



AGENDA

COMMISSION WORKSHOP

MONDAY, MARCH 8, 2021 AT 5:30 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. **ROLL CALL**
- IV. **TOPICS FOR WORKSHOP**
 - A. Review of Employee Salaries and Pay Ranges (Presenter: Patricia Douylliez, Finance Director)
 - B. Restructuring of Building Department (Presenter: Brian Law, Building Official)
 - C. History of Police Department Budgets (Presenters: Patricia Douylliez, Finance Director; and Dan Carswell, Police Chief)
 - D. Asset Repairs and Replacement (Presenter: Patricia Douylliez, Finance Director and Department Heads)
 - E. Succession Planning (Presenters: Max Royle, City Manager, and Department Heads)
- V. **DIRECTION TO STAFF REGARDING DECISIONS TO BE MADE AT FUTURE COMMISSION REGULAR MEETINGS**
- VI. **ADJOURNMENT**

NOTICES TO THE PUBLIC

1. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC).** It will hold its monthly meeting on Wednesday, March 10, 2021, at 6:00 p.m. in the Commission meeting room at city hall.
2. **COMPREHENSIVE PLANNING AND ZONING BOARD.** It will hold its monthly meeting on Tuesday, March 16, 2021, at 6:00 p.m. Topics on the agenda may include a. request to vacate alley between B and C Streets west of A1A Beach Boulevard; and b. request for conditional use permit to construct a house in a commercial land use district at 12 6th Street.
3. **HOLIDAY.** It is Good Friday, April 2, 2021. **CITY OFFICES CLOSED.** Residents scheduled for household waste pickup on Friday will have service on **THURSDAY, April 1st**. There will be no changes to the pickup of yard trash and special waste.

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.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: PAY RANGES
DATE: 2/25/2021

In preparation of the workshop regarding pay ranges, I have prepared a Power Point presentation, which is attached, along with some handouts regarding data collected and suggestions. The attachments are separated as follows:

- Section 1 – Articles regarding employee job search
- Section 2 – The participants in the analysis
- Sections 3 – 9, Details regarding each department including job descriptions, analysis gathered from surrounding cities/counties.
- Section 10 – Comparison of Current Pay Plan -vs- New Pay Plan
- Section 11 – Breakdown by position of the Step Plan by year/quartile, and list of the employees showing the number of years with the City and where they fall in the new pay plan.
- Section 12 – Summary of Benefits for surrounding cities/counties.

I will make the presentation to the Commission and allow each Department Head to discuss their employees or answer questions regarding their future needs.

Please let me know if more information is needed.

FY 22 Pay Range

Workshop Meeting
March 8, 2021



Methodology

- Research
- Determine the sample participants
- Request data
- Analyze results
- Compare with current plan

Research

How far are
employees willing to
travel?

Who are we
competing with for
employees?

How far are employees willing to travel?

- Americans Aren't Moving – <https://www.businessnewsdaily.com/9946-job-relocation-questions.html>
- Fewer Americans are moving for work than ever – <https://www.cbsnews.com/news/moving-for-work-getting-increasingly-rare/>
- Before You Relocate for Work, Ask Yourself These Questions – <https://www.shrm.org/hr-today/news/all-things-work/pages/americans-aren't-moving>

Who are we
competing with
for employees?

SALARY SURVEY LIST OF PARTICIPATING ORGANIZATIONS

<u>Organization</u>	<u>Population</u>
BOCC Clay County	219,252
City of Atlantic Beach	13,831
City of Bunnell	2,820
City of Daytona Beach	68,866
City of Flagler Beach	5,081
City of Green Cove Springs	8,313
City of Jacksonville	903,889
City of New Smyrna Beach	27,229
City of Ormond Beach	43,475
City of Palm Coast	87,607
City of St. Augustine	14,576
City of St. Augustine Beach	7,026
Flagler County	115,081
St. Johns County	264,672
Town of Orange Park	8,809
Town of Beverly Beach	400



RESULTS

Commission

Mayor

Employer Name	County	Actual Salary	Comments	Population	
Town of Beverly Beach	Flagler County	\$6,000	\$500 stipend a month.	400	
City of Bunnell	Flagler County	\$10,908		2,820	
City of Flagler Beach	Flagler County	\$8,663		5,081	
City of St. Augustine Beach	St. Johns County	\$7,908		7,026	
City of Atlantic Beach	Duval County	\$10,535		13,831	
City of St. Augustine	St. Johns County	\$23,374		14,576	
City of New Smyrna Beach	Volusia County	\$22,620		27,229	
City of Ormond Beach	Volusia County	\$18,118		43,475	
City of Daytona Beach	Volusia County	\$41,059		68,866	
Flagler County	Flagler County			115,081	

Average
\$8,285

Avg Actual Salary

\$16,576

Agency Commissioner/Council Member

Employer Name	County	Actual Salary	Comments	Population	
Town of Beverly Beach	Flagler County	\$3,000	Stipend \$250 a month	400	
City of Bunnell	Flagler County	\$8,726	no ranges	2,820	
City of Flagler Beach	Flagler County	\$8,663	no ranges	5,081	
City of St. Augustine Beach	St. Johns County	\$6,694	Stipend	7,026	
City of Atlantic Beach	Duval County	\$6,412	no ranges	13,831	
City of St. Augustine	St. Johns County	\$17,530	no ranges	14,576	
City of New Smyrna Beach	Volusia County	\$16,965	no ranges	27,229	
City of Ormond Beach	Volusia County	\$14,005	no ranges	43,475	
City of Daytona Beach	Volusia County	\$23,650	no ranges	68,866	
City of Palm Coast	Flagler County	\$9,600	no ranges	87,607	
Flagler County BOCC	Flagler County	\$58,365	No Ranges	115,081	
St. Johns County	St. Johns County	\$80,263	Milage Stipend	264,672	

Average
\$7,679

Avg Actual Salary

\$21,156

Avg Without SJC

\$15,783

Managers

2021 Pay Step Plan Ranges	City of St Augustine Beach		
Managers	Current Minimum	Current Mid	Current Maximum
City Manager			
Chief Financial Officer	72,699.33	90,874.16	109,048.99
City Clerk/HR/Risk	50,238.31	64,123.05	78,007.78
IT Manager	55,971.44	69,963.79	83,956.14
Director of Building/Planning/Zoning	66,347.24	82,934.25	99,521.26
Director of Public Works	71,784.46	89,730.07	107,675.68

FY22 Suggested		
Current Minimum	Current Mid	Current Maximum
102,287.00	131,099.00	159,911.00
87,325.00	113,706.00	140,576.00
66,894.00	87,765.75	109,556.30
73,592.00	95,054.00	116,870.00
74,529.00	90,981.50	120,975.50
82,403.00	105,815.00	129,968.00

Non-Manager Employees

2021 Pay Step Plan Ranges	City of St Augustine Beach		
Job Title	Current Minimum	Current Mid	Current Maximum
Deputy City Clerk	33,056.58	41,320.72	49,584.86
Finance Assistant	29,101.29	36,376.86	43,652.44
IT Specialist	36,733.48	45,917.10	55,100.73
Records Clerk-PT	23,242.02	29,052.52	34,863.02
Communications & Events Coordinator	30,832.55	38,531.29	46,230.03
Executive Assistant (Planner/Zoning)	45,516.80	56,896.00	68,275.20
Building Inspector	39,576.25	49,470.06	59,363.86
Permit Technician	28,536.39	35,670.74	42,805.10
Code Enforcement Officer	38,201.60	47,752.00	57,302.40
Administrative Assistant	30,652.72	38,316.41	45,980.10
Asst PW Director-Engineer/Proj Eng	51,383.18	64,229.49	77,075.79
Administrative Assistant	30,652.72	38,316.41	45,980.10
Drainage Specialist/Foreman	35,990.78	44,988.48	53,986.18
Foreman	36,755.83	45,944.54	55,133.24
Equipment Operator	31,466.54	39,333.42	47,200.31
Service Worker II	30,395.36	36,566.70	42,738.04
Service Worker I	28,492.09	34,597.54	40,702.99
Minimum Wage Effective 9/30/26	\$15.00	\$31,200	

FY22 Suggested		
Current Minimum	Current Mid	Current Maximum
38,239.00	48,967.00	59,998.00
33,256.50	43,715.00	53,478.00
43,023.00	55,382.00	68,146.00
23,096.25	29,711.25	36,445.50
37,422.00	49,362.00	61,302.00
45,256.00	58,496.00	72,132.00
42,914.00	56,328.00	69,782.00
30,935.00	40,193.00	49,556.00
36,863.00	48,264.00	58,895.00
30,839.00	40,622.00	50,410.00
57,328.00	76,180.00	95,033.00
30,839.00	40,622.00	50,410.00
40,852.00	55,440.00	68,682.00
40,852.00	55,440.00	68,682.00
31,466.54	37,030.00	48,105.54
30,395.36	35,065.80	46,531.85
28,492.09	33,396.00	42,320.09

Non-Manager Employee

- State of Florida Minimum Wage Effective 1/1/2026 = \$15.00
- With the new Pay Scale only five positions will not meet requirement
- With minimum of Step increase annually, all ranges will be at \$15/hr
- Currently one employee is not within the new ranges and should be increased to at least Step 1. Add'l cost \$1,183.43.

Police Department

2021 Pay Step Plan Ranges	City of St Augustine Beach		
Police Department	Current Minimum	Current Mid	Current Maximum
Chief of Police			
Commander	67,192.14	83,989.67	100,787.20
Lieutenant	60,689.74	75,861.67	91,033.60
Administrative Manager	45,516.80	56,896.00	68,275.20
Administrative Assistant	30,652.72	38,316.41	45,980.10
Sergeant	54,965.60	68,707.00	82,448.40
Corporal	42,672.00	53,340.00	64,008.00
Police Officer	40,700.96	50,876.20	61,051.44

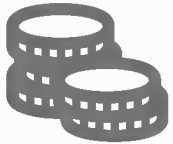
FY22 Suggested		
Current Minimum	Current Mid	Current Maximum
90,894.37	117,550.19	144,206.00
75,000.00	87,500.00	100,000.00
68,000.00	79,000.00	90,000.00
45,000.00	56,500.00	68,000.00
31,000.00	39,500.00	48,000.00
60,000.00	71,000.00	82,000.00
45,000.00	54,000.00	63,000.00
44,000.00	53,000.00	62,000.00

Police Department

- State of Florida Minimum Wage Effective 1/1/2026 = \$15.00
- With the new Pay Scale only one position will not meet requirement
- With minimum of Step increase annually, all ranges will be at \$15/hr
- Currently six employees are not within the new ranges and should be increased to at least Step 1.
- Add'l Cost to bring employees up to new pay range \$20,992.21.



Commissioner Pay should be added as an agenda item in April for approval of pay increase



New pay ranges should be used for developing FY 22 Budget



New Manager pay ranges should be used for future hiring

Recommendation



ALL THINGS WORK

Americans Aren't Moving

Feedback

The decline in worker mobility presents a challenge for employers in a tight labor market.

By Theresa Agovino | February 8, 2020

Marissa Coughlin had been looking for a job at a female-run tech company for quite a while. So she was thrilled when she received an offer from Textio three years ago.

However, there was a catch: The tech company is based in Seattle, while Coughlin and her partner lived in San Francisco.

"We had really long talks about it," says Coughlin, now senior director of communications and data insights at the augmented writing service. "I was really just so excited about the job, and we decided we could make it work."

On the other hand, there's a 31-year-old manager in El Paso, Texas, who was similarly elated last year when she was offered a position in San Antonio that came with more responsibility and a 40 percent raise. But she ultimately turned it down: Her husband had recently landed a job after a significant period of unemployment, and they decided he needed to stay put to strengthen his resume.

"It was disappointing," says the woman, who requested anonymity. "I guess it wasn't our time."

Finding the golden hour for a job relocation has never been more complicated. Largely gone are the days when a family trailed behind the male head of the household as he climbed the career ladder. Today's workforce is more populated with two-career couples, and moving so one partner can advance may result in stalling the other's trajectory.

That's hardly the only challenge. Members of the sandwich generation are juggling taking care of children and parents, and they often don't want to upset the carefully calibrated systems they've developed to manage both. Many young people are burdened with student debt and need to live with their parents to make ends meet. Meanwhile, the effects of the Great Recession linger in some regions. People still have underwater mortgages that are locking them in place or don't have the skills needed to apply for jobs elsewhere.

This unwillingness or inability to move is creating challenges for many employers as they face the tightest labor market in 50 years. Many companies, especially in manufacturing, are desperate for workers.

"It's never been harder to get people to move," says Brian Kropp, chief of research for the HR practice of Gartner Inc., a Stamford, Conn.-based consultancy. "You just can't offer money anymore. There are family and cultural considerations."

Feedback

MOVING DOWN

From 2013 to 2018, the number of interstate corporate-paid moves fell 17.6 percent.



Feedback

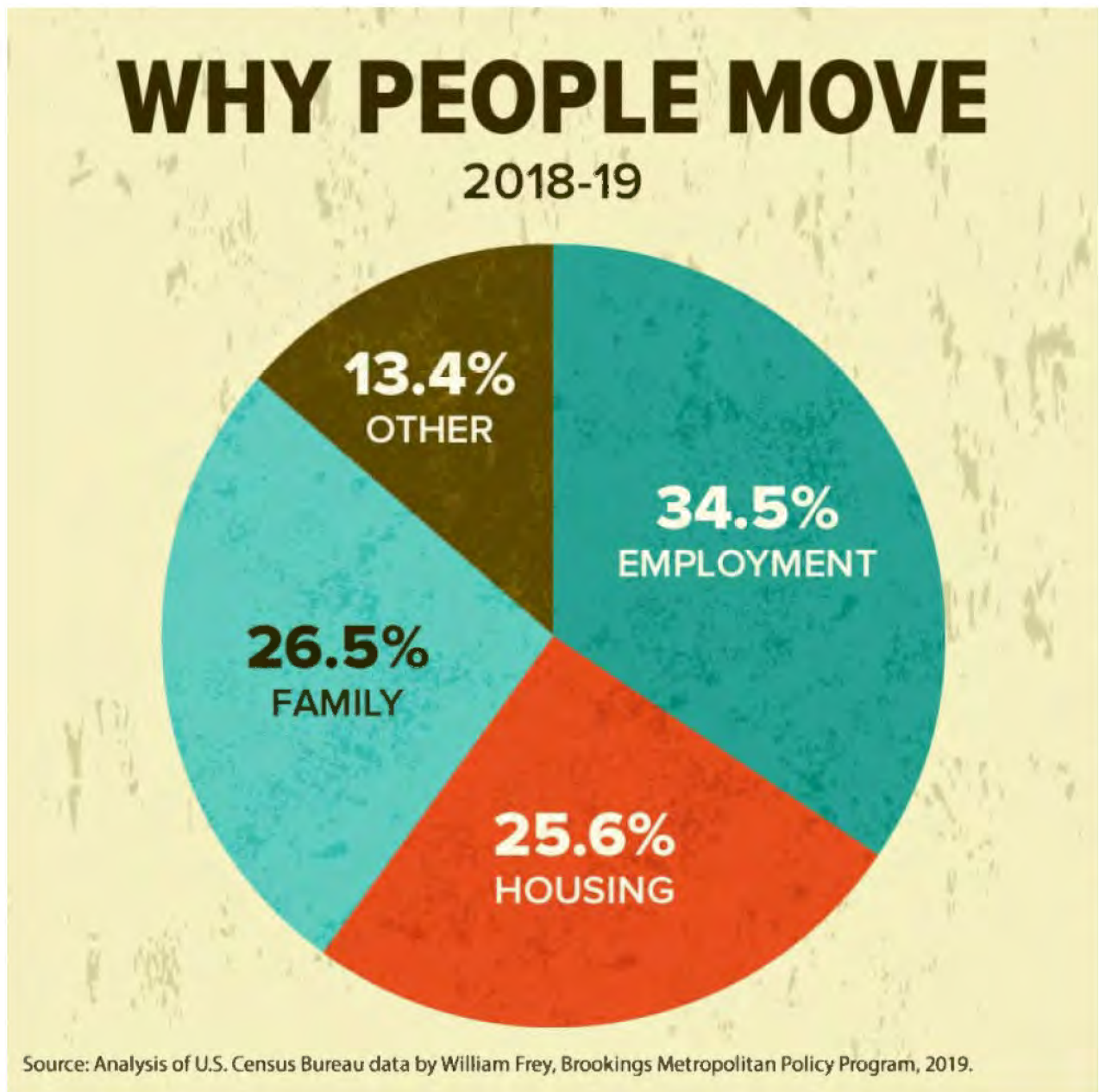
STAYING PUT

The U.S., once a country steeped in the lore of going west to find fame and fortune, has become much more stationary. Only 9.8 percent of residents in the U.S. changed their residences in 2018, down from 20 percent in 1985, according to the U.S. Census Bureau. It's the lowest rate since 1947, when the bureau began tracking mobility.

Almost half of the 1,300 people surveyed by The Federal Reserve Bank of New York in 2019 indicated that they were "rooted" and preferred to stay close to family and friends. Another 15 percent said they were "stuck" and couldn't afford to move. They often lack marketable skills that would make them attractive to potential employers. The survey results also found that people would require anywhere from 30 percent to 200 percent of their salary to move.

In the case of lower-wage workers in unskilled or semi-skilled jobs, "we don't have policies to accommodate their economic disruption," says Vince Cordova, principal and east region leader of mobility business at the consulting firm Mercer. Few companies have programs to retrain such workers, and they probably couldn't afford the move.

"They don't have a lot of excess funds and may rely on relatives for day care," for example, Cordova says. "Even if you paid them \$20,000 more than what they make now, you could still put them in a place of economic hardship."



MOVING IS EXPENSIVE

Relocation was once expected for ambitious men aiming for the C-suite in major companies. From the 1950s to the '80s, people joked that IBM stood for "I've Been Moved," a reference to how often employees there were uprooted for the sake of the company.

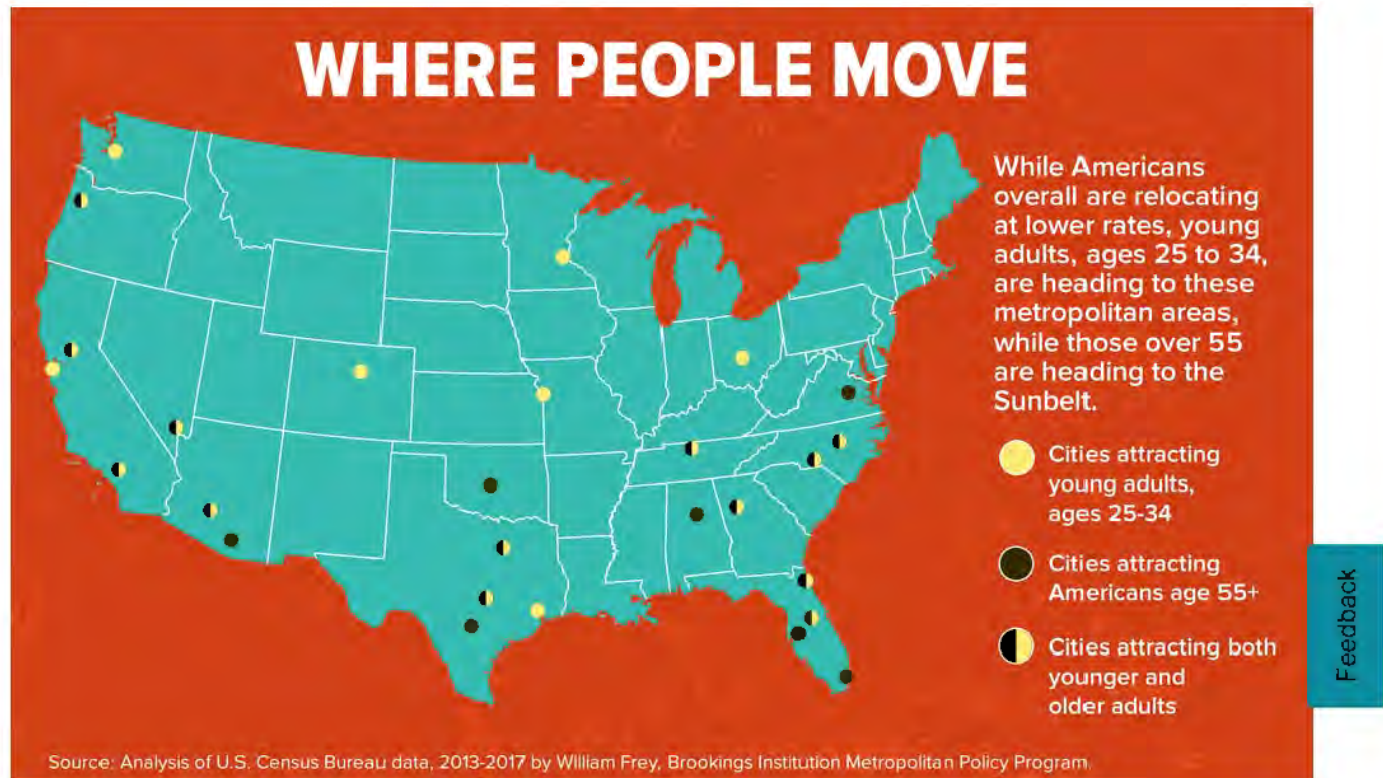
"It was a different era," says Ed Montoya, a San Francisco-based partner at the recruiting firm Calibre One. "Now we care more about work/life balance. We are more aware of the effects of relocating the family. It isn't a no-brainer anymore."

Only 29 percent of 668,000 online job applicants responded to ads that were outside of their metro area, according to a 2018 study by Glassdoor, an employer-review site. The study found that an extra \$10,000 in base pay only raised the likelihood of a move by about half a percentage point.

Even if employees transfer to a new location with their current company, employers rarely buy transplants' homes anymore. Indeed,

companies' relocation largesse has declined over the years and is typically reserved for very senior employees.

In the five years ending in 2018, the number of corporate-paid moves fell 17.6 percent to 216,850, according to the American Moving & Storage Association, an Alexandria, Va.-based trade group. Contributing, at least in part, was a change in the federal tax law in January 2018, which eliminated the business deduction for employer-paid moving expenses. Fewer than one-fifth of companies offer relocation benefits, according to a 2019 survey by the Society for Human Resource Management.



College graduates ages 25 to 34 are heading to these metropolitan areas:

Americans 55 and older are moving to the following places:

1. Houston
2. Denver
3. Dallas
4. Seattle
5. Austin, Texas
6. Charlotte, N.C.
7. Portland, Ore.
8. Riverside-San Bernardino, Calif.
9. Phoenix
10. Nashville, Tenn.
11. Atlanta
12. Columbus, Ohio
13. Las Vegas
14. Minneapolis
15. Sacramento, Calif.
16. Raleigh, N.C.
17. San Francisco
18. Jacksonville, Fla.
19. Orlando, Fla.
20. Kansas City, Mo.

1. Phoenix
2. Tampa-St. Petersburg, Fla.
3. Riverside-San Bernardino, Calif.
4. Las Vegas
5. Jacksonville, Fla.
6. Tucson, Ariz.
7. Orlando, Fla.
8. Sacramento, Calif.
9. Miami-Fort Lauderdale-West Palm Beach
10. Austin, Texas
11. Charlotte, N.C.
12. Dallas
13. San Antonio
14. Nashville, Tenn.
15. Raleigh, N.C.
16. Richmond, Va.
17. Portland, Ore.
18. Atlanta
19. Birmingham, Ala.
20. Oklahoma City

Source: Analysis of U.S. Census Bureau data, 2013-17 (released December 2018), by William Frey, Brookings Institution Metropolitan Policy Program.

THE IMPACT OF REMOTE WORK

Feedback

Not everyone is stuck. Advances in technology mean that more jobs can be done remotely, often eliminating the need for an employee to relocate. There's a growing number of virtual companies that don't even have physical offices.

Adam Nackers recently settled in Boise, Idaho, after he and his wife spent five years trying out different towns—an odyssey they could manage because both have jobs that allow them to work from any location. He's a marketing consultant, and she's a case-management nurse. They're both outdoorsy people, so they hopscotched through places such as Taos, N.M., and Newry, Maine, in search of their ideal location.

"We were able to choose because we have flexibility," Nackers says.

In this hyper-connected world, more people—especially Millennials—expect to be able to work from home, at least part of the time.

"That's their lifestyle," says Alexandra Clarke, director of recruiting at ForceBrands, a New York City-based search firm specializing in the consumer products industry.

Clarke says that 90 percent of her clients would be willing to pay to move someone for a senior role even though they'd rather not.

"It is costly to relocate somebody," she says. "I rarely see a client that over-extends themselves. It's not like employees are staying for 20 years anymore."

All Things Work From SHRM

Podcast: Americans Aren't Moving

SHRM's Tony Lee is joined by employment mavens JoDee Curtis and Susan White to discuss the shift in employees' willingness to relocate for their jobs. Historically, relocation was accepted as part and parcel to having a career, but in recent years, paid employee relocations have fallen. Likewise, approximately half of all workers in the U.S. are saying that they are not willing to move for their professions. Listen to hear their analysis of the forces behind this new "stay put" mentality, whether we can expect it to continue in the foreseeable future and what companies can do to facilitate talent relocation when it's needed.

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Feedback

PAYING FOR TALENT

Employers are paying to relocate and increasing salaries when they must. Last year, musical instrument manufacturer Avedis Zildjian Co. couldn't find someone to manage its drum stick portfolio who already lived near the company, which is based outside of Boston, says Andrea Davenport, the director of human resources. Zildjian paid to relocate a drummer from the Midwest along with his wife and four children and offered a salary that was 35 percent more than budgeted to compensate him for Boston's higher cost of living.

To be sure, before employees even consider such a move, they're doing their research.

"They know the cost of housing, the cost of living. They say, 'You should pay me this much,'" Davenport says. "Sometimes we have jobs that are just unique to our business" and have no choice but to pay what it takes to attract talent.

Cordova recently had to add \$78,000 to the \$220,000 a year that a project manager was earning in his previous job to persuade him to move to New York City from Detroit.

New York isn't an easy place to live and work, but "some comers will make the sacrifice," Cordova says.

Bloomberg reported in August that New York City has the largest net exodus of people—277 people a day—more than double the

exodus of 132 a year ago. Los Angeles and Chicago also had triple-digit losses, according to Bloomberg's analysis of Census Bureau data. Meanwhile, people were moving to cities such as Austin and Las Vegas where jobs are available and the cost of living is much lower.

Still, the Glassdoor survey found that San Francisco, New York and San Jose were the top three destinations for job seekers applying for roles in different cities. The benefit of moving to a big city is that there are more potential employers if the situation doesn't work out, experts say.

People will still move for jobs, depending on their age, the opportunity and their family situation, Montoya says. But "the bar is higher" he says, noting that companies are also more willing to make counter-offers to retain employees and avoid the expense of hiring someone new.

Of course, people can more easily be enticed to work at the headquarters of high-profile companies, such as Amazon, Facebook or Google, even though it means relocating to high-cost areas. "They are marquee names," Montoya explains. "They are great companies, and they pay well."

Yet some people encounter sticker shock when they realize that despite a generous salary boost, they can afford a house only half the size they had before moving.

In some cases, people aren't moving as much because they don't need to. New York City may still be the country's financial capital, but there are also great banking opportunities in cities such as Dallas and Charlotte, N.C. Silicon Valley may be tech's epicenter, but nowadays the industry giants have outposts all over, and new companies are sprouting up in cities where the sector previously had no presence. Boston is a health care mecca, although Nashville, Tenn., is home to many big companies, and start-ups are popping up in cities such as Fort Collins, Colo.

"Secondary cities are more popular," Clarke says. "The cost of living is lower, and there are opportunities in emerging industries."

Theresa Agovino is the workplace editor for SHRM.

Feedback

WHAT WOULD ENTICE YOU TO MOVE FOR A JOB?

TAKE THE POLL (https://docs.google.com/forms/d/1J5DYV01BRRSS9H8MKQQFIXWWBOXEQ-_VW0QJB1PU-M/VIEWFORM?EDIT_REQUESTED=TRUE&FBZX=7395699439430138723)

Explore Further

SHRM provides advice and resources to help employers relocate employees from far-flung areas of the U.S.

High-Tax States Could Struggle to Lure Out-of-State Workers (www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/high-tax-states-could-struggle-to-lure-out-of-state-workers.aspx?_ga=2.180810983.1558376182.1576507406-2047808461.1481060700)

If a recruiter wanted to persuade a job candidate to move to California, she would probably resort to highlighting these old reliables: great weather and high wages. But that may not be enough to sell candidates on moving to a state where residents pay some of the nation's highest state and local taxes.

Relocation Management Providers Go Digital (www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/relocation-management-goes-digital.aspx)

New tech makes life easier for HR and employees on the move.

At Some Companies, You Can't Hire One Spouse Without Helping the Other Job Hunt (www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/companies-hire-spouse-helping-job-hunt.aspx)

Your top job applicant might balk if a spouse has to give up his or her job too. Some employers provide career services to help the partner find work.

Toolkit: Managing Employee Relocation (www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/managingemployeerelocation.aspx)

This toolkit provides an overview of effective practices for relocating employees within the U.S. However, state and local restrictions such as tax or contract laws may affect relocations.

Managing HQ Relocations (www.shrm.org/hr-today/news/hr-magazine/Pages/0314-talent-management-relocation.aspx)

How HR professionals can attract and retain top talent when a company relocates.

SHRM's Guide to Relocation Services (www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/relocation-guide.aspx)

This guide offers a side-by-side comparison of vendor services.

HR Forms: Moving and Relocation Expense Agreement (www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Pages/Relocation_MovingandRelocationsExpenseAgreement.aspx)

A sample relocation agreement between employer and employee.

HR Forms: Relocation Expense Reimbursement Request Spreadsheet (www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Pages/Relocation-Expense-Reimbursement-Request.aspx)

This spreadsheet contains formulas to calculate relocation expenses owed to or from an employee.



(<https://lp.shrm.org/preferences.html>)

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Before You Relocate for Work, Ask Yourself These Questions

Paula Fernandes

Business News Daily Contributing Writer

Apr 19, 2019

Relocating is a big life change. Make sure you consider these factors first.

Starting a new job is a nerve-wracking endeavor even under the best of circumstances. It's incredibly common to feel a flood of emotions, including excitement, nervousness, relief, regret and even panic. Adding a potential relocation to the mix only heightens these feelings.

Moving is universally cited as one of the most stressful experiences a person can face. It's right up there with divorce, loss of a job and death of a loved one. So, whether you are a seasoned professional considering a promotion or a recent college grad starting out in a new city, it's worth taking the time to determine if moving for a job is the best option for you.

Candidly asking yourself these key questions before taking the jump can give you some clarity about the value of a potential move.

1. Is this job and company a good fit?

As you should with any opportunity, thoroughly research your prospective employer. It would be devastating to uproot your life and move to a new city only to find on your first day on the job that your boss is a tyrant and the company is on its last leg. Before moving, take the time to look into the company's track record and investigate its potential for growth.

"Remember that what you see on its website and even in your interview may not be the entire truth," said [Dr. Toni A. Haley](#), certified executive coach and CEO of Williams Wellness Group. "The company is trying to sell itself to you as much as you are trying to sell yourself as a candidate."

[Glassdoor](#), [Great Places to Work](#), [Comparably](#) and a host of other online resources can provide you with in-depth employer reviews, as well as compensation and company culture information. Haley advises digging even deeper by having dinner with your potential co-workers during the interview process.

"Be friendly in your conversation," she said, "but do not be afraid to ask pointed questions concerning work-life balance, job satisfaction, access to child care and healthcare, and general quality of life in your prospective city."

Even if you are staying with your current employer but transferring to a new location, make sure the local company culture is a good fit. In a new city where you have few to no friends, workplace culture becomes that much more important, said Jonathan Wasserstrum, CEO and co-founder of [SquareFoot](#).

"The people in the office are going to constitute a huge part of your social life," Wasserstrum said. "If you feel at home in the culture and genuinely like the people you work with, that's going to help your quality of life substantially."

2. Will the employer cover relocation expenses?

It's more important than ever to find out if your new employer will help you cover the cost of picking up and moving. Prior to 2018, you could deduct relocation expenses from your federal income tax. That deduction has now been eliminated for everyone except those in the armed forces. This means that whatever salary increase you scored with your new gig may very well be eaten up by the expense of resettling in a new city.

The level of relocation assistance varies widely – with smaller employers less likely to cover it at all – and can include moving expenses, temporary housing, help selling your current home, sponsored house-hunting trips or even a lump sum of cash to be used as needed.

Regardless of the offer, it's important to get it in writing and see if you can negotiate additional coverage, according to Jill Santopietro Panall, owner and chief consultant of [21Oak HR Consulting](#).

"Trips ... to look at the new location can be costly," Panall said. "Employees should be sure that any partner/spouse and any family/kids are allowed to come on at least one of the trips while scouting out the new location."

Pay close attention to the fine print of your relocation contract. Some relocation agreements require you to repay expenses covered by the employer if you leave the company within a certain timeframe. You need to determine in advance if you are ready to reimburse your employer for the move if you decide to walk away from the job for any reason.

3. What's the job market like in the area?

When considering a move, many people don't think about what they will do if the job does not work out. Cheryl E. Palmer, founder of career coaching firm [Call to Career](#), recommends finding out if your line of work is in high demand in the new area.

"You should know ahead of time what the job market looks like for people in your field so that you have a reasonable assurance that you can find another job if you ... have to look for new employment in a new geographic location," Palmer said.

Familiarize yourself with the job market in your desired location by checking local job listings for your field, identifying companies that have their corporate or regional headquarters in your area, and visiting websites, such as [City-Data.com](https://www.city-data.com), that offer detailed information on employers in specific areas.

4. What's the cost of living?

Before moving, compare the cost of living to your current situation and determine if your new salary will adequately cover your expenses.

Timothy Wiedman, retired associate professor of management and human resources at [Doane University](https://www.doane.edu), has made five job-related relocations over a 41-year career. Wiedman once turned down a promotion because his employer wanted to relocate him from a low-cost location in the Midwest to Washington, D.C., without any allowance for the cost-of-living difference.

"I did enough research to realize that my standard of living would drop quite a bit, unless I could negotiate a raise," Wiedman said. "When those negotiations failed, I had to decline the promotion."

But even the promise of a higher salary shouldn't automatically sway you to move until you take stock of all of your expenses. If you are relocating to a more expensive area, your money – even if you have more of it – won't go as far. You may have to decide if you are willing to modify or sacrifice some aspects of your current lifestyle for the new job.

"Remember, \$200,000 a year may equal comfortable living in one city but just barely getting by in another, especially when you account for family size or if you are the main breadwinner," Haley said.

While housing will take the biggest bite out of your budget, you will need to consider other expenses, such as groceries, utilities, transportation, healthcare and taxes. You can crunch the numbers with free online tools like [BestPlaces](https://www.bestplaces.net), which lets you compare the cost of living between locations, and [PayScale](https://www.payscale.com), which provides salary profiles for positions around the country.

5. How will my quality of life be affected?

Identifying what you can and cannot tolerate is key to making a decision you will not regret.

"Evaluate your current lifestyle, and identify aspects you value most which may be affected by a move," said Lauren Herring, CEO of [IMPACT Group](https://www.impactgroup.org).

For example, if you are a person who needs constant cultural stimulation, Herring suggests looking for a community with adequate access to concerts, sports, theater and shopping options.

For people concerned with high gas prices or the length of their commute, a deciding factor may be easy access to public transportation. For a parent, the safety of a neighborhood and the quality of schools and day cares in the area are priorities. Others may have to ask themselves if they will be happy living in an area prone to extreme weather conditions, such as long winters, tornadoes or hurricanes.

Always research and, if possible, visit the potential new city to see if it meets your needs and expectations, advises Wanda Gravett, academic program coordinator for Walden University's [Master of Human Resource Management](#). "Consult people who have lived or are currently living there, and look at what else there is to do besides working.

6. How will this impact my family?

It's necessary to determine if your family is supportive and excited about the potential change or apprehensive about the move.

"The majority of failed moves that I have seen over the years happened because the spouse or family is unhappy in the new location and either don't fit in or can't find work and feel bored and alienated," Panall said.

Getting a move to work for everyone is messy and does not always leave all parties feeling like they are getting what they want. You will need to have candid conversations with your spouse or partner about how this change will impact their life, career and relationships. Together, you need to decide whether one of you is willing to deviate from your career trajectory for the other. If you have children, you will also need to consider if the move is in their best interests.

7. Will I have a social support system?

One aspect of relocation that is often overlooked is the role that social networks play in our lives and well-being. While moving closer to family and friends may be a motivating factor for someone looking to relocate, moving away from an existing support system may be a bigger price than some job seekers are willing to pay.

"Some people enjoy moving to an area where they don't have established ties because they enjoy making new friends," Palmer said. "Other people prefer to start with a network of people that they know and branch out from there."

If you are in the latter group and the job is taking you away from friends and family, you need to evaluate if you see yourself thriving in a location without a built-in support system. If you generally have a hard time making new friends, you may feel untethered in a new environment and overwhelmed by homesickness and loneliness.

8. Am I ready for the unknown?

No matter how prepared you are to relocate, there is always a certain level of unpredictability, with factors that you cannot control or even anticipate. Marcia Merrill, a career coach who has served as an assistant director of a college career center, recounted the story of an alumna who, upon deciding to move her family, took the time to research the schools, find the perfect neighborhood, figure out the ideal commuting route and get doctor recommendations from her new co-workers. What she didn't anticipate was the reaction of the family dog.

"A never-misbehaved dog reacted to this move by chewing up the couch, going to the bathroom in the middle of the bed ... and growling and barking wildly at all her neighbors," Merrill said. The kids were fine. She found doctors and dentists, but the dog was not happy and everyone knew it.

Relocating is a "complete life disruption," said Sara Boehm Archer, CEO and founder of [Essential Engagement Services](#). Many individuals are surprised at the emotional toll moving can take during those first 6-12 months of settling in, she said.

"It isn't permanent, and most will go on to create a great new life for themselves, but it is still something to know going into a move," Archer said. You need to determine if you are the type of person who can navigate this upheaval and come out fine on the other side.

"Many folks stay in dead-end jobs that provide limited career opportunities – rather than face the (seemingly scary) idea of pulling up roots and moving to a distant city or state," Wiedman said. "But relocation doesn't have to be scary. In fact, it can become an adventure."

Some source interviews were conducted for a previous version of this article.

<https://www.businessnewsdaily.com/9946-job-relocation-questions.html>

Fewer Americans are moving for work than ever

BY KATE GIBSON

AUGUST 16, 2018 / 2:44 PM / MONEYWATCH

Location is everything—except, it seems, when it comes to employment.

The number of Americans relocating for a new job has dwindled during the last decade, a significant change from the late 1980s when more than a third of job seekers were willing to pick up and move for employment.

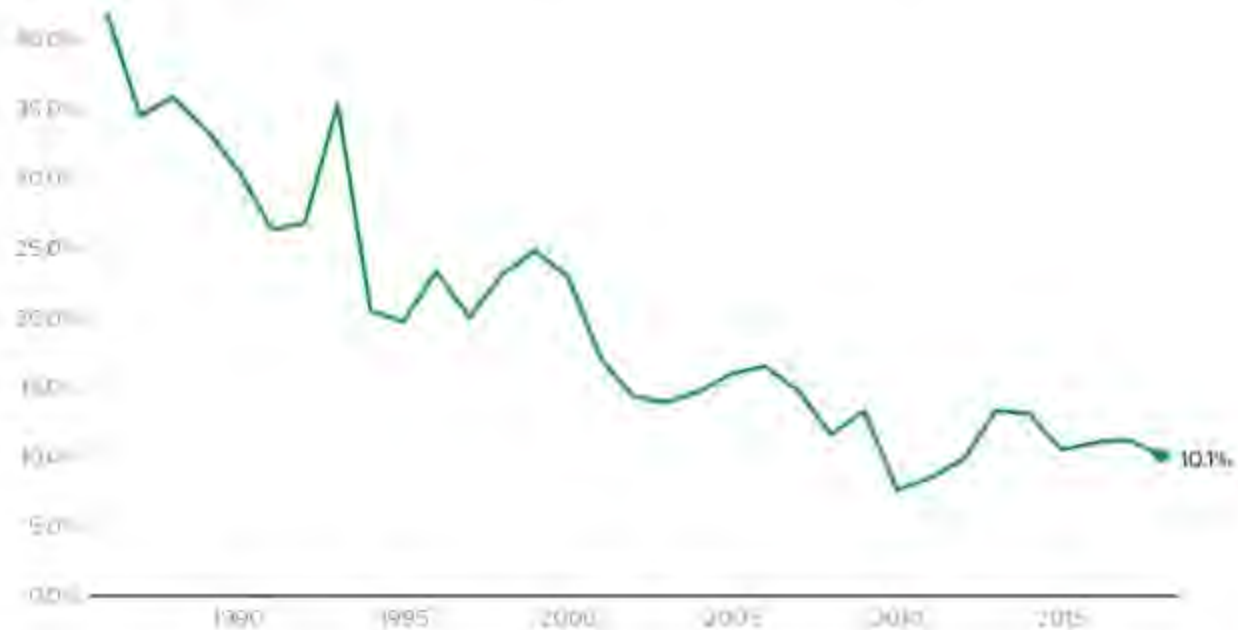
Over the past decade, 11 percent of job seekers relocated for work, compared to nearly 19 percent who relocated for greener employment pastures in the prior decade, according to findings from Challenger, Gray & Christmas.

Just over 10 percent of job seekers relocated for work in the first six months of 2018, holding steady with relocation rates in the first half of last year, the outplacement consultancy found. The relocation rate in the third quarter of 2017 rose to 16.5 percent, the highest quarterly rate since 2009, Challenger found. Yet by the fourth quarter of 2017, the rate of relocated job seekers came to 7.5 percent, bringing to 11.2 percent the yearly average.

In 2000, the relocation rate was 22.9 percent, the last year the rate hit above 17 percent, according to Challenger, which based its numbers on a survey of about 1,000 job seekers who found

employment each quarter. Since then, the annual relocation rate for job seekers has averaged 12.7 percent.

Percent of job seekers moving for new positions



Source: Challenger, Gray & Christmas

Companies flush with cash during the dot-com era were able to offer generous relocation packages to attract employees, a scenario that changed in 2000, when the dot-com bubble blew up, Andrew Challenger, vice president of Challenger, said in a statement. "That burst led to an increase in job cuts nationwide, and this period seems to delineate the end of the relocation trend," added Challenger, who noted cost-cutting moves by employers kept a lid on relocation reimbursements in subsequent years.

Additionally, workers can now do many jobs from anywhere, thanks to technology, leaving more employees working remotely instead of going through the upheaval that comes with moving to a new location.

Separate evidence illustrates another geographical trend that had well-paid, highly educated people moving to high-cost coastal cities during the last 10 years, while lower-income, less educated people have moved out.

And, while some workers presumably have little choice when it comes to work and where they live, a study several years ago found that contrary to what some might think, millionaires in the U.S. are neither likely to pick up stakes nor to flee their state of residence just to lower their taxes.

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<https://www.cbsnews.com/news/moving-for-work-getting-increasingly-rare/>

SALARY SURVEY LIST OF PARTICIPATING ORGANIZATIONS

<u>Organization</u>	<u>Population</u>
BOCC Clay County	219,252
City of Atlantic Beach	13,831
City of Bunnell	2,820
City of Daytona Beach	68,866
City of Flagler Beach	5,081
City of Green Cove Springs	8,313
City of Jacksonville	903,889
City of New Smyrna Beach	27,229
City of Ormond Beach	43,475
City of Palm Coast	87,607
City of St. Augustine	14,576
City of St. Augustine Beach	7,026
Flagler County	115,081
St. Johns County	264,672
Town of Orange Park	8,809
Town of Beverly Beach	400

Mayor

Employer Name	County	Actual Salary	Comments	Population	
Town of Beverly Beach	Flagler County	\$6,000	\$500 stipend a month.	400	
City of Bunnell	Flagler County	\$10,908		2,820	
City of Flagler Beach	Flagler County	\$8,663		5,081	Average \$8,285
City of St. Augustine Beach	St. Johns County	\$7,908		7,026	
City of Atlantic Beach	Duval County	\$10,535		13,831	
City of St. Augustine	St. Johns County	\$23,374		14,576	
City of New Smyrna Beach	Volusia County	\$22,620		27,229	
City of Ormond Beach	Volusia County	\$18,118		43,475	
City of Daytona Beach	Volusia County	\$41,059		68,866	
Flagler County	Flagler County			115,081	

Avg Actual Salary
\$16,576

Agency Commissioner/Council Member

Employer Name	County	Actual Salary	Comments	Population	
Town of Beverly Beach	Flagler County	\$3,000	Stipend \$250 a month	400	
City of Bunnell	Flagler County	\$8,726	no ranges	2,820	
City of Flagler Beach	Flagler County	\$8,663	no ranges	5,081	Average \$7,679
City of St. Augustine Beach	St. Johns County	\$6,694	Stipend	7,026	
City of Atlantic Beach	Duval County	\$6,412	no ranges	13,831	
City of St. Augustine	St. Johns County	\$17,530	no ranges	14,576	
City of New Smyrna Beach	Volusia County	\$16,965	no ranges	27,229	
City of Ormond Beach	Volusia County	\$14,005	no ranges	43,475	
City of Daytona Beach	Volusia County	\$23,650	no ranges	68,866	
City of Palm Coast	Flagler County	\$9,600	no ranges	87,607	
Flagler County BOCC	Flagler County	\$58,365	No Ranges	115,081	
St. Johns County	St. Johns County	\$80,263	Milage Stipend	264,672	

Avg Actual Salary
\$21,156

Manager Job Descriptions

Job Code	Job Title/Job Description
101	Agency Manager
	Top level administrative officer. Directs and coordinates administration of Agency or county government in accordance with policies determined by Agency/county council/commission.
102	Deputy Agency Manager
	Highly responsible professional and administrative work; does research work under the supervision of the Agency Manager; principal assistant (second in command) to the Agency Manager. May have responsibility for direct departmental supervision.
105	City Clerk
	Maintains official records, records action of the Council, and handles elections. Thorough knowledge of ordinances, policies and procedures.
106	Finance Director/Chief Financial Officer
	Responsible for finance, central accounting, cash management, debit administration, debit issuance, disbursement, investment management, policy analysis and research, payroll and revenue collection. Plans and develops all accounting and other fiscal operations. In the absence of a separate budget department, may assist or coordinate the budget process. Extensive knowledge of the principles and practices of governmental accounting, budgeting and municipal fiscal management.
110	Human Resources Director
	Plans, supervises, coordinates personnel program including development of personnel policies and procedures. May act as Chief negotiator for the Agency in the negotiating of union contract(s). Recommends changes in Agency policy, classification, pay and related matters. May include payroll, benefits/wellness and Employee Relations.
111	Risk Manager
	Technical administrative and supervisory work in planning, organizing and directing a comprehensive risk management program for a Agency/County. Responsible for Worker's Compensation and all allied insurances, safety and exposure to public liability. May include coordination of safety programs and training.
113	Public Works Director
	Responsible for administrative and professional work in directing the activities of department. Plans and directs public works activities including streets, building/property/fleet maintenance, and may include sanitation.
115	Agency Engineer
	Responsible for operating a professional engineering department both in the office and in the field. Responsible for formulating and carrying out all technical details of municipal engineering projects.
116	Chief Building Official
	Plans and directs Agency's inspection programs relative to construction, maintenance, and safety.
118	Director of Planning and Zoning
	Chief administrative officer of the department directing employees engaged in issuing permits and enforcing all Ordinances pertaining to planning, zoning, and building. Reports to the Agency Manager.
123	IT Director/Chief Information Officer
	Directs all phases of information technology and security. Performs responsible technical/managerial work in directing the strategic activities of the Agency's Information Technology function.

Agency Manager								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Bunnell	Flagler County	City Manager						Neg. Contract
City of Flagler Beach	Flagler County	City Manager	\$104,319	\$130,400	\$156,479	\$122,720		
City of Green Cove Springs	Clay County	City Manager				\$130,000	\$ 12,850	Auto Allowance
City of New Smyrna Beach	Volusia County	City Manager	\$122,654	\$161,041	\$199,427	\$152,002	Car Allowance \$600/month	
City of Ormond Beach	Volusia County	City Manager				\$181,125	\$5,025.00	
City of Palm Coast	Flagler County	City Manager				\$152,249		
City of St. Augustine	St. Johns County	City Manager				\$180,523	Has City vehicle	Appointed by Commission
City of St. Augustine Beach	St. Johns County	City Manager				\$122,421		
Flagler County	Flagler County	Interim County Administrator	n/a	n/a	n/a	\$165,984		Contract/Salary decided by BOCC
Town of Orange Park	Clay County	Town Manager	\$79,888	\$101,857	\$123,826	\$116,699		
			AVERAGE SALARY COMPARISON					
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>		
		Average:	\$102,287	\$131,099	\$159,911	\$147,080		
Deputy Agency Manager								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Daytona Beach	Volusia County	Deputy City Manager/Administrative Services	\$111,742	\$153,356	\$194,970	\$194,969	\$ 7,956	Auto Allowance
City of Jacksonville	Duval County	ADMINISTRATIVE AIDE - MA - IV (Deputy Chief Administrative Officer)	\$139,612	\$184,987	\$230,361	\$200,659		
City of New Smyrna Beach	Volusia County	Assistant City Manager	\$87,177	\$111,237	\$135,297			
City of Ormond Beach	Volusia County	Assistant City Manager	\$82,635	\$115,953	\$149,270	\$134,855	\$5,175.00	
City of St. Augustine	St. Johns County	Assistant City Manager				\$137,880	\$3,900.00	
			AVERAGE SALARY COMPARISON					
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>		
		Average:	\$105,292	\$141,383	\$177,474	\$167,091		

City Clerk

Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Bunnell	Flagler County	City Clerk	\$60,307	\$72,072	\$88,734			
City of Atlantic Beach	Duval County	City Clerk				\$87,402		
City of Daytona Beach	Volusia County	City Clerk	\$82,549	\$118,338	\$154,126	\$106,091	\$ 5,903	Auto Allow/Cell Phone
City of Flagler Beach	Flagler County	City Clerk	\$62,223	\$62,223	\$67,634	\$74,817		
City of Green Cove Springs	Clay County	City	\$58,591	\$76,169	\$93,746	\$61,110	\$ 2,938	
City of Jacksonville	Duval County	SUPERVISOR OF ELECTIONS				\$164,631		Elected Official
City of Ormond Beach	Volusia County	City Clerk	\$56,187	\$78,839	\$101,491	\$72,450		
City of Palm Coast	Flagler County	City Clerk/ Paralegal				\$86,127		Appointed by City Manager
City of St. Augustine	St. Johns County	City Clerk				\$69,506	\$3,900.00	Appointed by Commission
City of St. Augustine Beach	St. Johns County	City Clerk	\$50,238	\$64,123	\$78,008	\$69,642		Appointed by City Manager
Flagler County	Flagler County	None						
St. Johns County	St. Johns County	Clerk of the Courts						
Town of Beverly Beach	Beverly Beach	Town Clerk				\$26,000		\$20/hr for 25 hours
Town of Orange Park	Clay County	Town Clerk	\$53,233	\$67,872	\$82,510	\$56,475	\$50 mo phone allow	
AVERAGE SALARY COMPARISON								
	Minimum	Midpoint	Maximum	Avg Actual Salary				
Average:	\$60,475	\$77,091	\$95,178	\$79,477				

Human Resources Director*

Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Bunnell	Flagler County	Human Resources Manager	\$40,603	\$48,044	\$59,152			
City of Atlantic Beach	Duval County	Director of Human Resources	\$66,729	\$88,416	\$110,102			
City of Jacksonville	Duval County	DIRECTOR OF EMPLOYEE SERVICES	\$121,327	\$159,706	\$198,085	\$154,795		
City of New Smyrna Beach	Volusia County	Director of Human Resources	\$71,912	\$91,495	\$111,077	\$94,502		
City of Ormond Beach	Volusia County	Human Resources Director	\$68,297	\$95,833	\$123,368	n/a		
City of Palm Coast	Flagler County	Director Human Resource				\$104,975		
City of St. Augustine Beach	St. Johns County	City Clerk Function						
Town of Orange Park	Clay County	N/A						
Average Salary Comparison								
	Minimum	Midpoint	Maximum					
Average:	\$73,774	\$96,699	\$120,357					

Risk Manager*								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Daytona Beach	Volusia County	Risk Manager	\$73,704	\$105,658	\$137,612	\$105,678	\$ 5,495	Auto Allow/Cell Phone
City of Jacksonville	Duval County	RISK MANAGER	\$96,314	\$126,780	\$157,247	\$149,061		
City of Ormond Beach	Volusia County	Risk Manager	\$48,537	\$68,107	\$87,676	\$82,832	\$975.00	
City of Palm Coast	Flagler County	Benefits&Risk MGMT Coordinator				\$62,660		
City of St. Augustine Beach	St. Johns County	City Clerk Function						
Town of Orange Park	Clay County	N/A						
	Average Salary Comparison							
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>					
Average:	\$72,852	\$100,182	\$127,512					
Finance Director/Chief Financial Officer								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Atlantic Beach	Duval County	Director of Finance	\$77,832	\$103,128	\$128,423			
City of Bunnell	Flagler County	Finance Director	\$60,307	\$72,072	\$88,732			
City of Daytona Beach	Volusia County	Chief Financial Officer	\$101,584	\$139,415	\$177,245	\$161,828	\$ 4,848	Auto Allow/Cell Phone
City of Flagler Beach	Flagler County	Finance Director	\$75,132	\$93,915	\$112,698	\$101,504		
City of Green Cove Springs	Clay County	Finance Director	\$86,566	\$112,536	\$138,506	\$86,570	\$ 4,162	
City of Jacksonville	Duval County	DIRECTOR OF FINANCE & ADMINISTRATION/CHIEF FINANCIAL OFFICER	\$152,838	\$201,184	\$249,531	\$205,552		
City of New Smyrna Beach	Volusia County	Finance Director	\$84,747	\$107,805	\$130,862	\$126,017		
City of Ormond Beach	Volusia County	Finance Director	\$75,296	\$105,655	\$136,013	\$135,377	\$975.00	
City of Palm Coast	Flagler County	Financial Technican III				\$61,363		
City of St. Augustine	St. Johns County	same				\$134,143	\$3,900.00	
City of St. Augustine Beach	St. Johns County	Finance Director	\$72,699	\$90,874	\$109,049	\$73,911	n/a	Budget is Fin/Adm
Flagler County	Flagler County	Financial Services Director	\$98,869	\$131,001	\$163,122	\$104,125	n/a	
St. Johns County	St. Johns County	Finance Director				\$134,143	\$3,900.00	
Town of Orange Park	Clay County	Finance Director	\$65,212	\$82,606	\$100,000	\$88,615		
		Average Salary Comparison						
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>			
	Average:	\$87,325	\$113,706	\$140,576	117,762.27			

Public Works Director								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Atlantic Beach	Duval County	Director of Public Works	\$66,729	\$88,416	\$110,102			
City of Bunnell	Flagler County	Public Works Director	\$60,307	\$70,072	\$88,734			
City of Daytona Beach	Volusia County	Public Works Director	\$94,938	\$129,908	\$164,878	\$157,590	\$ 6,148	Auto Allow/Cell Phone
City of Flagler Beach	Flagler County	Public Works Director / Engineer	\$75,132	\$93,915	\$112,698	\$85,446		
City of Green Cove Springs	Clay County	Public Works Director/ Assist. City Manager	\$90,894	\$118,163	\$145,431	\$103,355		100 hours of admin pay & auto allowance
City of New Smyrna Beach	Volusia County	Director of Maintenance Operations	\$71,912	\$91,495	\$111,077	\$84,281		
City of Orange Park	Clay County	Public Works Director	\$74,661	\$89,331	\$104,000			Vacant
City of Ormond Beach	Volusia County	Public Works Director	\$78,880	\$110,684	\$142,487	\$136,879	\$5,175.00	
City of Palm Coast	Flagler County	Public Works Manager				\$72,000		
City of St. Augustine	St. Johns County	same				\$95,000	\$3,900.00	
City of St. Augustine Beach	St. Johns County	Director of Public Works	\$71,784	\$89,730	\$107,676	\$101,125		Vehicle to drive
Clay County BOCC	Clay County	Director of Engineering & Public Works	\$97,855	\$122,319	\$146,782	\$106,444		
Flagler County	Flagler County	Public Works Director / County Engineer	\$98,869	\$131,001	\$163,122	\$160,264		
St. Johns County	St. Johns County	Public Works Director	\$106,878	\$134,752	\$162,627	\$152,627		
			Average Salary Comparison					
		Average:	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>		
			\$82,403	\$105,815	\$129,968	\$114,092		

Agency Engineer								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Atlantic Beach	Duval County	City Engineer	\$61,786	\$81,866	\$101,946			
City of Bunnell	Flagler County	City Engineer	\$66,152	\$79,059	\$97,338			
City of Daytona Beach	Volusia County	City Engineer	\$73,704	\$105,658	\$137,612	\$104,332	\$ 2,301	Auto Allow/Cell Phone
City of Green Cove Springs	Clay County	Engineer Tech	\$41,640	\$64,132	\$66,624	\$51,147	\$ 600	
City of Jacksonville	Duval County	CHIEF OF ENGINEERING CONSTRUCTION MGMT	\$96,314	\$126,780	\$157,247	\$130,625		
City of New Smyrna Beach	Volusia County	City Engineer	\$65,218	\$81,538	\$97,859	\$94,938		Includes Planning and Zoning
City of Orange Park	Clay County	N/A						
City of Ormond Beach	Volusia County	City Engineer	\$68,297	\$95,833	\$123,368	open	\$5,175.00	
City of Palm Coast	Flagler County	Civil Engineer				\$100,735		
City of St. Augustine	St. Johns County	Engineering Manager	\$77,565	\$95,953	\$114,341	\$87,402		Employee recently promoted to position
City of St. Augustine Beach	St. Johns County	PW Director Function						
Clay County BOCC	Clay County	Director of Engineering & Public Works	\$60,760	\$75,950	\$91,140	\$89,250		
Flagler County	Flagler County	Public Works Dir / County Engineer	\$98,869	\$131,001	\$163,133	\$160,264		
St. Johns County	St. Johns County	County Engineer	\$98,826	\$122,079	\$147,332	\$127,503		
			Average Salary Comparison					
		Average:	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>		
			\$73,557	\$96,350	\$117,994	\$105,133		

Chief Building Official								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Atlantic Beach	Duval County	Building Official Director	\$61,786	\$81,866	\$101,946			
City of Bunnell	Flagler County	Building Official	\$55,523	\$66,355	\$81,696			
City of Green Cove Springs	Clay County	Chief Building Official	\$71,218	\$92,584	\$113,949		\$4,024	
City of Daytona Beach	Volusia County	Chief Building Official	\$73,704	\$105,658	\$137,612	\$125,044	\$ -	
City of Flagler Beach	Flagler County	Chief Building Official				\$84,406		No Ranges/Contract
City of Jacksonville	Duval County	CHIEF OF PUBLIC BUILDINGS	\$82,573	\$108,694	\$134,814	\$108,930		
City of New Smyrna Beach	Volusia County	Chief Building Official	\$65,218	\$81,538	\$97,859	\$115,502		
City of Orange Park	Clay County	N/A						
City of Ormond Beach	Volusia County	Chief Building Official	\$58,997	\$82,784	\$106,571	\$84,609	\$4,575.00	
City of Palm Coast	Flagler County	Chief Building Official				\$100,385		
City of St. Augustine	St. Johns County	Building Official	\$74,010	\$94,175	\$114,341	\$74,010		Employee recently promoted to position
City of St. Augustine Beach	St. Johns County	Director of Bldg and Zoning	\$66,347	\$82,934	\$99,521	\$84,777	n/a	
Clay County BOCC	Clay County	Deputy Building Official	\$55,236	\$69,046	\$82,855	\$75,000		
Flagler County	Flagler County	Growth Management Director	\$80,706	\$106,936	\$133,165	\$128,690		
St. Johns County	St. Johns County	Building Official	\$79,470	\$100,196	\$120,922	\$120,922		
			Average Salary Comparison					
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>		
			\$68,732	\$89,397	\$110,438	\$100,207		

Director of Planning and Zoning								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Atlantic Beach	Duval County	Director of Planning & Community Development	\$66,729	\$88,416	\$110,102			
City of Daytona Beach	Volusia County	Planning Director	\$94,938	\$129,908	\$164,878	\$128,594	\$ 5,903	Auto Allow/Cell Phone
City of Green Cove Springs	Clay County	Planning & Zoning Director	\$74,779	\$97,213	\$119,646	\$190,227	\$ 4,195	100 Hours of Admin Pay & Auto Allow
City of Jacksonville	Duval County	DIRECTOR OF PLANNING AND DEVELOPMENT	\$121,327	\$159,706	\$198,085	\$165,244		
City of New Smyrna Beach	Volusia County	Planning and Zoning Director	\$71,912	\$91,495	\$111,077		vacant	
City of Ormond Beach	Volusia County	Planning Director	\$78,880	\$110,684	\$142,487	\$113,001		
City of Palm Coast	Flagler County	Admin Manager Planning				\$22/hour	Temp	
City of St. Augustine	St. Johns County	Planning & Building Director				\$111,309	\$3,900.00	
City of St. Augustine Beach	St. Johns County	Building Official Function						Same as Building Off
Clay County BOCC	Clay County	Planning & Zoning Division Director	\$66,836	\$83,545	\$100,254	\$89,433		
Flagler County	Flagler County	Growth Management Director	\$80,706	\$107	\$133,165	\$128,690		
St. Johns County	St. Johns County	Building Official Function						
Town of Orange Park	Clay County	ECD Director	\$53,233	\$67,872	\$82,510	\$79,596		
		Average:	Minimum	Midpoint	Maximum	Avg Actual Salary		
			\$80,326	\$92,566	\$131,513	\$125,762		

IT Director/Chief Information Officer								
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments
City of Atlantic Beach	Duval County	Systems Engineer IT	\$57,209	\$75,802	\$94,395			
City of Bunnell	Flagler County	IT Director	\$42,443	\$56,237	\$70,031			
City of Daytona Beach	Volusia County	Manager-Info Systems & Services	\$55,523	\$66,355	\$81,696			
City of Green Cove Springs	Clay County	Network Admin.	\$73,704	\$105,658	\$137,612	\$110,113	\$ 4,647	Auto Allow/Cell Phone
City of Jacksonville	Duval County	CHIEF OF INFORMATION TECHNOLOGIES	\$64,697	\$83,976	\$103,355	\$64,605	\$ 3,706	100 hours Adm & Auto Allowance.
City of New Smyrna Beach	Volusia County	Director of Info Technology	\$121,327	\$159,706	\$198,085	\$154,795		
City of Ormond Beach	Volusia County	MIS Mananger	\$71,912	\$91,495	\$111,077	\$110,270		
City of Palm Coast	Flagler County	IT System Admin. II	\$68,997	\$87,784	\$106,571	\$108,079	\$975.00	
City of St. Augustine	St. Johns County	IT Manager				\$82,886		
City of St. Augustine Beach	St. Johns County	IT Manager	\$68,347	\$84,550	\$100,753	\$68,347		Employee recently promoted to position
Clay County BOCC	Clay County	Information Services Director	\$55,971	\$69,964	\$83,956	\$66,973	n/a	Under Fin / Adm
Flagler County	Flagler County	Chief Information Officer	\$80,872	\$101,090	\$121,307	\$105,668		
St. Johns County	St. Johns County	MIS Director	\$98,869	\$131,001	\$163,133	\$126,651		
Town of Orange Park	Clay County	N/A	\$96,826	\$122,079	\$147,332	\$147,332		
		Average Salary Comparison						
		Average:	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>		
			\$73,592	\$95,054	\$116,870	\$104,156		

City Clerk Job Descriptions

Job Code	Job Title/Job Description
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204 Records Management Assistant/Records Specialist

Administrative work assisting with retention and acquisition of public records.

317 Deputy City Clerk

Records and maintains official Agency records. Records action of the Agency Commission and other Agency boards under the direction of the Agency Clerk.

Records Management Assistant/Records Specialist									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Records Clerk	\$33,255	\$42,401	\$51,546				
City of Bunnell	Flagler County	Records & Evidence Custodian		\$35,162	\$43,290				
City of Daytona Beach	Volusia County	Research Specialist	\$32,037	\$42,935	\$53,833	2	2	\$33,224	
City of Flagler Beach	Flagler County	Police Record Clerk	\$25,003	\$32,255	\$37,507	1	1	\$29,265	
City of Green Cove Springs	Clay County	Police Records Technician	\$31,072	\$40,394	\$49,716	1	1	\$31,075	City Clerk does all other records
City of New Smyrna Beach	Volusia County	Assistant City Clerk	\$43,243	\$55,006	\$66,768	1	0		
City of Ormond Beach	Volusia County	Office Manager	\$32,700	\$46,226	\$59,751	6	6	\$19	
City of St. Augustine Beach	St. Johns County	Records Clerk	\$23,242	\$29,053	\$34,863	1	1	\$27,908	
Clay County BOCC	Clay County	Web Content & Admin. Specialist	\$27,255	\$36,794	\$46,333	1	1	\$33,564	
St. Johns County Clerk of Courts	St. Johns County	Scanning/Index Clerk	\$27,477	\$34,347	\$41,216	1	1	\$36,818	
St. Johns County	St. Johns County	Records Management Clerk	\$32,669	\$41,190	\$49,710	3	2	\$39,826	
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
			\$30,795	\$39,615	\$48,594			\$28,962	
Deputy City Clerk									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Duty City Clerk	\$36,664	\$46,747	\$56,829				
City of Bunnell	Flagler County	Duty City Clerk	\$37,258	\$44,527	\$54,821				
City of Daytona Beach	Volusia County	Assistant City Clerk	\$47,944	\$64,254	\$80,563	1	1	\$55,745	
City of Flagler Beach	Flagler County	Deputy City Clerk	\$36,605	\$45,756	\$54,908	1	1	\$43,201	
City of Green Cove Springs	Clay County	Deputy City Clerk	\$48,203	\$62,339	\$76,476				
City of New Smyrna Beach	Volusia County	Assistant City Clerk	\$43,243	\$55,006	\$66,768	1	0		
City of Ormond Beach	Volusia County	Assistant City Clerk	\$36,051	\$50,964	\$65,876	1	1	\$42,435	
City of Palm Coast	Flagler County	Deputy City Clerk						\$60,896	
City of St. Augustine	St. Johns County	Recording Secretary	\$34,498	\$42,676	\$50,854	2	2	\$37,274	
City of St. Augustine Beach	St. Johns County	Deputy City Clerk	\$33,057	\$41,321	\$49,585			\$37,056	
Flagler County	Flagler County	N/A							
St. Johns County Clerk of Courts	St. Johns County	Minutes and Records Clerk	\$28,868	\$36,086	\$43,303			\$42,726	
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$38,239	\$48,967	\$59,998			\$45,619	

Finance/Events Job Descriptions

Job Code	Job Title/Job Description
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301 Account Clerk/Technician (First Level)

Entry level accounting work involving account keeping, cashiering, inventory, bookkeeping and related tasks within clearly defined limits and established procedures. Work is reviewed through verification of financial records and statements and through periodic audits.

302 Payroll Specialist

Prepares checks for disbursement, prepares payroll, and coordinates payment of Social Security, insurance, etc.

608 Events Coordinator

Payroll Specialist									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Daytona Beach	Volusia County	Payroll Coordinator	\$40,357	\$54,086	\$67,814	1	1	\$47,151	
City of Flagler Beach	Flagler County	Bookkeeper	\$36,605	\$45,756	\$43,908	1	1	\$48,131	
City of Jacksonville	Duval County	Payroll Analyst	\$39,658	\$57,991	\$76,325	4	4	\$48,938	
City of New Smyrna Beach	Volusia County	Payroll Specialist	\$33,654	\$43,274	\$52,894	1	1	\$38,501	
City of Ormond Beach	Volusia County	Accounting Technician	\$31,903	\$44,686	\$57,470	6	6	\$36,241	
City of West Palm Beach	Palm Beach County	Payroll Specialist	\$35,723	\$44,658	\$53,592				
Flagler County	Flagler County	N/A							
Clay County BOCC	Clay County	Payroll General Ledger Specialist	\$41,500	\$51,875	\$62,250	1	1	\$48,756	
St. Johns Clerk of Courts	St. Johns County	Accounts Payable Clerk	\$31,865	\$39,832	\$47,798			\$34,663	
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$36,408	\$47,770	\$57,756			\$43,197	

Accounting Technician									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Finance Associate	\$33,255	\$42,401	\$51,546				
City of Jacksonville	Duval County	Account Technician	\$26,774	\$39,152	\$51,530	16	14	\$36,764	
City of Green Cove Springs	Clay County	Accounts Payable Clerk	\$29,593	\$38,470	\$47,348	1	1	\$31,221	
City of New Smyrna Beach	Volusia County	Accounting Tecchnician II	\$32,053	\$40,830	\$49,608	1	1	\$40,310	
City of Ormond Beach	Volusia County	Accounting Technician	\$31,907	\$44,689	\$57,470	6	6	\$36,241	
Flagler County	Flagler County	N/A							
St. Johns County Clerk of Court	St. Johns County	Fixed Assets Coordinator	\$31,865	\$39,832	\$47,698			\$49,774	
Town of Orange Park	Clay County	Cashier/Customer Service	\$25,290	\$32,245	\$39,200			\$31,000	
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$30,105	\$39,660	\$49,200			\$37,552	

Events Coordinator									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Green Cove Springs	Clay County	Events Coordinator	\$34,257	\$44,303	\$54,349				
City of Jacksonville	Duval County	COMMUNITY RELATIONS SPECIALIST	\$36,676	\$52,871	\$69,065	1	1	\$51,567	
City of Ormond Beach	Volusia County	Community Events Coordinator	\$34,335	\$48,537	\$62,739	1	1	\$40,034	
City of St. Augustine	St. Johns County	Events & Venue Coordinator	\$41,972	\$51,922	\$61,872	1	1	\$46,363	
City of St. Augustine Beach	St. Johns County	Communications and Event Coordinator	\$30,833	\$38,531	\$46,230	1	1	\$39,121	
Flagler County	Flagler County	Communications Coordinator	\$48,412	\$64,146	\$79,879	1	1	\$50,315	
Town of Orange Park	Clay County	Events & Recreation Coordinator	\$35,471	\$45,226	\$54,980	1	1	\$45,457	
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$37,422	\$49,362	\$61,302			\$45,476	

IT Job Descriptions

Job Code	Job Title/Job Description
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328 IT Specialist/Technician

Moderately complex technical work in the installation/support of network computer systems. May be supervised by Network Computer Analyst.

IT Specialist/Technician									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval	IT Manager	\$57,209	\$75,802	\$94,395				
City of Bunnell	Flagler	Senior IT Analyst	\$54,752	\$65,433	\$80,562				
City of Daytona Beach	Volusia County	LAN/Telecommunications Technician	\$47,944	\$64,254	\$80,563	4	4	\$51,762	
City of Green Cove Springs	Clay County	IT Specialist Technician	\$34,257	\$44,534	\$54,811	1	1	\$34,257	
City of New Smyrna Beach	Volusia County	IT Support Specialist	\$40,019	\$50,929	\$61,838	2	2	\$42,016	
City of Ormond Beach	Volusia County	Information Systems Specialist	\$39,747	\$56,187	\$72,628	3	3	\$50,973	
City of Palm Coast	Flagler	IT Support Analyst II						\$52,534	
City of St. Augustine	St. Johns County	IT Technician	\$43,651	\$53,999	\$64,347	1	0		
City of St. Augustine Beach	St. Johns County	IT Specialist	\$36,733	\$45,917	\$55,101	1	1	\$45,917	
Clay County BOCC	Clay County	MIS Technician I	\$29,980	\$40,473	\$50,966	3	3	\$35,115	
St. Johns County Clerk of Courts	St. Johns	Senior Information Tech. Specialist	\$45,025	\$56,281	\$67,538			\$65,042	
St. Johns County	St. Johns County	System Support Tech	\$43,937	\$55,395	\$66,855	8	5	\$54,186	
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$43,023	\$55,382	\$68,146			\$47,978	

Building Department Job Descriptions

Job Code	Job Title/Job Description
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208 Administrative Assistant

Responsible, complex secretarial and administrative work assisting a department or major division head in the operation of assigned functions. Prepares correspondence independently; performs administrative duties and other functional tasks and may perform payroll and personnel related duties, as directed with latitude for the use of independent judgment.

210 Executive Assistant

Responsible secretarial work assisting an agency/Agency/county manager. Performs a variety of complex secretarial/administrative functions to relieve the administrative officer of operational detail of the more routine correspondence. Prepares agenda items, makes appointments, refers questions to appropriate officials; processes confidential matters; provides information pertaining to Agency/county procedures and policies.

212 Permit & Licensing Technician

Responsible, technical and clerical work in assigning, recording, processing, scheduling and monitoring the building and zoning permitting, and business tax receipts functions.

502 Bldg./Elect./Mech./Plumbing Inspector

Technical work in issuing permits and inspecting in trade.

503 Plans Examiner

Examines building plans to enforce building, electrical, mechanical, gas, fuel oil and/or plumbing and fire sprinkler, zoning, disabled access and related codes within area of certification; informs contractor regarding code requirements; interprets architectural drawings.

505 Code Compliance Officer (Also called Code and License Inspector)

Issues notices citing violations relating to nuisance abatement, sanitation, unsafe building, open storage, abandoned vehicles, vacant lots, etc. Checks on status of business tax receipts.

509 Planner

Professional planning work assisting a professional superior by performing a variety of routine planning assignments.

Administrative Assistant									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Bunnell	Flagler	Administrative Assistant	\$29,159	\$37,249	\$45,407				
City of Daytona Beach	Volusia County	Office Specialist III	\$32,037	\$42,935	\$53,833	8	8	\$36,382	
City of Flagler Beach	Flagler County	Administrative Assistant	\$27,215	\$34,020	\$40,823	1	1	\$38,438	
City of Green Cove Springs	Clay County	Administrative Assistant	\$34,257	\$44,534	\$54,811	1	1	\$34,257	
City of Jacksonville	Duval County	Administrative Aide	\$32,376	\$47,649	\$62,922	20	19	\$43,128	
City of New Smyrna Beach	Volusia County	Administrative Specialist II	\$28,870	\$36,712	\$44,554	7	7	\$32,178	
City of Ormond Beach	Volusia County	Administrative Assistant	\$28,247	\$39,931	\$51,615	3	3	\$39,432	
City of St. Augustine Beach	St. Johns County	Administrative Assistant	\$30,653	\$38,316	\$45,980			\$41,819	
Clay County BOCC	Clay County	Administrative Assistant	\$29,980	\$43,022	\$56,063				
Flagler County	Flagler County	Administrative Assistant	\$32,197	\$42,660	\$53,124	7	7	\$34,513	
St. Johns County Clerk of Courts	St. Johns County	Clerk of Court	\$28,869	\$36,086	\$43,303			\$40,726	
St. Johns County	St. Johns County	Administrative Assistant	\$36,061	\$45,466	\$54,871	18	16	\$40,870	
Town of Orange Park	Clay County	Administrative Assistant	\$30,982	\$39,502	\$48,022			\$36,299	
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$30,839	\$40,622	\$50,410			\$38,004	
Executive Assistant									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Executive Asstt-CM	\$36,664	\$46,747	\$56,829				
City of Bunnell	Flagler County	Executive Assitant & Financial Spec.	\$34,749	\$41,943	\$51,128				
City of Daytona Beach	Volusia County	Executive Assistant	\$40,357	\$54,086	\$67,814	7	7	\$49,382	
City of Green Cove Springs	Clay County	Executive Assistant	\$37,768	\$49,009	\$60,430	1	1	\$48,277	\$600 stipend
City of Jacksonville	Duval County	Executive Asst. to Appointed Official	\$37,968	\$50,947	\$63,926	35	32	\$47,541	
City of New Smyrna Beach	Volusia County	Executive Assistant	\$38,459	\$48,932	\$59,405	1	1	\$47,445	
City of Ormond Beach	Volusia County	Executive Secretary	\$31,143	\$44,024	\$56,906	1	1	\$41,632	
City of Palm Coast	Flagler County	Executive Assistant to City Manager						\$56,058	
City of St. Augustine Beach	St. Johns County	Executive Administrative Assistant	\$45,517	\$56,896	\$68,275	1	1	\$63,119	
Clay County BOCC	Clay County	Administrative Manager	\$50,215	\$62,769	\$75,322	1	1	\$61,288	
Flagler County	Flagler County	Executive Administrative Assistant	\$54,394	\$72,074	\$89,752	2	2	\$53,373	
St. Johns County	St. Johns County	Administrative Coordinator	\$39,805	\$50,186	\$60,568	23	23		
Town of Orange Park	Clay County	Executive Assistant	\$33,151	\$42,267	\$51,383			\$53,060	
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$40,016	\$51,657	\$63,478			\$52,118	

Permit & Licensing Technician									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Building Permit Tech	\$31,672	\$40,382	\$49,091				
City of Bunnell	Flagler	Planning and Permit Specialist	\$25,638	\$30,945	\$37,722				
City of Daytona Beach	Volusia County	Permit Technician	\$32,037	\$42,935	\$53,833	2	2	\$33,821	
City of Flagler Beach	Flagler County	Permit Technician	\$29,622	\$37,027	\$44,434	2	2	\$41,329	
City of Green Cove Spring	Clay County	Permit Technician	\$34,257	\$44,534	\$54,811	1	1	\$36,088	
City of Jacksonville	Duval County	Permit Assistant	\$26,774	\$39,152	\$51,530	9	9	\$35,528	
City of New Smyrna Beach	Volusia County	License & Permit Tech	\$30,472	\$38,740	\$47,008	2	2	\$31,949	
City of Ormond Beach	Volusia County	Permit Technician	\$33,392	\$46,793	\$60,193	4	3	\$34,748	
City of Palm Coast	Flagler	Permit Technician						\$47,735	
City of St. Augustine	St. Johns County	Administrative Assistant	\$34,498	\$42,676	\$50,854	1	1	\$39,654	
City of St. Augustine Beach	St. Johns County	Permit Clerk	\$28,536	\$35,671	\$42,805	1	1	\$33,700	
Clay County BOCC	Clay County	Permit Service Technician	\$24,777	\$33,449	\$42,121	4	4	\$33,258	
Flagler County	Flagler County	Central Permitting Technician	\$32,197	\$42,660	\$53,124	3	3	\$33,093	
St. Johns County	St. Johns County	Permit Technician	\$36,061	\$45,466	\$54,871	9	7	\$41,079	
Town of Orange Park	Clay County	Building & Permitting Clerk	\$33,151	\$42,267	\$51,383			\$38,802	
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$30,935	\$40,193	\$49,556			\$36,983	
Bldg./Elect./Mech./Plumbing Inspector									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Building Inspector	\$42,443	\$56,237	\$70,031				
City of Daytona Beach	Volusia County	Combination Inspector	\$47,944	\$64,254	\$80,563	6	5	\$57,171	
City of Flagler Beach	Flagler County	Building Inspector				1	1	\$53,040	No Ranges/Contract
City of Green Cove Springs	Clay County	Combination Inspector	\$43,722	\$56,838	\$69,955	1			
City of Jacksonville	Duval County	CONSTRUCTION TRADES INSPECTOR	\$33,407	\$48,851	\$64,295	26	25	\$52,394	
City of New Smyrna Beach	Volusia County	Standard Building Inspector	\$38,459	\$48,932	\$59,405	2	2	\$42,099	
City of Palm Coast	Flagler County	Building Inspector						\$58,819	
City of St. Augustine	St. Johns County	Building Inspector	\$51,065	\$63,171	\$75,277	1	1	\$58,185	
City of St. Augustine Beach	St. Johns County	Building Inspector	\$39,576	\$49,470	\$59,364			\$60,310	
Clay County BOCC	Clay County	Building Inspector I				9	1	\$42,000	
Flagler County	Flagler County	Building Inspector II	\$45,671	\$60,515	\$75,358	3	3	\$49,772	
St. Johns County	St. Johns County	Building Inspector 1-III	\$43,937	\$58,686	\$73,795	28	18	\$56,609	Tiered based on licensure; \$1600 for addl license
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$42,914	\$56,328	\$69,782			\$53,040	

Code Compliance Officer (Also called Code and License Inspector)

Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Code Enforcement Officer	\$36,664	\$46,747	\$56,829				
City of Daytona Beach	Volusia County	Neighborhood Services Inspector	\$43,585	\$58,413	\$73,240	10	9	\$48,240	
City of Flagler Beach	Flagler County	Code Enforcement Officer	\$36,605	\$45,756	\$54,908	1	1	\$36,441	
City of Green Cove Springs	Clay County	Code Enforcement Officer	\$41,640	\$54,132	\$66,624	1	1	\$43,659	
City of Jacksonville	Duval County	CODE COMPLIANCE OFFICER	\$33,407	\$48,851	\$64,295	27	26	\$39,940	
City of Ormond Beach	Volusia County	Neighborhood Improvement Officer	\$34,335	\$48,537	\$62,739	3	3	\$37,020	
City of Palm Coast	Flagler County	Code Enforcement Officer						\$59,322	
City of St. Augustine	St. Johns County	Code Enforcement Officer	\$38,805	\$48,005	\$57,204	2	2	\$46,039	
City of St. Augustine Beach	St. Johns County	Code Enforcement Officer	\$38,202	\$47,752	\$57,302			\$39,838	
Clay County BOCC	Clay County	Code Enforcement Officer	\$29,980	\$40,473	\$50,966	1	0	\$42,209	
Flagler County	Flagler County	Code Enforcement Sup/ Insp	\$38,347	\$50,809	\$63,272	1	1	\$44,408	
St. Johns County	St. Johns County	Code Enforcement Officer	\$39,805	\$50,186	\$60,567	5	4		
Town of Orange Park	Clay County	Code Enforcement Officer	\$30,982	\$39,502	\$38,792				
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$36,863	\$48,264	\$58,895			\$43,712	
Planner									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Planner	\$42,443	\$56,237	\$70,031				
City of Bunnell	Flagler County	Planner	\$48,612	\$58,096	\$71,528				
City of Daytona Beach	Volusia County	Planner	\$47,944	\$64,254	\$80,563	4	4	\$51,304	
City of Flagler Beach	Flagler County	Planner				1	1		PT Position /\$40.89 hr.
City of Green Cove Springs	Clay County	Planner	\$41,640	\$54,132	\$66,624	1	1	\$41,642	
City of Jacksonville	Duval County	CITY PLANNER II	\$40,065	\$57,756	\$75,446	12	12	\$49,284	
City of New Smyrna Beach	Volusia County	Planner I	\$43,243	\$55,006	\$66,768	2	2	\$54,725	
City of Palm Coast	Flagler County	Planner						\$54,614	
City of St. Augustine	St. Johns County	Planner I	\$41,972	\$51,922	\$61,872	1	1	\$43,244	
Flagler County	Flagler County	Planner	\$50,260	\$66,594	\$82,929	1	1	\$63,880	
Clay County BOCC	Clay County	Senior Planner	\$50,215	\$62,769	\$75,322	1	1	\$66,965	
St. Johns County	St. Johns County	Planner	\$46,161	\$58,200	\$70,239	6	4		
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$45,256	\$58,496	\$72,132			\$53,207	

Public Works Job Descriptions

Job Code	Job Title/Job Description
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208 Administrative Assistant

Responsible, complex secretarial and administrative work assisting a department or major division head in the operation of assigned functions. Prepares correspondence independently; performs administrative duties and other functional tasks and may perform payroll and personnel related duties, as directed with latitude for the use of independent judgment.

506 Engineer/Project Engineer

Professional Civil Engineer work in the design, inspection, and coordination of construction of engineering projects.

710 Supervisor / Foreman

Supervises large number of unskilled and semi-skilled workers (road crews, parks, maintenance crews, etc.)

711 Equipment Operator I

Operates light automotive and related equipment and performs manual tasks involving related projects. Responsible for identifying maintenance needs for the equipment.

713 Maintenance Worker (Laborer I)

(Entry Level). Unskilled and semi-skilled in construction and maintenance. Operates simple mechanical and light motorized grounds-care and similar equipment. Maintains sprinkler systems, grounds, utility lines, etc. Must have ability to use hand tools and light power tools.

Administrative Assistant									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Bunnell	Flagler	Administrative Assistant	\$29,159	\$37,249	\$45,407				
City of Daytona Beach	Volusia County	Office Specialist III	\$32,037	\$42,935	\$53,833	8	8	\$36,382	
City of Flagler Beach	Flagler County	Administrative Assistant	\$27,215	\$34,020	\$40,823	1	1	\$38,438	
City of Green Cove Springs	Clay County	Administrative Assistant	\$34,257	\$44,534	\$54,811	1	1	\$34,257	
City of Jacksonville	Duval County	Administrative Aide	\$32,376	\$47,649	\$62,922	20	19	\$43,128	
City of New Smyrna Beach	Volusia County	Administrative Specialist II	\$28,870	\$36,712	\$44,554	7	7	\$32,178	
City of Ormond Beach	Volusia County	Administrative Assistant	\$28,247	\$39,931	\$51,615	3	3	\$39,432	
City of St. Augustine Beach	St. Johns County	Administrative Assistant	\$30,653	\$38,316	\$45,980			\$41,819	
Clay County BOCC	Clay County	Administrative Assistant	\$29,980	\$43,022	\$56,063				
Flagler County	Flagler County	Administrative Assistant	\$32,197	\$42,660	\$53,124	7	7	\$34,513	
St. Johns County Clerk of Courts	St. Johns County	Clerk of Court	\$28,869	\$36,086	\$43,303			\$40,726	
St. Johns County	St. Johns County	Administrative Assistant	\$36,061	\$45,466	\$54,871	18	16	\$40,870	
Town of Orange Park	Clay County	Administrative Assistant	\$30,982	\$39,502	\$48,022			\$36,299	
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$30,839	\$40,622	\$50,410			\$38,004	
Engineer/Project Engineer									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	City Engineer	\$61,786	\$81,866	\$101,946				
City of Daytona Beach	Volusia County	Engineer I	\$59,824	\$85,762	\$111,699	1	1	\$92,453	
City of Jacksonville	Duval County	PROFESSIONAL ENGINEER	\$48,459	\$69,857	\$91,254	12	11	\$83,685	
City of New Smyrna Beach	Volusia County	Civil Engineer	\$57,990	\$73,434	\$88,878	1	1	\$61,901	
City of Ormond Beach	Volusia County	Civil Engineer	\$58,724	\$83,015	\$107,305	2	0		
City of Palm Coast	Flagler County	Engineer (Stormwater)						\$103,741	
City of St Augustine Beach	St. Johns County	Asst PW Director	\$51,383	\$64,229	\$77,076			\$77,682	
Clay County BOCC	Clay County	Projects Manager	\$55,236	\$69,046	\$82,855	1	1	\$63,241	
Flagler County	Flagler County	County Engineer				2	2	\$134,857	PW & Assist to PW Dir.
St. Johns County	St. Johns County	Engineer (PE)	\$65,224	\$82,235	\$99,247	8	7	\$85,821	
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$57,328	\$76,180	\$95,033			\$87,923	

Supervisor / Foreman									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Streets,stormwater,beaches superv	\$40,422	\$51,538	\$62,654				
City of Bunnell	Flagler County	Solid Waste Director	\$40,603	\$72,072	\$88,732				
City of Daytona Beach	Volusia County	Maintenance Supervisor III	\$40,357	\$54,086	\$67,814	17	17	\$55,597	
City of Green Cove Springs	Clay County	Foreman	\$55,801	\$72,166	\$88,531				
City of Jacksonville	Duval County	GROUND'S MAINTENANCE WORKING FOREMAN	\$23,320	\$35,075	\$46,830	24	24	\$36,214	
City of Ormond Beach	Volusia County	Maintenance Foreman	\$37,045	\$51,958	\$66,872	8	8	\$47,402	
City of Palm Coast	Flagler County	Mechanic Shop Supervisor						\$68,636	
City of St. Augustine	St. Johns County	Supervisor	\$47,213	\$59,797	\$72,381	6	6	\$59,751	
City of St. Augustine Beach	St. Johns County	Foreman	\$36,756	\$45,945	\$55,133			\$52,163	
Clay County BOCC	Clay County	Road Superintendent	\$36,276	\$48,973	\$61,669	3	3	\$53,060	
Flagler County	Flagler County	Chief of Trades	\$43,086	\$57,089	\$71,092	4	4	\$46,077	
St. Johns County	St. Johns County	Public Works Supervisor	\$48,498	\$61,147	\$73,794	5	5	\$52,120	
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$40,852	\$55,440	\$68,682			\$52,336	
Equipment Operator I									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Heavy Equipment Operator	\$31,672	\$40,382	\$49,091				
City of Bunnell	Flagler County	Equipment Operator I	\$29,423	\$35,162	\$43,290				
City of Daytona Beach	Volusia County	Equipment Operator I	\$31,200	\$38,677	\$46,154	2	2	\$36,669	
City of Green Cove Springs	Clay County	Equipment Operator 1	\$29,592	\$38,270	\$46,940				
City of Jacksonville	Duval County	MAINTENANCE WORKER II	\$28,236	\$36,762	\$45,288	103	91	\$32,926	
City of New Smyrna Beach	Volusia County	Equipment Operator I	\$26,541	\$34,018	\$41,496	10	10	\$32,656	
City of Ormond Beach	Volusia County	Maintenance Worker I, II	\$21,342	\$32,253	\$43,165	35	32	\$25,180	
City of Palm Coast	Flagler County	Equipment Operator 1						\$43,534	
City of St. Augustine Beach	St. Johns County	Equipment Operator	\$31,467	\$39,333	\$47,200	3	3	\$37,194	
Clay County BOCC	Clay County					12		\$32,266	
Flagler County	Flagler County	Equipment Operator 1	\$27,033	\$35,819	\$44,604	5	2	\$29,702	
St. Johns County	St. Johns County	Heavy Equipment Operator 1	\$34,323	\$43,275	\$52,227	4	3	\$36,442	
Town of Orange Park	Clay County	Equipment Operator I	\$26,178	\$33,379	\$40,580			\$26,571	
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$28,819	\$37,030	\$45,458			\$33,314	

Maintenance Worker (Laborer I)

Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	General Maintenance Worker	\$28,727	\$36,627	\$44,527				
City of Bunnell	Flagler County	Maintenance Technician I	\$27,223	\$32,532	\$40,053				
City of Daytona Beach	Volusia County	Maintenance Worker I	\$31,200	\$36,968	\$42,735	8	8	\$32,882	
City of Flagler Beach	Flagler County	Maintenance Worker	\$26,340	\$32,926	\$39,510	3	3	\$31,213	
City of Green Cove Springs	Clay County	Laborer I	\$36,841	\$34,894	\$42,946	4	3	\$26,841	
City of Jacksonville	Duval County	MAINTENANCE HELPER	\$23,725	\$30,890	\$38,054	20	20	\$25,578	
City of Ormond Beach	Volusia County	Maintenance Worker I, II	\$21,342	\$32,253	\$43,165	35	32	\$25,180	
City of Palm Coast	Flagler County	Maint Worker Landscape/mowing						\$36,800	
City of St. Augustine	St. Johns County	Streets & Grounds Worker	\$29,489	\$36,480	\$43,470	4	4	\$31,451	
City of St. Augustine Beach	St. Johns County	Service Worker 1	\$28,492	\$34,598	\$40,703			\$29,471	
Flagler County	Flagler County	Maintenance Technician	\$24,059	\$31,878	\$39,698	5	2	\$28,283	
Clay County BOCC	Clay County	Maintenance Technician	\$20,477	\$27,644	\$34,811	21		\$25,825	
St. Johns County	St. Johns County	Maintenance Worker	\$29,597	\$37,316	\$45,035	34	30		
Town of Orange Park	Clay County	Laborer	\$22,863	\$29,149	\$35,435				
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$26,952	\$33,396	\$40,780			\$56,037	

2021 Pay Step Plan Ranges	City of St Augustine Beach		
Job Title	Current Minimum	Current Mid	Current Maximum
Deputy City Clerk	33,056.58	41,320.72	49,584.86
Finance Assistant	29,101.29	36,376.86	43,652.44
IT Specialist	36,733.48	45,917.10	55,100.73
Records Clerk-PT	23,242.02	29,052.52	34,863.02
Communications & Events Coordinator	30,832.55	38,531.29	46,230.03
Executive Assistant (Planner/Zoning)	45,516.80	56,896.00	68,275.20
Building Inspector	39,576.25	49,470.06	59,363.86
Permit Technician	28,536.39	35,670.74	42,805.10
Code Enforcement Officer	38,201.60	47,752.00	57,302.40
Administrative Assistant	30,652.72	38,316.41	45,980.10
Asst PW Director-Engineer/Proj Eng	51,383.18	64,229.49	77,075.79
Administrative Assistant	30,652.72	38,316.41	45,980.10
Drainage Specialist/Foreman	35,990.78	44,988.48	53,986.18
Foreman	36,755.83	45,944.54	55,133.24
Equipment Operator	31,466.54	39,333.42	47,200.31
Service Worker II	30,395.36	36,566.70	42,738.04
Service Worker I	28,492.09	34,597.54	40,702.99
Minimum Wage Effective 9/30/26	\$15.00	\$31,200	

FY22 Suggested		
Current Minimum	Current Mid	Current Maximum
38,239.00	48,967.00	59,998.00
33,256.50	43,715.00	53,478.00
43,023.00	55,382.00	68,146.00
23,096.25	29,711.25	36,445.50
37,422.00	49,362.00	61,302.00
45,256.00	58,496.00	72,132.00
42,914.00	56,328.00	69,782.00
30,935.00	40,193.00	49,556.00
36,863.00	48,264.00	58,895.00
30,839.00	40,622.00	50,410.00
57,328.00	76,180.00	95,033.00
30,839.00	40,622.00	50,410.00
40,852.00	55,440.00	68,682.00
40,852.00	55,440.00	68,682.00
31,466.54	37,030.00	48,105.54
30,395.36	35,065.80	46,531.85
28,492.09	33,396.00	42,320.09

2021 Pay Step Plan Ranges	City of St Augustine Beach		
Police Department	Current Minimum	Current Mid	Current Maximum
Chief of Police			
Commander	67,192.14	83,989.67	100,787.20
Lieutenant	60,689.74	75,861.67	91,033.60
Administrative Manager	45,516.80	56,896.00	68,275.20
Administrative Assistant	30,652.72	38,316.41	45,980.10
Sergeant	54,965.60	68,707.00	82,448.40
Corporal	42,672.00	53,340.00	64,008.00
Police Officer	40,700.96	50,876.20	61,051.44

FY22 Suggested		
Current Minimum	Current Mid	Current Maximum
90,894.37	117,550.19	144,206.00
75,000.00	87,500.00	100,000.00
68,000.00	79,000.00	90,000.00
45,000.00	56,500.00	68,000.00
31,000.00	39,500.00	48,000.00
60,000.00	71,000.00	82,000.00
45,000.00	54,000.00	63,000.00
44,000.00	53,000.00	62,000.00

2021 Pay Step Plan Ranges	City of St Augustine Beach		
Managers	Current Minimum	Current Mid	Current Maximum
City Manager			
Chief Financial Officer	72,699.33	90,874.16	109,048.99
City Clerk/HR/Risk	50,238.31	64,123.05	78,007.78
IT Manager	55,971.44	69,963.79	83,956.14
Director of Building/Planning/Zoning	66,347.24	82,934.25	99,521.26
Director of Public Works	71,784.46	89,730.07	107,675.68

FY22 Suggested		
Current Minimum	Current Mid	Current Maximum
102,287.00	131,099.00	159,911.00
87,325.00	113,706.00	140,576.00
66,894.00	87,765.75	109,556.30
73,592.00	95,054.00	116,870.00
74,529.00	90,981.50	120,975.50
82,403.00	105,815.00	129,968.00

Position	Base Salary	# Yrs w/City	New Pay Plan	
			Pay Year	Quartile
City Manager	122,421.23	31.57	7	2
IT Specialist	45,916.90	7.95	3	1
Records Clerk	27,907.64	11.54	7	2
Events Coordinator/comm	39,121.25	1.02	2	1
Finance Director	73,910.99	6.51	0	0
Deputy City Clerk	37,055.57	4.76	0	0
IT Manager	66,972.83	18.38	0	0
Finance Asst	34,297.52	1.37	2	1
City Clerk	69,642.44	5.41	2	1
Executive Asst/Planner	63,119.42	22.47	14	3
Sergeant	57,530.67	4.88	0	0
Admin Assistant	32,596.20	1.51	3	1
Officer	41,379.31	1.41	1	1
Chief	90,000.00	14.58	1	1
Officer	54,918.86	7.57	11	3
Officer	41,079.31	1.25	1	1
Officer	41,894.67	2.12	1	1
Officer	43,997.74	3.17	3	1
Sergeant	61,616.55	7.92	3	1
Officer	42,600.34	2.44	1	1
Sergeant	59,417.82	17.38	1	1
Commander	76,000.00	0.43	0	-1
Sergeant	58,500.00	5.36	0	0
Officer	37,900.00	0.17	0	0
Corporal	58,200.00	12.04	9	2
Officer	45,706.72	5.30		
Officer	51,933.93	15.07	9	2
Officer/Detective	40,900.00	0.77	0	0
Admin Manager	41,277.12	3.98	0	0
Officer	40,900.00	0.48	0	0
Officer	45,757.67	3.69	4	1
Building Inspector	60,309.73	15.90	13	3
Director Building/Zoning	84,777.00	3.21	5	1
Permit Specialist	43,031.06	2.59	13	3
Code Enforcement	39,838.30	1.94	3	1
Permit Tech	33,700.00	0.54	4	1
Equipment Operator	37,156.35	8.07	11	3
Equipment Operator	33,592.99	5.36	6	2
Service Worker I	28,471.25	0.32	3	1
Service Worker I	28,944.35	1.63	4	1

Position	Base Salary	# Yrs w/City	New Pay Plan	
			Pay Year	Quartile
Asst Director Public Works	77,682.21	31.48	11	2
Foreman Sanitation	54,815.51	30.38	10	2
Service Worker I	28,944.35	1.51	4	1
Admin Assistant	42,606.79	8.74	12	3
Foreman Roads & Streets	53,559.68	27.76	10	2
Foreman Grounds	53,563.80	27.24	10	2
Foreman Drainage	54,767.64	29.94	10	2
Service Worker II	31,343.00	3.11	5	1
Service Worker I	32,480.45	4.72	8	2
Equipment Operator	40,831.23	15.83	15	3
Service Worker I	28,471.25	0.31	3	1
Service Worker II	36,826.43	7.47	12	3
Service Worker I	28,944.35	1.52	4	1
Foreman Buildings	41,043.89	9.22	1	1
Director Public Works	101,125.13	1.80	9	2

2021 Pay Step Plan Ranges	1st Quartile					2nd Quartile					3rd Quartile					4th Quartile				
Job Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Deputy City Clerk	38,239.00	39,384.21	40,529.42	41,674.63	42,819.84	43,965.05	45,110.26	46,255.47	47,400.68	48,545.89	49,691.11	50,836.32	51,981.53	53,126.74	54,271.95	55,417.16	56,562.37	57,707.58	58,852.79	59,998.00
Finance Assistant	33,256.50	34,320.79	35,385.08	36,449.37	37,513.66	38,577.95	39,642.24	40,706.53	41,770.82	42,835.11	43,899.39	44,963.68	46,027.97	47,092.26	48,156.55	49,220.84	50,285.13	51,349.42	52,413.71	53,478.00
IT Specialist	43,023.00	44,345.26	45,667.53	46,989.79	48,312.05	49,634.32	50,956.58	52,278.84	53,601.11	54,923.37	56,245.63	57,567.89	58,890.16	60,212.42	61,534.68	62,856.95	64,179.21	65,501.47	66,823.74	68,146.00
Records Clerk-PT	23,096.25	23,798.84	24,501.43	25,204.03	25,906.62	26,609.21	27,311.80	28,014.39	28,716.99	29,419.58	30,122.17	30,824.76	31,527.36	32,229.95	32,932.54	33,635.13	34,337.72	35,040.32	35,742.91	36,445.50
Communications & Events Coordinator	37,422.00	38,678.84	39,935.68	41,192.53	42,449.37	43,706.21	44,963.05	46,219.89	47,476.74	48,733.58	49,990.42	51,247.26	52,504.11	53,760.95	55,017.79	56,274.63	57,531.47	58,788.32	60,045.16	61,302.00
Executive Assistant (Planner/Zoning)	45,256.00	46,670.53	48,085.05	49,499.58	50,914.11	52,328.63	53,743.16	55,157.68	56,572.21	57,986.74	59,401.26	60,815.79	62,230.32	63,644.84	65,059.37	66,473.89	67,888.42	69,302.95	70,717.47	72,132.00
Building Inspector	42,914.00	44,328.11	45,742.21	47,156.32	48,570.42	49,984.53	51,398.63	52,812.74	54,226.84	55,640.95	57,055.05	58,469.16	59,883.26	61,297.37	62,711.47	64,125.58	65,539.68	66,953.79	68,367.89	69,782.00
Permit Technician	30,935.00	31,915.05	32,895.11	33,875.16	34,855.21	35,835.26	36,815.32	37,795.37	38,775.42	39,755.47	40,735.53	41,715.58	42,695.63	43,675.68	44,655.74	45,635.79	46,615.84	47,595.89	48,575.95	49,556.00
Code Enforcement Officer	36,863.00	38,022.58	39,182.16	40,341.74	41,501.32	42,660.89	43,820.47	44,980.05	46,139.63	47,299.21	48,458.79	49,618.37	50,777.95	51,937.53	53,097.11	54,256.68	55,416.26	56,575.84	57,735.42	58,895.00
Administrative Assistant	30,839.00	31,869.05	32,899.11	33,929.16	34,959.21	35,989.26	37,019.32	38,049.37	39,079.42	40,109.47	41,139.53	42,169.58	43,199.63	44,229.68	45,259.74	46,289.79	47,319.84	48,349.89	49,379.95	50,410.00
Asst PW Director-Engineer/Proj Eng	57,328.00	59,312.47	61,296.95	63,281.42	65,265.89	67,250.37	69,234.84	71,219.32	73,203.79	75,188.26	77,172.74	79,157.21	81,141.68	83,126.16	85,110.63	87,095.11	89,079.58	91,064.05	93,048.53	95,033.00
Administrative Assistant	30,839.00	31,869.05	32,899.11	33,929.16	34,959.21	35,989.26	37,019.32	38,049.37	39,079.42	40,109.47	41,139.53	42,169.58	43,199.63	44,229.68	45,259.74	46,289.79	47,319.84	48,349.89	49,379.95	50,410.00
Drainage Specialist/Foreman	40,852.00	42,316.74	43,781.47	45,246.21	46,710.95	48,175.68	49,640.42	51,105.16	52,569.89	54,034.63	55,499.37	56,964.11	58,428.84	59,893.58	61,358.32	62,823.05	64,287.79	65,752.53	67,217.26	68,682.00
Foreman	40,852.00	42,316.74	43,781.47	45,246.21	46,710.95	48,175.68	49,640.42	51,105.16	52,569.89	54,034.63	55,499.37	56,964.11	58,428.84	59,893.58	61,358.32	62,823.05	64,287.79	65,752.53	67,217.26	68,682.00
Equipment Operator	31,466.54	32,342.28	33,218.01	34,093.75	34,969.49	35,845.22	36,720.96	37,596.70	38,472.43	39,348.17	40,223.91	41,099.65	41,975.38	42,851.12	43,726.86	44,602.59	45,478.33	46,354.07	47,229.80	48,105.54
Service Worker II	30,395.36	31,244.65	32,093.94	32,943.23	33,792.52	34,641.80	35,491.09	36,340.38	37,189.67	38,038.96	38,888.25	39,737.54	40,586.83	41,436.12	42,285.41	43,134.69	43,983.98	44,833.27	45,682.56	46,531.85
Service Worker I	28,492.09	29,219.88	29,947.67	30,675.46	31,403.25	32,131.04	32,858.83	33,586.62	34,314.41	35,042.20	35,769.98	36,497.77	37,225.56	37,953.35	38,681.14	39,408.93	40,136.72	40,864.51	41,592.30	42,320.09
Minimum Wage Effective 9/30/26																				

2021 Pay Step Plan Ranges															
Police Department	1st Quartile					2nd Quartile					3rd Quartile				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Chief of Police	90,894.37	93,700.25	96,506.12	99,312.00	102,117.87	104,923.75	107,729.62	110,535.50	113,341.37	116,147.25	118,953.12	121,759.00	124,564.87	127,370.75	130,176.62
Commander	75,000.00	76,785.71	78,571.43	80,357.14	82,142.86	83,928.57	85,714.29	87,500.00	89,285.71	91,071.43	92,857.14	94,642.86	96,428.57	98,214.29	100,000.00
Lieutenant	68,000.00	69,571.43	71,142.86	72,714.29	74,285.71	75,857.14	77,428.57	79,000.00	80,571.43	82,142.86	83,714.29	85,285.71	86,857.14	88,428.57	90,000.00
Administrative Manager	45,000.00	46,642.86	48,285.71	49,928.57	51,571.43	53,214.29	54,857.14	56,500.00	58,142.86	59,785.71	61,428.57	63,071.43	64,714.29	66,357.14	68,000.00
Administrative Assistant	31,000.00	32,214.29	33,428.57	34,642.86	35,857.14	37,071.43	38,285.71	39,500.00	40,714.29	41,928.57	43,142.86	44,357.14	45,571.43	46,785.71	48,000.00
Sergeant	60,000.00	61,571.43	63,142.86	64,714.29	66,285.71	67,857.14	69,428.57	71,000.00	72,571.43	74,142.86	75,714.29	77,285.71	78,857.14	80,428.57	82,000.00
Corporal	45,000.00	46,285.71	47,571.43	48,857.14	50,142.86	51,428.57	52,714.29	54,000.00	55,285.71	56,571.43	57,857.14	59,142.86	60,428.57	61,714.29	63,000.00
Police Officer	44,000.00	45,285.71	46,571.43	47,857.14	49,142.86	50,428.57	51,714.29	53,000.00	54,285.71	55,571.43	56,857.14	58,142.86	59,428.57	60,714.29	62,000.00

2021 Pay Step Plan Ranges																				
	1st Quartile					2nd Quartile					3rd Quartile					4th Quartile				
Managers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
City Manager	102,287.00	105,319.84	108,352.68	111,385.53	114,418.37	117,451.21	120,484.05	123,516.89	126,549.74	129,582.58	132,615.42	135,648.26	138,681.11	141,713.95	144,746.79	147,779.63	150,812.47	153,845.32	156,878.16	159,911.00
Chief Financial Officer	87,325.00	90,127.68	92,930.37	95,733.05	98,535.74	101,338.42	104,141.11	106,943.79	109,746.47	112,549.16	115,351.84	118,154.53	120,957.21	123,759.89	126,562.58	129,365.26	132,167.95	134,970.63	137,773.32	140,576.00
City Clerk/HR/Risk	66,894.00	69,139.38	71,384.77	73,630.15	75,875.54	78,120.92	80,366.31	82,611.69	84,857.07	87,102.46	89,347.84	91,593.23	93,838.61	96,083.99	98,329.38	100,574.76	102,820.15	105,065.53	107,310.92	109,556.30
IT Manager	73,592.00	75,869.79	78,147.58	80,425.37	82,703.16	84,980.95	87,258.74	89,536.53	91,814.32	94,092.11	96,369.89	98,647.68	100,925.47	103,203.26	105,481.05	107,758.84	110,036.63	112,314.42	114,592.21	116,870.00
Director of Building/Planning/Zoning	74,529.00	76,973.55	79,418.11	81,862.66	84,307.21	86,751.76	89,196.32	91,640.87	94,085.42	96,529.97	98,974.53	101,419.08	103,863.63	106,308.18	108,752.74	111,197.29	113,641.84	116,086.39	118,530.95	120,975.50
Director of Public Works	82,403.00	84,906.42	87,409.84	89,913.26	92,416.68	94,920.11	97,423.53	99,926.95	102,430.37	104,933.79	107,437.21	109,940.63	112,444.05	114,947.47	117,450.89	119,954.32	122,457.74	124,961.16	127,464.58	129,968.00

	Atlantic Beach	Orange Park	Palatka	Putnam County	Putnam Co Sheriff	St. Augustine	St. Augustine Beach	St. Johns County*	St Johns Co Sheriff*
# of Employees	137	104	145	648	270	80	55	1253	647
Budget In Millions	\$42	\$5	\$9	\$661	\$18	\$80	\$9	\$733	\$68
HEALTH INSURANCE - EMPLOYER COST PERCENTAGE									
Employee Only	96%	100%	75%	100%	100%	100%	100%	100%	90%
% of Dependent Cost									
Spouse	78%	65%	75%	62%	62%	35%-55%	70%	0%	0%
Children	82%	73%	74%	51%	51%	35%-55%	70%	0%	0%
Family	77%	58%	79%	78%	78%	35%-55%	70%	0%	0%
* Bundled with prescription, dental and vision ** Multiple plans available, base plan used for calculation									
DENTAL INSURANCE - EMPLOYER COST PERCENTAGES									
Employee Only	0%	100%	75%	82%-95%	N/A	100%	50%	Bundled with Health	
% of Dependent Cost									
Spouse	0%	50%	60%	0%	N/A	0%	0%		
Children	0%	34%	N/A	0%	N/A	0%	0%		
Family	0%	25%	N/A	0%	N/A	0%	0%		
VISION INSURANCE - EMPLOYER COST PERCENTAGES									
Employee Only	0%	26%	0%	89%	N/A	N/A	50%	Bundled with Health	
% of Dependent Cost									
Spouse	0%	13%	0%	0%	N/A	N/A	0%		
Children	0%	14%	0%	0%	N/A	N/A	0%		
Family	0%	9%	0%	0%	N/A	N/A	0%		
HOLIDAYS, VACATION, SICK/PAID TIME OFF, PERSONAL DAYS, BEREAVEMENT									
Holidays (days)	11	11	12	11	11	12	12	13	12
Vacation (annual hours 1st yr)	N/A	48	80	96	102	80	40	80	200.2
Sick (annual hours)	N/A	96	96	104	102	80.6	96	96	104
sonal Time Off (PTO) 1st Year	120	0	0	0	0	0	0	0	0
Personal Days	0	0	1	0	0	0	0	0	0
Bereavement Days	3	3	1-3	3	3	0	3-5	3-5	Discretion

BUILDING & ZONING DEPARTMENT



ORGANIZATIONAL CHARTS



FY '21 CURRENT ORGANIZATION CHART

BUILDING & ZONING
DIRECTOR

BRIAN LAW

EXECUTIVE
ASSISTANT
BONNIE
MILLER

PERMIT
SPECIALIST
LACEY PIEROTTI

PERMIT
TECHNICIAN
GIL TIMMONS

CODE
ENFORCEMENT
OFFICER
JENNIFER
THOMPSON

BUILDING
INSPECTOR
GLENN BROWN

FY '22 & FY'23 PROPOSED ORGANIZATION CHART



BUILDING & ZONING DIRECTOR BRIAN LAW

PLANNING &
ZONING
SUPERVISOR
BONNIE MILLER

PERMIT
MANAGER
LACEY PIEROTTI

CODE
ENFORCEMENT
OFFICER
GIL TIMMONS

BUILDING
INSPECTOR
GLENN
BROWN

PLANNING &
ZONING
ASSISTANT
JENNIFER
THOMPSON

PERMIT
TECHNICIAN OR
SPECIALIST
TBD

FY '24 PROPOSED ORGANIZATION CHART



BUILDING & ZONING DIRECTOR BRIAN LAW

PLANNING &
ZONING
SUPERVISOR
JENNIFER
THOMPSON

PERMIT
MANAGER
LACEY PIEROTTI

CODE
ENFORCEMENT
OFFICER
GIL TIMMONS

BUILDING
INSPECTOR
GLENN
BROWN

PLANNING &
ZONING
ASSISTANT
BONNIE MILLER

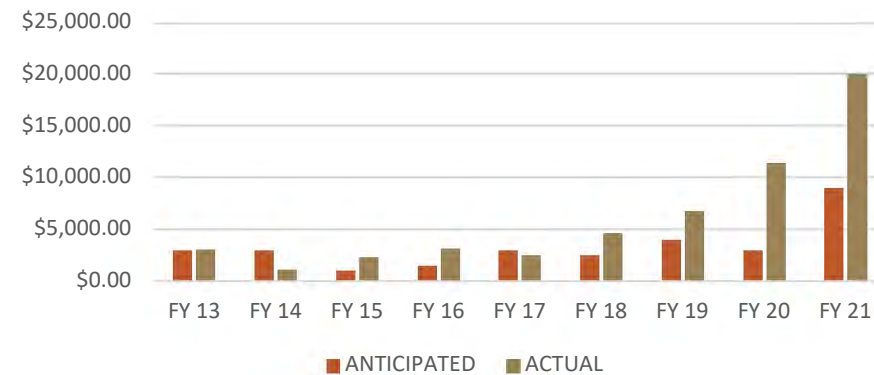
PERMIT
TECHNICIAN OR
SPECIALIST
TBD

CITY OF ST. AUGUSTINE BEACH ZONING FEES



DATA AS 2-25-2021				
		ANTICIPATED		ACTUAL
FY 13		\$3,000.00		\$3,050
FY 14		\$3,000.00		\$1,100
FY 15		\$1,000.00		\$2,300
FY 16		\$1,500.00		\$3,157
FY 17		\$3,000.00		\$2,519
FY 18		\$2,500.00		\$4,650
FY 19		\$4,000.00		\$6,800
FY 20		\$3,000.00		\$11,450
FY 21		\$9,000.00		\$20,003

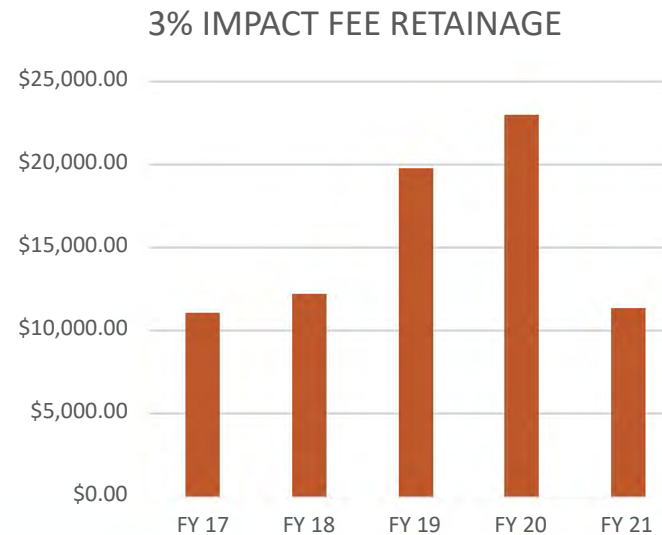
ZONING FEES



CITY OF ST. AUGUSTINE BEACH 3% IMPACT FEE RETAINAGE



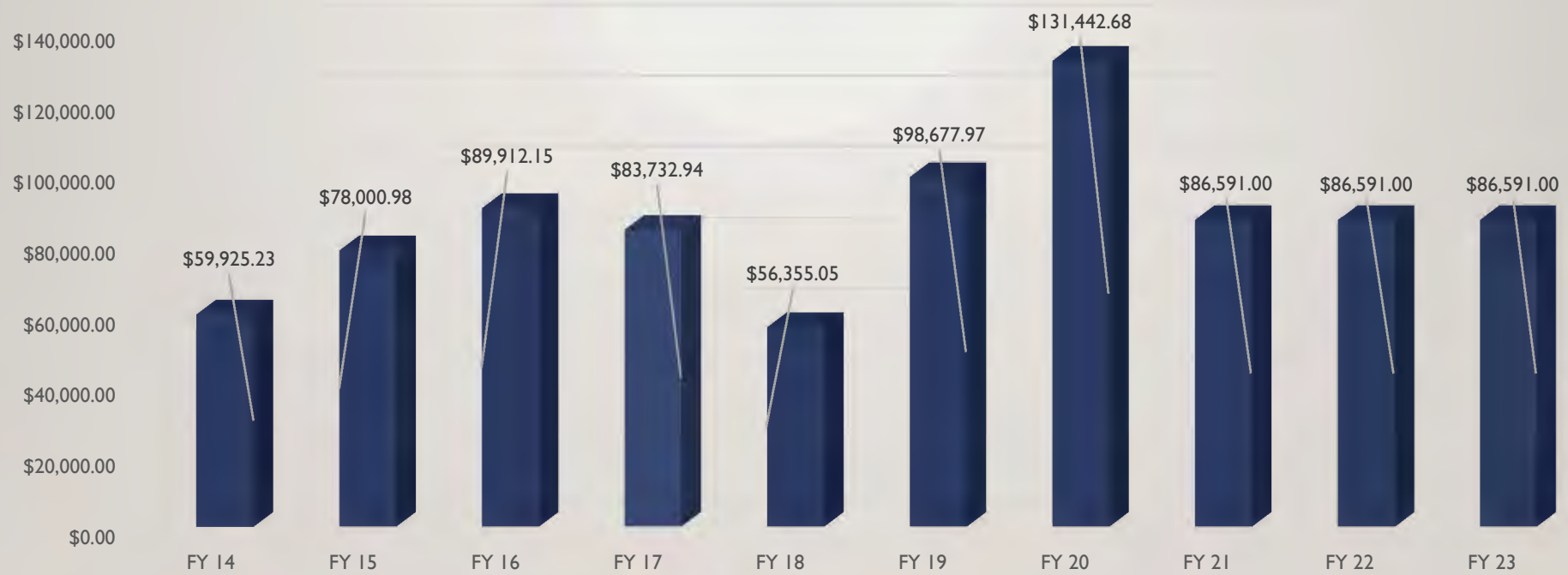
3% OF IMPACT FEES RETAINED		
DATA AS OF 1-31-2021		
		ACTUAL
FY 17		\$11,054.85
FY 18		\$12,165.45
FY 19		\$19,765.17
FY 20		\$22,972.60
FY 21		\$11,332.38



SABPD ANALYSIS DATA

COMMISSION WORKSHOP

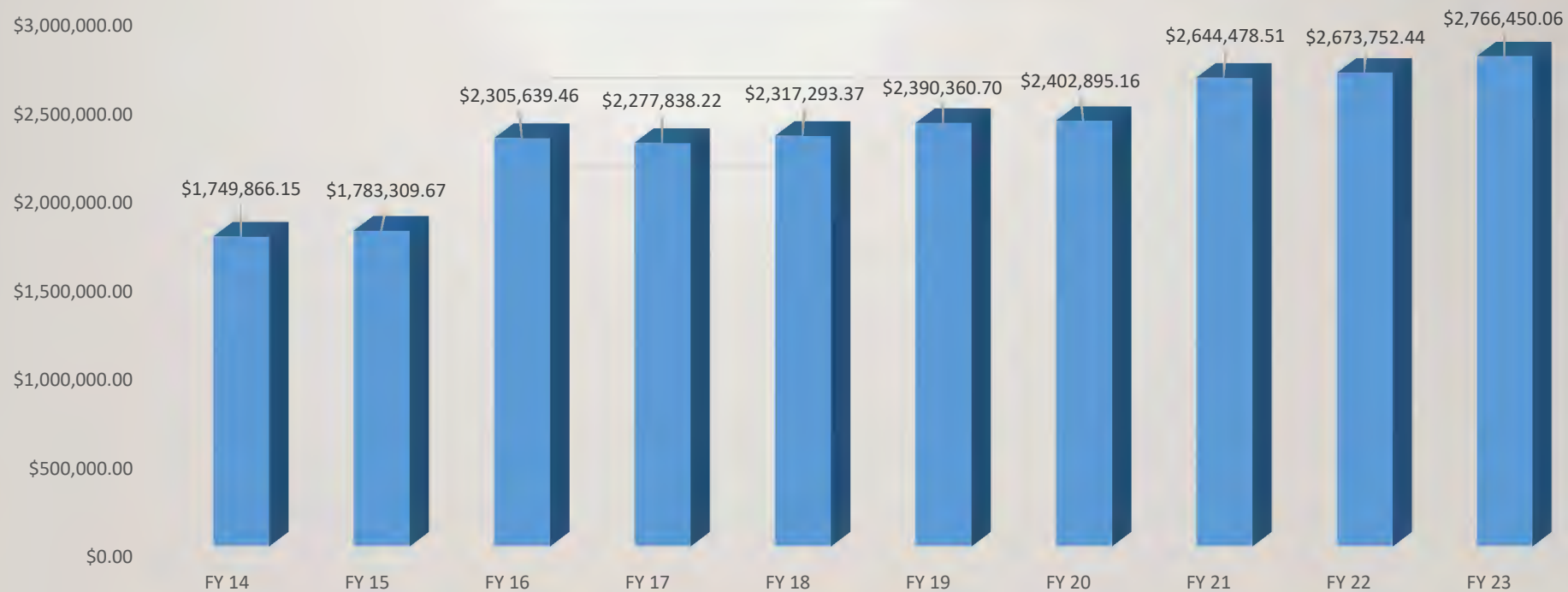
MARCH 8, 2021



REVENUE DATA

REVENUE DETAILS

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Forecast	Forecast
<u>Revenue</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>
State Grants-Public Safety	\$16,268.00	\$14,664.00	\$12,744.78	\$14,900.00	\$0.00	\$13,689.00	\$16,500.50	\$14,891.00	\$10,000.00	\$10,000.00
Beach Patrol	\$24,172.00	\$40,922.62	\$56,206.12	\$52,316.23	\$45,614.38	\$55,867.03	\$90,401.64	\$50,000.00	\$75,000.00	\$100,000.00
Police Reports	\$511.30	\$490.17	\$556.60	\$788.90	\$641.00	\$512.10	\$21.65	\$0.00	\$0.00	\$0.00
Court Fines	\$12,667.27	\$16,982.19	\$14,783.65	\$10,715.81	\$6,807.67	\$10,230.34	\$10,421.89	\$6,700.00	\$7,000.00	\$7,000.00
Parking Tickets	\$2,801.66	\$2,712.00	\$2,933.00	\$3,054.00	\$1,958.00	\$14,309.50	\$6,436.00	\$10,000.00	\$5,000.00	\$5,000.00
<u>Ordinance Violations</u>	<u>\$3,505.00</u>	<u>\$2,230.00</u>	<u>\$2,688.00</u>	<u>\$1,958.00</u>	<u>\$1,334.00</u>	<u>\$4,070.00</u>	<u>\$7,661.00</u>	<u>\$5,000.00</u>	<u>\$5,250.00</u>	<u>\$5,500.00</u>
	\$59,925.23	\$78,000.98	\$89,912.15	\$83,732.94	\$56,355.05	\$98,677.97	\$131,442.68	\$86,591.00	\$86,591.00	\$86,591.00



EXPENDITURE DATA

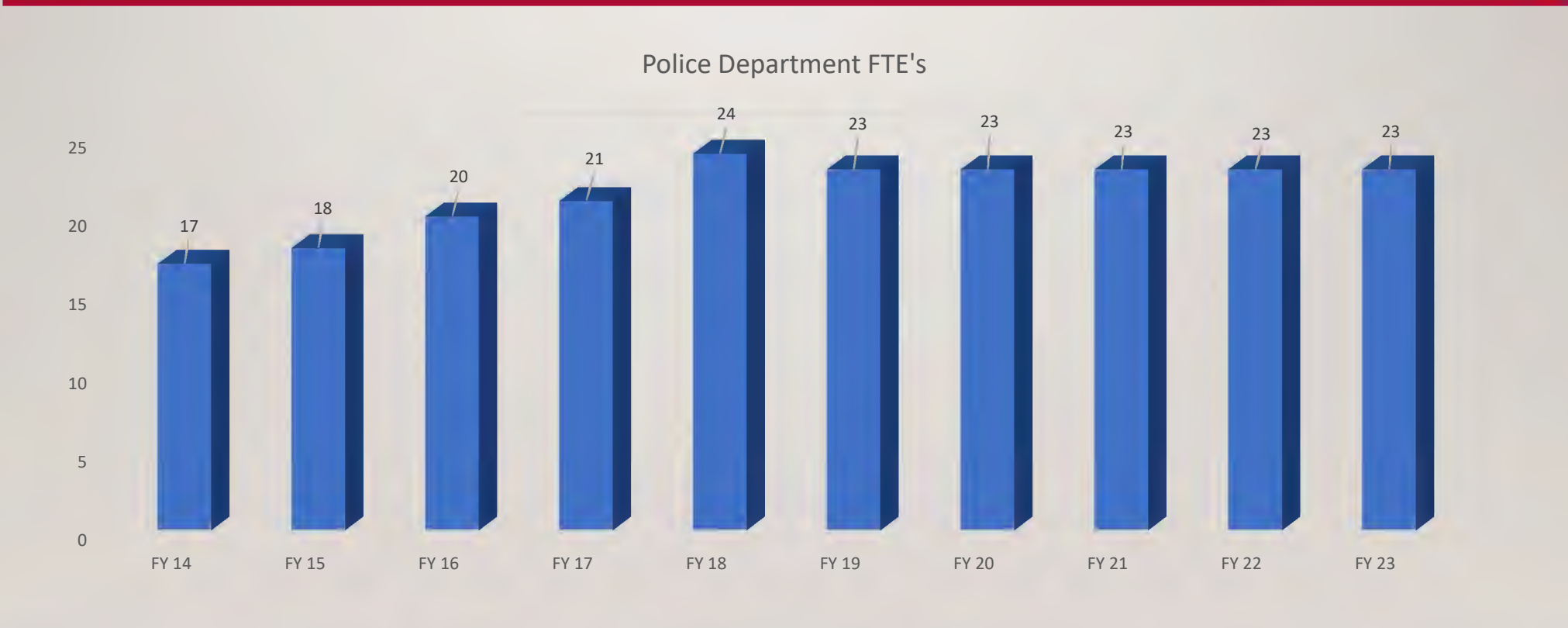
EXPENDITURE DETAILS

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Forecast	Forecast
	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>
Personnel Services	\$1,286,831.06	\$1,363,457.26	\$1,615,080.36	\$1,718,759.64	\$1,806,038.08	\$1,908,680.21	\$1,972,590.88	\$2,059,320.43	\$2,162,286.45	\$2,270,400.77
Operating Expenditures	\$291,707.73	\$255,650.82	\$311,140.79	\$356,272.23	\$355,807.01	\$336,781.76	\$356,485.73	\$350,158.08	\$367,665.98	\$386,049.28
Capital	\$171,327.36	\$164,201.59	\$379,418.31	\$202,806.35	\$155,448.28	\$144,898.73	\$73,818.55	\$235,000.00	\$143,800.00	\$110,000.00
Total	\$1,749,866.15	\$1,783,309.67	\$2,305,639.46	\$2,277,838.22	\$2,317,293.37	\$2,390,360.70	\$2,402,895.16	\$2,644,478.51	\$2,673,752.44	\$2,766,450.06

NET COST OF POLICE DEPARTMENT



FTE'S



St. Augustine Beach Police Department



Agency Review and Budget Analysis

Presented By: Chief Daniel Carswell

Purpose and Objectives

To conduct a 5- Year review of the St. Augustine Beach Police Department's:

- Personnel growth
- Agency budget
- Future plans



Agency Personnel

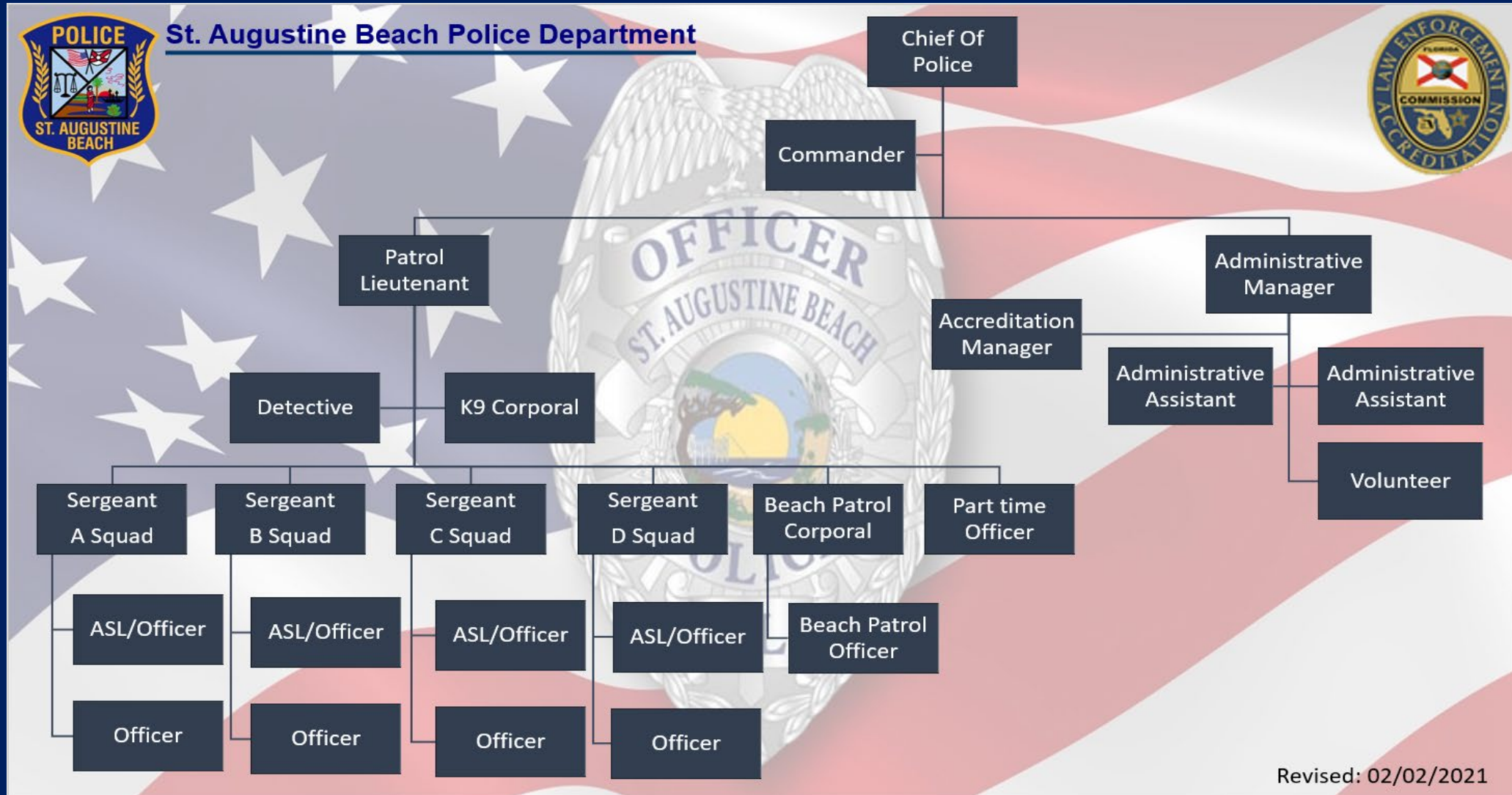
Agency Current Status

The SABPD consists of 20 sworn officers and 3 non-sworn personnel to include:

- 4 Patrol Sergeants
- 8 Patrol Officers
- 1 Detective
- 1 K9 Officer
- 1 Crime Prevention Officer
- 2 Beach Patrol officers
- 1 Active Military Leave
- & Commander and Chief of Police



SABPD 2021 Organizational Chart



Overall Agency Growth 2012-2021

Total-

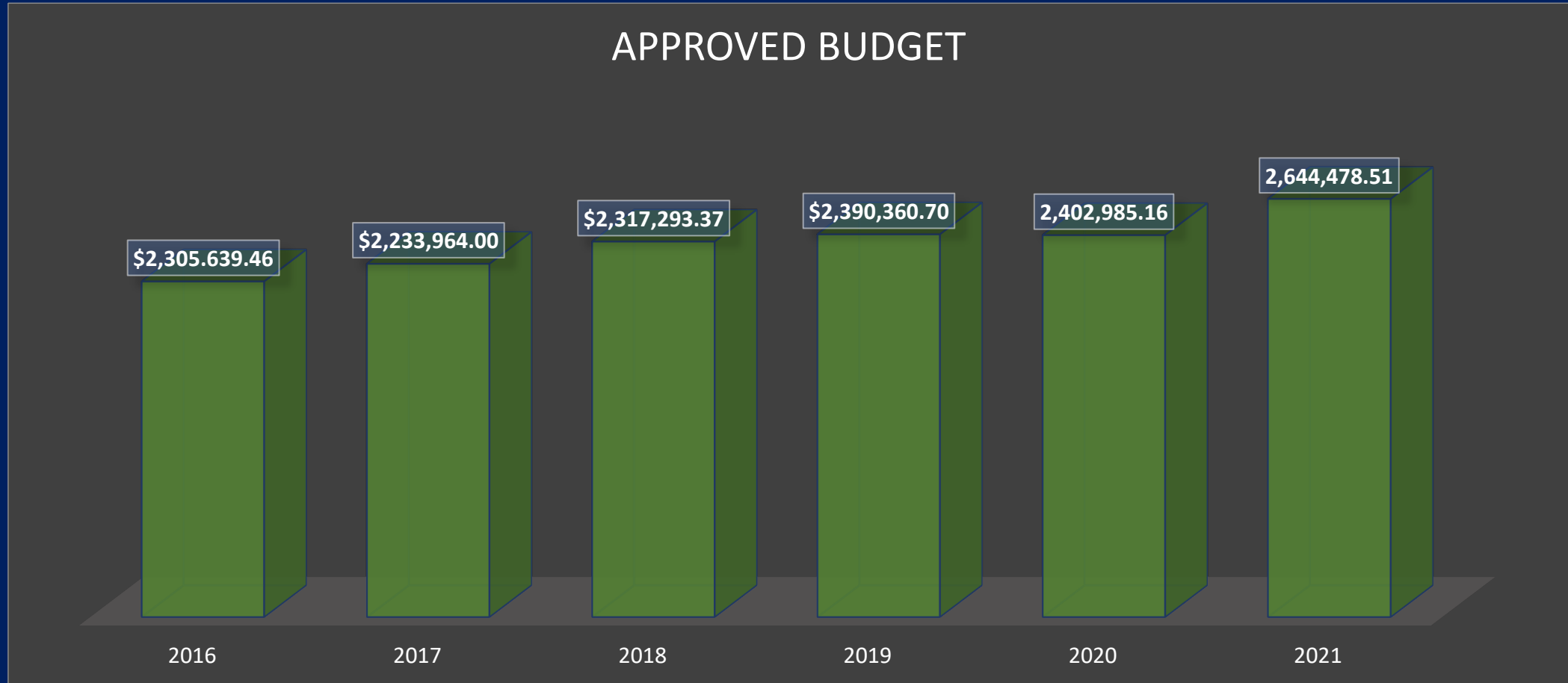
- 2012- 17 total officers and 2 Admin Staff
 - Prior to regime change and Chief Hedges' investigation
- 2013- 10 total officers and 2 Admin Staff when Chief Hardwick began
- 2021- 20 total officers currently and 3 Admin Staff

Agency Additions

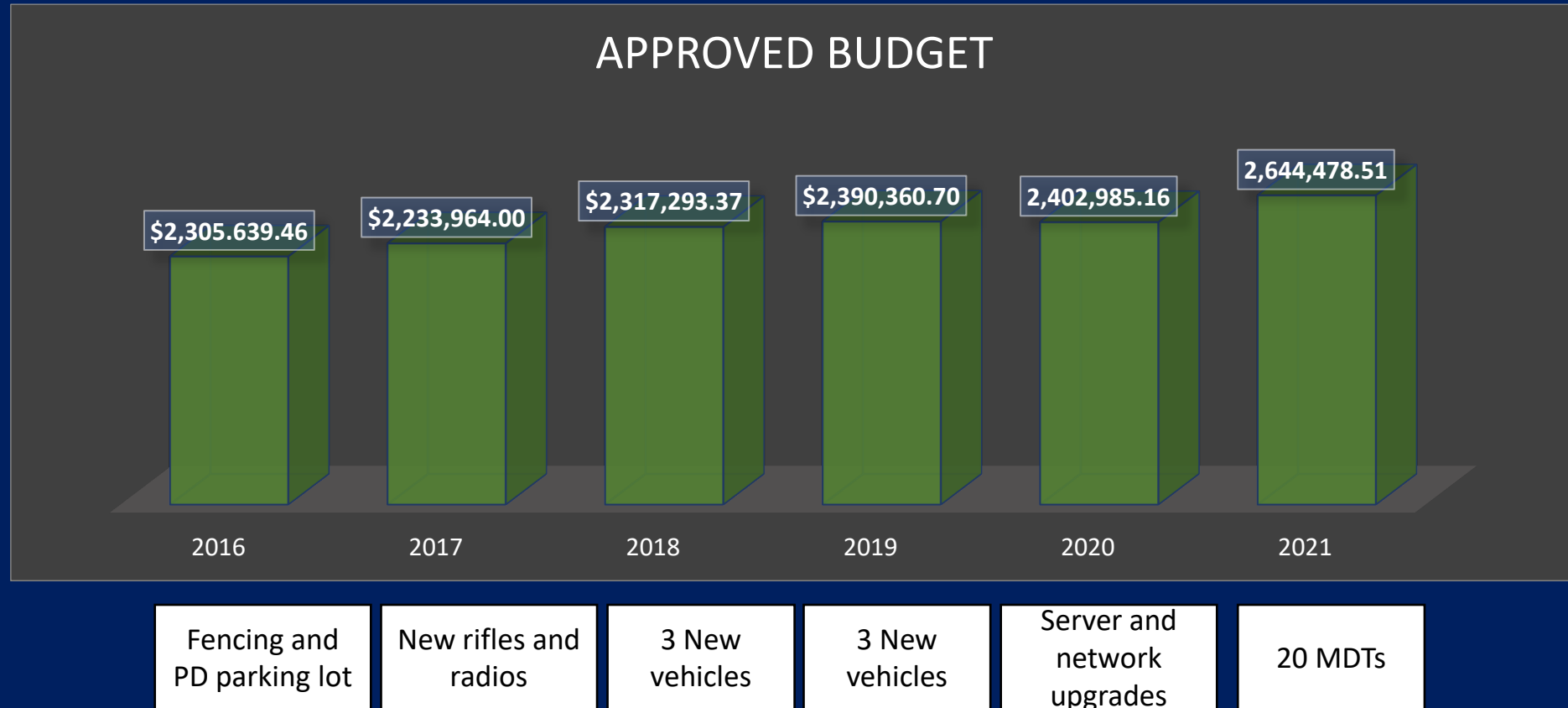
- K9 Officer
- 2nd Full-time Beach Patrol Officer
- Administrative Assistant

Budget Review

Approved Budget History



Capitol Additions to Budget



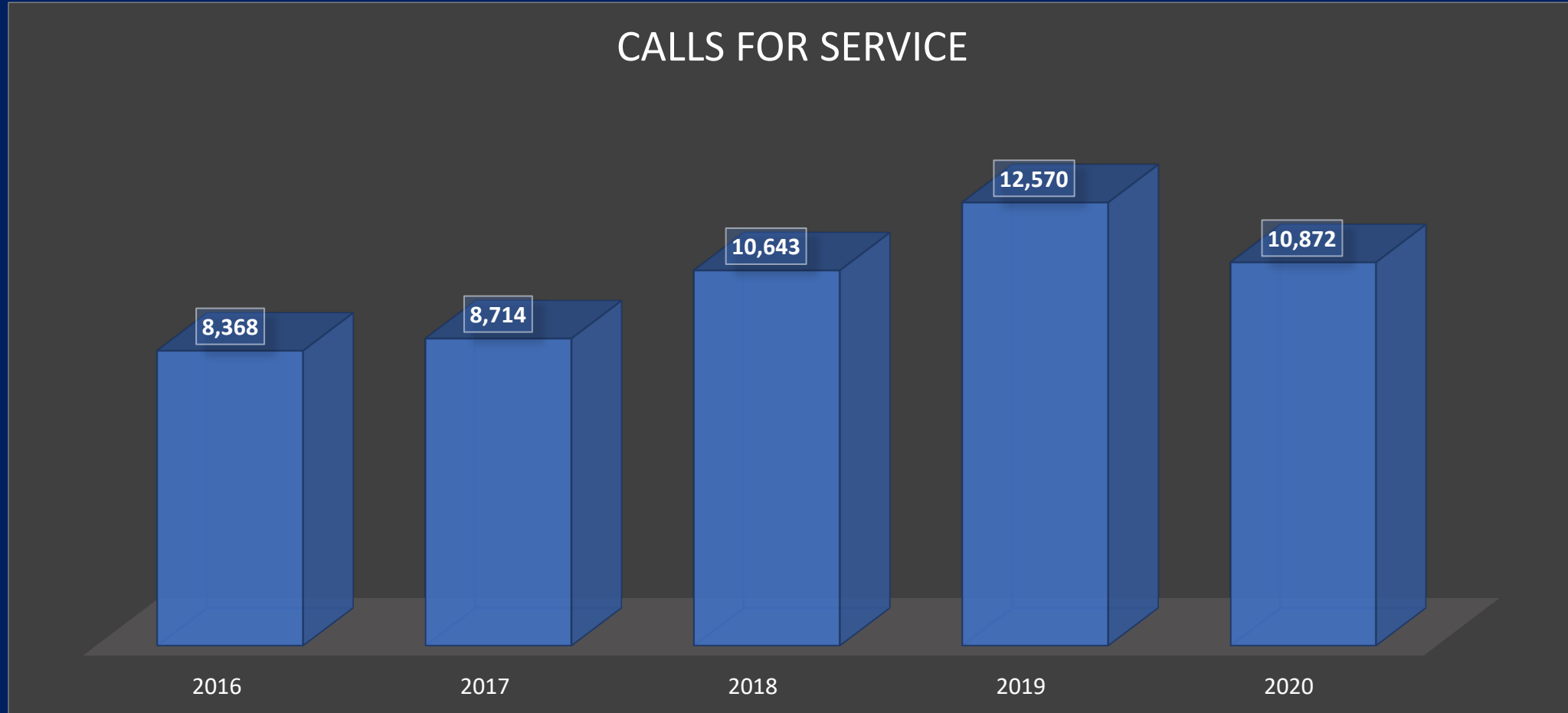
Take Home Vehicle Policy

- Sworn Personnel Only
- More than 15 miles from SAB, employee pays \$20 per pay period
 - More than 30 miles from SAB, employee pays \$40 per pay period
 - More than 45 miles from SAB, employee pays \$60 per pay period
- No take home out of county
- Benefits of Take-Home Vehicles



SABPD Activity

Calls for Service History



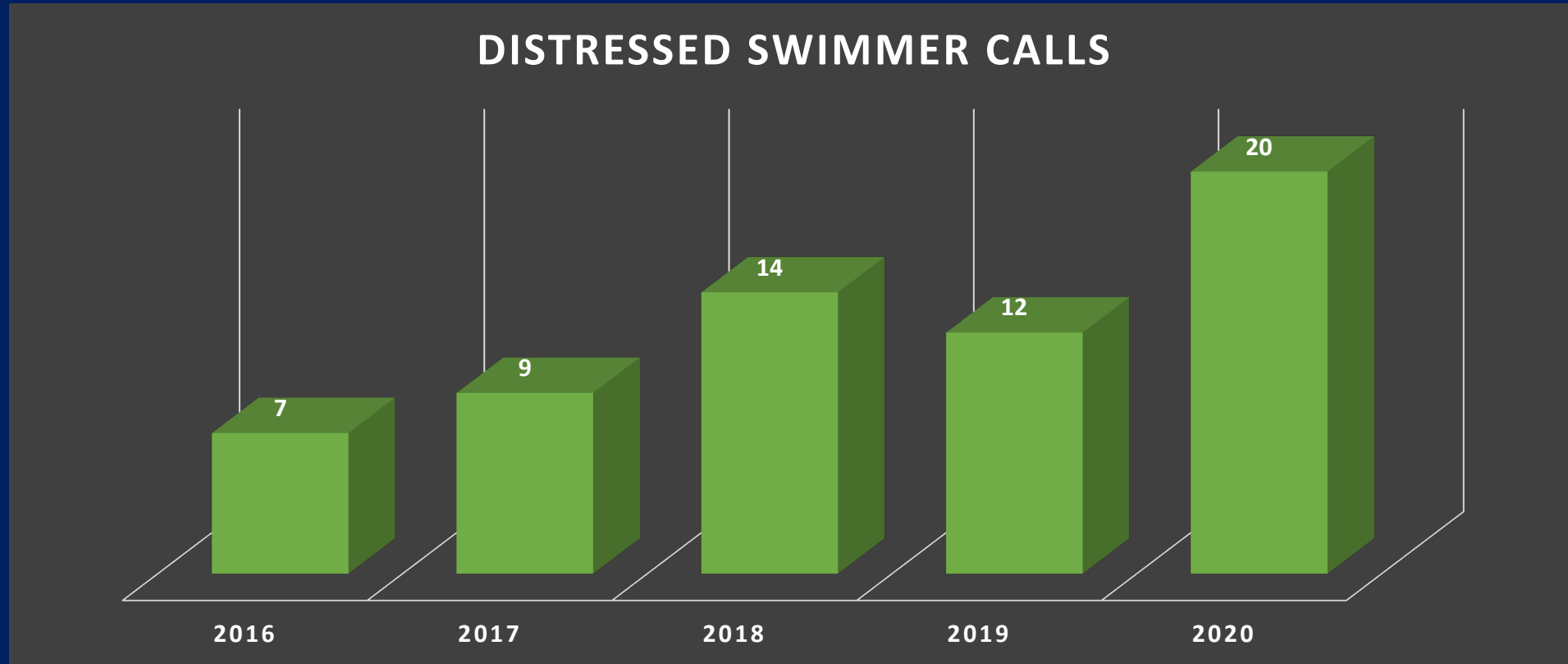
Beach Activity

Beach Patrol Activity:

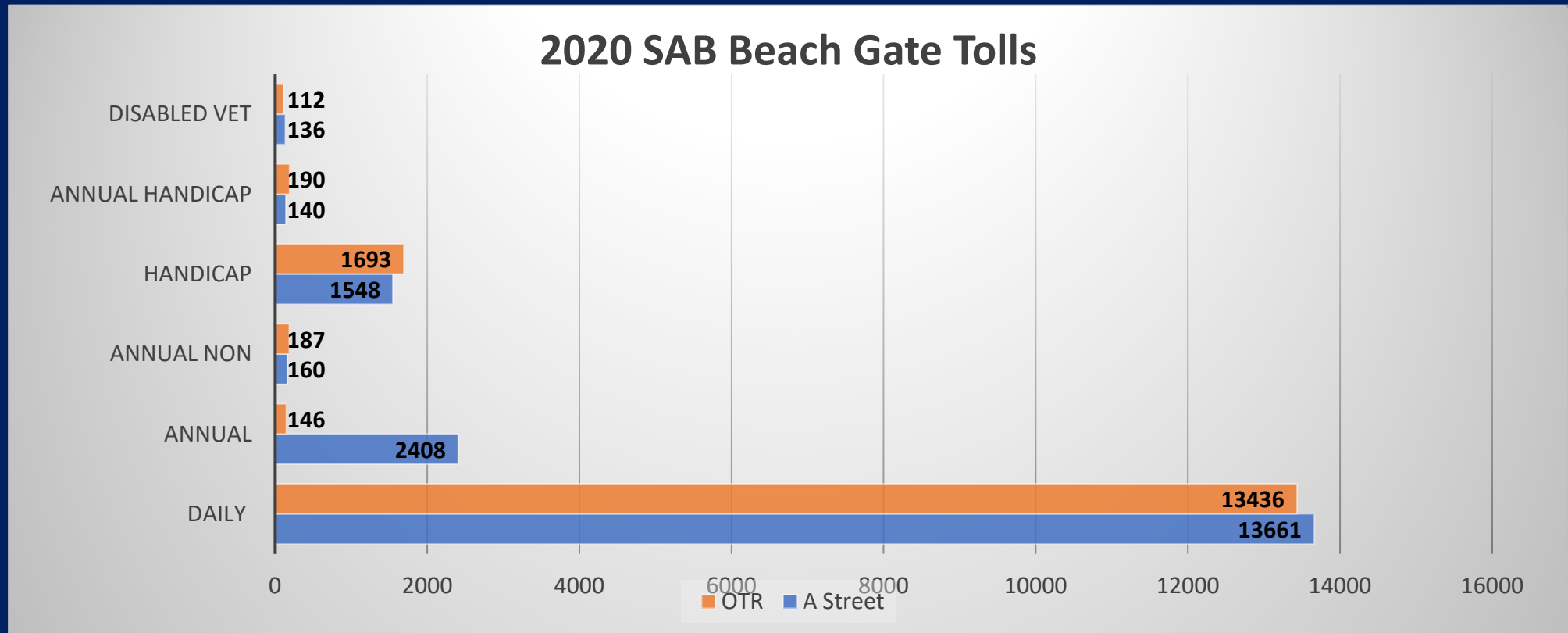
- Averaging 300 calls for service per month
 - Distressed Swimmers
 - Lost Children
 - Disabled Vehicles
- 2019- 3,311 calls for service
- 2020- 3,507 calls for service



Beach Patrol Activity



SAB Beach Gates



Total= 35,087 passes issued in 2020

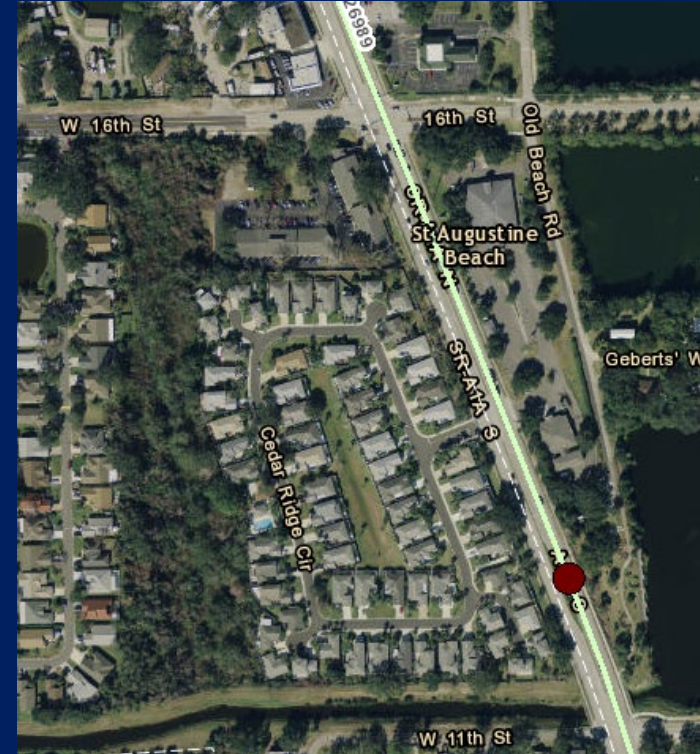
SAB Traffic Data

Florida Department of Transportation site #780329

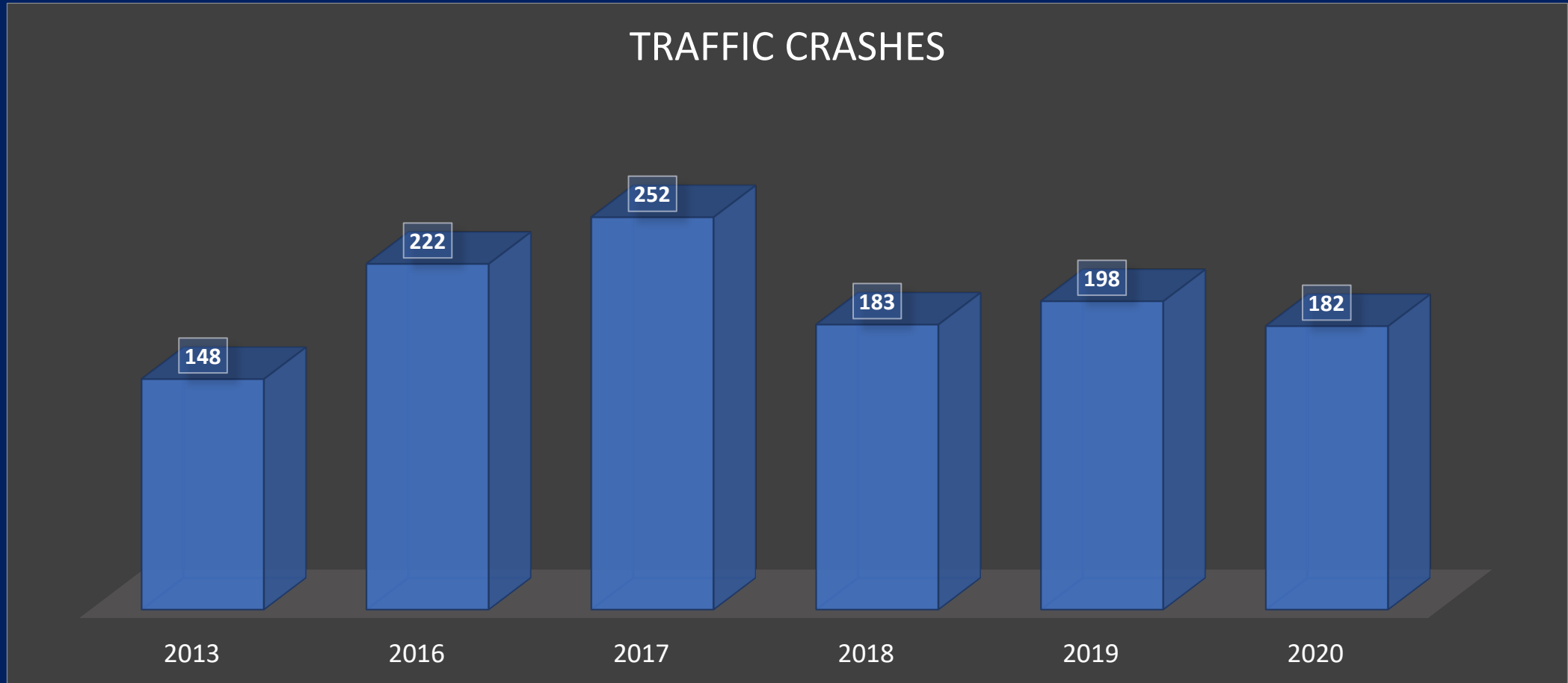
Located at SR A1A South/16th Street

- 2013 averaging 25,125 vehicles per day
- 2020 averaging 29,989 vehicles per day

***2019 4th of July- 33,687 vehicles*



SABPD Traffic Related Activity



Administrative Activity

- Phone calls/Walk-Ins
- Smart Cop liaison
- NIBRS/FIBRS switch over
- State Attorney's Office transmittals
- Public records requests
- Social Media
- ATMS entries

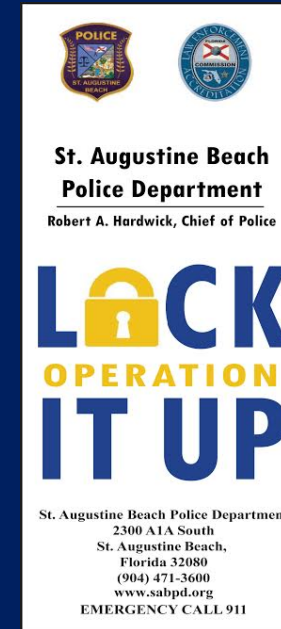
Annual Events

- National Night Out
- Cops with Clause
- Music by the Sea
- Farmer's Market
- Santa Suits 5k
- Feel the Love 5k
- K9 United 5k
- Betty Griffin 5k
- Beach Blast Off
- Ron Parker Memorial
- Veteran's Day Ceremony



Additional Services Provided

- House/Business Checks
- C.H.E.C.K.S
- Operation Lock it Up
- Kilo's Presents for Pets
- W.A.V.E.
- C.O.A. Lawn care



Future Plans

Future Plans

- Maintain Agency Accreditation
- Maintain Vehicle Fleet
- Implementation of Body Cameras
- Replacement of Tasers



Axon Options

Bundle- Taser 7's and Body Cams	Taser 7's Only
Year 1- \$42,976	Year 1- \$18,920
Year 2- \$41,976	Year 2- \$10,560
Year 3- \$41,976	Year 3- \$10,560
Year 4- \$41,976	Year 4- \$10,560
<u>Year 5- \$41,976</u>	<u>Year 5- \$10,560</u>
Total- \$210,880	Total- \$61,160

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: CAPITAL ASSETS
DATE: 2/25/2021

As requested, I have prepared the Capital Asset detail for both replacements and additions over the next five year. The attachments are separated as follows:

- Section 15 – Capital Asset Summary by Year
- Section 16 – Capital Asset Lists by Department with replacements and additions noted over the next five years.

The information gathered was provided by each department for their anticipated needs. I have also included the infrastructure asset listing and Public Works Director Bill Tredik has estimated the improvements needed over the next five years, pending the results of the Vulnerability Study. The numbers provided may need to be adjusted based upon these results.

In addition to the asset review, the Police Department has obtained pricing for Body Cameras. The costs are listed in the attached memo from Chief Carswell, including some electrical work that will be necessary to implement the program. The numbers are not included in the current summaries provided. Should the Commission decide they would like to move forward with implementing this program, the numbers will need to be adjusted in the provided summaries.

Please let me know if more information is needed.

From: [Daniel Carswell](#)
To: [Patricia Douvlliez](#)
Subject: Axon Quote
Date: Wednesday, February 24, 2021 11:14:23 AM
Attachments: [Outlook-204mxzdg.png](#)
[Outlook-3zifxrip.png](#)

So-

After several back and forth discussions and a few quotes, here is the bottom line:

Option #1- Taser 7's and Body Cam Bundle

Year 1- 42,976

Year 2- 41,976

Year 3- 41,976

Year 4- 41,976

Year 5- 41,976

Total- \$210,880

Option #2- Taser 7's ONLY

Year 1- \$18,920

Year 2- 10,560

Year 3- 10,560

Year 4- 10,560

Year 5- 10,560

Total- \$61,160

These are just five-year plans. After year five, the payments do not stop, but we can negotiate different packages or stop all together (we would own the equipment). Either route we go, we would need some electrical work done at the PD in addition, which Russell Adams projects around \$5,000.

I have a lot more on the specifics and how the plans work. If you need further, let me know.

Daniel Carswell, Chief of Police

St. Augustine Beach Police Department

2300 A1A South

St. Augustine Beach, FL 32080

Work: (904) 471-3600

Cell: (904) 599-7670

**Capital Asset
FY 22**

Buildings	Old City Hall Property - Conceptual Plannning	\$25,000	General Fund	Conceptual Designs for Renovation
<i>no capital outlays forecast in FY22</i>		<i>* (If Recycling taken in -house New Rear Load Refuse Truck)</i>		
Parks	Park/Parkette Beautification	\$25,000	General Fund	Park/Parkette enhancement
Parks	Ocean Hammock Park Beach Walkway Renovation	\$35,000	General Fund	Handrail Replacement for Beach Walkway
Parks	Ocean Hammock Park Phase 2B Improvements	\$120,000	Grant/Impact Fee	Construction of picnic pavilion, observation deck
Streets	Pavement Resurfacing	\$350,000	Road/Bridge Fund	Citywide pavement resurfacing
Streets	A1A Beach Boulevard Parking	\$35,000	Road/Bridge Fund/Grants	4th Street Parallel Parking
Streets	2nd Street Extension/Widening	\$440,000	Impact Fee/ Assessment	Extension and widening of 2nd Street
Drainage	Master Drainage Plan Update	\$100,000	General Fund	Update the City Master Drainage Plan
Vehicles	F450 4-door Flat Bed Dump/Lift Gate (replace #65 - 1999)	\$50,000	Road/Bridge Fund	Vehicle Replacement
Vehicles	Large (6CY) Dump Truck (replace #56 - 1995)	\$60,000	Road/Bridge Fund	Vehicle Replacement
Vehicles	Heavy Equipment Trailer (new)	\$23,000	Road/Bridge Fund	New Trailer
Vehicles	F150 4x4 4-door (replace #64 - 2005)	\$35,000	Road/Bridge Fund	Vehicle replacement
Other Equip.	SCAG Standing Mowers (replace 2 mowers)	\$20,000	Road/Bridge Fund	Equipment Replacement
Drainage	Rehabilitation of Mizell Road Stormwater Treatment Area	\$728,281	Grants	Reconstruction/enhancement of Weir and Pump Stations
Police Dept Vehicles	Replace Vehicle #106 (2013)	\$50,000	General Fund	
Police Dept Vehicles	Replace Vehicle #122 (2013)	\$50,000	General Fund	
Police Dept Equipment	Replace Tasers (Asset #1718-1747)	\$37,800	General Fund	
IT Department	Replace HP Design JECT W/Stand (Asset #1558)	\$5,000	General Fund	
IT Department	Replace Access Control Panel-PD (Asset #1759)	\$6,000	General Fund	
IT Department	Replace Video Cameras (Asset #1766, 1767, 1768)	\$9,000	General Fund	
IT Department	Replace Security Cameras-CH (Asset #1853, 1854)	\$10,000	General Fund	
IT Department	Electronic Sign Board-City Hall	\$40,000	General Fund	Add electronic sign board at City Hall-Public Communication

Total Capital Outlay FY 22

\$2,254,081

**Capital Asset
FY 23**

Buildings	Conceptual Plan - Public Works Facility	\$35,000	General Fund	Conceptual Design of Public Works Facility Improvements
Buildings	Old City Hall Property - Design and Permitting	\$75,000	General Fund	Design and Permitting of improvements
Buildings	Re-paint City Hall	\$35,000	General Fund	Re-paint exterior of building
Buildings	Re-Roof Police Department	\$25,000	General Fund	Reshingle Roof
Buildings	City Hall Interior Renovations	\$150,000	General Fund	Renovate Public Bathrooms, Corridor and Meeting rooms
Vehicles	Grapple Truck (replace #76 - 2006)	\$200,000	General Fund	Vehicle Replacement
Vehicles	F350 Utility body (replace #46 2008)	\$40,000	General Fund	Vehicle Replacement
Parks	Ocean Hammock Park Phase 2B	\$130,000	Grant/Impact Fee	Remainder of Phase 2B Improvements
Parks	Splash Park Shade Structure	\$20,000	General Fund	Provide shade structure for seating area north of Splash Park
Parks	Hammock Dunes Park	\$25,000	Grant/Impact Fee	Park Planning
Parks	Elevated Dune Walkover	\$40,000	Grant/Impact Fee	5th Street Dune Walkover
Parks	Splash Park Renovation/Upgrades	\$50,000	General Fund/Grant	Replace fixtures
Parks	Park/Parkette Beautification	\$25,000	General Fund	Park/Parkette enhancement
Streets	Pavement Resurfacing	\$350,000	Road/Bridge Fund	Citywide pavement resurfacing
Streets	A1A Beach Boulevard Parking	\$42,000	Road/Bridge Fund/Grants	16th Street Parking Lot
Drainage	Updated Master Drainage Plan Implementation	\$150,000	Road/Bridge Fund	Various Projects and Vulnerability Adaptations
Drainage	3rd Lane Drainage Improvements	\$130,000	Road/Bridge Fund	3rd Lane Ditch and Various Locations
Vehicles	F150 4x4 4-door (replace #66 - 2006)	\$35,000	Road/Bridge Fund	Vehicle Replacement
Vehicles	F150 4x4 4-door (replace #67 - 2007)	\$35,000	Road/Bridge Fund	Vehicle Replacement
Police Dept Vehicles	Replace Vehicle #112 (2013)	\$50,000	General Fund	
Police Dept Vehicles	Replace Vehicle #117 (2013)	\$50,000	General Fund	
Police Dept Equipment	Replace Radar Units (Assets 1549, 1574, 1575, 1573)	\$10,000	General Fund	
IT Department	Replace Security Cameras-PW (Asset #1855)	\$5,000	General Fund	
IT Department	Replace UPS Units (Asset #1850, 1851)	\$4,000	General Fund	
IT Department	Renovation of Bldg C-IT Move-Part 1	\$25,000	General Fund	Relocate IT Dept to Bldg C for added space/access.

Total Capital Outlay FY 23

\$1,736,000

**Capital Asset
FY 24**

Buildings	Design and Permitting - Public Works Facility	\$75,000	General Fund	Design and Permitting of Public Works Facility Improvements
Buildings	Construction of Old City Hall Property Improvements	\$250,000	General Fund	
Vehicles	Rear Load Refuse Truck (Replace #79 - 2014)	\$275,000	General Fund	Vehicle Replacement
Parks	Elevated Dune Walkover	\$50,000	Grant/Impact Fee	Location TBD
Parks	Replace Shade Structures at Splash Park	\$18,000	General Fund	
Parks	Park/Parkette Beautification	\$25,000	General Fund	Park/Parkette enhancement
Parks	Hammock Dunes Park	\$75,000	Grant/Impact Fee	Design
Streets	Resurfacing Projects	\$350,000	Road/Bridge Fund	Citywide pavement resurfacing
Streets	A1A Beach Boulevard Parking	\$90,000	Road/Bridge Fund/Grants	8th Street Parking Lots
Drainage	Updated Master Drainage Plan Implementation	\$150,000	Road/Bridge Fund	Various Projects and Vulnerability Adaptations
Vehicles	F150 4x4 4-door (replace #68 - 2008)	\$35,000	Road/Bridge Fund	Vehicle Replacement
Other Equip.	Small Mower Tractor John Deere 790 (replace #59 - 2002)	\$40,000	Road/Bridge Fund	Equipment Replacement
Police Dept Vehicles	Replace Vehicle #123 (2013)	\$50,000	General Fund	
Police Dept Vehicles	Replace Vehicle #124 (2013)	\$50,000	General Fund	
Police Dept Equipment	Replace Radar Units (Assets 1614, 1615, 1616, 1643, 1642))	\$12,500	General Fund	
IT Department	Renovation of Bldg C-IT Move-Part 2	\$25,000	General Fund	Relocate IT Dept to Bldg C for added space/access.

Total Capital Outlay FY 24

\$1,570,500

**Capital Asset
FY 25**

Buildings	Construction - New Public Works Facility	\$600,000	General Fund	Construction
Buildings	City Commission Chamber Renovations	\$35,000	General Fund	Commission Chamber Renovations
<i>no capital outlays forecast in FY25</i>				
Parks	Elevated Dune Walkover	\$50,000	Grant/Impact Fee	Location TBD
Parks	Splash Park Renovation/Upgrades	\$50,000	General Fund/Grant	Replace fixtures
Parks	Refurbish A Street and 10th Street Bathrooms	\$15,000	General Fund	Paint, fixture Replacement,
Parks	Park/Parkette Beautification	\$25,000	General Fund	Park/Parkette enhancement
Parks	Hammock Dunes Park	\$200,000	Grant/Impact Fee	Phase 1 Construction
Streets	Resurfacing Projects	\$350,000	Road/Bridge Fund	Citywide pavement resurfacing
Streets	A1A Beach Boulevard Parking	\$190,000	Road/Bridge Fund/Grants	3rd Street and A Street Lots
Drainage	Updated Master Drainage Plan Implementation	\$150,000	Road/Bridge Fund	Various Projects and Vulnerability Adaptations
Vehicles	F150 4x4 4-door (replace #69 - 2012)	\$35,000	Road/Bridge Fund	Vehicle Replacement
Vehicles	Freightliner (#71 - 2003) (Replace Water Truck)	\$180,000	Road/Bridge Fund	Vehicle Replacement
Police Dept Vehicles	Replace Vehicle #129 (2015)	\$50,000	General Fund	
Police Dept Vehicles	Replace Vehicle (2013)	\$50,000	General Fund	
Police Dept Equipment	Replace Weapons (Asset #1671-1682)	\$36,000	General Fund	
IT Department	Replace Audio Visual System (Asset #1831)	\$50,000	General Fund	

Total Capital Outlay FY 25

\$2,066,000

**Capital Asset
FY 26**

Vehicles	Rear Load Refuse Truck (Replace #77 - 2014)	\$300,000	General Fund	Vehicle Replacement
Parks	Elevated Dune Walkover	\$50,000	Grant/Impact Fee	Location TBD
Parks	Hammock dunes Park Phase 2 Construction	\$200,000	General Fund/Impact Fee	Phase 2 Construction
Parks	Park/Parkette Beautification	\$25,000	General Fund	Park/Parkette enhancement
Streets	Resurfacing Projects	\$350,000	Road/Bridge Fund	Citywide pavement resurfacing
Drainage	Updated Master Drainage Plan Implementation	\$150,000	Road/Bridge Fund	Various Projects and Vulnerability Adaptations
Police Dept Vehicles	Replace Vehicle #130 (2016)	\$50,000	Law Enforcement	
Police Dept Vehicles	Replace Vehicle #131 (2016)	\$50,000	Law Enforcement	
Police Dept Equipment	Replace Radars (Asset #1751, 1752, 1753, 1754)	\$12,500	Law Enforcement	
IT Department	Replace City Wide Server (Asset #1663)	\$60,000	General Fund	
IT Department	Replace Access Control Panel-CH (Asset #1750)	\$10,000	General Fund	
IT Department	Replace Access Control Panel-PD (Asset #1759)	\$10,000	General Fund	
IT Department	Replace Access Control Panel-PW (Asset #1756)	\$10,000	General Fund	

Total Capital Outlay FY 26

\$1,277,500

Public Works Vehicle Listing

Asset ID	Group Id	Description	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
						FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00036	56	#484 1995 GMC DUMP TRUCK (VEH. #9)	Equipment	05/23/1995	\$39,139.00	\$60,000				
BEACH00106	71	#1248 2003 FRIEHTLINER GARBAGE TRUCK CH	Vehicles	05/08/2003	\$72,761.25				\$180,000	
BEACH00107	71	#1248 GARBAGE TRUCK BOX	Vehicles	05/08/2003	\$24,253.75					
BEACH00388	71	#1634-FAB/INSTALL DECK WATER TANK #71	Equipment	05/08/2014	\$8,980.00					
BEACH00110	62	#1227 2004 CHEVY SILVERADO	Equipment	12/31/2003	\$16,605.00					
BEACH00129	64	#1289 CHEVROLET C12500 PICK-UP TRUCK (#6	Vehicles	12/09/2004	\$20,087.00	\$35,000				
BEACH00131	107	#1309 2005 SUZUKI ATV (#107)	Equipment	05/03/2005	\$6,296.99					
BEACH00145	66	#1324 CHEVROLET SILVERADO #66	Vehicles	03/23/2006	\$20,087.00		\$35,000			
BEACH00146	76	#1325 2006 CLAW/DUMP TRUCK #76	Vehicles	04/06/2006	\$82,123.00		\$200,000			
BEACH00590	76	1821 HARDOX BODY UNIT #76	Vehicles	06/01/2017	\$49,225.93					
BEACH00147	75	#1326 REAR LOAD REFUSE TRUCK #75	Vehicles	04/06/2006	\$107,549.00					
BEACH00526	75	#1765-HEIL DP5000 PACKER BODY-#75	Vehicles	05/17/2016	\$78,700.00					
BEACH00148	11	#1321 FORD F150 4X4 XLT OPTION TRUCK #11	Vehicles	09/07/2006	\$31,115.00					
BEACH00157	67	#1345 2007 CHEVROLET SILVERADO #67	Equipment	10/26/2006	\$21,072.00		\$35,000			
BEACH00159	77	#1346 2007 FREIGHTLINER REFUSE TRUCK #77	Vehicles	12/21/2006	\$110,735.96					\$300,000
BEACH00582	77	1820 HEIL PWR TRACT REAR LOADER BODY - U	Vehicles	03/09/2017	\$88,950.00					
BEACH00177	68	#1383 FORD F150 1/2 TON PICKUP (#68)	Vehicles	03/20/2008	\$24,965.00			\$35,000		
BEACH00189	46	#1396 - 2008 FORD F350	Vehicles	09/25/2008	\$28,514.00		\$40,000			
BEACH00286	69	#1552 FORD F-150 (#69)	Vehicles	10/18/2012	\$27,520.00				\$35,000	
BEACH00329	1550	2013 POLARIS RANGER 500 EFI	Equipment	03/21/2013	\$9,258.00					
BEACH00363	1601	#1601 POLARIS RANGER - 2013 (#107)	Equipment	10/17/2013	\$9,500.00					
BEACH00333	79	#1563 FREIGHTLINER REAR LOADER SANITATI	Vehicles	05/02/2013	\$147,877.46			\$275,000		
BEACH00335		#1564 2012 FORD SUPER DUTY F550 DUMP TRU	Vehicles	06/06/2013	\$43,951.76					
BEACH00381	51	#1632-2014 NISSAN NV200 14S	Vehicles	03/13/2014	\$17,465.00					
BEACH00416		#1662 2015 JOHN DEER 310SK BACKHOE	Vehicles	02/12/2015	\$88,293.00					
BEACH00419	55	#1660 2015 CHEVROLET SILVERADO 2500HD CR	Vehicles	03/19/2015	\$32,349.00					
BEACH00422	61	#1668 2015 FORD XFH BUCKET TRUCK	Vehicles	04/30/2015	\$94,819.20					
BEACH00523	58	#1764-2016 FORD F450-#58	Vehicles	04/08/2016	\$46,257.00					
BEACH00100	58	NEW ENGINE FOR VEHICLE #58 (1995 CHEV	Vehicles	09/20/2002	\$3,972.82					
BEACH00579	63	#1817-2017 FORD F150 4WD (63)	Vehicles	02/23/2017	\$28,333.00					
1898	70	2020 MACK GARBAGE TRK VIN XXX13338	Vehicles	08/07/2019	\$216,449.43					
1903	60	#60 CHEVY SILVERADO 4WD REG CAP PU	Vehicles	05/08/2020	\$34,952.99					

NEW/ADDITIONS

Asset Retired FY20	F450-4 door Flat Bed Dump/Lift Gate	\$50,000				
New	Heavy Equipment Trailer	\$23,000				
New	Rear Loader Refuse Truck	\$275,000				
Totals		\$443,000	\$310,000	\$310,000	\$215,000	\$300,000

Public Works Equipment

Asset ID	Tag #	Description	Code	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
							FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00010	220-299	(80)COMMERCIAL STACK CHAIRS		Equipment	06/13/1985	2,475.64					
BEACH00034	476	INGERSOLL RAND AIR COMPRESSOR		Equipment	03/01/1994	1,536.00					
BEACH00038	563	SWEEPSTER RHFA MOUNTED REAR BROOM		Equipment	10/23/1995	2,492.00					
BEACH00048		CLEAN & INSPECT STORM SEWER & VIDEO		Equipment	01/09/1998	2,275.00					
BEACH00060	612	3500 WATT GENERATOR		Equipment	06/23/1999	1,679.96					
BEACH00086	1173	COMPACT UTILITY TRACTOR		Equipment	02/07/2002	11,318.10			\$40,000		
BEACH00089	1075	MILLER MATIC 210W/SPOOL GUN		Equipment	04/10/2002	1,349.00					
BEACH00112	1272	LAS/RADAR #1272		Equipment	03/16/2004	1,515.00					
BEACH00114		REFURBISH BACK HOE		Equipment	03/30/2004	8,967.61					
BEACH00122	1271	6000 LB GANTRY CRANE		Equipment	09/15/2004	2,382.00					
BEACH00134		6 CU FT CEMENT MIXER		Equipment	06/25/2005	1,999.00					
BEACH00154	1339	ARTESIAN WELL		Equipment	09/28/2006	4,050.00					
BEACH00153	1337	ICE MACHINE FOR PUBLIC WORKS		Equipment	09/28/2006	2,168.40					
BEACH00155	1368	FUEL TANK		Equipment	10/05/2006	3,805.00					
BEACH00158	1344	SCULPTURE		Equipment	12/07/2006	6,000.00					
BEACH00163	1342	TRAILER MOUNTED CHANGABLE MESSAGE		Equipment	01/11/2007	12,885.00					
BEACH00181	1381	1.5 TON 13 SEIR HEATPUMP MINI-SPLI		Equipment	04/10/2008	3,062.91					
BEACH00180	1382	WHITE 48X4 WIDE PVC FENCE W/GATE		Equipment	04/10/2008	1,355.00					
BEACH00187	1386	MOTORIZED SECURITY GATE		Equipment	07/03/2008	4,975.00					
BEACH00191	1395	60 MOWER DECK; 3 POINT HITCH FOR 7		Equipment	09/25/2008	1,359.00					
BEACH00250	1488	WELL PUMP - 8TH ST		Equipment	12/09/2010	3,850.00					
BEACH00251	1487	WELL PUMP - LAKESIDE PARK		Equipment	12/16/2010	3,900.00					
BEACH00265	1489	HEAT PUMP PUBLIC WORKS		Equipment	09/01/2011	1,885.00					
BEACH00266	1491	20HP 36 SCAG MOWER		Equipment	11/10/2011	5,359.99	\$10,000				
BEACH00267	1492	20HP 36SCAG MOWER		Equipment	11/10/2011	5,359.99	\$10,000				
BEACH00278	1504	ARTESIAN WELL FOR COMMUNICTY GARDE		Equipment	05/24/2012	3,750.00					
BEACH00282	1508	GENERATOR SET FOR CITY HALL COMPLE		Equipment	09/25/2012	47,874.00					
BEACH00283	1505	SUBMERIBLE PUMP FOR		Equipment	09/30/2012	3,350.00					
BEACH00287	1554	CARRIER AIR HANDLER/HEAT PUMP		Equipment	11/15/2012	9,375.00					
BEACH00288	1553	2012 KUBOTA MX5100 DR 4WD S/N62327		Equipment	11/21/2012	30,274.13					
BEACH00298	1562	ARTESIAN WELL FOR COMMUNITY GARDEN		Equipment	02/28/2013	4,300.00					
BEACH00299	1561	FENCE FOR COMMUNITY GARDEN		Equipment	03/14/2013	1,846.81					
BEACH00337	1597	CARRIER HVAC (FOR COMMISSION ROOM)		Equipment	07/18/2013	9,375.00					
BEACH00385	1629	#1629-FENCE ENCLOSING GENERATOR		Equipment	04/17/2014	2,130.00					
BEACH00388	1634	#1634-FAB/INSTALL DECK WATER TANK #71		Equipment	05/08/2014	8,980.00					
BEACH00389	1637	#1637-RANGER R980X TIRE CHANGER MACHINE		Equipment	05/08/2014	1,000.00					
BEACH00391	1635	#1635-TOMMY LIFT GATE		Equipment	05/22/2014	3,622.00					
BEACH00394	1623	#1623-PUMP LIFT STATION AT PUBLIC WORKS		Equipment	06/05/2014	2,341.14					
BEACH00392	1627	#1627-A/C UNIT-NE CORNER CITY HALL		Equipment	06/05/2014	9,375.00					
BEACH00393	1636	#1636-2 WELCOME SIGNES-CARVED WOOD		Equipment	06/05/2014	3,000.00					
BEACH00396	1628	#1628-EVAPORATOR COIL MINI SPLIT-IT ROOM		Equipment	06/19/2014	2,418.37					

Public Works Equipment

Asset ID	Tag #	Description	Code	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
							FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00399	1639	#1639 MIZELL ROAD PUMP STATION ACTUATOR		Equipment	07/07/2014	6,409.95					
BEACH00400	1640	#1640 MIZELL ROAD PUMP STATION ACTUATOR		Equipment	07/07/2014	6,409.96					
BEACH00410	1659	#1659 FERRI TD37 BOOM MOWER		Equipment	10/30/2014	14,100.00					
BEACH00425	1683	#1683 STANLEY CS28812 POLE SAW		Equipment	07/02/2015	1,600.00					
BEACH00442	1688	#1688 ICE MACHINE HEAD FOR PUBLIC WORKS		Equipment	09/03/2015	2,210.46					
BEACH00443	1749	#1749 REAR FINISH MOWER		Equipment	09/03/2015	1,940.00					
BEACH00447	1692	#1692 CYNERG2 HD DUAL CHANNEL HD-SDI/SD-		Equipment	09/30/2015	20,995.80					
BEACH00451	1773	#1773-TREE BOOM W/QU COUPLER JRB		Equipment	11/25/2015	1,952.67					
BEACH00512	1757	#1757-ULTRA NEXUS-HD NETWORK MANAGED VID		Equipment	02/02/2016	11,698.57					
BEACH00524	1776	#1776-DIESEL PUMP REPLACEMENT		Equipment	04/14/2016	2,024.26					
BEACH00536	1775	#1775-BARRACUDA BACKUP 490 RECOVERY		Equipment	07/06/2016	8,635.00					
BEACH00546	1792	#1792-THERMAL DYN PLASMA CUTTER		Equipment	09/27/2016	1,750.00					
BEACH00561	1799	1799-A/C UNIT BLDG C		Equipment	11/23/2016	1,497.00					
BEACH00584		FENCE AROUND MIZELL ROAD POND		Equipment	04/06/2017	10,200.00					
BEACH00607	1856	#1856 AUTOMATIC BARRIER LIFT		Equipment	12/12/2017	4,150.00					
BEACH00611	1850	#1850-TRIPP LITE UPS		Equipment	05/10/2018	1,115.50					
BEACH00612	1851	#1851-TRIPP LITE UPS		Equipment	05/10/2018	1,115.50					
BEACH00623	1863	#1863-ARTESIAN WELL		Equipment	07/19/2018	4,350.00					
1880	1880	1880-ICE MACHINE,UNDERCOUNTER,CH	30	Equipment	11/07/2018	1,956.70					
1881	1881	1881-FINISH MOWER	55	Equipment	01/31/2019	2,182.47					

Parks & Recreation

BEACH00049		PAVILION IMPROVEMENTS		Intangible Asset	09/28/1998	10,000.00					
BEACH00140	1322	#1322 SAND BLASTED SIGN - LAKESIDE PARK		Intangible Asset	11/03/2005	1,250.00					
BEACH00141	1323	#1323 SAND BLASTED SIGN - LAKESIDE PARK		Intangible Asset	11/03/2005	1,250.00					
BEACH00144	1327	#1327 RON PARK PARK SIGN W/SHERRIFF BADG		Intangible Asset	02/16/2006	2,735.00					
BEACH00160	1351	#1351 10TH STREET RESTROOMS & PAVING		Intangible Asset	01/11/2007	290,411.00					
BEACH00173	1401	#1401 SPLASH PARK		Intangible Asset	01/03/2008	244,877.95					
BEACH00188	1400	#1400 A STREET RESTROOMS/PARKING		Intangible Asset	07/09/2008	163,625.25					
BEACH00199	1496	TURNOUT FOR OCEAN HAMMOCK PARK		Intangible Asset	10/01/2009	18,199.50					
BEACH00208	1240	SCULPTURE-ALL NATIONS TOTEM		Intangible Asset	09/30/2010	5,000.00					
BEACH00209	1417	SCULPTURE-SWIMMING FIRE HORSES		Intangible Asset	09/30/2010	6,000.00					
BEACH00210	1418	SCULPTURE-SPIRITS		Intangible Asset	09/30/2010	6,000.00					
BEACH00211	1419	SCULPTURE-SWIMMING WITH FISH		Intangible Asset	09/30/2010	6,000.00					
BEACH00212	1420	SCULPTURE-WATERBED (STEATITE STONE)		Intangible Asset	09/30/2010	6,000.00					
BEACH00213	1421	SCULPTURE-FLOWERING (WHITE MARBLE)		Intangible Asset	09/30/2010	5,000.00					
BEACH00214	1422	SCULPTURE-ONCE UPON A TIME		Intangible Asset	09/30/2010	6,000.00					
BEACH00215	1423	SCULPTURE-UNKNOWN TITLE		Intangible Asset	09/30/2010	4,000.00					
BEACH00216	1424	SCULPTURE-UNKNOWN TITLE		Intangible Asset	09/30/2010	4,000.00					
BEACH00217	1425	SCULPTURE-UNKNOWN TITLE		Intangible Asset	09/30/2010	5,000.00					
BEACH00218	1426	SCULPTURE-UNKNOWN TITLE		Intangible Asset	09/30/2010	5,000.00					

Public Works Equipment

Public Works Equipment						FUTURE BUDGET ITEMS					
Asset ID	Tag #	Description	Code	Class	Purchase Date	Original Cost	FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00219	1427	SCULPTURE-UNKNOWN TITLE		Intangible Asset	09/30/2010	5,000.00					
BEACH00220	1428	SCULPTURE-UNKOWN TITLE		Intangible Asset	09/30/2010	3,000.00					
BEACH00221	1429	SCULPTURE-UNKNOWN TITLE		Intangible Asset	09/30/2010	6,000.00					
BEACH00222	1430	SCULPTURE-SNORIS		Intangible Asset	09/30/2010	4,000.00					
BEACH00268		NEW ROOF AT SPLASH PARK		Intangible Asset	12/08/2011	3,715.00					
BEACH00279	1503	OCEAN HAMMOCK PARK PARKING		Intangible Asset	06/28/2012	60,501.76					
BEACH00332	1569	SPLASH PARK UPGRADES		Intangible Asset	05/02/2013	47,301.11					
BEACH00386	1633	2 GRINDER PUMP FOR 10TH STREET RES		Intangible Asset	05/01/2014	3,646.98					
BEACH00408	1650	RECTANGLE SHADE-SPLASH PARK-25'X32		Intangible Asset	09/30/2014	18,520.00					
BEACH00414	1656	SHADE STRUCTURE FOR SPLASH PARK AR		Intangible Asset	01/15/2015	16,142.00			\$18,000		
1883	1883	6' WAVE MINI SLIDE	20	Equipment	04/25/2019	2,140.00					
NEW/ADDITIONS											
Splash Park		Splash Park Shade Structure-North						\$20,000			
		Splash Park Renovation						\$50,000		\$50,000	
Totals							\$20,000	\$70,000	\$58,000	\$50,000	\$0

Buildings							FUTURE BUDGET ITEMS				
Asset ID	Tag #	Description	Code	Class	Purchase Date	Original Cost	FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00002	1034	EAST WATERFRONT BUILDING		Buildings	01/01/1960	20,000.00					
BEACH00003	1200	ROOF REPAIRS		Buildings	01/01/1976	2,657.71					
BEACH00004	1036	BUILDING IMPROVEMENTS(EAST BLDG.)		Buildings	01/01/1977	8,814.51					
BEACH00005	1037	FOUR CAR POLICE GARAGE		Buildings	01/01/1981	15,502.07					
BEACH00006	1038	REHAB EAST WATERFRONT BUILDING		Buildings	01/01/1981	14,066.69					
BEACH00007	1040	BUILDING IMPROVEMENTS		Buildings	01/01/1983	93,024.67					
BEACH00008	1041	BUILDING IMPROVEMENTS		Buildings	01/01/1984	43,414.97					
BEACH00009	1042	BUILDING IMPROVEMENTS		Buildings	01/01/1985	37,176.03					
BEACH00011	1043	BUILDING IMPROVEMENTS		Buildings	01/01/1986	26,384.35					
BEACH00013	1046	OFFICE SPACE F.A.		Buildings	01/25/1991	1,557.08					
BEACH00016	1047	OFFICE SPACE ASST.CHIEF OF POLICE		Buildings	06/11/1991	1,909.53					
BEACH00021	1048	PUBLIC WORKS GARAGE		Buildings	07/22/1992	9,700.00					
BEACH00023	1197	PUBLIC WORKS GARAGE		Buildings	10/30/1992	250.00					
BEACH00024	1049	PUBLIC WORKS GARAGE		Buildings	11/13/1992	11,300.00					
BEACH00025	1062	PUBLIC WORKS GARAGE		Buildings	11/24/1992	1,500.00					
BEACH00026	1050	PUBLIC WORKS GARAGE		Buildings	11/30/1992	3,880.00					
BEACH00030	1196	10.5 X 13 BURNISHED PLAQUE		Buildings	08/12/1993	94.00					
BEACH00032	1051	PUBLIC WORKS GARAGE - MIZELL RD.		Buildings	09/30/1993	343,832.50					
BEACH00033	1052	FINAL ON PUBLIC WORKS GARAGE		Buildings	02/18/1994	7,500.00					
BEACH00035	1053	CONDENSING UNIT		Buildings	09/02/1994	1,699.32					
BEACH00037	1054	ENGINEERING SERVICES-NEW CITY HALL		Buildings	09/29/1995	30,535.20					
BEACH00050	1055	POLICE STATION		Buildings	09/30/1998	158,267.77					
BEACH00055	594	16 X 8 GARAGE DOOR -PUBLIC WORKS		Buildings	04/15/1999	1,368.00					
BEACH00066	1057	NEW POLICE STATION EXPENDITURES		Buildings	09/30/1999	460,362.70					
BEACH00074	652	REPAIR ROOF / WATER DAMAGE		Buildings	12/07/2000	2,749.00					
BEACH00076	1060	NEW CITY HALL BUILDING-CONST IN PR		Buildings	04/07/2001	1,384,195.36					
BEACH00078	1061	20' METAL STORAGE BUILDING		Buildings	04/11/2001	1,825.00					
BEACH00080	1067	STORM PANELS - POLICE DEPT		Buildings	09/27/2001	2,486.00					
BEACH00088	1070	40' COMMERCIAL FLAG POLE ILLUMINAT		Buildings	04/04/2002	2,536.19					
BEACH00102	1237	TRANE AIR HANDLER PUBLIC WORKS BUI		Buildings	03/14/2003	1,225.00					
BEACH00120		NEW ROOF FOR OLD CITY HALL		Buildings	08/12/2004	23,735.00					
BEACH00133	1308	AIR HANDLER POLICE DEPART		Buildings	06/10/2005	2,150.00					
BEACH00136	1314	POCELAIN TILE & INSTALLATION IN CI		Buildings	08/23/2005	15,988.00					
BEACH00264	1447	HEAT PUMP SYSTEM AT CITY HALL		Buildings	08/18/2011	8,493.55					
BEACH00415	1667	REPLACE 2 SIGN FACES AT CITY HALL		Buildings	02/05/2015	2,875.38					
BEACH00586	1826	SWITCH BOX ENCLOSURE AT CITY HALL		Buildings	04/20/2017	5,277.41					
BEACH00591	1844	2.5 TN 14 SEER AMANA HEAT PUMP-PUBL		Buildings	06/16/2017	4,565.47					
BEACH00593	1847	2.5 TN 14 SEER AMAN HEAT PUMP-PW		Buildings	06/22/2017	4,565.47					
BEACH00600	1848	BAY #5 ROLL DOOR-PUBLIC WORKS		Buildings	09/30/2017	3,298.00					
BEACH00599	1845	CITY HALL UPGRADES		Buildings	09/30/2017	226,867.49					
BEACH00613	1860	REPIPE PUBLIC WORKS BUILDING		Buildings	05/17/2018	4,170.00					
1882	1882	CITY HALL ROOF REPLACEMENT	10	Buildings	03/28/2019	54,247.23					
NEW/ADDITIONS											
Old City Hall		Conceptual Planning		Buildings		\$25,000					
		Design & Permitting		Buildings				\$75,000			
		Construction of Improvements		Buildings					\$250,000		
Public Works Facility		Conceptual Plan		Buildings				\$35,000			
		Design & Permitting		Buildings					\$75,000		
		Construction		Buildings						\$600,000	
New		Re-Roof Police Department		Buildings				\$25,000			
New		Re-Paint City Hall		Buildings				\$35,000			
New		City Hall Interior Renovations		Buildings				\$150,000			
New		City Commission Chamber Renovations		Buildings						\$35,000	
Total							\$25,000	\$320,000	\$325,000	\$635,000	\$0

Infrastructure, Land, Land Improvements						FUTURE BUDGET ITEMS					
Asset ID	Group Id	Description	Code	Class	Purchase Date	Original Cost	FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00130		#1302 RAISED INTERSECTION @ A & 5TH STRE		Infrastructure	03/08/2005	13,256.00					
BEACH00138		#1318 8' SIDEWALK/BIKE PATH W/FIBER		Infrastructure	09/22/2005	8,420.00					
BEACH00151		#1333 LINDA MAR DRAINAGE IMPROVEMENTS		Infrastructure	09/13/2006	284,950.00					
BEACH00167		#1370 16TH STREET SIDEWALK (REPLACEMENTO		Infrastructure	04/12/2007	8,725.00					
BEACH00169		200' CULVER PIPE INSTALLED (BETWEEN A &		Infrastructure	07/02/2007	4,725.00					
BEACH00171		ST. AUGUSTINE BEACH DRAINAGE IMPROVEMENT		Infrastructure	12/05/2007	1,199,125.55					
BEACH00179		#1384 SS 3R HINGE DR LOC W/BACK ELECTRIC		Infrastructure	03/20/2008	1,642.86					
BEACH00183		#1398 SIDE WALK RECONFIGURATION/ADA COMP		Infrastructure	04/17/2008	3,130.00					
BEACH00184		#1399 8'X4 SIDEWALK		Infrastructure	04/17/2008	3,111.00					
BEACH00186		#1388 ELECTRICAL FOR OUTDOOR LIGHTS FOR		Infrastructure	06/20/2008	2,478.50					
BEACH00192		#1394 RESURFACING OF VARIOUS STREETS WIT		Infrastructure	09/25/2008	158,040.12					
BEACH00194		#1405 PAVING-CASA DE CONTERA SUBDIVISION		Infrastructure	11/20/2008	35,330.00					
BEACH00223		VARIOUS DRAINAGE PROJECTS		Infrastructure	09/30/2010	204,016.86					
BEACH00224		#1452 CHAUTAUQUA BEACH - WASTEWATER PIPL		Infrastructure	10/01/2010	531,957.86					
BEACH00225		#1462 CHAUTAUQUA BEACH - PROCESS STRUCTU		Infrastructure	10/01/2010	69,753.56					
BEACH00226		#1463 CHAUTAUQUA BEACH-PROCESS ELECTRICA		Infrastructure	10/01/2010	62,639.68					
BEACH00227		#1464 CHAUTAUQUA BEACH-OTHER IMPROVEMENT		Infrastructure	10/01/2010	23,251.19					
BEACH00228		#1465 CHAUTAUQUA BEACH - PROCESS MECHANI		Infrastructure	10/01/2010	69,753.56					
BEACH00229		#1453 MINORCA ATLANTIC BEACH-WASTEWATER		Infrastructure	10/01/2010	350,116.82					
BEACH00230		#1466 MINORCA ATLANTIC BEACH-PROCESS STR		Infrastructure	10/01/2010	61,450.19					
BEACH00231		#1467 MINORCA ATLANTIC BEACH - PROCESS E		Infrastructure	10/01/2010	34,976.37					
BEACH00232		#1468 MINORCA ATLANTIC BEACH-OTHER IMPRO		Infrastructure	10/01/2010	20,483.40					
BEACH00233		#1469 MINORCA ATLANTIC BEACH PROCESS MEC		Infrastructure	10/01/2010	61,450.19					
BEACH00234		#1454 WOODLAND WEST-WASTWATER PIPELINE &		Infrastructure	10/01/2010	710,051.55					
BEACH00235		#1470 WOODLAND WEST-PROCESS STRUCTURES		Infrastructure	10/01/2010	98,427.93					
BEACH00236		#1471 WOODLAND WEST-PROCESS ELECTRICAL E		Infrastructure	10/01/2010	55,587.72					
BEACH00237		#1472 WOODLAND WEST-OTHER IMPROVEMENTS		Infrastructure	10/01/2010	38,099.10					
BEACH00238		#1473 WOODLAND WEST-PROCESS MECHANICAL E		Infrastructure	10/01/2010	98,427.93					
BEACH00239		#1455 SEVILLA GARDENS-WASTWATER PIPELINE		Infrastructure	10/01/2010	383,857.28					
BEACH00240		#1474 SEVILLA GARDENS - PROCESS STRUCTUR		Infrastructure	10/01/2010	52,481.18					
BEACH00241		#1475 SEVILLA GARDENS PROCESS ELECTRICAL		Infrastructure	10/01/2010	32,713.95					
BEACH00242		#1476 SEVILLA GARDENS - OTHER IMPROVEMEN		Infrastructure	10/01/2010	17,493.73					
BEACH00243		#1477 SEVILLA GARDENS PROCESS MECHANICAL		Infrastructure	10/01/2010	52,481.18					
BEACH00244		#1456 LINDA MAR OVERBY-WASTWATER PIPELIN		Infrastructure	10/01/2010	767,391.28					
BEACH00245		#1478 LINDA MAR OVERBY PROCESS STRUCTURE		Infrastructure	10/01/2010	53,339.61					
BEACH00246		#1479 LINDA MAR OVERBY PROCESS ELECTRICA		Infrastructure	10/01/2010	27,556.06					
BEACH00247		#1480 LINDA MAR OVERBY - OTHER IMPROVEME		Infrastructure	10/01/2010	17,779.87					
BEACH00248		#1481 LINDA MAR OVERBY - PROCESS MECHANI		Infrastructure	10/01/2010	53,339.61					
BEACH00249		#1486 7TH ST PIPE REPLACEMENT		Infrastructure	11/04/2010	2,698.00					
BEACH00252		#1451 COQUINA GABLES WASTEWATER PIPELINE		Infrastructure	03/23/2011	2,761,171.77					
BEACH00253		#1458 COQUINA GABLES-PROCESS STRUCTURES		Infrastructure	03/23/2011	81,103.49					
BEACH00254		#1459 COQUINA GABLES - PROCESS ELECTRICA		Infrastructure	03/23/2011	76,068.26					
BEACH00255		#1460 COQUINA GABLES-OTHER IMPROVEMENTS		Infrastructure	03/23/2011	40,616.64					
BEACH00256		#1461 COQUINA GABLES-PROCESS MENCHANICAL		Infrastructure	03/23/2011	145,487.46					

Infrastructure, Land, Land Improvements						FUTURE BUDGET ITEMS					
Asset ID	Group Id	Description	Code	Class	Purchase Date	Original Cost	FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00257		CAPITALIZED INTEREST FOR SEWER PROJECT		Infrastructure	03/23/2011	92,173.23					
BEACH00258		#1457 SANDPIPER VILLAGE-WASTWATER PIPELI		Infrastructure	04/12/2011	716,823.85					
BEACH00259		#1482 SANDPIPER VILLAGE - PROCESS STRUCT		Infrastructure	04/12/2011	91,925.45					
BEACH00260		#1483 SANDPIPER VILLAGE - PROCESS ELECTR		Infrastructure	04/12/2011	47,419.64					
BEACH00261		#1484 SANDPIPER VILLAGE-OTHER IMPROVEMEN		Infrastructure	04/12/2011	37,457.81					
BEACH00262		#1485 SANDPIPER VILLAGE PROCESS MECHANIC		Infrastructure	04/12/2011	91,925.45					
BEACH00269		#1501 8TH ST PLAZA PAVERS & INSTALL		Infrastructure	12/08/2011	5,158.35					
BEACH00271		#1490 MICROSURFACING OF KIMBERLY LAND &		Infrastructure	01/19/2012	17,569.25					
BEACH00280		LIGHTING RETROFIT AT PIER PARK		Infrastructure	06/30/2012	217,171.25					
BEACH00281		#1507 REHABILITATION OF STORM DRAIN		Infrastructure	07/13/2012	59,914.40					
BEACH00284		MASTER DRAINAGE PROJECT		Infrastructure	09/30/2012	105,518.98					
BEACH00285		EAST END OF 2ND AVENUE DRAINAGE		Infrastructure	09/30/2012	2,385.40					
BEACH00295		#1567 MIZELL RD. OUTFALL		Infrastructure	01/17/2013	308,980.17					
BEACH00297		#1560 PEDESTRIAN CROSSWALK UPGRADE TO AD		Infrastructure	02/14/2013	6,457.00					
BEACH00300		#1570 MICKLER BLVD CROSS DRAIN PROJECT		Infrastructure	03/14/2013	31,501.24					
BEACH00380		#1631-OCEAN DRIVE/6TH STREET RESURFACING		Infrastructure	02/27/2014	23,871.69					
BEACH00401		#1638 SEA COLONY CROSSWALK		Infrastructure	07/09/2014	12,658.00					
BEACH00402		#1646 100' ADS PIPE ON WEST SIDE OF #7-1		Infrastructure	09/04/2014	7,300.00					
BEACH00406		#1645 2ND AVE DRAINAGE IMPROVEMENTS		Infrastructure	09/11/2014	633,856.30					
BEACH00409		#1647 19 PARKING SPACES ALONG R.O.W. 16T		Infrastructure	09/30/2014	36,130.60					
BEACH00424		#1670 STREET RESURFACING IN COQUINA GABL		Infrastructure	05/14/2015	166,274.25					
BEACH00438		#1685 RESURFACING OF CITY HALL COMPLES &		Infrastructure	07/09/2015	27,449.28					
BEACH00441		#1693 STORM DRAIN VACUATION AND REPAIR		Infrastructure	08/06/2015	18,165.00					
BEACH00449		#1694 11TH STREET SIDEWAL		Infrastructure	09/30/2015	32,750.00					
BEACH00511		#1748 CROSSWALKS		Infrastructure	01/07/2016	23,623.15					
BEACH00533		#1777-SEA OAKS 200 FT 24 PIPE		Infrastructure	05/31/2016	3,754.00					
BEACH00537		#1784-7TH STREET CROSSWALK		Infrastructure	07/12/2016	9,571.50					
BEACH00538		#1785-5TH STREET CROSSWALK		Infrastructure	07/12/2016	9,583.50					
BEACH00545		#1798-2ND STREET STORM PIPE DRAINAGE		Infrastructure	09/15/2016	1,164.00					
BEACH00552		#1835-WILLOW DRIVE CURB		Infrastructure	10/27/2016	17,547.00					
BEACH00566		#1837 - ASPHALT REPAIRS-LEE DRLAKESHORE		Infrastructure	02/09/2017	5,250.00					
BEACH00578		1805-SEA GROVE CROSS WALK IMPROVEMENT		Infrastructure	02/16/2017	6,048.40					
BEACH00580		#1834 WOODLAND AREA CIPP STORM SEWER LIN		Infrastructure	03/02/2017	129,729.20					
BEACH00581		1825 RESTRIPIING A1A BEACH BLVD		Infrastructure	03/02/2017	12,284.00					
BEACH00587		#1838-RESTRIPIING COQUINA GABLES SUBDIVIS		Infrastructure	04/20/2017	4,590.20					
BEACH00601		1842-WOODLAND ESTATES PAVING		Infrastructure	09/30/2017	105,564.70					
BEACH00602		1846-8TH STREET IMPROVEMENT PROJECT		Infrastructure	09/30/2017	259,833.00					
BEACH00621		#1870 - OCEAN WOODS DITCH DRAINAGE PROJE		Infrastructure	07/05/2018	318,785.15					
BEACH00622		#1871-LIFT STATION ELECTRICAL-SANDPIPER/		Infrastructure	07/05/2018	3,528.40					
BEACH00624		#1872-WOODLAND SUBDIVISION DRAINAGE PROJ		Infrastructure	07/26/2018	107,829.83					
1886		1886-12TH LANE DRAINAGE IMPROVEMENT PROJ	56	Infrastructure	05/23/2019	108,927.96					
1887		1887-1ST STREET DRAINAGE IMPROVEMENT PRO	56	Infrastructure	05/23/2019	113,427.96					
1888		1888-SANDPIPER DRAINAGE IMPROVEMENT PROJ	56	Infrastructure	05/23/2019	103,445.16					
1886-1		1886-12TH LN DRAINAGE IMPR-RETAINAGE FEE	56	Infrastructure	10/01/2019	9,398.24					

Infrastrcture, Land, Land Improvements

Asset ID	Group Id	Description	Code	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
							FY 22	FY 23	FY 24	FY 25	FY 26
1887-1		1887-1ST ST DRAINAGE IMPR-RETAINAGE FEE	56	Infrastructure	10/01/2019	9,848.86					
1888-1		1888-SANDPIPER DRAINAGE IMPR-RETAINAGE F	56	Infrastructure	10/01/2019	8,916.65					
1920		MICKLER DITCH DRAINAGE	56	Infrastructure	09/30/2020	433,847.68					
BEACH00001		#1017 LAND OLD CITY HALL		Land	01/01/1960	18,400.00					
BEACH00012		#1026 LAND - 2 ACRES - MIZELL/2055 MIZEL		Land	01/14/1991	600.00					
BEACH00014		#1027 LAND - GEOTECHNICAL SERVICES		Land	02/22/1991	935.00					
BEACH00015		#1028 LAND - CORNER OF MIZELL & POPE		Land	05/20/1991	2,150.00					
BEACH00017		#1189 LAND - CORNER OF MIZELL & POPE		Land	09/03/1991	290.00					
BEACH00018		#1018 LAND - CORNER OF MIZELL & POPE		Land	09/27/1991	20,000.00					
BEACH00019		#1190 LAND - CORNER OF MIZELL & POPE		Land	09/30/1991	115.00					
BEACH00020		#1191 LAND - PUBLIC WORKS GARAGE-MIZELL/		Land	07/07/1992	250.00					
BEACH00022		#1029 LAND - PUBLIC WORKS GARAGE		Land	08/26/1992	2,050.00					
BEACH00027		#1019 LAND - 3.45 ACRES ON SR3-OLD BEACH		Land	04/28/1993	345,000.00					
BEACH00028		WARRANTY DEED RECORDING FEE-SR3LAND		Land	04/28/1993	15.00					
BEACH00029		#1192 LAND APPRAISAL (SR3 & 16TH)		Land	04/30/1993	400.00					
BEACH00031		#1020 LAND IMPROVEMENTS-PUBLIC WKS.FAC.		Land	09/30/1993	106,258.50					
BEACH00039		#1021 SURVEY-BOUNDRY SECTION 33 TS 7		Land	05/24/1996	300.00					
BEACH00040		#1021 LAND-SECTION 33		Land	09/16/1996	8,500.00					
BEACH00041		#1022 LAND-PARCEL NO 802		Land	09/30/1996	7,250.00					
BEACH00042		#1023 LAND-PARCEL # 803-EASEMENT		Land	09/30/1996	41,525.00					
BEACH00043		#1030 LAND-PARCEL # 804		Land	09/30/1996	0.00					
BEACH00044		#1024 LAND-PARCEL NO 103-OLD BEACH RD/23		Land	09/30/1996	466,500.00					
BEACH00045		#1025 LAND-PARCEL # 801 - DRAINAGE CANAL		Land	09/30/1996	206,900.00					
BEACH00046		#1031 SURVEY/CITY PROPERTY		Land	12/20/1996	788.00					
BEACH00047		#1032 BOUNDARY/TOPOGRAPHIC SURVEYCITY PR		Land	03/14/1997	2,900.00					
BEACH00051		PALM TREES (BLVD)		Land	12/11/1998	1,155.00					
BEACH00052		CRAFT TROPHIES		Land	01/15/1999	400.00					
BEACH00053		SIGNS		Land	01/29/1999	56.00					
BEACH00054		LAND IMPROVEMENTS-SURVEY		Land	04/01/1999	1,900.00					
BEACH00057		SABAL PALM (BLVD)		Land	05/27/1999	4,770.00					
BEACH00058		SOIL INVESTIGATIONS		Land	06/03/1999	1,500.00					
BEACH00059		DEPT CORRECTION		Land	06/03/1999	450.00					
BEACH00061		24 X 36 BEAUTIFICATION FUNDS		Land	08/18/1999	12.72					
BEACH00062		20' POWER POLES/CABLE/CLAMPS		Land	09/23/1999	940.00					
BEACH00064		#1000 IRRIGATION SYSTEM		Land	09/30/1999	2,062.52					
BEACH00065		LAND IMPROVEMENTS NEW POLICE BLDG		Land	09/30/1999	6,454.90					
BEACH00068		SABAL PALM TREES (26) BLVD.		Land	12/29/1999	4,160.00					
BEACH00069		#1193 SURVEY ' 4' PARKETTES		Land	02/09/2000	1,000.00					
BEACH00070		#1194 SURVEY PARKETTE-A1A AND 1ST STREET		Land	04/12/2000	400.00					
BEACH00071		SABAL PALM TREES (31) BLVD.		Land	06/15/2000	4,960.00					
BEACH00072		#634 - 4 ARTESIAN WELL (TRIANGLE)		Land	09/14/2000	6,828.78					
BEACH00073		SABAL PALM TREES (58) TRIANGLE		Land	09/29/2000	9,280.00					
BEACH00075		#1005 RESURFACE OLD BEACH ROAD		Land	01/15/2001	1,040.00					
BEACH00081		#00051 D STREET PARKETTE LANDSCAPING		Land	11/29/2001	4,375.00					

Infrastrcture, Land, Land Improvements

Asset ID	Group Id	Description	Code	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
							FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00083		2-10' SABAL PALMS (1 PINE GROVE		Land	02/06/2002	320.00					
BEACH00084		2- 12' SABAL PALMS		Land	02/06/2002	480.00					
BEACH00085		#1175 TRIANGLE LANDSCAPE PROJECT		Land	02/06/2002	13,542.00					
BEACH00092		#1163 RED CEDAR TREE - CITY HALL		Land	04/26/2002	450.00					
BEACH00097		2 SLEEVE DIRECTIONAL DRILL & INSTALLATIO		Land	08/13/2002	2,250.00					
BEACH00098		4 SLEEVE DIRECTIONAL DRILL & INSTALLATIO		Land	08/13/2002	2,000.00					
BEACH00099		7-PALM TREES (5 PANAMA HATTIES		Land	08/13/2002	1,120.00					
BEACH00101		3RD STREET PARKETTE		Land	09/24/2002	5,450.74					
BEACH00103		#1239 PINDO PALM TREES		Land	05/01/2003	600.00					
BEACH00113		#1260 8' SIDEWALK BETWEEN 7TH & 8TH STRE		Land	03/29/2004	10,686.08					
BEACH00119		#1269 LANDSCAPE PLAZA ON D STREET		Land	07/23/2004	7,022.00					
BEACH00121		#1278 510 A1A BEACH BLVD		Land	08/23/2004	750,010.00					
BEACH00166		#1359 WALKWAY FOR LAKESIDE PARK		Land	04/12/2007	8,811.07					
BEACH00197		#1406 GOVERNMENT LOT 8 SECTION 3 TOWNSHI		Land	07/02/2009	5,202,746.56					
BEACH00198		7.945 ACRES ON MIZELL ROAD (WEST & SOUTH		Land	10/01/2009	87,897.00					
BEACH00200		#1494 VETERAN'S MEMORIAL		Land	11/12/2009	24,271.84					
BEACH00201		#1495 OCEAN HAMMOCK WALKWAY		Land	11/19/2009	427,166.98					
BEACH00364		#1613 FENCE AROUND POLICE DEPARTMENT		Land	11/21/2013	14,075.00					
BEACH00382		#1626-7-ELEVEN BEAUTIFICATION		Land	03/20/2014	5,786.30					
BEACH00398		#1625-8TH STREET PAVERS & INSTALLATION		Land	07/03/2014	34,464.60					
BEACH00407		#1686 VERSAGGI DRIVE WALKOVER FY14 EXPEN		Land	09/30/2014	1,230.33					
BEACH00439		#1686 VERSAGGI DR. BEACH WALKOVER-COMPLE		Land	07/16/2015	84,895.46					
BEACH00444		#1758 STORAGE CONTAINER FOR PUBLIC WORKS		Land	09/30/2015	2,211.00					
BEACH00535		#1797-HAMMOCK DUNES PARK		Land	06/30/2016	2,523,950.00					
BEACH00547		#1849 OCEAN HAMMOCK PARK PHASE II		Land	09/30/2016	4,500,000.00					
BEACH00588		#1839 - 16TH ST PARKING ON EAST SIDE		Land	06/01/2017	82,160.61					
BEACH00594		#1830- 4-5' LIVE OAK TREES		Land	06/29/2017	4,200.00					
BEACH00598		1843-LANDSCAPE & IRRIGATION-ALVINS ISLAN		Land	09/30/2017	16,938.33					
BEACH00626		#1874-5TH STREET PARKING		Land	08/02/2018	37,337.18					
1905		1905-FENCE/GATE INSTALL PUBLIC WORKS	07	Other Improvemen	12/24/2019	10,187.50					

NEW/ADDITIONS

Ocean Hammock	Ocean Hammock Park Beach Walkway Renovation	Land Improvement	\$35,000							
	Ocean Hammock Park Ph 2B Improvements	Land Improvement	\$120,000							
	Ocean Hammock Park Ph 2B Improvements	Land Improvement				\$130,000				
Hammock Dunes	Hammock Dunes Park-Park Planning	Land Improvement				\$25,000				
	Hammock Dunes Park-Design	Land Improvement						\$75,000		
	Hammock Dunes Park-Phase 1 Construction	Land Improvement							\$200,000	
	Hammock Dunes Park-Phase 2 Construction	Land Improvement								\$200,000
Walkovers	Elevated Dune Walkover-5th Street	Land Improvement				\$40,000				
	Elevated Dune Walkover-TBD	Land Improvement						\$50,000		
	Elevated Dune Walkover-TBD	Land Improvement							\$50,000	
	Elevated Dune Walkover-TBD	Land Improvement								\$50,000
New	Refurbish A Stree/10th Street Bathrooms	Infrastructure								\$15,000
New	Parkette beautification/improvement	Infrastructure				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

Infrastrcture, Land, Land Improvements

Asset ID	Group Id	Description	Code	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
							FY 22	FY 23	FY 24	FY 25	FY 26
New		Pavement Resurfacing		Infrastructure			\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Parking		A1A Beach Blvd Parking-4th Street Parallel		Infrastructure			\$35,000				
		A1A Beach Blvd Parking-16th Street Parking lot		Infrastructure				\$42,000			
		A1A Beach Blvd Parking-8th Street Parking Lots		Infrastructure					\$90,000		
		A1A Beach Blvd Parking-3rd Street & A Street Lots		Infrastructure						\$190,000	
New		2nd Street Extension/Widening		Infrastructure			\$440,000				
New		Rehabilitation Mizell Rd Stormwater Treatment		Infrastructure			\$728,281				
New		3rd Lane Drainage Improvements		Infrastructure				\$130,000			
Vulnerability Study		Master Drainage Plan Updates		Infrastructure			\$100,000	\$150,000	\$150,000	\$150,000	\$150,000
Total							\$1,833,281	\$892,000	\$740,000	\$980,000	\$775,000

Police Dept Vehicles

Asset ID	Description	Code	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
						FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00185	120 #1390 2008 FORD RANGER TRUCK (#120)		Vehicles	05/29/2008	19,156.00					
BEACH00360	112 #1593 FORD TAURUS W/EQUIPMENT (#112)		Vehicles	09/30/2013	28,428.75		\$50,000			
BEACH00361	117 #1594 FORD TAURUS W/EQUIPMENT (#117)		Vehicles	09/30/2013	28,428.75		\$50,000			
BEACH00362	106 #1595 FORD EXPLORER W/EQUIPMENT (#106)		Vehicles	09/30/2013	30,220.75	\$50,000				
BEACH00370	122 #1606 - 2014 FORD EXPLORER (#122)		Vehicles	12/30/2013	32,456.33	\$50,000				
BEACH00371	123 #1607 2014 FORD EXPLORER (#123)		Vehicles	12/30/2013	32,456.33			\$50,000		
BEACH00372	124 #1608 2014 FORD EXPLORER (#124)		Vehicles	12/30/2013	32,456.33			\$50,000		
BEACH00418	129 #1658 2015 FORD EXPLORER W/EQUIPMENT (#1		Vehicles	03/09/2015	34,190.83				\$50,000	
BEACH00448	#1689 2015 FORD EXPLORER INTERCEPTOR W/E		Vehicles	09/30/2015	36,309.00				\$50,000	
BEACH00517	130 #1778-2016 FORD INTERCEPTOR SUV #130		Vehicles	04/07/2016	39,215.80					\$50,000
BEACH00518	131 #1779-2016 FORD INTERCEPTOR SUV-#131		Vehicles	04/07/2016	39,215.80					\$50,000
BEACH00519	132 #1780-2016 FORD INTERCEPTOR SUV-#132		Vehicles	04/07/2016	39,215.80					
BEACH00520	133 #1781-2016 FORD INTERCEPTOR SUV-#133		Vehicles	04/07/2016	39,215.80					
BEACH00521	134 #1782-2016 FORD INTERCEPTOR SUV-#134		Vehicles	04/07/2016	39,215.80					
BEACH00522	135 #1783-2016 FORD INTERCEPTOR SUV-#135		Vehicles	04/07/2016	39,215.80					
BEACH00548	109 #1827 2016 FORD INTERCEPTOR #109		Vehicles	10/01/2016	40,374.75					
BEACH00549	115 #1828 2016 FORD INTERCEPTOR #115		Vehicles	10/01/2016	40,374.75					
BEACH00550	104 #1829 2017 JEEP WRANGLER #104		Vehicles	10/01/2016	48,204.02					
BEACH00603	101 #1852 - 2017 HONDA PIONEER 700 #101		Vehicles	10/05/2017	12,319.24					
BEACH00616	105 #1861 - 2018 FORD INTERCEPTOR #105		Vehicles	06/07/2018	43,823.90					
BEACH00617	108 #1865 - 2018 FORD INTERCEPTOR #108		Vehicles	06/07/2018	39,487.43					
BEACH00618	110 #1866 - 2018 FORD INTERCEPTOR #110		Vehicles	06/07/2018	42,089.90					
1879	102 1879-2019 FORD INTERCEPTOR #102	35	Vehicles	03/14/2019	30,373.00					
1884	121 1884-LMTV VEH #121	35	Vehicles	04/11/2019	25,459.46					
1895	118 1895 FORD F-150 1/2 TON CREW CAB	35	Vehicles	07/01/2019	47,657.00					
1896	FORD INTERCEPTOR POLLICE AWD	35	Vehicles	07/01/2019	47,629.00					
1900	116 #116-2020 JEEP WRANGLER RUBICON	35	Vehicles	02/14/2020	60,703.56					
Total						\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

Police Dept Equipment

Asset ID	Tag #	Description	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
						FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00067		FURNITURE AND FIXTURES-NEW POLICE BLDG	Equipment	09/30/1999	24,074.00					
BEACH00082		VIDEO RECEIVER SYSTEM (MATCH	Equipment	12/20/2001	5,139.00					
BEACH00087	993	STAND ALONE LOCKSET W/READER	Equipment	04/03/2002	1,389.00					
BEACH00093	1204	VOICE RESPONSE SOFTWARE	Equipment	05/15/2002	1,174.00					
BEACH00104	1238	EAGLE DUAL K ANTENNA - VEHICILE #11	Equipment	05/08/2003	1,714.00					
BEACH00105	1241	EAGLE MOTORCYCLE UNIT ANTENNA	Equipment	05/08/2003	2,079.00					
BEACH00111	1273	EAGLE GOLDEN RADAR W/2 ANTENNAS	Equipment	03/02/2004	1,497.50					
BEACH00117	1270	MOTOROLA UHF RADIO	Equipment	07/15/2004	2,451.00					
BEACH00118	1274	MOTOROLA UHF RADIO	Equipment	07/15/2004	2,451.00					
BEACH00123	1277	PRIMS 4TH GENERATION EVIDENCE TRAC	Equipment	09/23/2004	3,679.00					
BEACH00124	1298	RADAR SYSTEM S/N G2S-15035	Equipment	10/01/2004	1,675.00		\$2,500			
BEACH00126	1299	RADAR SYSTEM S/N G2S-15036	Equipment	12/09/2004	1,675.00		\$2,500			
BEACH00127	1300	RADAR SYSTEM S/N G2S-15038	Equipment	12/09/2004	1,675.00		\$2,500			
BEACH00128	1286	RADAR SYSTEM S/N G2S-15039	Equipment	12/09/2004	1,675.00		\$2,500			
BEACH00132	1307	6'X6' CHAIN LINK FENCE ENCLOSURE	Equipment	05/05/2005	1,076.00					
BEACH00139	1317	STEALTHSTAT SYSTEM	Equipment	09/23/2005	3,735.00					
BEACH00149	1334	LAS/RADAR EAGLE IIX GOLDEN	Equipment	09/13/2006	1,540.00					
BEACH00152	1336	SMART COP SOFTWARE (PHASE I)	Equipment	09/28/2006	20,000.00					
BEACH00164	1350	CISCO 1811 ROUTER	Equipment	02/01/2007	1,683.23					
BEACH00165	1347	SMARTCOP SOFTWARE MCT PORTION	Equipment	03/22/2007	12,664.00					
BEACH00195	1404	AIR HANDLING UNIT (LENNOX)	Equipment	03/05/2009	3,171.00					
BEACH00270	1493	TSS HITCH MOUNTED SCENE LIGHT L-01	Equipment	12/29/2011	2,691.50					
BEACH00276	1498	ACER VM4618G17 W/MICROSOFT OFFICE	Equipment	03/08/2012	995.79					
BEACH00277	1499	ACER VM4618G17 W/MICROSOFT OFFICE	Equipment	03/08/2012	995.78					
BEACH00294	1559	CARD READER SYSTEM FOR DOORS AT PO	Equipment	12/20/2012	2,095.00					
BEACH00296	1548	LASER PRO-IV S/N LF01247	Equipment	02/14/2013	4,000.00					
BEACH00302	1510	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00303	1511	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00304	1512	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00305	1513	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00306	1514	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00307	1515	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00308	1516	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00309	1517	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00310	1518	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					

Police Dept Equipment

Asset ID	Tag #	Description	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
						FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00311	1519	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00312	1520	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00313	1521	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00314	1522	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00315	1523	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00316	1524	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00317	1525	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00318	1529	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00301	1509	APX6000 700/800 PORTABLE RADIO	Equipment	03/18/2013	4,203.00					
BEACH00319	1527	APX6500 MID POWER MOBILE RADIO	Equipment	03/18/2013	4,552.80					
BEACH00320	1528	APX6500 MID-POWER MOBILE	Equipment	03/18/2013	4,552.80					
BEACH00321	1532	APX6500 MID-POWER MOBILE	Equipment	03/18/2013	4,552.80					
BEACH00322	1534	APX6500 MID-POWER MOBILE	Equipment	03/18/2013	4,552.80					
BEACH00323	1537	APX6500 MID-POWER MOBILE	Equipment	03/18/2013	4,552.80					
BEACH00324	1539	APX6500 MID-POWER MOBILE	Equipment	03/18/2013	4,552.80					
BEACH00325	1542	APX6500 MID-POWER MOBLE	Equipment	03/18/2013	4,552.80					
BEACH00326	1543	APX6500 MID-POWER MOBLE	Equipment	03/18/2013	4,552.80					
BEACH00327	1544	APX6500 MID-POWER MOBLE	Equipment	03/18/2013	4,552.80					
BEACH00328	1547	APX7500 CONTROL STATION	Equipment	03/18/2013	7,173.28					
BEACH00331	1549	GENESIS 2 RADAR	Equipment	04/03/2013	1,500.00		\$2,500			
BEACH00340	1574	STALKER DUEL RADAR W/ ANTENNA & TU	Equipment	08/22/2013	1,974.50		\$2,500			
BEACH00338	1575	STALKER DUEL SL RADAR W/ANTENNA &	Equipment	08/22/2013	1,974.50		\$2,500			
BEACH00339	1573	STALKER RDUEL SL RADAR	Equipment	08/22/2013	1,974.50		\$2,500			
BEACH00343	1577	CARDIAC SCIENCE AED	Equipment	09/12/2013	1,005.85					
BEACH00344	1578	CARDIAC SCIENCE AED	Equipment	09/12/2013	1,005.86					
BEACH00342	1576	CARDIAC SCIENCE G3 AED	Equipment	09/12/2013	1,005.85					
BEACH00347	1579	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00348	1580	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00349	1581	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00352	1584	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00353	1585	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00355	1587	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00356	1588	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00357	1589	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00358	1590	CARDIAC SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					

Police Dept Equipment

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						FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00354	1586	CARDIAC SCIENCE GE AED	Equipment	09/26/2013	1,369.00					
BEACH00350	1582	CARDIACE SCIENCE G3 AED	Equipment	09/26/2013	1,369.00					
BEACH00368	1611	OFFICE DESK & WARDROBE	Equipment	11/21/2013	1,793.00					
BEACH00369	1612	OFFICE DESK & WARDROBE	Equipment	11/21/2013	1,793.00					
BEACH00373	1614	STALKER RADAR	Equipment	01/30/2014	2,029.50			\$2,500		
BEACH00374	1615	STALKER RADAR	Equipment	01/30/2014	2,029.50			\$2,500		
BEACH00375	1616	STALKER RADAR	Equipment	01/30/2014	2,029.50			\$2,500		
BEACH00376	1617	LIDAR XLR D LASER SN #LF001384	Equipment	02/18/2014	4,000.00					
BEACH00378	1609	10 DOOR EVIDENCE LOCKER	Equipment	02/27/2014	2,913.00					
BEACH00379	1610	4 DOOR EVIDENCE LOCKER	Equipment	02/27/2014	2,105.00					
BEACH00383	1619	HEAVY DUTY ENH GUN SYSTEM-HEATED T	Equipment	03/27/2014	7,468.00					
BEACH00395	1630	GATE/POSTS-EVIDENCE	Equipment	06/12/2014	1,200.00					
BEACH00397	1622	LIGHT TOWER	Equipment	06/27/2014	10,000.00					
BEACH00404	1643	STALKER DUAL FL RADAR S#00001367	Equipment	09/10/2014	500.00			\$2,500		
BEACH00403	1642	STALKER DUAL FL RADAR S#DD001378	Equipment	09/10/2014	500.00			\$2,500		
BEACH00405	1641	AUTOMATIC ELECTRONIC DEFIBRILLATOR	Equipment	09/11/2014	1,568.00					
BEACH00412	1654	MOTOROLA APX6000 700/800 MODEL 2.5	Equipment	12/31/2014	4,218.69					
BEACH00413	1655	MOTOROLA APX6000 700/800 MODEL 2.5	Equipment	12/31/2014	4,218.69					
BEACH00426	1671	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00427	1672	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00428	1673	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00429	1674	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00430	1675	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00431	1676	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00432	1677	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00433	1678	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00434	1679	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00435	1680	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00436	1681	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00437	1682	DANIEL DEFENSE 223 DDM\$VILW RIFLE	Equipment	07/03/2015	1,945.00				\$3,000	
BEACH00453	1718	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00454	1719	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00455	1720	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00456	1721	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00457	1722	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				

Police Dept Equipment

Asset ID	Tag #	Description	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
						FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00458	1723	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00459	1724	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00460	1725	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00461	1726	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00462	1727	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00463	1728	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00464	1729	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00465	1730	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00466	1731	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00467	1732	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00468	1733	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00469	1734	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00470	1735	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00471	1736	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00472	1746	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00473	1747	BLACKHAWK X26P TASER	Equipment	12/24/2015	1,232.40	\$1,800				
BEACH00497	1751	STALKER DUAL ENHANCED RADAR S/N 54	Equipment	12/24/2015	2,074.50					\$2,500
BEACH00498	1752	STALKER DUAL ENHANCED RADAR S/N 54	Equipment	12/24/2015	2,074.50					\$2,500
BEACH00499	1753	STALKER DUAL ENHANCED RADAR S/N 54	Equipment	12/24/2015	2,074.50					\$2,500
BEACH00500	1754	STALKER DUAL ENHANCED RADAR S/N 54	Equipment	12/24/2015	2,074.50					\$2,500
BEACH00501	1755	STALKER DUAL ENHANCED RADAR S/N 54	Equipment	12/24/2015	2,074.50					\$2,500
BEACH00514	1760	INTERVIEW ROOM AUDIO/VISUAL REC	Equipment	02/11/2016	2,140.09					
BEACH00516	1761	SECONDARY AUTHENTICATION BUNDLE	Equipment	03/24/2016	4,586.00					
BEACH00525	1772	2016 POLARIS SPORTSMAN 850CC/AWD-V	Equipment	05/05/2016	8,863.96					
BEACH00541	1789	STORAGE VAULT-VEH #122	Equipment	07/27/2016	1,028.70					
BEACH00542	1790	STORAGE VAULT-VEH #124	Equipment	07/27/2016	1,028.70					
BEACH00543	1788	SINGLE AXLE UTILITY TRAILER	Equipment	08/05/2016	1,605.00					
BEACH00544	1791	TROY WEAPONS BOX-VEH #123	Equipment	09/15/2016	1,028.70					
BEACH00553	1793	800 MHZ RADIO	Equipment	11/10/2016	4,574.35					
BEACH00554	1800	800 MHZ RADIO	Equipment	11/10/2016	4,574.35					
BEACH00555	1801	800 MHZ RADIO	Equipment	11/10/2016	4,574.35					
BEACH00556	1802	800 MHZ RADIO	Equipment	11/10/2016	4,574.35					
BEACH00562	1824	TROY BOX VEH #125	Equipment	01/19/2017	2,588.50					
BEACH00563	1818	STALKER DUAL ENHANCED RADAR S/N 929	Equipment	02/02/2017	1,995.00					
BEACH00564	1819	STALKER DUAL ENHANCED RADAR S/N 931	Equipment	02/02/2017	1,995.00					

Police Dept Equipment

Asset ID	Tag #	Description	Class	Purchase Date	Original Cost	FUTURE BUDGET ITEMS				
						FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00570	1809	DANIEL DEFENSE DDM4 V11 5.56MM RIFL	Equipment	02/16/2017	1,882.00					
BEACH00571	1810	DANIEL DEFENSE DDM4 V11 5.56MM RIFL	Equipment	02/16/2017	1,882.00					
BEACH00572	1811	DANIEL DEFENSE DDM4 V11 5.56MM RIFL	Equipment	02/16/2017	1,882.00					
BEACH00573	1812	DANIEL DEFENSE DDM4 V11 5.56MM RIFL	Equipment	02/16/2017	1,882.00					
BEACH00574	1813	DANIEL DEFENSE DDM4 V11 5.56MM RIFL	Equipment	02/16/2017	1,882.00					
BEACH00575	1814	DANIEL DEFENSE DDM4 V11 5.56MM RIFL	Equipment	02/16/2017	1,882.00					
BEACH00576	1814	DANIEL DEFENSE DDM4 V11 5.56MM RIFL	Equipment	02/16/2017	1,882.00					
BEACH00577	1816	DANIEL DEFENSE DDM4 V11 5.56MM RIFL	Equipment	02/16/2017	1,882.00					
BEACH00569	1808	SWAT BULLET PROOF VEST-ASHLOCK	Equipment	02/16/2017	2,465.00					
BEACH00567	1806	SWAT BULLET PROOF VEST-PATTERSON	Equipment	02/16/2017	2,465.00					
BEACH00568	1807	SWAT BULLET PROOF VEST-THOMPSON	Equipment	02/16/2017	2,465.00					
BEACH00589	1836	VIKING PROTECH SURVEYOR DRY SUIT	Equipment	06/01/2017	1,989.99					
BEACH00595	1832	BLACKHAWK X26P TASER	Equipment	07/06/2017	1,094.58					
BEACH00596	1833	BLACKHAWK X26P TASER	Equipment	07/06/2017	1,094.59					
BEACH00614	1864	6X10 UTILITY TRAILER	Equipment	05/24/2018	2,104.00					
BEACH00619	1867	EVIDENCE SERVER	Equipment	06/07/2018	9,811.60					
1890	1890	OPTIPLEX 3060MT COMPUTER	Equipment	06/06/2019	1,215.88					
1891	1891	OPTIPLEX 3060MT COMPUTER	Equipment	06/06/2019	1,215.88					
1892	1892	OPTIPLEX 3060MT COMPUTER	Equipment	06/06/2019	1,215.88					
1899	1899	AED MODEL 9390A-1001	Equipment	02/05/2020	0.00					
Totals						\$37,800	\$20,000	\$12,500	\$36,000	\$12,500

IT Department						FUTURE BUDGET ITEMS				
Asset ID	Tag #	Description	Class	Purchase Date	Original Cost	FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00079	372	ARCVIEW 8.1 SOFTWARE	Equipment	07/11/2001	\$1,276.00					
BEACH00090		UPGRADE SOUND SYSTEM CITY HALL	Buildings	04/11/2002	\$2,762.50					
BEACH00094		RADIO REPEATOR - BASE SECTION	Equipment	06/06/2002	\$3,754.59					
BEACH00112	1272	LAS/RADAR #1272	Equipment	03/16/2004	\$1,515.00					
BEACH00115	1276	AUDIO/VISUAL INNOVATIONS PROJECTOR	Equipment	04/09/2004	\$1,799.00					
BEACH00116		AUDIO VISUAL EQUIPMENT W/INSTALLATION &	Equipment	07/12/2004	\$11,277.00					
BEACH00142	1329	AUTOMATIC ELECTRICAL DEFIBRILLATOR	Equipment	02/09/2006	\$1,150.00					
BEACH00143	1330	AUTOMATIC ELECTRICAL DEFIBRILLATOR	Equipment	02/09/2006	\$1,150.00					
BEACH00156	1348	TELEPHONE SYSTEM - CITY HALL	Equipment	10/12/2006	\$35,868.46					
BEACH00162	1353	LASERFISCHE UPGRADE	Equipment	01/11/2007	\$4,730.98					
BEACH00168	1367	LEIGHTRONIX VIDEO SYSTEM CONTROLLE	Equipment	06/21/2007	\$7,889.25					
BEACH00170	1371	SOUND SYSTEM CITY HALL COMMISSION	Equipment	09/27/2007	\$11,367.00					
BEACH00174	1380	DCR2 2 CHANNEL DIGITA AUDIO/VIDEO	Equipment	01/24/2008	\$4,677.00					
BEACH00178	1385	SECURITY CAMERA SYSTEM	Equipment	03/20/2008	\$3,679.20					
BEACH00182	1387	ARCVIEW SOFTWARE	Equipment	04/10/2008	\$1,500.00					
BEACH00193	1402	COMPUTER NETWORK SERVER	Equipment	09/30/2008	\$17,281.51					
BEACH00289	1558	HP DESIGN JECT W/STAND & INK	Equipment	12/13/2012	\$1,969.73	\$5,000				
BEACH00291	1556	SONY EVI-HD1 HD P/T/Z CAMERA	Equipment	12/20/2012	\$2,506.35					
BEACH00292	1557	SONY EVI-HD1 HD P/T/Z/ CAMERA	Equipment	12/20/2012	\$2,506.35					
BEACH00293	1558	SONY EVI-HD1 P/T/Z CAMERA	Equipment	12/20/2012	\$2,506.35					
BEACH00341	1600	VIDEO SURVEILLANCE SYSTEM (OLD CIT	Equipment	09/12/2013	\$1,780.53					
BEACH00377	1648	CARD READERS IN POLICE DEPT	Buildings	02/25/2014	\$1,974.00					
BEACH00411	1663	CITY-WIDE SERVER	Equipment	11/13/2014	\$7,838.11					\$60,000
BEACH00420	1665	GRANICUS ENCODING APPLIANCE HARDWA	Equipment	04/02/2015	\$2,300.00					
BEACH00423	1669	DOOR ACCESS CONTROL SYSTEM FOR CIT	Buildings	05/07/2015	\$23,446.00					
BEACH00446	1691	3 JVC DTX61HX3 TRIPLE 5 IN RACK DI	Equipment	09/30/2015	\$7,185.00					
BEACH00447	1692	CYNERG2 HD DUAL CHANNEL HD-SDI/SD-	Equipment	09/30/2015	\$20,995.80					
BEACH00445	1690	PANASONIC AVHS4I0NF HD/SD SWITCHER	Equipment	09/30/2015	\$10,425.00					
BEACH00450	1750	ACCESS CONTROL EXPANSION AT CITY HA	Buildings	11/25/2015	\$6,963.00					\$10,000
BEACH00452	1759	ACCESS CONTROL EXPANSION-POLICE DEP	Buildings	12/17/2015	\$5,910.00	\$6,000				\$10,000
BEACH00512	1757	ULTRA NEXUS-HD NETWORK MANAGED VID	Equipment	02/02/2016	\$11,698.57					
BEACH00513	1756	ACCESS CONTROL SYSTEM-PUBLIC WORKS	Buildings	02/04/2016	\$8,220.00					\$10,000
BEACH00532	1770	REMOTE CONTROL UNIT	Equipment	05/19/2016	\$1,220.95					
BEACH00528	1766	VIDEO CAMERA	Equipment	05/19/2016	\$2,419.95	\$3,000				
BEACH00529	1767	VIDEO CAMERA	Equipment	05/19/2016	\$2,419.95	\$3,000				
BEACH00530	1768	VIDEO CAMERA	Equipment	05/19/2016	\$2,419.95	\$3,000				
BEACH00531	1769	VIDEO CAMERA	Equipment	05/19/2016	\$2,419.95					
BEACH00536	1775	BARRACUDA BACKUP 490 RECOVERY	Equipment	07/06/2016	\$8,635.00					
BEACH00585	1822	WEBSITE RE-DESIGN	Equipment	04/13/2017	\$8,400.00					

IT Department						FUTURE BUDGET ITEMS				
Asset ID	Tag #	Description	Class	Purchase Date	Original Cost	FY 22	FY 23	FY 24	FY 25	FY 26
BEACH00597	1831	AUDIO VISUAL SYSTEM UPGRADE-CITY H	Equipment	07/20/2017	\$32,615.57				\$50,000	
BEACH00604	1853	SECURITY CAMERA SYSTEM-CITY HALL	Equipment	11/16/2017	\$2,872.13	\$5,000				
BEACH00605	1854	SECURITY CAMERA SYSTEM-CITY HALL	Equipment	11/16/2017	\$2,872.13	\$5,000				
BEACH00606	1855	SECURITY CAMERA SYSTEM-PUBLIC WORK	Equipment	11/16/2017	\$2,872.11		\$5,000			
BEACH00608	1857	NETWORK UNMANAGED POE SWITCH	Equipment	03/15/2018	\$1,199.69					
BEACH00609	1858	NETWORK UNMANAGED POE SWITCH	Equipment	03/15/2018	\$1,199.70					
BEACH00610	1859	NETWORK UNMANAGED POE SWITCH	Equipment	03/15/2018	\$1,199.70					
BEACH00611	1850	TRIPP LITE UPS	Equipment	05/10/2018	\$1,115.50		\$2,000			
BEACH00612	1851	TRIPP LITE UPS	Equipment	05/10/2018	\$1,115.50		\$2,000			
1889	1889	OPTIPLEX 3060MT COMPUTER	Equipment	06/06/2019	\$1,716.80					
NEW/ADDITIONS										
		Electronic Sign Board for City Hall-Communications				\$40,000				
		Renovation of Bldg C-IT Move-Part 1					\$25,000			
		Renovation of Bldg C-IT Move-Part 2						\$25,000		
						\$70,000	\$34,000	\$25,000	\$50,000	\$90,000

MEMORANDUM

TO: Commissioner England
Commissioner George
Commissioner Samora
Commissioner Rumrell
Commissioner Torres

FROM: Max Royle, City Manager 

DATE: February 25, 2021

SUBJECT: Succession Planning

INTRODUCTION

Succession planning concerns the senior staff members, such as the Commander who is appointed by the Police Chief, and those members appointed by the City Manager: City Clerk, Finance Director, Building Official, Public Works Director, and IT Manager. Succession planning also includes the two employees, Police Chief and City Manager, who are appointed by the City Commission.

Attached is the description for these positions, so that you can see the qualifications and requirements of each, as well as related information concerning certain positions:

- Pages 1-4, City Clerk/Human Resources Director/Risk Manager.
- Pages 5-7, Finance Director
- Pages 8-10, Building Official. As this is such a unique position because of the qualifications required by the State, we have also attached additional information from Mr. Law (pages 11-12).
- Pages 13-14, Public Works Director. Mr. Tredik has provided additional information (page 15).
- Pages 16-17, Information Technology Manager
- Pages 18-21, Police Chief. In addition, we have attached Chain-of-Command information from the Police Department's Policies and Procedures Manual (pages 22-28). It shows you the Department's succession planning.
- Pages 29-31, City Manager

TWO SCENARIOS FOR SUCCESSION PLANNING

The scenarios are short-term and long-term. Short-term succession planning is for when a department head is absent because of an extended illness or recuperation from an accident. Long-term succession planning is for when a department head retires, leaves for a position with another organization, or dies, and the Police Chief and the City Manager must either promote a replacement from inside the organization or select a replacement from outside. In the case of the Police Chief and the City Manager, the City Commission must make a similar decision: replace from within or search for and hire someone outside the current City workforce.

SHORT-TERM AND LONG-TERM SUCCESSION PLANNING

For the Police Department, Chief Carswell has outlined his succession planning in pages 22-28 (attached). For the departments for which the City Manager is responsible, the ideal situation is for each department to have a second in command, or assistant department head, who can run the department during time the department head is temporarily absent, or, when the department head leaves, the Manager can promote the assistant. Below we list the five department heads for whom the City Manager is responsible and the status of succession planning for each.

1. City Clerk/Human Resources Director/Risk Manager/Records Manager. This is multi-faceted position with a wide variety of responsibilities. It requires a bachelor's degree in Public Administration, or in lieu of the degree a certification: CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk). The City has a Deputy City Clerk who has a bachelor's degree, though not in public administration, and has taken a number of classes for the CMC but hasn't received it yet. She also has excellent computer skills. If she gets the CMC and maintains membership in the Society for Human Resource Management for human resources tasks, she could be promoted to the position of City Clerk when the current Clerk leaves. However, if she didn't get the CMC certification, then the City Manager would have to advertise outside the City for candidates to replace the City Clerk. The Deputy City Clerk is trained to take minutes and can fill in for the City Clerk when the latter is away because of illness or vacation. For human resources, the Finance Director has suggested that her department take over some of the functions, such as the processing of new employees and maintaining employee records. The new Financial Assistant (proposed below) could be trained to do those functions by the current City Clerk before she retires.
2. Finance Director. At your February 8th continuation meeting, Ms. Douylliez, the current Director, spoke of her plan to hire a full-time Financial Assistant as the current part-time Financial Assistant wants to retire this fiscal year. The new, full-time Assistant would be trained and certified to eventually be the Assistant Finance Director and thus fully able to take over the duties of the Finance Director when the Director is absent because of illness or accident and would be trained to handle some of the human resources responsibilities because the Finance Department does payroll and could be responsible for employee leave and related records. Also, when Ms. Douylliez retires, the Assistant Director would be qualified and have the experience to be the Finance Director.
3. Building Official. As noted above, this is a very unique position because of the technical nature of the work, state-mandated requirements, and the specialized responsibilities the Building Official in our City has, such as flood plain management and land use planning. In the past, the City did have a Deputy Building Official who had the training and certifications to be Building Official. That employee left during the 2007-08 Great Recession. At this time, the Department doesn't have an employee with the qualifications to assume the responsibilities of the current Building Official. If he left, the City Manager has two options: hire a contract Building Official or advertise the position and hire someone from outside the Department. This was done when the previous Building Official left three years ago. In the past, the City Manager has asked the County and St. Augustine

to provide Building Official services. The answer has been no, and the Manager doesn't recommend this be considered again. Because of the position's significance and its multiple responsibilities, the City needs its own Building Official, either by contract with a private company or on the payroll. Mr. Law in pages 11-12 (attached) has provided information about succession planning for the Building Department.

4. Public Works Director. The Department has an Assistant Director who has been with the City 31 years and has filled in as Interim Director when the regular Director has been absent. However, this employee is scheduled to retire in 3 ½ years. Because of his own workload, the Public Works Director intends to ask the Commission for money in the FY 22 budget for a junior engineer who would be trained to do grant administration and other projects to relieve the Director of some of his current workload and to get the Professional Engineer's certification in civil engineering, so that he or she could be the Assistant Director when the current Assistant retires and be promoted to Public Works Director when the current Director retires. The Director has provided information about succession planning in his Department (page 15 attached).
5. Information Technology Manager. This is another highly specialized position. The current IT Manager is studying for his associate degree in network engineering. He is a City success story in that he began his employment with the City in 2002 as a maintenance worker in the Public Works Department. Because of his intelligence and interest in technology, he has achieved his current position. He has an assistant, the IT Specialist, who has a Bachelor of Science degree in Business Administration and is another City success story because he also was a Public Works maintenance worker who advanced to his current position. He is capable of being the IT Manager during the temporary absence of the current Manager and to replace the IT Manager if he left the City for employment elsewhere.

In summary, for the non-law enforcement side of the City's government, the succession plan for the positions is:

- City Clerk/Human Resources Director/Risk Manager: The Deputy Clerk either achieves the required certification, or the City Manager will have to advertise for a new Clerk, as he has done two times since a long-time employee who did City Clerk and human resources functions retired in 2012.
- Finance Director. In 2021, the current Director hires a Financial Assistant who either has the required certifications or will get them within a certain time and will, with experience and training with the City, become capable of assuming the Director's position. The Financial Assistant will also be trained to do human resources tasks.
- Building Official. As the current Building Inspector doesn't have the required certifications to be Building Official, the City Manager would advertise the position and find a replacement as he has been done twice in the past 21 years. Should the current Building Official be unable to do his work for an extended time because of accident or illness, the City would contract with a private company while the Building Department's long-time Executive Assistant could handle matters related to bringing variance and conditional use permit requests to the Planning Board.

- Public Works Director. The Public Works Department has an Assistant Director who can fill in as Acting Director should the Director be absent because of illness or accident. However, because the Assistant is going to retire and the current Director needs help with his workload, the Director will ask the Commission to appropriate money in the FY 22 budget for an Engineering Assistant. This person will either have the Professional Engineer certification in civil engineering or will obtain it so that he or she will be able to become the Assistant Director when the current Assistant retires and then Public Works Director when the Director retires.
- IT Manager. The IT Manager's assistant, the IT Specialist, can handle day-to-day trouble shooting when the Manager is temporarily absent and is qualified to be promoted to succeed the Manager.

Succession planning for the Police Department: If the Police Chief is temporarily absent because of illness or another reason, the Commander will assume the Police Chief's duties.

POLICE CHIEF AND CITY MANAGER

1. Temporary Absence. As noted above, should the Chief be temporarily unable to do his work because of accident or illness, the Police Department has a second in charge, the Commander, who can direct the Department, as Chief Carswell points out on page 22 (attached).

For the temporary absence of the City Manager, Section 1-8 in the City Charter would apply. It 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 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."

2. Permanent Replacement. For each position, the City Commission has the following options:
 - Promote from within
 - Advertise state- or nation-wide for candidates.

If the choice is to advertise for candidates outside the City's workforce, then the Commission would need to do the following:

- Decide the qualifications, pay range and other incentives, such as paying a relocation allowance.
- Decide whether to hire an executive search firm to advertise the position, screen the applicants and recommend a number of finalists, such as five or six, for the Commission to interview.
- Or, for the City to advertise the position and for the Commission to appoint a citizens' committee to review the applications, decide on five or six finalists, interview them, and recommend one, two, or more of the finalists for the Commission to interview.
- Or, for the City to advertise the position and for the Commission itself to screen the applicants and select several to interview.

In the past, the following has been done.

- a. Police Chief. In early 2003, Chief Arnold Bandy, who had been appointed City Marshall in November 1979, decided to retire. (Marshall at that time was the designation for the Police Chief.) The City Commission at its January 6, 2003 meeting determined the qualifications and salary range for the position and in February 2003 appointed a citizen review committee composed of seven persons: three were from law enforcement agencies (County Sheriff's Office, St. Augustine Police Department, and the Florida Department of Law Enforcement) and the remaining four were City residents. The City received 91 applications. The committee in public meetings narrowed the number to 13 and the Commission interviewed five candidates, narrowed that number to three finalists, and, at its May 5, 2003 meeting, selected one to be Chief. As that person declined the position, the Commission selected Richard Hedges. When Chief Hedges resigned in 2012, the Commission waived the bid requirements and hired an executive search firm, Baenziger and Associates of Daytona Beach Shores, for \$15,500. The firm advertised the position, screened the applicants, and recommended six finalists. In November 2012, the Commission interviewed the finalists and selected Robert Hardwick, who took the position in January 2013.
- b. City Manager. The last time the City Commission looked for a City Manager was in the summer of 1989. The Commission determined the qualifications, advertised the position, reviewed the applications, and selected several finalists to be interviewed. The current Manager was interviewed and selected by the Commission on July 12, 1989 and assumed the position on July 24th.

ACTIONS REQUESTED

There are two. First, that you discuss the information above concerning succession planning for the various departments.

Second, that you discuss the process you want to follow for succession planning for the Police Chief and the City Manager when a vacancy occurs in either position, such as: If the decision is to look outside the City workforce for candidates, should the search be nation-wide or restricted to Florida; whether to hire an executive search firm, and, if so, should that firm be selected by competitive bid; or whether you want the City to do the advertising and have a citizens' committee or the Commission itself screen the applicants. The process you decide could then be put in an ordinance for future Commissions to follow; or you could simply adopt by resolution policies concerning the process for finding candidates for the Police Chief and City Manager's positions and leave it up to future Commissions to decide whether to follow the policies. The adoption of any policies would have to be done at a regular meeting because you cannot take votes at a workshop.

POSITION DESCRIPTION

<u>POSITION TITLE:</u>	City Clerk / HR Director / Risk Manager
<u>DEPARTMENT:</u>	Finance/Administration
<u>REPORTS TO:</u>	City Manager
<u>EXEMPTION STATUS:</u>	Exempt

MAJOR FUNCTIONS:

Professional position responsible for specialized, and technical work carrying out City Clerk duties and responsibilities, and assisting the City Manager in the performance of his/her duties, such as performing duties which include the receiving and routing of requests and complaints from the public, composing correspondence and reports, maintaining general files and records, making travel arrangements for meetings and conferences, and, in general, relieving the City Manager of routine administrative and clerical functions. The City Clerk also carries out functions related to human resources, safety meetings, and purchasing that in larger cities would be performed by other employees.

For human resources, the City Clerk maintains personnel files for non-police department employees, conducts new employee orientations, processes workers' compensation claims, coordinates with the City's health insurance advisor on matters/questions related to the City's health insurance plans, and processes records concerning the hiring and/or firing and promotion/demotion of non-police department employees.

For purchasing, the City Clerk coordinates the purchase of office supplies and related item by seeking competitive prices, processes purchase orders and tracks payments, and seeks competitive prices and coordinates the leasing of such equipment as office copiers.

DUTIES AND FUNCTIONS:

1. Maintain alphabetical and chronological files and records of office correspondence, documents, reports and other materials.
2. Process, advertise, record and file ordinances, resolutions and legal notices, and certifies copies upon request of staff and public.
3. Maintain control records on action documents and follow up on work in process to assure timely reply or action. Perform research as needed.
4. Coordinate records management for City documents, including retention and destruction in accordance with state regulations.
5. Maintain and update City Code.
6. Attend City Commission meetings, and other boards/committee meetings as needed.

Prepare material for Commission and committee meetings, and record and transcribe minutes of various meetings as needed. Maintain electronic storage and indexing of minutes. In the absence of the City Manager, prepare meeting agendas.

7. Process all new personnel (except Police Department) in compliance with Federal, State and City requirements. Maintain personnel records, such as employment applications, personnel action forms, leave records, longevity records and the like.
8. Performs research, analyses, provides responses to subpoenas, and performs other record custodian related duties.
9. Prepare bank deposits for delivery to finance personnel and maintain petty cash funds.
10. Assist in the advertising of the City's annual budget and record and file adopted budget.
11. Process, advertise, record openings and file bids for goods and services.
12. Maintain insurance records and policies, assuring adequate coverage. Assist employees in filing claim forms, handle workers' compensation claims, and maintain liability and physical damage claim records.
13. Arrange required registrations, travel arrangements and reservations for meetings and conferences for Commission and staff
14. Process requisitions, compare prices. and implement centralized purchasing of office supplies for all departments.
15. Perform or supervise clerical work related to all phases of operation of the office of the City Manager, including supervision of office personnel as required.
16. Receive and respond to public records requests in an accurate and timely manner, in accordance with Florida law.
17. Provide Notary Public services.
18. Coordinates local elections and related advertisements with the St. Johns County Supervisor of Elections.
19. Responsible for issuance of Business Tax Receipts.
20. Perform related work as required and/or assigned.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of the Deputy City Clerk and Record Clerk positions, oversee the supervision in the Clerk's Department.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration and CMC or MMC certification preferred. In lieu of bachelor's degree, five years' municipal government experience or an equivalent combination of

education, training, and experience.

SKILLS AND ABILITIES:

Proficiency in a wide range of computer software such as: Word, Excel, PowerPoint, Outlook, Laserfiche Client 10, Access, DCR recording system, Employer eServices for insurance, Public Works Access program for garbage pickup and Acrobat.

Knowledge of personnel practices, records management and organizational structure of municipal government.

Knowledge of office management practices, including record keeping, information technology, etc.

Skill in dealing with the public on a regular basis.

Skill in interacting with other elected officials, and understanding the varying needs of each.

Ability to understand legal documents and the language used in the development of laws, statutes, and ordinances.

Ability to interact effectively with outside agencies, including other local and state governmental agencies.

Must possess a current Florida driver's license or obtain the license within two months after date of hire by the City.

Ability to transcribe minutes of Commission or Board meetings.

Provide training for employees.

Communicate well with employees on personnel matters.

Responsible for petty cash and credit cards for licenses and business tax receipts as well as balancing weekly deposits.

Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of insurance and human resources for employees.

Requires comparison purchasing for all City departments.

Requires the ability to exercise judgement.

Ability to write policies and procedures for personnel, ordinances, resolutions, advertisements and proclamations.

Requires organizational skills to follow up on City matters, such as insurance, personnel issues and Commission and public needs.

Possession of a current Florida driver's license, or obtain one within 60 days after the date of hire by the City.

PHYSICAL DEMANDS

Must have the manual dexterity to operate the office equipment required to carry out responsibilities. Ability to speak standard English clearly to the public and to other employees, both in person and over the telephone.

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CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

<u>POSITION:</u>	Finance Director
<u>DEPARTMENT:</u>	Finance/Administration
<u>REPORTS TO:</u>	City Manager
<u>EXEMPT:</u>	Exempt

MAJOR FUNCTIONS:

Oversees and performs as needed accounting and bookkeeping functions; analyzes, interprets and documents City finances; develops various reports to assist the City in maintaining a clear financial picture. Develop and assemble City's annual budget. Develop, update and implement City's financial policies.

All work is performed with limited supervision.

DUTIES AND FUNCTIONS:

Record financial data; maintain cash receipts journal, expenses log(s); perform and/or review bank reconciliations for City Manager review and approval; prepare necessary journal entries.

Maintain logs, records and systems to produce needed and required financial reports

Ensure payroll is completed on a bi-weekly basis.

Ensure that all purchase orders and invoices are processed for payment are in accordance with the City's purchasing policies and procedures.

Ensure all possible revenue is being realized through auditing, reviewing and updating State of Florida databases and other available data.

Prepare and submit all quarterly, semi-annual and annual financial and payroll reports.

Prepare monthly financial statements for submission to the City Commission

Prepare annual budget to include researching projected revenues and expenditures; assist in proposing millage rate; gather information from other department heads related to their specific department's budgetary needs.

Complete and process all documents for the Truth in Millage (TRIM) process.

Prepare for the annual audit by gathering and providing all necessary information.

Perform all functions related to grant writing and administration with both general government grants and law enforcement grants.

Develop and implement systems as needed to streamline financial processes and ensure that sufficient internal controls are in place.

Develop and implement systems to ensure proper purchase, tracking and inventory of the City's fixed assets to include proper vehicle title and registration.

Provide supervision of personnel related to the finance functions of the City.

Maintain memberships in professional organizations to remain informed of evolving best practices, trends and new regulations.

Exceed all minimum continuing education requirements outlined in Florida Statutes, professional organizations and certifications.

The ability to work in a constant state of alertness and safe manner.

Other duties as assigned by the City Manager.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of the Finance and Communications / Events Coordinator.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, public administration or related field with five-plus years of experience and/or training in governmental accounting. Proficiency in Generally Accepted Accounting Principles (GAAP) a must.

SKILLS AND ABILITIES:

Proficiency in a wide range of computer software related to accounting, spreadsheet, word processing and presentation applications a must. Ability to diagnose and repair small computer hardware/software issues and effectively train other personnel on the use of computer software.

Possession of a current Florida driver's license, or obtain one within 60 days after the date of hire by the City.

PHYSICAL DEMANDS

Possess the manual dexterity to operate equipment required to carry out responsibilities and assigned tasks. Ability to communicate in English clearly to the public and other employees, either in person or over the telephone.

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EMPLOYEE SIGNATURE

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(Print Name)

(Signature)

(Date)



CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

POSITION TITLE: Director of Building and Zoning

DEPARTMENT: Building and Zoning

REPORTS TO: City Manager

EXEMPT: Yes

MAJOR FUNCTIONS:

Responsible for directing the technical and administrative work involving all phases of building activities, land use planning, zoning requirements and code enforcement. Shall also be known as the Building Official in accordance with the City's Land Development Regulations

DUTIES AND RESPONSIBILITIES:

Serve as the liaison for the citizens and other groups or individuals appearing before the Comprehensive Planning and Zoning Board. Attend scheduled meetings of the Comprehensive Planning and Zoning Board, the City Commission, and as needed, the City's Code Enforcement Board. Perform other duties outlined in the City's Land Development Regulations.

Interpret rules, regulations, laws and guidelines relating to land use, adopted construction codes, zoning requirements and code enforcement.

Conduct review processes as outlined in the City's Land Development Regulations.

Administer the record keeping for yearly review by any agency, including, but not limited to the Florida Department of Community Affairs, the National Flood Insurance Program, the Florida Department of Environmental Protection, the United States Census Bureau and any other agency, firm or company with interest to the City's operation.

Develop and administer the annual budget for the Building and Zoning Department and the Comprehensive Planning Department.

Prepare accurate statistical reports and have extensive knowledge of management principles and practices.

Maintain accurate and up-to-date maps for zoning, addressing, National Flood Insurance maps, and coordinate any changes with St. Johns County or other affected agencies.

Require that all contractors and sub-contractors meet licensing requirements and issue registration and renewals as required by City ordinances.

Inspect or cause to be inspected any system or component mandated by adopted building codes, City ordinances, or any other applicable document, and shall examine or cause to be examined plans and specifications for any requirements in the Land Development Regulations and Comprehensive Plan regarding construction.

Perform all work as required or directed to complete in accordance with the City Manager's direction/directions.

The ability to work in a constant state of alertness and safe manner.

SUPERVISORY RESPONSIBILITIES:

Oversees all administrative, building and code compliance, and planning and zoning operations with the Building and Zoning Department, and supervises all department staff.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma, a four-year degree from an accredited college, and certifications as a Building Code Administrator, Inspector and Plans Reviewer, issued in accordance with Chapter 468, Florida Statutes. Minimum of ten (10) years' experience as an architect, engineer, construction manager or superintendent, inspector, five (5) years of which shall have included direct supervision of work. Position also requires knowledge in planning and zoning techniques and methods.

Have a thorough knowledge of materials and methods used in building construction, alteration and repair. Have knowledge of minimum housing requirements and fair housing HUD requirements, national and state or local building codes; the ability to recognize faulty construction, substandard materials and conditions of hazards; and the ability to interpret plans and specifications.

Have the ability and communicate clearly with the public and other employees in standard English, both orally and in writing. Possession of a valid Florida driver's license is required.

SKILLS AND ABILITIES:

Be able to perform all of the duties and responsibilities listed above as well as have the ability to maintain professional integrity, knowledge of interpersonal communication principles and techniques, and knowledge of departmental reporting procedures, forms and recordkeeping.

PHYSICAL DEMANDS:

Have the ability to climb ladders and scaffolds, bend over, kneel, stoop and crawl in confined spaces or perform other physical efforts needed to conduct inspections. Also must have the ability and manual dexterity to operate various office tools and equipment, ability to lift and carry twenty (20) pounds, ability to safely operate a motor vehicle, and meet job demands and deadlines under emergency and/or stressful conditions.

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(Print Name)

(Signature)

(Date)



City of St. Augustine Beach Building and Zoning Department

TO: Max Royle

FROM: Brian Law

SUBJECT: Building & Zoning Department Succession Planning

DATE: 2-10-2021

At the February 1st City Commission, the topic of succession planning was discussed, the title of Building Official is a unique position that requires advanced training and certification through the Department of Business and Professional Regulation and the Building Code Administrators and Inspectors Board. Below is a definition of a Building Code Administrator and the requirements for licensure:

Definition of Building Code Administrator:

"Building code administrator" or "building official" means any of those employees of municipal or county governments, or any person contracted, with building construction regulation responsibilities who are charged with the responsibility for direct regulatory administration or supervision of plan review, enforcement, or inspection of building construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or municipal or county ordinance. This term is synonymous with "building official" as used in the Florida Building Code. One person employed or contracted by each municipal or county government as a building code administrator or building official and who is so certified under this part may be authorized to perform any plan review or inspection for which certification is required by this part, including performing any plan review or inspection as a currently designated standard certified building official under an interagency service agreement with a jurisdiction having a population of 50,000 or less.

Requirements for licensure:

EDUCATION/EXPERIENCE: You must comply with one of the following eligibility requirements:

- a) Demonstrates ten (10) years combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent, with at least five (5) years of such experience in supervisory positions; or
- b) Demonstrates a combination of post-secondary education in the field of construction or related field, no more than five (5) years being applied, and experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent which totals ten (10) years, with at least five (5) years of such total being experience in supervisory positions. The applicant must also have completed a board-approved course consisting of at least 20 hours, but not more than 30 hours, of

instruction in state laws, rules, and ethics relating to the professional standards of practice, duties and responsibilities of a certificate holder.

If you are applying for Certification by Endorsement by holding a valid building administrator, inspector, plans examiner, or the equivalent, certification issued by another state or territory of the United States for at least 10 years before the date of application; and has successfully passed an applicable examination administered by the International Code Council. Such application must be made either when the license in another state or territory is active or within 2 years after such license was last active.

If you are licensed by the Building Code Administrators and Inspectors Board, you have maintained an active license, continuous employment and continuing education, you will not be required to take the Florida Principles and Practice examination again in order to receive a license or add an additional category of licensure. If post-secondary education is going to be used to qualify for licensure, official transcripts must be included with the application.

No person may engage in the duties of a building code administrator, plans examiner, or building code inspector pursuant to this part after October 1, 1993, unless such person possesses one of the following types of certificates, currently valid, issued by the board attesting to the person's qualifications to hold such position:

- (a) A standard certificate.
 - (b) A limited certificate.
 - (c) A provisional certificate.
-

In the event the current Building Official resigns immediately or suffers an unfortunate fate the City would have several options to qualify the jurisdiction:

- 1) If the current Building Inspector meets the minimum requirements for licensure then he or she may apply for a provisional certificate immediately where it will be reviewed the BCAIB at the next available meeting which occurs once every two months. Unfortunately, that would leave a gap between the current Building Official leaving and the Provisional Certificate being issued to the current promoted employee.
- 2) The City may contract with a 3rd party company to serve as the Building Official.
- 3) The City may ask the surrounding jurisdictions to qualify the Building Department.

In a perfect scenario the City will continue to allocate and spend resources for the continued advanced training of its current staff and provide an incentive for the existing staff to achieve the Building Code Administrator certification.

In the City of St. Augustine Beach, the Building Official also serves as the person in charge of zoning and code enforcement. I have made great strides in the training of existing staff to handle all zoning and code enforcement concerns without the immediate placement of a Building Official. It would be my recommendation that the code enforcement supervision be handled by the sitting Chief of Police in conjunction with the Code Enforcement Officer performing the duties as normal. Zoning personnel shall continue to operate as trained until a replacement Director is found.

POSITION DESCRIPTION

POSITION TITLE: Director of Public Works

DEPARTMENT: Public Works

REPORTS TO: City Manager

Exemption Status: Exempt

MAJOR FUNCTIONS:

Coordinate manpower and resources of roads, sanitation, and buildings and grounds departments. Administer Department's budget for the maintenance and repair of City equipment and departmental operations. Plan, analyze and determine cost benefit of proposed maintenance and capital projects.

DUTIES AND FUNCTIONS:

Coordinate staff, resources and contractual services to build, maintain, and repair City property, such as air conditioning, heating, electrical system, plumbing, interior/exterior work and carpentry. Oversee the City's solid waste collection operation, storm drainage, and its road and right-of-way maintenance.

Work involves job assignments; inspection of completed work; evaluation of employees; keeping and maintaining employee records; purchase order preparation; scheduling of resources; and preparing the budget for the Department. Work is performed under the general supervision of the City Manager

1. Set the work schedule; prioritize, analyze, and evaluate all Departmental work and repairs.
2. Responsible for tools and equipment, the purchase of same, and preventative maintenance of City property and City equipment.
3. Make detailed inspections of work sites, capital projects, and ongoing maintenance and keep records of such work.
4. Set minimum standards for the City and ensure that all work is carried out efficiently and by proper safe procedures.
5. Supervise building repairs to ensure thorough and complete work done to specifications.
6. Perform related work as required and/or assigned.

MINIMUM QUALIFICATIONS:

BS degree in civil, sanitary, environmental, or mechanical engineering or in Public Works Administration. Prefer Professional Engineer certification. Minimum of seven (7) years of previous experience sufficient to demonstrate competency and extensive knowledge of Public Works.

Ability to plan, schedule, and review the work of others in a manner conducive to proficient performance and high morale. Knowledge of emergency management training and/or experience. Ability to operate a computer and proficiency in Microsoft programs (including, but not limited to Word, Excel, Access, and Outlook and city-specific programs.)

Ability to communicate effectively and persuasively with diverse audiences, including the public, the City Commission, and other city personnel at all levels. Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with property owners, developers, contractors, and the general public.

Ability to write a variety of documents, including correspondence, proposals, grants, and other persuasive and informative materials.

Other combinations of education, experience, and knowledge of Public Works sufficient to demonstrate proficiency to the City Manager may be substituted for the above minimum qualifications.

Possession of a current Florida driver's license and ability to operate standard equipped City vehicles.

PHYSICAL REQUIREMENTS:

Ability to climb ladders, to bend, stoop, kneel, and/or crawl in confined spaces without assistance. Ability to speak standard English clearly to the public and to other employees, either in person or over the telephone.

MEMORANDUM

Date: February 12, 2021
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: Succession Planning

The current Public Works Department structure has one position fill both the Public Works Director and the City Engineer functions. Due to the minimum job qualifications associated with this position, the permanent filling of a vacant Public Works Director/City Engineer position would currently require advertisement and the hiring of a qualified professional.

Current Condition

In the event that the Public Works Director/City Engineer position becomes vacant or the current Director is unable to fulfill his/her duties:

- The Assistant Public Works Director would assume all operational duties of the department until the position is filled or the Public Works Director/City Engineer resumes performance of duties
- The City's Continuing Contract Engineer would assume the City Engineer duties, under the direction of the Assistant Public Works Director, until the position is filled or the Public Works Director/City Engineer resumes performance of duties

Succession Plan

The Public Work succession plan includes the hiring of an entry-level engineer to perform day-to-day engineering duties associated with:

- Design and permitting of Department projects
- Development review and inspections
- Right of Way permitting
- Project management of Department Projects
- National Pollutant Discharge and Elimination System (NPDES) compliance
- Stormwater Management and permit compliance
- Coastal Resiliency

The minimum qualifications for the entry-level engineer would include a Bachelors of Science in engineering, the possession of an Engineering in Training (F.E.) certification, and the ability to sit for the Professional Engineer (PE) exam within four (4) years. The Engineer would be trained to take on the duties of the City Engineer should the current Public Works Director/City Engineer position become vacant or the current Director be unable to perform his/her duties. The succession plan includes the training of the engineer to succeed the Public Works Director upon his/her retirement.



CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

POSITION TITLE: Information Technology Manager
DEPARTMENT: Finance/Administration
REPORTS TO: Chief Financial Officer
EXEMPT: No

MAJOR FUNCTIONS:

Technical work installing, maintaining and upgrading City-owned computer equipment, maintenance of City's TV Channel, recording and broadcasting of meetings as needed, maintain City's website.

DUTIES AND FUNCTIONS:

Maintain City's network and server

Diagnose and repair computer problems within the City of St. Augustine Beach, assist with evaluating computer upgrade needs on an as needed basis.

Installs/relocates hardware and peripherals as needed.

Determines, evaluations and recommends hardware purchases. Assists departments in evaluating potential software purchases.

Evaluates and assist with implementing various computer security policies including but not limited CJIS. Assists management in making decisions on issues where not guidelines or policies exist.

Police Department's maintenance and programming of MDC's. Assist with officer initiated software updates as needed.

Maintain City's website

Maintain City's government television channel, including program schedule

Assist with evaluation of all proposed new hardware and software

Attends meetings related to Information Technology as required.

Other Information Technology related duties as assigned by Finance Director

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of the Information Technology Support Technician position.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of an equivalency diploma; possession of a current Florida drivers' license.

SKILLS AND ABILITIES:

Experience with computer repair, and network administration. Ability to effectively communicate both verbally and in written form.

PHYSICAL DEMANDS:

Must possess the manual dexterity to operate office and computer equipment and ability to stoop, kneel and bend as required to repair and replace equipment. Ability to speak standard English clearly to the public and to other employees, both in person and over the telephone.

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EMPLOYEE SIGNATURE

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(Print Name)

(Signature)

(Date)



St. Augustine Beach Police Department

Robert A. Hardwick, Chief of Police



CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

POSITION TITLE: Chief of Police

DEPARTMENT: Police Department

REPORTS TO: City Commission/City Manager

EXEMPT: Yes

MAJOR FUNCTIONS: The Chief Law Enforcement Officer for the City of St. Augustine Beach

This is a highly responsible professional position performing managerial law enforcement work planning and directing all operations of the Police Department. Responsible for the development and administration of law enforcement and crime prevention programs as well as long-term planning, disaster preparedness, and the general administration of the agency. Serves in an executive management capacity, as defined in the City of St. Augustine Beach City Charter, with considerable independent judgment while representing the City of St. Augustine Beach. Work is performed under general supervision of the City Commissioner(s) and/or the City Manager.

DUTIES AND RESPONSIBILITIES:

Include the following and other duties that may be assigned.

Formulates policy and procedures; plans, develops, and directs departmental operations; assesses effectiveness and implements changes as needed.

Identifies needs, obtains and allocates resources for the department; prepares and administers the departmental budget and adjusts priorities as needed; reviews and approves budget expense requests; develops alternative funding proposals, such as grant applications and administers same.

Oversees departmental operations and ensures that all activities comply with policies, procedures, standards and related regulations, including patrol, crime deterrence and arrests, records maintenance and dissemination, and other departmental programs and services.

Manages personnel functions for the department; plans and oversees the work of subordinate supervisors who in turn supervise officers and personnel; ensures personnel records are maintained accurately; resolves difficult employee relations issues; interviews, hires, promotes and discharges personnel as appropriate; investigates complaints against departmental personnel; ensures staff understands the impact and effect of responsibilities; prepares and reviews employee evaluations; ensures staff receives training and necessary resources to carry out duties effectively; prepare and/or reviews reports of employee injuries.

Prepares documents for civil litigation; writes letters to citizens; prepares and reviews a variety of reports, evaluations, records, and recommendations.

Performs a variety of public relations duties including preparing news releases; developing collaborative relationships with other law enforcement and public safety agencies, community groups, etc.; responding to questions from the public regarding public safety issues, departmental policies, procedures, and services.

Provides information and resolves difficult complaints from the general public, other agencies, and community groups; makes periodic public addresses; attends City Commission meetings; attends staff meetings; meets with members of the department.

Establish agency goals and objectives, formulate comprehensive plans, provide guidance and direction to Department Commander, and monitor operation to ensure proper development and successful implementation of crime prevention, community service, and related programs; consult and advise City Commissioner(s) and other law enforcement officials regarding crime prevention, crime suppression, and related issues.

Participate in the development and/or revision of local ordinances, State laws, and other regulations that may impact law enforcement activities within the City.

Direct planning and research activities and establish departmental policies, procedures, and new/revised programs; conduct evaluation of existing systems and programs and develop proposals for improvements.

Attend various business, civic, and social events to represent the Police Department. Make presentations as needed to promote public awareness of the law enforcement function and explain the goals, missions, and functions of the department.

Assume command in emergency situations and determine tactics/strategies that directly affect the safety and security of lives and property.

Meet frequently with to discuss projects, formulate procedures and new programs, resolve operational problems, and generally keep abreast of relevant issues that affect the Police Department.

Provide training and keep staff informed in criminal and procedural laws, supervision, leadership, goal setting, fitness, officer safety, liability, etc.

Act as Public Information Officer.

Responsible for coordination of labor and administrative grievances when the Commander is unavailable or is the complainant.

Plan, coordinate, and direct emergency preparedness within St. Augustine Beach and coordinate with other agencies.

Compile disaster expense data and coordinate reimbursement through Federal and State agencies.

Review departmental requisitions and consult with personnel on their needs; provide technical assistance and recommend changes or substitutions whenever necessary to reduce cost, improve quality, and/or facility delivery.

Perform related work as needed to ensure the accomplishment of department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the overall direction, coordination, and evaluation of the department by managing subordinate supervisors who perform the daily supervision of the Police Department personnel or directly supervising a Police Department employee.

Carries out supervisory responsibilities in accordance with City, State, and Federal employment policies, practices, and laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and motivating employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS:

Minimum of Bachelor's and Master's Degree or FBINA highly recommended. Degree in related field and at least six (6) years of law enforcement experience; or an equivalent combination of education, training and experience. Must possess and maintain certification as a Police Officer in accordance with Criminal Justice Standards and Training Commission. Must be certified in firearms usage. Must possess and maintain a valid Florida driver's license.

SKILLS AND ABILITIES:

Knowledge of the laws and regulations governing all aspects of law enforcement. Knowledge of the rules, regulations, and policies of the City and the department. Knowledge of the methods and practices of crime prevention and criminal investigation and identification.

Ability to plan, coordinate, and direct several projects and programs and to evaluate work accomplishments. Ability to analyze, prepare, and present the department's needs. Ability to analyze and interpret statistics, studies, and analyses related to law enforcement and apply the results to solution of police problems. Ability to establish and maintain effective working relationships with department officials, other City employees, citizen and professional groups, and the general public. Ability to effectively communicate verbally and in writing. Ability to effectively manage employees and programs.

Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division.

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Requires the ability to exercise judgment, decisiveness and creativity in situations involving the

evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully meet the essential function of this job.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-30 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes or violence.

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Revised 10/22/2014

Max Royle

From: Daniel Carswell
Sent: Tuesday, February 9, 2021 12:53 PM
To: Max Royle
Subject: Re: Succession Planning
Attachments: SABPD Chain of Command.pdf

You hit the nail on the head sir. In my absence, Commander Harrell would assume command of the PD. In the event we are both not available, the Patrol Lieutenant would assume command. I have attached our Chain of Command policy just in case you need further.

Daniel Carswell, Chief of Police

St. Augustine Beach Police Department
2300 A1A South
St. Augustine Beach, FL 32080
Work: (904) 471-3600
Cell: (904) 599-7670



From: Max Royle <mroyle@cityofsab.org>
Sent: Tuesday, February 9, 2021 12:49 PM
To: Daniel Carswell <carswelldp@sabpd.org>; Beverly Raddatz <braddatz@cityofsab.org>; Patricia Douylliez <pdouylliez@cityofsab.org>; Brian Law <blaw@cityofsab.org>; Bill Tredik <btredik@cityofsab.org>; Anthony Johns <ajohns@cityofsab.org>
Subject: Succession Planning

Folks,

I need to prepare the material for this topic, which is on the agenda for the 3-8 workshop. Pls. let me know your thoughts for succession planning in your respective departments. No need for an elaborate memo. I'll incorporate what you tell me in my report on the topic. For example, Chief Carswell might simply say that succession planning for the PD is for the Commander to become Interim Chief, should the Chief become incapacitated. Brian, pls. put in writing what you told me this morning about Glenn assuming your duties if you were out for an extended time; Bill, that you want to hire an engineer to be your assistant; and so on.

As February is a short month, it will help to have your replies soon.

Thanks

St. Augustine Beach Police Department

Policy and Procedure Manual

Organization and Chain of Command 1.1



Effective Date: 12/16/2013

Page 1 of 6 Revised 01/22/2021

Daniel Carswell, Chief of Police

The St. Augustine Beach Police Department (SABPD) is organized in a manner that will make efficient use of all resources of this agency. The purpose of this policy sets forth the organizational structure of the agency, identifies a clear and effective chain of command and outlines a defined hierarchy conforming to all statutory requirements.

- I. [Discussion](#)
- II. [Definitions](#)
- III. [Chain of Command](#)
- IV. [Command Succession](#)
- V. [Command Protocol](#)
- VI. [Breaking the Chain of Command](#)
- VII. [Organizational Chart](#)

I. Discussion

- A. A well-defined chain of command is essential to the SABPD combined with an official organizational chart graphically portraying the structure by function, chain of command and lines of authority. This chart is permanently located in the Staff Conference Room at the SABPD and may be viewed by all members. An electronic version of the organizational chart is available online through Power DMS.
- B. Any member may suggest organizational changes by submitting a written request through their chain of command. This request must outline the specific need and benefit to the agency. Any changes to the organizational structure of the agency must be approved by the Chief of Police to become effective.
- C. The Chief of Police, at his or her discretion, may make any organizational changes deemed appropriate.
- D. Command Staff referred to throughout SABPD policy and procedure manuals will consist of the following positions; The Chief of Police, Commander, Patrol Operations Lieutenant and Administrative Lieutenant.

II. Definitions

- A. Command staff – Consist of the Chief of Police, the Commander, the Patrol Operations Lieutenant and the Administrative Manager.

- B. Executive staff – Consist of Command Staff as well as all Sergeants, or Corporals in a permeant supervisory position.
- C. Sworn members/employees – Any person who is appointed or employed full or part-time by the City of St. Augustine Beach; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the, criminal or traffic laws of the state as well as local ordinances. This definition includes all certified supervisory personnel whose duties include, in whole or in part, the supervision, training, guidance, and management responsibilities of full-time law enforcement officers, part-time law enforcement officers, or other city employees.
- D. Non-sworn members/employees – Any volunteer or person employed full or part-time with the City of St. Augustine Beach not vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the, criminal or traffic laws of the state.
- E. Assigned supervisor – The supervisor whom a member is assigned and directly reports to. The immediate supervisor.

III. Chain of Command

- A. The Chief of Police is responsible for law enforcement in the City of St. Augustine Beach and may appoint subordinates to supervise any section, unit or squad and establish a consistent Unity of Command.
- B. Unity of Command designates that each sub-component of this agency shall be under the direct command of only one person and each member shall be directly accountable to only one supervisor at any one given time. This will avoid confusion among members and establish continuity and accountability under a clearly defined chain of command (1.02).
- C. In order to achieve effective direction, coordination and control the SABPD shall support a distinct Span of Control among supervisor and subordinate personnel. Span of Control is the number of subordinates under control of an individual supervisor and not to exceed the number for which a supervisor can effectively manage.

- D. Nothing in this policy shall limit or restrict supervisors from exercising his/her authority outside the established span of control under certain circumstances. A general positional authority exists in oaths of office, law and rank structure of the SABPD. This general positional authority allows leaders to take appropriate actions whenever an SABPD members' supervisor is not present and there is an immediate need to act. For example, if an officer is working for a sergeant who is not their assigned supervisor, that officer will take orders from that on-duty sergeant or on-duty supervisor. Vacation or another non-immediate request will still go through their assigned supervisor.
- E. All supervisors are granted sufficient authority to perform the tasks delegated to them effectively, and direct their subordinates. This authority extends to acting supervisors during their assignment.
- F. Each supervisor shall be accountable for the performance of the members under their immediate supervision. Each member shall be accountable for the effective and efficient execution of their assigned duties and for the use of, or failure to use, the authority delegated to them by the Chief of Police.

IV. Command Succession

- A. The Chief of Police is the head of the agency and is responsible for overseeing all agency activities, i.e., normal day-to-day operations of the agency, exceptional situations that may occur. To ensure continuity of command by guaranteeing timely leadership available in situations when the Chief of Police is unavailable, incapacitated, or otherwise unable to act, command automatically succeeds to the SABPD Commander and so on following the chain of command (1.03 A).
- B. Exceptional situations involving use of force, personnel or operational emergencies, disasters, unusual occurrences, Incident Command situations and/or public or noteworthy situations will follow the same chain of command as normal day to day operations (1.03 B).
- C. Normal day to day operations shall be the responsibility of all on-duty sworn and non-sworn members, depending upon the specific task, at the direction of the Chief of Police, Commander, Patrol Operations Lieutenant, on-duty Sergeant or on-duty senior sworn member/Patrol Officer as designated by a Sergeant or above (1.03 D).
- D. Situations involving personnel of different functions engaged in a single operation will be handled by the members with the necessary expertise and knowledge (the Detective on investigative functions,

the Crime Prevention Officer on community related issues, the on-duty Patrol Officer on vehicle crashes, etc.). The on-duty Sergeant, at the direction of sworn executive staff, may assume any necessary supervisory function under these circumstances.

- E. In the absence of the Commander, the Patrol Operations Lieutenant or on-duty supervisor will take immediate action as required to handle critical situations. If possible, non-critical decisions will defer to command staff when they become available.
- F. SABPD members trained in a specialized function (Methamphetamine Team, Special Weapons and Tactics Team, Child Abduction Response Team, etc.) involved in a single incident shall obtain verbal approval from the Commander, their supervisor or the on-duty supervisor prior to responding to any joint operation outside of the jurisdiction of St. Augustine Beach. Once on-scene the SABPD member trained in the different or specialized function required for the operation, regardless of the jurisdiction, shall fall under the chain of command of the on-scene incident commander or supervisor handling the operation.
- G. In the absence of a Sergeant, the Corporal or senior Patrol Officer shall be in charge unless specifically relieved. If possible, non-critical decisions will defer to a supervisor when they become available.
- H. All sworn members have the authority to make necessary decisions for the effective execution of day to day operations in the absence of higher-ranking member guidance, if attempts have been made to contact command staff failed and the urgency of the situation dictates immediate action.

V. Command Protocol

- A. SABPD supervisors shall follow the principle of unity of command. It is important that only one person be in command of each situation and that person direct, command, or supervise the members involved. Officers shall be under the immediate control of one supervisor at any given time or incident. This promotes efficiency and responsibility.
- B. The command protocol in situations shall follow the established chain of command. During calls for service, the Shift Supervisor shall assume command until relieved. When there is a change of command, the relieving officer shall identify himself or herself and advise all present or involved in the incident that he or she has assumed command.

- C. An incident shall be under the command and control of the operational supervisor or officer best suited to carry out the ultimate goal of the incident. Individual officers assisting shall operate within the procedures established for their duty status (1.03 C).
- D. A supervisor or officer of junior rank may relieve an officer in charge from duty when a situation appears beyond the control of the officer in charge or when ordered to assume command by a superior officer. The relieving officer shall notify command staff, via the chain of command, as soon as possible detailing the circumstances and reasons for assuming command.

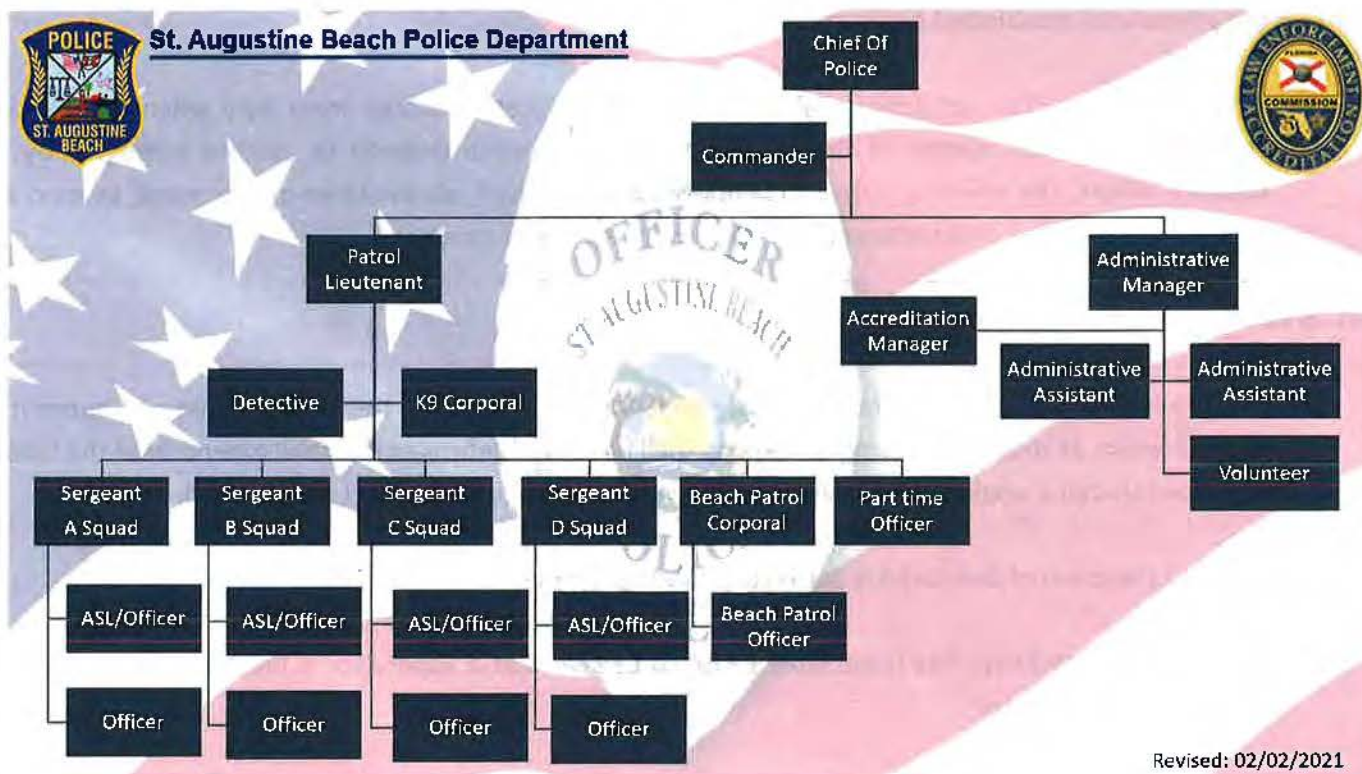
VI. Breaking the Chain of Command

- A. The chain of command must be rigorously observed. It designates the unbroken line of authority through which all orders and communications shall flow. This unbroken line shall extend from the Chief of Police through a single subordinate at each level of authority to the level of execution.
- B. Breaking the chain of command is permitted only in certain situations, such as:
 - 1. When a subordinate has reasonable cause to believe that a supervisor is involved in unlawful or immoral conduct; or
 - 2. When a subordinate reasonably believes, they have been given an unlawful order.
- C. The SABPD fully supports an open-door approach to all members at the discretion of the Chief of Police. While this approach is designed to promote support, and enhance moral among members, subordinates must request permission from their supervisor to circumvent the chain of command on matters of policy revision, violation or clarification or approval of any matter. This request may be oral or in writing and the supervisor receiving the request will honor the request to forward their subordinates request through the chain of command.

VII. Organizational Chart

- A. The SABPD Organizational Chart is a visual portrayal of the hierarchy of the agency. The components outlined serve as a structural guideline and may be subject to change with growth, new organizational goals or any function necessary to maintain efficiency while ensuring the departmental mission.

B. The Organizational Chart is as follows:



Daniel Carswell, Chief of Police

Revised 01/22/2021

POSITION DESCRIPTION

<u>POSITION TITLE:</u>	City Manager
<u>DEPARTMENT:</u>	Executive
<u>REPORTS TO:</u>	City Commission
<u>EXEMPTION STATUS:</u>	Exempt

MAJOR FUNCTIONS:

The City Manager is appointed by the City Commission and serves at its pleasure. This is a salaried position. The City Manager is the City's chief executive officer for all City Departments, except the Police Department. He or she has overall responsibility for budgeting, personnel administration, the carrying out of policies and goals as directed by the City Commission, and ensuring through the departments under his or her direction that City services are provided to the public in efficient and productive ways. The City Manager is required to adhere to the Code of Ethics of the International City/County Management Association.

The City Manager shall maintain close coordination with the Police Chief to ensure appropriate mutual support in routine operations and to provide specific administrative and financial support for the Police Department.

DUTIES AND RESPONSIBILITIES:

1. Submit to the Commission the City's annual budget in accordance with Commission-approved procedures.
2. Submit monthly to the Commission a report that will show the revenues and expenditures of the City's current fiscal year budget as of the end of the previous month.
3. Provide monthly to the Commission an update report on City projects, land development proposals and other topics.
4. Prepare the agenda and supporting material for all regular, special and workshop Commission meetings, and through his or her staff, provide administrative support for the Commission.
5. Attend and participate in all Commission meetings and other City meetings as required. Provide staff support for Commission-authorized boards, committees and subcommittees. Ensure that all meetings are properly advertised and that minutes are duly recorded, approved and filed in accordance with legal requirements
6. Write or assist with the writing of grant applications for Commission-approved

projects.

7. Sign contracts and other documents as authorized by the Commission.
8. Hire employees on the basis of ability, qualifications and/or demonstrated competence to do the work required by the position. When necessary, suspend, demote or fire employees in accordance with the provisions of the City's Personnel Manual.
9. Carry out the regulations and provisions of the Personnel Manual to ensure fair treatment of employees in the departments for which the City Manager is responsible.
11. Encourage and provide opportunities for employees to obtain training related to their respective jobs and for employees to maintain their competence in technical fields.
11. Hold department heads accountable for the efficient management of their respective departments.
12. Respond promptly to citizens' requests for help, their complaints, and their suggestions for improvements to City operations
13. When possible, attend public events and meetings in the City sponsored by non-profit groups and civic organizations.
14. Write articles as needed for local newspapers.
15. Work with employees of other governmental agencies on matters that concern St. Augustine Beach, and attend County Commission meetings when topics concerning the City are to be discussed and when City work responsibilities allow.
16. Maintain membership in professional association(s), and use the resources of such associations to learn new management practices. Stay informed through various sources of information and activities that may affect the City.
17. Perform other duties as required by the City Charter, the Personnel Manual, ordinances, regulations and policies.

MINIMUM QUALIFICATIONS:

BA in public/business administration; MA preferred; 5-7 years of experience as a City Manager or Assistant City Manager; experience in governmental budgeting, financial management personnel management and capital improvement planning, as well as land use and long-range planning; superior written and verbal communication skills, including grant writing experience; current Florida driver's license.

PHYSICAL QUALIFICATIONS:

Have the manual dexterity to operate the equipment and machines required to carry out responsibilities and assigned tasks. Ability to speak standard English clearly to the public and to other employees, either in person or over the telephone.