



MINUTES

REGULAR CITY COMMISSION MEETING CONTINUED

MONDAY, FEBRUARY 8, 2021 AT 5:30 P.M.

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

I. CALL TO ORDER

Commissioner England called the meeting to order at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor England led the Pledge of Allegiance.

III. ROLL CALL

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

Also present were: City Manager Royle, Assistant City Attorney Taylor, Police Chief Carswell, Police Commander Harrell, City Clerk Raddatz, Finance Director Douylliez, Building Official Law, and Public Works Director Tredik.

XII. OLD BUSINESS

9. Strategic Plan: Review of Draft (Presenter: Max Royle, City Manager)

Mayor England introduced Item 9 and asked City Manager Royle for a staff report.

City Manager Royle advised that the Commission has the Strategic Plan with what the suggestions could be. He explained that the Commission could change them how ever they wish to. He mentioned that Finance Director Douylliez has planned to come up with transparent communications with the public.

Mayor England trusted that all the Commissioners read the Strategic Plan and asked them for their comments. She mentioned that this Strategic Plan was very well written on the goals and tasks under each goal. She asked Commissioner George for any suggestions.

Commissioner George advised that there are a lot of tasks and goals in this Strategic Plan and suggested that the City consider changing the Vision Statement. She looked up some other cities that have Vision Statements and liked Coral Springs, West Palm Beach, and St. Peterburg's Vision Statement. She suggested making the City's Vision Plan more about the vision of our City. She explained that it would be different than the Mission Statement. She suggested language such as a "World Class Beach Destination and a Healthy City for its Residents."

Mayor England advised Commissioner George's suggestion of "Excellence, Innovation, and Integrity" would fit in the Mission Statement and the Vision Statement should be what our City

should look like. She agreed that the Vision Statement should not be an extensive list, but more of what our Vision is going to look like.

Vice Mayor Samora agreed with Commissioner George and Mayor England that the Vision Statement should be more aspirational in nature. He suggested that he would like to strive to work with St. Johns County and the City of St. Augustine and add that to the Strategic Plan. He commented that he wanted this since he first was elected and does not see a lot of progress in that area.

Mayor England suggested staff or a Commissioner work with the City of St. Augustine to work on their mobility study. She advised that the City of St. Augustine has some separate studies that the City could participate in.

Commissioner Rumrell commented that prior to being on the Commission he would do a SWOT exercise which is strengths, weaknesses, opportunities, and threats. He said that the City has its strengths and is sufficient in certain areas. Weaknesses are our succession planning. Opportunities are working with other agencies and mobility planning. Threats are sea level rise, public safety, tax revenues, etc. He suggested to use the SWOT effect to home in on where we need to go. He suggested having two-to-five-year goals instead of five-year goals. This would keep us more engaged with the citizens and put more pressure on the Commission to complete the goals and keep moving forward.

Commissioner Torres advised that as any document of this sort it is a living document and is updated and changed often. He agreed with Commissioner Rumrell that it should be updated every three-years or so. He would like to address public safety, such as the lighting on the crosswalks, mobile tag reader cameras, etc. He also would like to see updates in automation in every department so their work can be done better and faster than what is being done currently.

Mayor England advised that in the Strategic Plan under C.4 there is a task to review the computer and software needs. Recently, the City has elevated our IT Department employees to IT Manager and IT Specialist. She agreed with Commissioner Torres to update the software.

Mayor England asked to add to the Strategic Plan "D" a five-year plan asset management plan for all City real property improvements from the Finance Director. She advised that the asset management plan should include the old city hall. She advised that the Building Department needs new faucets for the City properties.

Building Official Law advised that he will be submitting a resolution for new automated lavatory facets and water facet flush valves in all the bathrooms and will be piggybacking off St. Johns County's contract to accomplish this. This will allow touch-free facets. He explained that he brought to the Commission last week new automated software and next month he will be submitting to the Commission the Citizens Health Service Portal which will allow complaints and special pickups. He also advised that the Commission will be receiving a budget resolution regarding automating to electronic recordkeeping. He explained that staff had a meeting today with MCCI / Municode regarding automating all the records according to state statutes. He mentioned that he will be bringing digital plan review automation to the Building Department.

Mayor England asked that inspections, painting, and roofing costs to the old city hall building need to be added to the Capital Improvement Plan. She advised under Public Transportation add tasks such as piggybacking off St. Johns County or the City of St. Augustine's transportation studies or

other studies that are needed in the City. She advised that in the beginning of the year use the SWOT process that Commissioner Rumrell suggested.

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

Commissioner George advised that she could work with City Manager Royle on some options for the Vision Statement.

Mayor England agreed. She explained that the Commission always mentioned the bicycling and the appearance of A1A Beach Boulevard.

Mayor England moved on to Item 10.

10. Scheduling Workshops: Selection of Topics and Dates/Times (Presenter: Max Royle, City Manager)

Mayor England introduced Item 9 and asked City Manager Royle for a staff report.

City Manager Royle suggested to the Commission some workshops, which listed 14 items. He explained that the crucial part for him and the department head staff are those items in the FY21-22 budget. He commented for example Item 12 Solid Waste, Stormwater, and Recycling could be discussed in April and the stormwater utility fee could be done in May because those items would start in FY23 but need to take the steps in FY22. The outsourcing would have to be done in FY21 because the City's vendor expires in May of 2022. He advised that it is up to the Commission to decide what topics they would like to discuss and what the Commission's priorities are and what month to schedule them.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, suggested having the workshops before the budget preparations in July.

Mayor England closed the Public Comments section and asked for any further Commission discussion.

Mayor England suggested in March to have a workshop on restructuring the Building and Police Departments. She explained that in April there will be discussions on the Chief's position, so getting some information on the Police Department's budgets for the last eight years would be important. She would like to see the costs to see what would happen in the next couple of years. She suggested in April to discuss the solid waste, stormwater utility fee, and recycling items. In May discuss pay ranges and salaries before the City starts the budget process.

Commissioner Rumrell asked to add to May's workshop succession planning.

Mayor England advised that the City Manager and City Clerk / HR Director can research new performance evaluations. She felt that there was no need to micromanage performance evaluations. She strongly suggested to get away from 1-5 ratings and advised that managers should tell their employees do good contributions and when they need improvement.

City Clerk Raddatz advised she was in the process of doing that.

Mayor England advised that it is the Commission's job to do an evaluation on the City Manager and Chief of Police. She asked if they are not completed, please send them in to City Manager

Royle. She explained that City Manager Royle did a self-review, and the Commission had a meeting on that at the end of last year.

City Manager Royle advised that in March's Regular Commission meeting the pay plan will be discussed because City Clerk Raddatz and Police Chief Carswell have been working on it for the Commission to look at. He explained that the Department Heads on the non-law enforcement side discussed the pay plan. He said it will show the cities we looked at and the information that was found.

Finance Director Douylliez advised that she would like to discuss this topic early because staff needs feedback from the Commission in addition to the research that staff has performed. She wanted to know early what other items the Commission may want staff to look at before the actual budgeting process. She explained that it is the largest costs for the City, and she would like to have time to scrub the data before budget meeting start.

Commissioner George agreed and wanted to suggest that the Commission move it up from May.

Commissioner Rumrell asked to do the asset repairs and replacement in March also because that goes with the budgetary costs.

Finance Director Douylliez advised yes; she could do that because she has the data already laid out. She explained that Public Works Director Tredik would have to look at the assets and see what shape they are in.

Public Works Director Tredik advised that on the stormwater utility fees, May would be a better date because he would not get the vulnerability study back until April. He said if the Commission does a workshop in April, all the information will not be available on the costs might be for the larger projects.

Mayor England asked if Public Works Director Tredik would like the solid waste outsourcing and recycling and the stormwater utility fee in May.

Public Works Director Tredik advised that the solid waste outsourcing could be done in April, but the stormwater utility fees to be discussed in May.

Mayor England asked if the solid waste outsourcing and the stormwater utility fees could be too much for a May workshop.

Public Works Director Tredik advised that they could be combined or not. It is up to the Commission.

Mayor England advised that there are topics for March and May. She asked if there is a topic for April.

Commissioner George asked if the pay ranges and salaries and succession planning would be on the Regular Commission meeting in March.

Mayor England advised in March will be the pay ranges and salaries, succession planning, asset planning.

Commissioner George asked if the restructuring of the Police and Building Department be done in April.

Mayor England advised that restructuring the Police and Building Departments is in March.

Commissioner Rumrell said that in April maybe the Commission can have a joint meeting with St. Johns County and the City of St. Augustine.

Mayor England asked both together.

Commissioner Rumrell said maybe a meeting with St. Johns County first and then City of St. Augustine in another meeting.

Commissioner George advised that there needs to be a good agenda to compel them to accept the City's invitation.

Commissioner Rumrell thought that the City could line topics up by April. He said it falls under the Strategic Plan.

Mayor England advised that regarding St. Johns County the topics would be moving the fire station off Pier Park and the weir. She advised that the City of St. Augustine could be getting more involved with their commissions regarding their floodplain and mobility studies. She suggested reaching out to Mayor Tracy Upchurch.

Commissioner Rumrell advised that because the City's boundaries touch St. Johns County and the City of St. Augustine, there should be more communication. He said it might not be in April, but he would like to see more communication.

Commissioner George advised that our City's Department Heads could reach out to the City of St. Augustine's Department Heads regarding the mobility and floodplain studies and if there is an interest the City of St. Augustine Department Heads could be invited to give a presentation to our City.

Mayor England agreed having some of the City of St. Augustine's staff come to do a presentation. She advised that she talked with Commissioner Dean from St. Johns County and he would talk with the County Administrator Hunter Conrad regarding the old city hall and planning for Pier Park. She advised that she and City Manager Royle have been working on that. She asked about a joint meeting with the Commission and the Comprehensive Planning and Zoning Board and SEPAC. She advised that there is not enough space to have all the members meeting at once. She suggested a separate meeting with the Comprehensive Planning and Zoning Board and SEPAC.

Commissioner George agreed with separate meetings but said that an agenda should be prepared first.

Mayor England advised that maybe after the vulnerability study would be a good time, especially for SEPAC.

Commissioner George suggested to send a letter to all the members of the Boards and ask what agenda items they want to discuss or whether they would like to have a workshop.

Building Official Law advised that Comprehensive Planning and Zoning Board members would like to meet.

Mayor England asked about Item 4 regarding the land trust.

City Manager Royle advised that there was a meeting regarding creating a land trust at the January 4th meeting from Commissioner George.

Commissioner George advised that came from the 2nd Avenue discussions. She asked what the status was with the Florida Land Trust.

City Manager Royle advised that he spoke with the Florida Land Trust and they have changed staffing but indicated that they still would like to pursue the possibility, but nothing has been proposed.

Commissioner George asked City Manager Royle to follow up with them.

Mayor England advised that the asset replacement item will be in March. She asked about the parking plan and paid parking may come up later in the year. She advised Items 7 and 8 will be in March Workshop. Item 9 and succession planning is in March's agenda. Item 10 has been deleted. Solid Waste and Item 13 in May Workshop.

Finance Director Douylliez advised that Item 5, Capital Projects, will come after the vulnerability study is done, so May or June. Solid waste may be better in April in case we have to do Requests for Proposals or Qualifications.

Mayor England advised that the first half of the year is planned. She advised that the joint meetings with the Comprehensive Planning and Zoning Boards and SEPAC will be in June.

Vice Mayor Samora asked if Item 12 outsourcing solid waste and recycling has a time constraint on it.

Public Works Director Tredik advised that the vendor's contract will be done on May 18, 2022. Time is limited to decide whether to bring it inhouse or outsource recycling and solid waste.

Vice Mayor Samora asked if this item could be on the April Regular Commission agenda.

Mayor England advised if any items can be worked into an agenda, that would be fine.

Finance Director Douylliez advised that anything to do with pay should go into the March workshop.

City Manager Royle advised that there are nine items already on the March Regular Commission agenda. In February there were 12 items, and we needed another meeting.

Mayor England advised that in the March Workshop discussions will be on pay ranges and salaries, restructuring the Building Department, secession planning, and asset replacement planning.

Finance Director Douylliez advised that she thought the Police Department restructuring would be in March as well.

Mayor England asked to give the Commission eight years of the Police Department's budget for the informational resources only, then in the April Commission agenda the Police Department's restructuring could be discussed. In May Items 12 and 13 would be a May workshop, unless they can be put in an agenda item before that. She advised that in April there are no workshops, but that can be determined in March.

Commissioner George agreed.

After discussion, the Commission schedule a workshop on March 8, 2021 at 5:30 p.m.

City Manager Royle asked for clarification on the March workshop topics.

Mayor England advised the March's workshop topics are review of pay ranges and salaries, discussion of secession planning, asset replacement schedule, restructuring the Building Department, and review of Police Department's budgets for the last eight years for informational purposes only.

City Manager Royle asked what the Commission meant by secession planning because it can be interpreted in a lot of ways.

Commissioner Rumrell advised that the City needs a succession plan for all Department Heads and the City Manager's position.

City Manager Royle advised that he would get the minutes from the prior meeting that secession planning was discussed and distribute it to the Commission.

Commissioner George advised if there was no adopted policy, then it should be done.

Commissioner Rumrell agreed.

Mayor England advised that there cannot be voting in workshops. Any items that run over in the workshops can be done at the next workshop. The joint meetings with the Comprehensive Planning and Zoning Board and SEPAC could be in June.

Mayor England moved on to Item XIV.

XIV. STAFF COMMENTS

Mayor England asked City Manager Royle if he had any comments.

City Manager Royle advised that several SEPAC members are not coming to their meetings because of COVID-19. He asked if the rule of missing three meetings could be relaxed until COVID-19 is not an issue.

The Commission agreed with relaxing the rule of missing three meetings.

Discussion ensued about Zoom or telephone meetings for those members who do not want to come and having to have a quorum at all meeting, if using Zoom.

Building Official Law had no comments.

Public Works Director Tredik advised that the vulnerability study workshop will be on February 24, 2021 at 6 p.m. at the City of St. Augustine Beach's Commission room. Those Commissioners who would like to Zoom hosted by Northeast Florida Council in on the meetings are welcome. There will be two presentations, one from the Northeast Florida Council and the City's consultant on the vulnerability study.

Mayor England asked that copies of the study be distributed to the Commission before the date of the meeting.

Public Works Director advised he would distribute the study to the Commission. He advised that he finished the first phase of Mickler Boulevard and should finish by the end of March.

Mayor England advised that Commissioner Dean from St. Johns County had a discussion regarding Pope Road.

Public Works Director Tredik advised that it needs repairs. He talked to the St. Johns County a couple of months ago and will reach out again.

Mayor England asked City Manager Royle to send a letter to Commissioner Dean with a copy to the County Administrator Hunter Dean on the status of Pope Road.

Commissioner George asked about the repairs on 11th Street.

Public Works Director Tredik advised that they did add some asphalt to get rid of the dips, but other projects are more important to complete right now. He hopes to get the design finished in the spring and go to construction in the summer.

Vice Mayor Samora asked about the status of Ocean Walk and whether there will be changes before hurricane season.

Public Works Director Tredik advised that he received the first numbers from the Request for Qualifications, and they were high. He changed the requirements and hopes to reevaluate the second proposals this week and have it before the Commission for approval in March. He advised that in advance of any storms he will be fixing the pipes on Mickler Boulevard so that the water will not flow into Lee Drive. For right now he will use the pumps.

Mayor England asked if the CMT contract has been signed.

Public Works Director Tredik advise it has not been finalized yet but is in the final stages. The City Manager will be able to sign the contract.

Finance Director Douylliez advised that the audit is finishing and tomorrow the City Manager and she will have a meeting to review the results and bring it to the Commission in April. She explained that she will be bringing a budget resolution to the Commission in April for a full-time Finance Assistant position because the part-time finance employee wants to retire.

City Clerk Raddatz advised that thanks to the Building Department funding we are hoping to get the software to make the electronic recordkeeping compliant with state statutes.

Building Official Law advised that this supports the Building Department by allowing paper building plans to be destroyed and keeping them electronically. He explained that he will be buying several different modules and will be a zero cost to the City.

Mayor England asked that when the purchases for the new software are brought to the Commission to explain why the vendor was selected and if it integrates with current software.

Commissioner George asked if there is room on the March agenda for a resident's request to evacuate an alleyway on the 300 block south of A Street on 2nd and 3rd.

Discussion ensued regarding whether to allow the resident's request on the agenda; the history of the alleyway; and whether the Commission wants to pay for the evacuating alleyway fee.

Mayor England advised that she would like information only regarding vacating the alleyway and would like to speak with Building Official Law.

Building Official Law advised he would meet with Mayor England.

Commissioner Torres asked how to place an item on the agenda.

Mayor England advised that usually it is at the discretion of the City Manager. She asked to do some research and then bring it back to the Commission.

Police Chief Carswell said the accreditation review panel will be on Zoom and if the Commission would like to attend, they are welcomed to. He advised that he would give the Commission the time when he know it.

City Attorney Taylor advised that Douglas Law firm is hiring a new attorney who will start on March 1st, which will help with his workload.

XV. ADJOURNMENT

Mayor England asked for a motion.

Motion: to adjourn to meeting. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Meeting was adjourned at 6:56 p.m.


Margaret England, Mayor

Attest:


Beverly Raddatz, City Clerk