORE010 MORE THAN INK				11/30/19	1491
20-00383	1	WINDOW ENVELOPES	249.00	001-1300-513-4700	Expenditure		132 1
				FINANCE			
42689	11/22/19	MORRI010 MORRIS MEDIA LOCKBOX				11/30/19	1491
20-00325	1	CHAR PRNT-BBO AD REQ FOR GRANT	500.00	001-7200-572-4832	Expenditure		55 1
				PARKS AND REC			

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PO #	Item	Description					Seq	Acct
001TD	OPERATING			Continued				
42690	11/22/19	NATIO090 NATIONWIDE RETIREMENT SOLUTION				11/30/19	1491	
20-00385	1	DEFERRED COMP	1,714.52	001-235-0000 Deferred Compensation	G/L		133	1
42691	11/22/19	PATRI010 PATRICK'S UNIFORMS				11/30/19	1491	
20-00290	1	PD UNIFORM SHOES - YOUNGBLOOD	64.99	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		10	1
42692	11/22/19	PUBLI020 PUBLIX				11/30/19	1491	
20-00306	1	GATCHELL 30TH ANNIV SUPPLIES	14.95	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		24	1
42693	11/22/19	QUILLO10 QUILL LLC					1491	
20-00289	1	FINANCE OFFICE SUPPLIES	5.32	001-1300-513-5100 FINANCE	Expenditure		9	1
20-00324	1	FIN/ADMIN OFFICE SUPPLIES	139.51	001-1300-513-5100 FINANCE	Expenditure		48	1
20-00324	2	BLDG-SML TOOL/EQUIP	98.86	001-2400-524-5230 PROT INSPECTIONS	Expenditure		49	1
20-00324	3	COMP PZ OFFICE SUPPLIES	45.49	001-1500-515-5100 COMP PLANNING	Expenditure		50	1
20-00324	4	POLICE OFFICE SUPPLIES	184.06	001-2100-521-5100 LAW ENFORCEMENT	Expenditure		51	1
20-00324	5	PWD OFFICE SUPPLIES	33.54	001-1900-519-5100 OTHER GOVERNMENTAL	Expenditure		52	1
20-00324	6	GARBAGE OFFICE SUPPLIES	37.41	001-3400-534-5100 GARBAGE	Expenditure		53	1
20-00324	7	DUE FR R&B OFFICE SUPPLIES	58.05	001-131-1000 Due From Road & Bridge Fund	G/L		54	1
			<u>602.24</u>					
42694	11/22/19	RICHA065 RICHARD REID JR				11/30/19	1491	
20-00366	1	SPLASH PARK BACKFLOW TEST	40.00	001-7200-572-4610 PARKS AND REC	Expenditure		112	1
42695	11/22/19	SAFET010 SAFETY KLEEN CORP.					1491	
20-00361	1	PARTS WASHER	168.27	001-3400-534-5290 GARBAGE	Expenditure		109	1
42696	11/22/19	SMITH010 SMITH BROS. PEST CONTROL					1491	
20-00323	1	OTH GVT SVC-PEST CONTROL	25.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		43	1
20-00323	2	OTH GVT SVC-PEST CONTROL	52.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		44	1
20-00323	3	OTH GVT SVC-PEST CONTROL	25.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		45	1
20-00323	4	OTH GVT SVC-PEST CONTROL	52.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		46	1
20-00323	5	OTH GVT SVC-PEST CONTROL	30.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		47	1
			<u>184.00</u>					

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
001TDOPERATING				Continued					
42697	11/22/19	SOUTH060 SOUTHERN COAST K9					1491		
20-00329	1	4WK-K9 DETECTION-CPL CLINE	2,800.00	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		58		1
42698	11/22/19	STAPL010 STAPLES				11/30/19	1491		
20-00348	1	OFFICE SUPPLIES	128.91	001-1300-513-5100 FINANCE	Expenditure		93		1
20-00348	2	OFFICE SUPPLIES	191.28	001-1500-515-5100 COMP PLANNING	Expenditure		94		1
20-00348	3	OFFICE SUPPLIES	511.44	001-2100-521-5100 LAW ENFORCEMENT	Expenditure		95		1
20-00348	4	OFFICE SUPPLIES	32.41	001-1900-519-5100 OTHER GOVERNMENTAL	Expenditure		96		1
20-00348	5	OFFICE SUPPLIES	36.15	001-3400-534-5100 GARBAGE	Expenditure		97		1
20-00348	6	OFFICE SUPPLIES	56.10	001-131-1000 Due From Road & Bridge Fund	G/L		98		1
			956.29						
42699	11/22/19	STAUG090 ST AUGUSTINE POWER HOUSE				11/30/19	1491		
20-00365	1	EQUIP REPAIR-SCAG MOWER	134.01	001-1900-519-4620 OTHER GOVERNMENTAL	Expenditure		111		1
42700	11/22/19	STAUG110 ST AUGUSTINE RECORD					1491		
20-00177	1	FINANCE LEGAL AD	76.29	001-1300-513-4810 FINANCE	Expenditure		5		1
20-00223	1	PZB LEGAL AD	179.50	001-1500-515-4810 COMP PLANNING	Expenditure		6		1
			255.79						
42701	11/22/19	STJOH110 ST. JOHNS COUNTY SOLID WASTE				11/30/19	1491		
20-00320	1	DISPOSAL FEES - OCT	12,092.83	001-3400-534-4940 GARBAGE	Expenditure		40		1
42702	11/22/19	STJOH140 ST. JOHNS COUNTY UTILITY DEPAR				11/30/19	1491		
20-00319	1	WATER SERVICE - OCT	375.84	001-1900-519-4320 OTHER GOVERNMENTAL	Expenditure		136		1
20-00319	2	WATER SERVICE - OCT	250.56	001-2400-524-4320 PROT INSPECTIONS	Expenditure		31		1
20-00319	3	WATER SERVICE - OCT	63.45	001-1900-519-4320 OTHER GOVERNMENTAL	Expenditure		32		1
20-00319	4	WATER SERVICE - OCT	70.77	001-3400-534-4320 GARBAGE	Expenditure		33		1
20-00319	5	WATER SERVICE - OCT	109.80	001-131-1000 Due From Road & Bridge Fund	G/L		34		1
20-00319	6	WATER SERVICE - OCT	70.55	001-7200-572-4320 PARKS AND REC	Expenditure		35		1
20-00319	7	WATER SERVICE - OCT	236.08	001-2100-521-4320 LAW ENFORCEMENT	Expenditure		36		1
20-00319	8	WATER SERVICE - OCT	123.43	001-7200-572-4320 PARKS AND REC	Expenditure		37		1

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PO #	Item	Description							
001TDOPERATING				Continued					
42702	ST. JOHNS COUNTY UTILITY DEPAR	Continued							
20-00319	9	WATER SERVICE - OCT	225.71	001-7200-572-4320	Expenditure		38	1	
				PARKS AND REC					
20-00319	10	WATER SERVICE - OCT	142.78	001-7200-572-4320	Expenditure		39	1	
				PARKS AND REC					
			<u>1,668.97</u>						
42703	11/22/19	SZ0KE010 SZ0KE POWER SYSTEMS INC					1491		
19-02465	1	PW GENERATOR MAINTENANCE	375.00	001-1900-519-4620	Expenditure		2	1	
				OTHER GOVERNMENTAL					
42704	11/22/19	TIREH005 TIREHUB LLC				11/30/19	1491		
20-00373	1	PD TIRES-GY EAGLE RS	864.00	001-2100-521-4630	Expenditure		127	1	
				LAW ENFORCEMENT					
42705	11/22/19	ULTRA005 ULTRASHRED TECHNOLOGIES, INC				11/30/19	1491		
20-00375	1	SHRED SERVICE	51.51	001-2100-521-5290	Expenditure		129	1	
				LAW ENFORCEMENT					
42706	11/22/19	USBAN005 US BANK VOYAGER FLEET SYS				11/30/19	1491		
20-00342	1	FUEL	4,231.29	001-2100-521-5220	Expenditure		92	1	
				LAW ENFORCEMENT					
42707	11/22/19	USPS0010 USPS-HASLER				11/30/19	1491		
20-00327	1	POSTAGE	500.00	001-155-0000	G/L		57	1	
				Prepaid Items					
42708	11/22/19	VELOC005 VELOCITY SYSTEMS				12/09/19 VOID	1491		
19-01912	1	VEST	1,003.00	(Void Reason: dbl pymt=ck returned) 001-2100-521-5210	Expenditure		1	1	
				Law Enforcement-Uniforms					
20-00314	1	PD UNIFORMS-VEST CPL CLINE	947.00	001-2100-521-5210	Expenditure		28	1	
				Law Enforcement-Uniforms					
			<u>1,950.00</u>						
42709	11/22/19	VERIZ010 VERIZON WIRELESS				11/30/19	1491		
20-00355	1	CELL PHONE SERVICE	112.52	001-2400-524-4100	Expenditure		101	1	
				PROT INSPECTIONS					
20-00355	2	CELL PHONE SERVICE	239.84	001-3400-534-4100	Expenditure		102	1	
				GARBAGE					
20-00355	3	CELL PHONE SERVICE	239.84	001-131-1000	G/L		103	1	
				Due From Road & Bridge Fund					
			<u>592.20</u>						
42710	11/22/19	WAL-M010 WAL-MART STORE#01-0579				11/30/19	1491		
20-00304	1	GATCHELL 30TH ANNIV SUPPLIES	34.25	001-1900-519-5290	Expenditure		22	1	
				OTHER GOVERNMENTAL					
20-00305	1	GATCHELL 30TH ANNIV SUPPLIES	73.47	001-1900-519-5290	Expenditure		23	1	
				OTHER GOVERNMENTAL					
			<u>107.72</u>						

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PO #	Item	Description	Contract	Ref Seq Acct
Amount Paid	Charge Account	Account Type		
001TDOPERATING				
Continued				
42711	11/22/19	WATER015 WATERLOGIC	11/30/19	1491
20-00372	1	WATER COOLER FILTERS		126 1
		49.99 001-2100-521-5290	Expenditure	
		LAW ENFORCEMENT		
42712	11/22/19	WILLI055 WILLIAM TREDIK		1491
20-00318	1	REIMB GATCHELL 30TH ANNIV	Expenditure	30 1
		128.95 001-1900-519-5290		
		OTHER GOVERNMENTAL		
42713	11/22/19	WINDS005 WINDSTREAM		1491
20-00341	1	PHONES/INTERNET	Expenditure	86 1
		708.41 001-1300-513-4100		
		FINANCE		
20-00341	2	PHONES/INTERNET	Expenditure	87 1
		1,475.85 001-2100-521-4100		
		LAW ENFORCEMENT		
20-00341	3	PHONES/INTERNET	Expenditure	88 1
		324.69 001-2400-524-4100		
		PROT INSPECTIONS		
20-00341	4	PHONES/INTERNET	Expenditure	89 1
		88.55 001-1900-519-4100		
		OTHER GOVERNMENTAL		
20-00341	5	PHONES/INTERNET	Expenditure	90 1
		147.58 001-3400-534-4100		
		GARBAGE		
20-00341	6	PHONES/INTERNET	G/L	91 1
		206.61 001-131-1000		
		Due From Road & Bridge Fund		
		2,951.69		
42714	11/22/19	UNITE020 UNITED HEALTHCARE INSURANCE CO	11/30/19	1492
20-00390	1	INSURANCE PREMIUM DEC 2019	G/L	1 1
		56,893.06 001-155-0000		
		Prepaid Items		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	110	9	173,668.80	5,343.08
Direct Deposit:	0	0	0.00	0.00
Total:	110	9	173,668.80	5,343.08

101TDBANKRDBRG				
20545	11/08/19	AWACO010 AWA CONTRACTING CO, INC.	11/30/19	1489
19-01362	5	PIPING OF MICKLER DITCH	C0-00012	1 1
		3,504.24 101-4100-541-6380	Expenditure	
		ROADS & BRIDGES		
20546	11/08/19	FLORI250 FLORIDA POWER & LIGHT COMPANY	11/08/19 VOID	0
20547	11/08/19	FLORI250 FLORIDA POWER & LIGHT COMPANY	11/30/19	1489
20-00228	1	RB ELECTRICITY	Expenditure	8 1
		372.24 101-4100-541-4310		
		ROADS & BRIDGES		
20-00228	2	RB ELECTRICITY	Expenditure	9 1
		36.26 101-4100-541-4310		
		ROADS & BRIDGES		
20-00228	3	RB ELECTRICITY	Expenditure	10 1
		26.18 101-4100-541-4310		
		ROADS & BRIDGES		
20-00228	4	RB ELECTRICITY	Expenditure	11 1
		10.81 101-4100-541-4310		
		ROADS & BRIDGES		
20-00228	5	RB ELECTRICITY	Expenditure	12 1
		19.25 101-4100-541-4310		
		ROADS & BRIDGES		
20-00241	1	RB-STREET LIGHTING	Expenditure	13 1
		93.74 101-4100-541-5320		
		ROADS & BRIDGES		

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PO #	Item	Description							
101TDBANKRDBRG				Continued					
20547	FLORIDA	POWER & LIGHT COMPANY	Continued						
20-00241	2	RB-STREET LIGHTING	4,334.79	101-4100-541-5320 ROADS & BRIDGES	Expenditure		14	1	
20-00241	3	RB-ELECTRICITY	26.76	101-4100-541-4310 ROADS & BRIDGES	Expenditure		15	1	
20-00241	4	RB-ELECTRICITY	14.52	101-4100-541-4310 ROADS & BRIDGES	Expenditure		16	1	
20-00241	5	RB-ELECTRICITY	41.00	101-4100-541-4310 ROADS & BRIDGES	Expenditure		17	1	
20-00241	6	RB-ELECTRICITY	12.05	101-4100-541-4310 ROADS & BRIDGES	Expenditure		18	1	
20-00241	7	RB-ELECTRICITY	14.31	101-4100-541-4310 ROADS & BRIDGES	Expenditure		19	1	
20-00241	8	RB-ELECTRICITY	353.18	101-4100-541-4310 ROADS & BRIDGES	Expenditure		20	1	
20-00241	9	RB-ELECTRICITY	11.45	101-4100-541-4310 ROADS & BRIDGES	Expenditure		21	1	
20-00241	10	RB-ELECTRICITY	13.33	101-4100-541-4310 ROADS & BRIDGES	Expenditure		22	1	
			<u>5,379.87</u>						
20548	11/08/19	GEORG005 GEORGIA UNDERGROUND & SUPPLY				11/30/19	1489		
20-00215	1	ROADS-TOOL 14" GAS CUTOFF SAW	973.11	101-4100-541-5230 ROADS & BRIDGES	Expenditure		6	1	
20549	11/08/19	HOMED010 HOME DEPOT				11/30/19	1489		
20-00262	1	RB-NOL HOLIDAY LIGHTS	119.64	101-4100-541-6361 ROADS & BRIDGES	Expenditure		24	1	
20550	11/08/19	SANFO005 SANFORD AND SON AUTO PARTS INC				11/30/19	1489		
20-00210	1	ROADS VEH REP-BRAKE PADS #57	79.54	101-4100-541-4630 ROADS & BRIDGES	Expenditure		3	1	
20-00211	1	ROADS VEH MNT-CORE RETURN #57	55.56	101-4100-541-4630 ROADS & BRIDGES	Expenditure		4	1	
20-00216	1	ROADS VEH #57 REPAIR-BRAKES	188.54	101-4100-541-4630 ROADS & BRIDGES	Expenditure		7	1	
			<u>212.52</u>						
20551	11/08/19	THELA020 THE LAKE DOCTORS				11/30/19	1489		
20-00246	1	RB-MONTHLY WATER MGMNT SVC	595.00	101-4100-541-3400 ROADS & BRIDGES	Expenditure		23	1	
20552	11/08/19	USA0025 USA SERVICES OF FLORIDA INC.				11/30/19	1489		
20-00212	1	ROADS-ST SWEEP A1A BCH BLVD	180.00	101-4100-541-5310 ROADS & BRIDGES	Expenditure		5	1	
20553	11/22/19	AWACO010 AWA CONTRACTING CO. INC.				11/30/19	1490		
20-00076	1	CHANGE ORD 1-MICKLER DITCH SID	19,873.00	101-4100-541-6380 ROADS & BRIDGES	Expenditure		1	1	

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PO #	Item	Description					Seq Acct
101TDBANKRDBRG			Continued				
20554	11/22/19	BUGOU010 BUG OUT		(Void Reason: CANCEL SERVICES)		11/22/19 VOID	1490
20-00363	1	LAWN SERVICE	97.00	101-4100-541-3400	Expenditure		11 1
				Roads-Other Contractual Services			
20-00363	2	LAWN SERVICE	43.00	101-4100-541-3400	Expenditure		12 1
				Roads-Other Contractual Services			
20-00363	3	LAWN SERVICE	68.00	101-4100-541-3400	Expenditure		13 1
				Roads-Other Contractual Services			
20-00363	4	LAWN SERVICE	64.00	101-4100-541-3400	Expenditure		14 1
				Roads-Other Contractual Services			
20-00363	5	LAWN SERVICE	35.00	101-4100-541-3400	Expenditure		15 1
				Roads-Other Contractual Services			
20-00363	6	LAWN SERVICE	43.00	101-4100-541-3400	Expenditure		16 1
				Roads-Other Contractual Services			
			350.00				
20555	11/22/19	EVANS010 EVANS AUTOMOTIVE					1490
20-00362	1	VEHICLE #57 TIRE REPAIR	24.88	101-4100-541-4630	Expenditure		10 1
				ROADS & BRIDGES			
20556	11/22/19	FORTI010 FORTILINE WATERWORKS				11/30/19	1490
20-00160	1	WILLOW DR DRAINAGE	1,211.84	101-4100-541-6380	Expenditure		2 1
				ROADS & BRIDGES			
20557	11/22/19	GOVCO005 GOVCONNECTION INC				11/30/19	1490
20-00193	1	CIVIL 3D 2020-1 YR SUBSCRIPTIO	2,000.00	101-4100-541-5290	Expenditure		4 1
				ROADS & BRIDGES			
20558	11/22/19	HAGAN020 HAGAN ACE MANAGEMENT CORP				11/30/19	1490
20-00369	1	CHRISTMAS LIGHTS	1.99	101-4100-541-5310	Expenditure		17 1
				ROADS & BRIDGES			
20559	11/22/19	HOMED010 HOME DEPOT				11/30/19	1490
20-00302	1	ROADS-NOL HOLIDAY LIGHTS	17.60	101-4100-541-6361	Expenditure		5 1
				ROADS & BRIDGES			
20-00303	1	RB LAKESIDE DOCK REPAIR	55.59	101-4100-541-5310	Expenditure		6 1
				ROADS & BRIDGES			
20-00370	1	CHRISTMAS LIGHTS	47.18	101-4100-541-5310	Expenditure		18 1
				ROADS & BRIDGES			
			120.37				
20560	11/22/19	NORTH010 NORTH FLORIDA IRRIGATION EQUIP				11/30/19	1490
20-00389	1	RECLAIMED WATER LINE	44.64	101-4100-541-5270	Expenditure		19 1
				ROADS & BRIDGES			
20561	11/22/19	SIGNS010 SIGNS NOW				11/30/19	1490
20-00360	1	DECALS FOR CIGARETTE BUTT DISP	84.00	101-4100-541-5310	Expenditure		9 1
				ROADS & BRIDGES			
20562	11/22/19	STAUG090 ST AUGUSTINE POWER HOUSE				11/30/19	1490
20-00307	1	RB EQUIP REPAIR TO TRIMMER	57.68	101-4100-541-4620	Expenditure		7 1
				ROADS & BRIDGES			

December 12, 2019
11:44 AM

CITY OF ST. AUGUSTINE BEACH
Check Register By Check Date

Page No: 20

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #		Item Description					Ref Seq Acct
<hr/>							
101TDBANKRDBRG		Continued					
20562		ST AUGUSTINE POWER HOUSE	Continued				
20-00308	1	RB EQUIP MAINT-MOWER BELT	100.78	101-4100-541-4620	Expenditure		8 1
				ROADS & BRIDGES			
			<u>158.46</u>				
<hr/>							
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
	Checks:	16	2	34,483.56	350.00		
	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>		
	Total:	<u>16</u>	<u>2</u>	<u>34,483.56</u>	<u>350.00</u>		
<hr/>							
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
	Checks:	126	11	208,152.36	5,693.08		
	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>		
	Total:	<u>126</u>	<u>11</u>	<u>208,152.36</u>	<u>5,693.08</u>		
<hr/>							

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	0-001	85,824.42	536.24	68,655.19	155,015.85
ROAD & BRIDGE FUND	0-101	30,979.32	0.00	0.00	30,979.32
Year Total:		116,803.74	536.24	68,655.19	185,995.17
GENERAL FUND	9-001	18,652.95	0.00	0.00	18,652.95
ROAD & BRIDGE FUND	9-101	3,504.24	0.00	0.00	3,504.24
Year Total:		22,157.19	0.00	0.00	22,157.19
Total Of All Funds:		138,960.93	536.24	68,655.19	208,152.36

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	001	104,477.37	536.24	68,655.19	173,668.80
ROAD & BRIDGE FUND	101	34,483.56	0.00	0.00	34,483.56
Total of All Funds:		138,960.93	536.24	68,655.19	208,152.36

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	0-001	85,824.42	0.00	0.00	0.00	85,824.42
ROAD & BRIDGE FUND	0-101	30,979.32	0.00	0.00	0.00	30,979.32
Year Total:		116,803.74	0.00	0.00	0.00	116,803.74
GENERAL FUND	9-001	18,652.95	0.00	0.00	0.00	18,652.95
ROAD & BRIDGE FUND	9-101	3,504.24	0.00	0.00	0.00	3,504.24
Year Total:		22,157.19	0.00	0.00	0.00	22,157.19
Total of All Funds:		138,960.93	0.00	0.00	0.00	138,960.93

PENDING ACTIVITIES AND PROJECTS

Revised December 26, 2019

1. **PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER.** At its July 1, 2019, meeting the Commission decided to have the reviews done by individual Commissioners by October 21st and for the reviews to be discussed at the Commission's November 4th meeting. However, because not all the reviews were received by the time the agenda books had to be ready for distributed, the reviews were on the agenda for the Commission's December 2nd meeting. Still lacking reviews from two Commissioners, the discussion was postponed to the Commission's January 6th meeting.
2. **LAND DEVELOPMENT REGULATIONS.** At the City Commission's September 9th meeting, the Building Official proposed several amendments to the Regulations. The Commission had the amendments reviewed by the Planning Board, which discussed them at its September 17th meeting. The amendments and the Board's recommendations concerning them were discussed by the Commission at its November 4th meeting. The Commission did not favor changes to the setback regulations. For the Commission's December 2nd meeting, the Building Official provided modified changes as well as a separate topic concerning the impervious surface ratio for swimming pools in low density residential land use districts. The Commission discussed the proposed changes at its December 3rd continuation meeting. The City Attorney will prepare an ordinance for the Commission's January 6th meeting. For the Commission's February 3rd meeting, the Building Official will provide a proposal for the boundaries of the mixed-use district on both sides of the Boulevard.
3. **COUNTY PIER PARK.** Mayor George has by letter asked the County Administrator to keep the City informed of plans to renovate the park. In early October, 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 March, the County Beach Services Division provided this update:
 - a. Pier shop expansion: Construction Services and Purchasing departments are coordinating the completion of this project. Engineering is working on drawings; then proposals and pricing will be submitted from contractors. 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 County Administrator and the City Manager have discussed the construction schedule, so that the City can use the pier on December 31, 2019, for its New Year's Eve fireworks show. The Administrator has said that repairs won't be started until after December 31st.
 - c. Replacing Ron Parker Park tennis courts: Construction Services and Purchasing are coordinating the completion of this project, which was started in September 2019.
 - d. Routine maintenance at beach access points: Maintenance has been done at 1st, 2nd, 7th, 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 on to provide better and safer pedestrian access.

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 10th 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 5th 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 10th 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. These will be presented to the Commission at its January 6th meeting.
5. **PARKING PLAN.** An outcome of the City Commission's joint meeting on March 19th 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 2nd 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 20th 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 13th and 14th Streets west of the Boulevard, where the residents have requested the signs.

The Commission held a special meeting on January 8th 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 4th 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 5th, with residents to discuss the residents' proposed solutions for how to protect residential neighborhoods from parking by beach visitors. At the Commission's April 1st meeting, the Commission decided to hold a special meeting on April 29th, 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 2nd 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 15th, 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 10th 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 29th meeting, the Commission discussed the possibility of leasing the vacant property between 4th and 5th 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 proposes 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 at its March 2, 2020, meeting.

6. JOINT MEETING WITH THE COUNTY COMMISSION. No date has yet been proposed by either Commission for a joint meeting.
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 7th 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 p.m. Three citizens and one Commissioner attended. The consultant met with the Comprehensive Planning and Zoning Board at its July 17th meeting, and provided the results of the two meetings to the City Commission at its August 6th meeting. The Commission met with the planning consultants, Fleet and Associates, plus members of the Planning and Tree Boards at a workshop on October 17th to review Ms. Fleet's changes to the policies in the current Comprehensive Plan. At its November 13th meeting, the Commission decided not to hold a special meeting in late November to review the draft of the plan. At its December 17th 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 8th, 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 19th meeting and decided to continue a review of the changes at the Board's March 19th 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 16th 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 10th meeting and continued the review for a special meeting on Tuesday, July 2nd. 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 and final reading are scheduled for the January 6, 2020, meeting.

8. **UPDATING PERSONNEL MANUAL.** The City Clerk and Chief Financial Officer, before she left, reviewed the Manual for possible changes. Other department heads will do their review. Changes will be presented to the Commission in 2020.
9. **CROSSWALKS AND PEDESTRIAN SAFETY.** City residents have asked that the pedestrian safety flag system on A1A Beach Boulevard be provided at 13th and 8th streets. At this time, the County Road and Bridge Department reports that because the number of pedestrian crossings at these intersections is low, the flag system cannot be justified.

At the Commission's May 6th meeting, Ms. Wanda Forrest of the North Florida Transportation Organization presented the TPO's five-year transportation improvements plan for northeast Florida. The Commission asked her for the TPO's help for pedestrian safety improvements on the Boulevard. She said she could bring the request to the attention of her Executive Director. Chief Hardwick has since been in contact by email with the TPO about possible improvements.

Chief Hardwick and the Public Works Director, Bill Tredik, in June met with County staff to discuss pedestrian safety improvements on the Boulevard. Chief Hardwick reported at the Commission's June 11th continuation meeting that the County has proposed putting new crosswalks at 9th and D Streets. Both crosswalks have been painted and have flags. This topic will no longer be included in this report.

10. **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 17th meeting discussed the proposal and asked for more information. At its August 5th meeting, the City Commission postponed the topic to the September 9th 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 7th 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 4th 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 6th without any decisions being reached. At its December 3rd 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. The Commission will discuss at its January 6th meeting details concerning the costs for solid waste removal for businesses and transient rentals.
11. **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. The agreement for the lights will be on the agenda for the Commission's January 6th meeting.
12. **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 29th, 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.
13. **LED STREETLIGHTS.** FPL representatives presented a proposal to the Commission at its June 10th 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. The agreement for the lighting change will be on the agenda for the Commission's January 6th meeting.

14. CITIZEN SURVEY. At its November 4th meeting, the City Commission approved the Sustainability and Environmental Planning Advisory Committee's request for the City's Communications Coordinator to post a climate change survey. The results of the survey are due by March 25, 2020.
15. CITY ATTORNEY SEARCH. City Attorney James Wilson announced his intention to resign at the Commission's April 1st meeting. At its April 29th 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 17th special meeting, the Commission discussed the proposals but selected neither one. The current City Attorney, Mr. James Wilson of the Coquina Law Group provided a proposal for the Commission to review at its July 1st 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 8th deadline, 10 firms had submitted a proposal. At its December 3rd 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. They will be reviewed at the Commission's January 6th meeting. The Commission will interview the firms at a special meeting on Monday, January 13th. That meeting will begin at 6 p.m.

16. GRANTS. The Public Works Director has prepared and submitted three grant applications:
 - 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.
17. 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 2121 budget for a project. The County's Legislative Delegation met on November 22nd. 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.

18. 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 19th meeting. The Commission said one, the 5th 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.
19. 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 meeting.
20. VIDEOING PORT COMMISSION MEETINGS. At its November 19th 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 17th meeting. The Port Commission held off deciding whether to accept the proposal until the City Commission reviews it at the Commission's January 6th meeting.
21. 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.
22. WORKSHOP MEETING WITH THE PLANNING BOARD. At its December 3rd continuation meeting, the Commission discussed having such a meeting. In February, the City Manager will ask the Commission to schedule a date in March for it. Topics to be discussed could include setbacks and regulations for transient rentals.
23. ORDINANCE TO RELATED E-SCOOTERS AND E-BICYCLES. The City Attorney has prepared an ordinance to prohibit the riding of these mobility devices on sidewalks. The Commission will review the ordinance at its January 6th meeting.