


MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: November 17, 2020

SUBJECT: Use of City Meeting Facilities: Reviewing Proposed Regulations and Fees

INTRODUCTION

The City has three meeting facilities or rooms:

- a. the Commission meeting room, which is used only for meetings of the City Commission and other governmental agencies, such as the City's Planning Board, Code Enforcement Board, SEPAC, and the St. Augustine Port, Waterway and Beach Commission;
- b. the smaller meeting room in city hall; and
- c. Building C, which is located on the west side of the city hall parking lot and was once used as a U.S. Postal Service branch.

The smaller meeting room and Building C are used by various non-governmental groups, such as homeowners' associations, various chapters of Alcoholics Anonymous, and local hobby or recreational groups, such as a sewing club, a camera club, and a native plant association. Attached as page 1 is the calendar for February 2020 which shows the groups scheduled to use the smaller meeting room and Building C. Because of the pandemic, February was the last full month that groups were allowed to use these two facilities.

Recently, the City administration has begun receiving requests to re-open the facilities. However, before this is done, we suggest that you consider whether new regulations are needed and whether the City should start charging all groups for the use of the facilities because of the costs the use incurs, such as staff time to register the reservation, electricity for lighting and air conditioning, and trash removal and clean up by a custodian.

CURRENT POLICIES AND FEES

The use of the City's two meeting rooms is governed by the following policies in the City Commission's Policies and Procedures Manual and were adopted by resolution. They are attached as pages 2-7. The basic policies are:

- a. Any person or organization applying to use a City meeting facility must sign a hold harmless agreement.

- b. The use of the meeting rooms without charge is limited to non-profit charitable, civic or other types of non-profit organizations based in St. Augustine Beach, and/or which provide services or benefits to society. Other groups and individuals may use the meeting rooms, subject to a fee schedule set by the City Manager. Those fees, listed on page 5, are:

- \$75 for use up to four hours
- \$150 for use over four hours
- \$100 if the kitchen next to the meeting room in city hall is used

In 2019, the City received about \$1,300 from the rental of the facilities.

At your November 9, 2020, meeting you reviewed proposed changes to the room use regulations from the City Manager. The minutes of your discussion are attached as pages 11-12.

From your discussion, the Public Works Director has prepared an estimate of the cost to sanitize each room. That estimate is attached as pages 13-14. You will note that he provided the costs to sanitize the facilities both during regular working hours and outside those hours. However, we recommend below the policy that no meeting facilities be used after normal working hours and on weekends and holidays

The Director also prepared an estimate of the number of persons that can be in each meeting facility and meet the current social distancing requirement of six feet. The estimates are:

- Building C: nine persons
- City Hall meeting room: 24

RECOMMENDATIONS FOR CHANGES TO POLICIES

Some have been taken from the County's regulations (pages 8-9 attached) concerning its Library meeting facilities.

1. That the number of persons in each meeting facility is limited to the number that can be socially distant according to the current guidelines recommended or mandated by federal, state, or local agencies. At the time of the adoption of this change the distance is six feet between persons and the following are the limits in each facility:
 - Building C: no more than nine persons
 - City Hall: no more than 24 persons
2. That persons using the City's meeting facilities must wear face masks or coverings in accordance with whichever guidelines, federal, state, or local, are the strictest.
3. That use of the meeting facilities is allowed only between 8:00 a.m. and 2:00 p.m. on regular workdays, and no use is allowed after 2:00 p.m. because of the need to sanitize the facilities, and no use is allowed when City Hall is closed (including weekends and holidays) when City personnel are not available for sanitizing.
4. That the facilities can be used only during the following "blocks" to allow time for City personnel to sanitize the facilities between meetings:

- 8:00 a.m. to 10:00 a.m.
 - 11:30 a.m. to 2:00 pm
5. That persons or groups using the facilities must sign an agreement to abide by the masking, distancing, and person-limit restrictions. The first failure to follow the restrictions will result in a warning. The second will require the City to deny the use of the facilities to the violator(s).
 6. That individuals or organizations must notify the City 48 hours in advance if a reservation is going to be cancelled. Failure to notify the City may result in denial of future use of the facility.
 7. That the City reserves the right to limit the number of reservations by any individual or organization, so that others can have an opportunity to use the meeting facilities.
 8. That the City is not responsible for loss or damage to any exhibits, equipment, supplies, or other materials brought to the meeting facilities.
 9. That the City is not responsible for setting up chairs, tables, etc. for individuals or groups using the facilities.
 10. That all individuals and groups will pay the following fees for use of the facilities during the hours of 8:00 a.m. to 2:00 p.m.:
 - a. Building C: \$30 per meeting
 - b. City Hall meeting room: \$50 per meeting

We have rounded up the amounts suggested by the Public Works Director.

ACTION REQUESTED

It is that you discuss the proposed policies and decide whether to adopt or change them.

PLEASE NOTE: 1. We've suggested that all groups be charged a fee to sanitize the room they use. This includes neighborhood and condo associations that are based in the city.

2. The proposed fee does not include the costs to heat or cool the facilities, and for electricity for the lights. We suggest not charging for such at this time. The facilities even when unoccupied are heated or cooled to a certain degree, and as the meeting facilities are small, the lighting costs shouldn't be significant.

February 2020

February 2020							March 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2							
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29		23	24	25	26	27	28	29
							30	31					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Jan 27	28	29	30	31	Feb 1	2
					5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
3	4	5	6	7	8	9
1:00pm Double D Art Group (Meeting) 5:00pm Freedom from 6:00pm Commission 6:30pm JLI *HOLD*	11:30am AA - Oldest 1:00pm Mah-Jongg 3:30pm AA - Island 6:00pm A Classic 6:00pm St. Aug Mac	10:00am Busy Fingers (Building C) 6:30pm AA - Sand Dollar Group (Meeting Room)	9:00am Anastasia Dunes 10:00am Sunshine Ukas 11:30am AA - Ancient 3:30pm AA - Island 6:00pm A Classic	10:00am Busy Fingers (Building C) 2:00pm SABPD (Meeting Room) 6:00pm A Classic	5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
10	11	12	13	14	15	16
1:00pm Double D Art Group (Meeting) 5:00pm Freedom from the Past (Meeting) 6:30pm JLI *HOLD*	11:30am AA - Oldest 1:00pm Mah-Jongg 3:30pm AA - Island 5:00pm Camera Club 6:30pm FCSAA (Friends	10:00am Busy Fingers 1:00pm S/C Toll Training 5:00pm Serenity Bay 6:00pm A Classic 6:30pm AA - Sand Dollar	11:30am AA - Ancient 3:30pm AA - Island 6:00pm Tree Board/BAC 6:00pm A Classic 6:00pm Seagrove Condo	3:00pm Event - TNT Events Art & Craft Festival (Pier Park) 10:00am Busy Fingers (Building C) 6:00pm A Classic Theatre (Meeting	5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
17	18	19	20	21	22	23
PRESIDENT'S DAY 1:00pm Double D Art Group (Meeting) 5:00pm Freedom from 6:30pm JLI *HOLD*	10:00am Blockettes 11:30am AA - Oldest 1:00pm Mah-Jongg 3:30pm AA - Island 6:00pm CPZB	10:00am Busy Fingers (Building C) 12:30pm P.E.O. 6:00pm A Classic 6:30pm AA - Sand Dollar	9:00am Anastasia Dunes 10:00am Sunshine Ukas 11:30am AA - Ancient 3:30pm AA - Island 5:00pm Anastasia Dunes	10:00am Busy Fingers (Building C) 6:00pm Ancient City Astronomy Club (Meeting Room)	10:00am Pilot Club (Meeting Room) 5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
24	25	26	27	28	29	Mar 1
1:00pm Double D Art Group (Meeting) 5:00pm Freedom from the Past (Meeting) 6:30pm JLI *HOLD*	10:00am Women of the 11:30am AA - Oldest 1:00pm Mah-Jongg 3:30pm AA - Island 6:00pm A Classic	10:00am Busy Fingers (Building C) 2:00pm Code Enforcement Board 6:30pm AA - Sand Dollar	11:30am AA - Ancient City Group (Meeting) 3:30pm AA - Island 4:30pm Sea Colony HQA 7:00pm A Classic	10:00am Busy Fingers (Building C) 6:00pm A Classic Theatre (Meeting Room)	2:00pm Wedding - Rutherford/Lie (12th Street) (Beach) 5:30pm AA - Island Serenity (Building C)	

APPLICATION FOR USE OF CITY FACILITIES

Exempt Organizations



City of St. Augustine Beach, 2200 A1A South, St. Augustine Beach, FL 32080

Group Name: _____

(Name of organization, agency, etc.)

Address: _____

Phone: _____ **Email:** _____

Name of Responsible Party: _____

(This individual will be responsible for payment of all charges and for return of the key.)

Address: _____

Home Phone: _____ **Business Phone:** _____

Email: _____

Event Name: _____

Time: From: _____ a.m. / p.m. To _____ a.m. / p.m.

Date(s) or, If Recurring, Day of the Week or Month

Number of attendees expected: _____

Space Requested: _____ Meeting Room (Occupancy of 60 w/tables or 99 w/o tables)

_____ Building C (Occupancy of 22 w/tables or 48 w/o tables)

* Please note the occupancy limits established by the Fire Marshal for each meeting room. These limits will vary according to whether tables and other obstructions are used in the rooms. Groups that may exceed these limits should seek other accommodations.

Rules for Use of City Meeting Rooms

Any person or organization applying to use a City facility must sign a hold harmless agreement. Scheduling arrangements must be made at the City Manager's office in advance. The key will be available in the City Manager's office on the day prior to the scheduled event. When an event is scheduled for a Monday, the key may be picked up on the preceding Friday.

The following conditions apply to use of the meeting rooms:

1. NO SMOKING is permitted in any City building.
2. The meeting rooms and facilities will be clean and in order prior to use and must be returned to the same condition immediately after the meeting. Please note the following:
 - Check to be sure all lights, including those in the restrooms are turned off.
 - Return all chairs, tables, etc. to original positions.
 - Place any trash or debris in the trash cans provided in the meeting rooms and kitchen. Take any other materials brought to the meeting with you when you leave.
 - Check for any spills on carpeting and clean up immediately. There is no janitor on duty after office hours, and stains left overnight will damage the carpet. Cleaning supplies will be left in the kitchen area.
 - The main corridor entrance doors at the north and south ends of the building and the outer door to the meeting room (south side) must be unlocked while the building is occupied. CHECK TO BE SURE ALL THESE DOORS ARE LOCKED BEFORE LEAVING
 - If more than one group is meeting on the same evening, the last group to leave the building is responsible for securing the building and turning off the lights.
3. Return keys promptly. They must be returned to the City Manager's office before 12:00 noon on the next business day following use of the meeting room or left in the key deposit box in the kitchen area immediately after the event.

Failure to comply with the above conditions may result in the use of City facility being denied.

We hope you will help us keep the rooms in good condition so that you and other groups can continue to enjoy them.

Agreement:

As the user or authorized representative of the user of the facilities described above, I agree to observe all rules regarding their use as outlined on this form. I understand that I will be financially responsible for any damage to the facility and/or the equipment therein.

The key will be returned before 12:00 noon on the next business day following use of the facilities (or placed in the key deposit box before that time). Failure to return the key as agreed will result in a \$25.00 replacement charge, which will be payable immediately.

I understand that a signed Hold Harmless Agreement will be signed by me or the authorized agent or representative of my organization prior to use of the facilities.

Signature: _____ Date: _____



HOLD HARMLESS AGREEMENT

The undersigned agrees to protect, defend, reimburse, indemnify and hold harmless the City of St. Augustine Beach, Florida, its agents, employees, and officers and each of them, free, and harmless at all times from and against any and all claims, liability, expense, loss, cost, fine, and damages (including reasonable attorney's fees) and causes of action of every kind and character to the fullest extent allowed by law by reason of any damage to property or the environment, including any contamination of City property, or bodily injury (including death) incurred or sustained by any party hereto, any agent or employee of any party hereto, or any other person whomsoever, arising out of or incident to any acts, omissions or operations related to the use authorized by this Special Event Permit, and the undersigned expressly recognizes the broad nature of this indemnification and hold harmless clause, and voluntarily makes this covenant.

(Name of Event)

sponsored or arranged for by _____

(Applicant)

which will occur on _____

(Date/Dates)

Dated this _____ day of _____, 20____

Signed: _____

Print Name: _____

APPLICATION FOR USE OF CITY FACILITIES



City of St. Augustine Beach, 2200 A1A South, St. Augustine Beach, FL 32080

Group Name: _____

(Name of organization, agency, etc.)

Address: _____

Phone: _____ **Email:** _____

Name of Responsible Party: _____

(This individual will be responsible for payment of all charges and for return of the key.)

Address: _____

Home Phone: _____ **Business Phone:** _____

Email: _____

Event Name: _____

Time: From: _____ a.m. / p.m. To: _____ a.m. / p.m.

Date(s): _____

Number of attendees expected: _____

Space Requested:

	Up to 4 hours \$75.00	Over 4 hours \$150.00	Kitchen \$100.00
Meeting Room (Occupancy of 60 w/tables or 99 w/o tables)	_____	_____	_____
Building C (Occupancy of 22 w/tables or 48 w/o tables)	_____	_____	_____

Total Charge: _____

* Please note the occupancy limits established by the Fire Marshal for each meeting room. These limits will vary according to whether tables and other obstructions are used in the rooms. Groups that may exceed these limits should seek other accommodations.

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 - Return all chairs, tables, etc. to original positions.
 - Place any trash or debris in the trash cans provided in the meeting rooms and kitchen. Take any other materials brought to the meeting with you when you leave.
 - Check for any spills on carpeting and clean up immediately. There is no janitor on duty after office hours, and stains left overnight will damage the carpet. Cleaning supplies will be left in the kitchen area.
 - The main corridor entrance doors at the north and south ends of the building and the outer door to the meeting room (south side) must be unlocked while the building is occupied. CHECK TO BE SURE ALL THESE DOORS ARE LOCKED BEFORE LEAVING
 - If more than one group is meeting on the same evening, the last group to leave the building is responsible for securing the building and turning off the lights.
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I understand that a signed Hold Harmless Agreement will be signed by me or the authorized agent or representative of my organization prior to use of the facilities.

Signature: _____ Date: _____



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(Name of Event)

sponsored or arranged for by _____

(Applicant)

which will occur on _____

(Date/Dates)

Dated this _____ day of _____, 20____

Signed: _____

Print Name: _____



Policy Title: Meeting Room

St. Johns County Public Library provides use of meeting rooms to the general public. Library facilities are open to programs sponsored or cosponsored by the Library or other organizations engaged in educational, cultural, recreational, charitable or government interest activities which complement or promote the Library's mission and goals. **Library/County-Sponsored programs receive first priority for use of the meeting rooms.**

All meetings and programs are open to the public. Meeting rooms are not to be used for personal or private profit, advertising or solicitation of business. No admission fee may be charged nor sales made. However, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Library Director. Library-related fund raising activities are allowed.

Granting permission for use of the meeting rooms does not imply Library endorsement of the aims, policies or activities of any group.

The Meeting Room Policy and Meeting Room Procedures will be interpreted and enforced by the Library Director.

MEETING ROOM REGULATIONS:

1. All groups requesting to use meeting rooms must complete and sign the *Application for Use of Meeting Rooms, Indemnification and Hold Harmless Agreement*, and meet all insurance requirements as necessary before a meeting room can be reserved. The person signing the application assumes complete financial responsibility for any abuse of Library Premises or equipment while they are being used by the group.
2. Meetings will generally be scheduled for no more than once per month and no more than one year in advance.
3. **The Library reserves the right to cancel a reservation in order to use a meeting room for library or County purposes.** Forty-eight hours advance notice will be given if cancellation becomes necessary.
4. Organizations must notify the Library at least forty-eight hours in advance if a reservation is going to be canceled. Failure to notify the Library of cancellation may result in denial of future use of the meeting rooms.
5. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.
6. Maximum attendance for programs or meetings in the Library's meeting rooms varies by branch and is determined by the County Fire Marshal.

Effective Date: 8/8/95

Revision Approved by the LAB: 12/9/15

Revision Approved by the BCC: 1/19/16

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7. Meetings are to be held during regular library hours and must adjourn in sufficient time to vacate the premises by the scheduled closing time.
8. The Library is not responsible for loss or damage to exhibits, equipment, supplies or other materials brought to the Library by the meeting group.
9. The Library is not responsible for setting up furniture and equipment for groups using the meeting rooms. No equipment, materials or records may be stored in the meeting rooms or in the Library.
10. No smoking is permitted inside of the Library including meeting areas. Alcoholic beverages may only be served upon meeting insurance requirements and by special approval by the County Administrator or other designated authority.
11. Refreshments are not allowed without permission and special arrangement. Groups are responsible for their own supplies.

Effective Date: 8/8/95

Revision Approved by the LAB: 12/9/15

Revision Approved by the BCC: 1/19/16

Page 2

City	Meeting Space?	Charge for Use?	Allow After Hours?	Equipment loan?
Crystal River	Chambers	No		
Palatka	Some groups use our Commission Chambers, and we have a very nice, roomy conference room that seats around 20 - 25 people with wifi, projector screen, and phones that we allow groups to use.	No	NO. This was a practice once, with disastrous results. If they want it outside of business hours they have to pay for a staff person to "babysit" unless someone volunteers to do it for free.	Depends upon the group. There is already a screen in each room.
Pierson	Community Center & Meeting Room	Community Center: \$150 resident/\$250 non-resident + \$300 deposit; Meeting Room: \$100; \$50 cleaning fee	Yes	
Port Orange	We allow HOAs use of the Council Chambers and conference room at City Hall. No other groups or residents. We have allowed the Chamber of Commerce access to the Council Chambers during election time for debates.	No charge	Yes, as our janitorial staff is here.	No. We do not allow the use of any of our equipment. We have a public WIFI service they can use but none of our equipment.
Stuart	Commission Chambers and other meeting rooms are available for use at Public Safety Building	No	Yes, cleaning staff closes the building after them	Chambers has projector and audio equipment
Tallahassee	Chambers and two other conference rooms in City Hall	nominal fee	If events are outside of normal City Hall hours, they must pay an additional surcharge to cover the costs of keeping the City Hall security guards for the additional hours. In some circumstances, a security deposit is required to ensure no damage occurs and the premises are left clean.	There is AV equipment in our City Hall conference spaces, which outside parties may use during their use of those spaces. They are not portable.
Venice	Yes	Yes - only for after hours - \$10 per time. No charge if during business hours.	Yes. They are confined to an area	No. We don't let them use our equipment.
Zephyrhills	Council Chambers	Free of charge during normal business hours although we charge a fee after hours to cover the cost of overtime for a City Employee to be present.	Yes	

12. Use of City Meeting Rooms: Consideration of Regulations and Fees (Presenter: Max Royle, City Manager)

Mayor England introduced Item 12 and asked for a staff report from City Manager Royle.

City Manager Royle explained that the meeting room and Building C, have been closed because of COVID-19. He explained that the fees the City charges have been very reasonable and non-profits and civic groups do not have to pay any fees to the City, that have been using the rooms every night of the week except Fridays and Saturdays. The staff has informed him because of the continual use and costs involved that the Commission consider limiting the number of people who use the rooms once the pandemic moderates and that the City charge not only for outside groups but those that are based in the City like homeowners' associations, condominium groups, etc. He explained the suggestions in his memo for the Commission and advised that the Commission might have other suggestions.

Mayor England suggested opening during the pandemic if the City makes the groups aware that they have to social distance and wear face coverings. She said because of the cost of sanitation and cleaning up, the City would charge more during the state of emergency.

Commissioner Rumrell agreed because people would like to start meeting and people can do that safely; however, there should be a cleaning fee in addition to the other fees.

Commissioner George agreed. There should be additional policies and there should be an additional charge for cleaning and sanitizing.

Vice Mayor Kostka agreed with the proposal and in addition to the \$100 for four hours that there is a cleaning and sanitation charge during the COVID-19 pandemic.

Commissioner Samora advised that it is punitive for the non-profits who meet on a regular basis to charge \$100 fee. He asked how often they meet.

City Manager Royle advised that there is a non-profit that meets Tuesday at noon, which is mandated by the courts. There are different chapters of non-profits that meet every night. The homeowners' associations meet once a quarter, once a year, or some more often.

City Clerk Raddatz advised that there should be a charge for the kitchen because there is extra cleaning that needs to be done, including cleaning out the refrigerator.

Mayor England advised that the City's costs need to be covered.

Commissioner Samora agreed but was thinking about the non-profits.

Commissioner George advised that if the non-profits meeting repeatedly, she does not mind an economy of scale fee and asked what staff's recommendations would be.

City Manager Royle advised that AA provides a valuable service to the community. He advised that enforcement of the distancing requirements and face coverings may be a problem. He explained that the Public Works Director and he will be mapping out the rooms to see how many people should be in the room at once time. Some of the AA groups are large and staff cannot enforce the CDC regulations especially if they meet at night.

Mayor England suggested opening the rooms, notice the regulations, charge the fees to cover the City's costs for cleaning and sanitizing and maybe charge AA a different fee and everyone else would have to pay the reasonable rental fee. She explained that this could be during would only be during the state of emergency with a sunset provision.

Finance Director Douylliez advised that there is a need for more staff space for the conference room and new employees like a planner. She advised that the two IT employees are in very tight quarters right now and are not six feet apart. She explained that as the Commission has more workshops and meetings the Commission room is not available, and the City space is at a premium. She explained that the City Manager's conference table could be moved into half of the meeting room and rent the other half of the room.

Commissioner George advised that this was the first time this was mentioned and agrees that public meetings are more often. She suggested to research the space and see what was needed and the costs involved.

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

City Clerk Raddatz asked for an extension to the meeting.

Mayor England asked for a motion to extend the meeting.

Motion: to extend the meeting. **Moved by** Mayor England, **Seconded by** Commissioner Samora. Motion passed unanimously.

City Manager Royle advised that he would bring this item back to the Commission.

Mayor England moved to Item XIV, Staff Comments.

Max Royle

From: Bill Tredik
Sent: Friday, November 13, 2020 5:27 PM
To: Max Royle
Cc: Ken Gatchell; Tom Large; Wayne Tichy; April Haskins
Subject: RE: Cost to Sanitize Meeting Rooms and Restrooms

Max:

I would recommend the following fees be charged to provide cleaning and sanitization for the meeting rooms:

Building C (including restroom):	Staff Time:	1 hour @ \$22 per hour
	<u>Supplies:</u>	<u>\$5.00</u>
	Cleaning Fee:	\$27/meeting

City Hall Meeting Room (inc. restrooms):	Staff Time	1.5 hours @ 22 per hour
	<u>Supplies</u>	<u>\$15</u>
	Cleaning Fee:	\$48/meeting

Supplies include: Toilet Paper, paper towels, soap hand sanitizer, cleaning supplies, etc.
Staff time also includes mobilization to and from the meeting room from the Public Works Facility.

The above fees assume that the sanitization work does not require the use of overtime. Meetings which occur outside of normal working hours which do not provide an opportunity for sanitization during normal working hours would incur additional costs due to the 2-hour minimum call-in for overtime. In such cases, the fee would be:

Building C	2 hours at \$33 per hour + \$5 supplies = \$71
City Hall Meeting Room	2 hours at \$33 per hour + \$15 supplies = \$81

In order to keep things on a regular cleaning schedule and maximize efficiency, I recommend we set up time blocks for meetings. A potential example – which would leave 1.5 hours for sanitization between meetings – would be:

Days	Meeting Time Block
M-F	8:00 AM – 10:00 AM (2-hour “morning” block) (Sanitization 10:00 AM – 11:30 AM)
	11:30 AM – 2:00 PM (2.5-hour “lunchtime” block) (Sanitization 2:00 PM – 3:30 PM)
	4:00 PM – 8:00 PM (4-hour “evening” block) (Sanitization on following morning)
Sat/Sun	9:00 AM – 11:30 AM (2.5-hour “morning” block) (Sanitization 11:30 AM – 1:00 PM)
	1:00 PM – 5:00 PM (4-hour “afternoon” block) (Sanitization on following morning)

Note:

- There must be adequate time for cleaning during normal working hours prior to the last meeting of any given day.

- The Sat/Sun times are designed to avoid the need for a full 8-hour weekend worker shift.
- The last meeting block of any given day can be longer as the cleaning will occur the following morning.

Sanitization charges for meetings within the above time blocks could be done at the \$27 for Building C and \$48 for the City Hall meeting room. Meetings conducted outside of the established meeting blocks would require staff overtime and incur a cleaning sanitization fee of \$74 for Building C and \$83 for the City Hall meeting room.

Note that the above recommended fees are just for cleaning and sanitization, and do not include fees for water, electric, or administration.

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

PLEASE NOTE: Under Florida law, most communications to and from the City are public records. Your emails, including your email address, may be subject to public disclosure.

From: Max Royle <mroyle@cityofsab.org>

Sent: Friday, November 13, 2020 2:48 PM

To: Bill Tredik <btredik@cityofsab.org>

Subject: Cost to Sanitize Meeting Rooms and Restrooms

How much would it cost to sanitize Building C and how much to sanitize the meeting room in city hall and the city hall restrooms? Need this info to determine a rate to charge groups for using the rooms.