



## **AGENDA**

### **REGULAR CITY COMMISSION MEETING**

**MONDAY, APRIL 5, 2021 AT 6:00 P.M.**

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

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#### **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. **APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON MARCH 1, 2021, AND THE COMMISSION WORKSHOP ON MARCH 8, 2021**
- V. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VI. **CHANGES TO THE ORDER OF TOPICS ON THE AGENDA**
- VII. **PRESENTATIONS**
  - A. Sons of American Revolution 2021 Law Enforcement Commendation Award to Officer Dominic Giannotta
  - B. Florida Police Chief Association's 2019 Lifesaving Award to Officer David Jensen by Orange Park Police Chief Gary Coble
  - C. Proclamation to Declare April 2021 as Sexual Assault Awareness Month by Ms. Jackie Meredith of the Betty Griffin Center
  - D. Audit Report for Fiscal Year 2020 by Representatives of the City's Auditing Firm, James Moore and Company

VIII. PUBLIC COMMENTS

IX. COMMISSIONER COMMENTS

X. PUBLIC HEARINGS

1. Request for Conditional Use Permit to Build Four Single-Family Residences in a Commercial Land Use District at 103 E Street and 104 F Street (Lots 5,6,7, and 8, Block 43, Coquina Gables Subdivision, Mr. James Whitehouse, Agent for the Owners, Mr. and Mrs. Len Trinca) (Presenter: Brian Law, Building Official)
2. Request for Conditional Use Permit to Build a Single-Family Residence in a Commercial Land Use District at 104 3<sup>rd</sup> Street (Lot 9, Block 19, Chautauqua Beach Subdivision, Ms. Deborah Rodrigues, Agent for the Owner, Mr. Dwight Preheim) (Presenter: Brian Law, Building Official)
3. Request for Conditional Use Permit to Build a Single-Family Residence in a Commercial Land Use District at 12 6<sup>th</sup> Street (Lot 13, Block 5, Chautauqua Beach Subdivision, Jeffrey and Marcia Kain, Applicants) (Presenter: Brian Law, Building Official)
4. Request to Vacate Alley between B and C Streets West of A1A Beach Boulevard (Lots 1-16, Block 40, Coquina Gables Subdivision) (Presenter: Brian Law, Building Official)
5. Request to Vacate Alley between A and B Streets West of 3<sup>rd</sup> Avenue (Lots 1-16, Block 49, Coquina Gables Subdivision) (Presenter: Brian Law, Building Official)
6. Ordinance 21-01, Second Public Hearing and Final Reading, to Amend the Land Development Regulations to Allow Mobile Food Sales in the City (Presenter: Brian Law, Building Official)
7. Ordinance 21-02, Second Public Hearing and Final Reading, to Amend the Comprehensive Plan to Adopt by Reference the School Board's Five-Year District Facilities Workplan (Presenter: Brian Law, Building Official)

XI. CONSENT

8. Proclamations: a) to Declare April 2021 as Water Conservation Month in Florida, b) to Declare April 28, 2021, as Arbor Day in the City

XII. OLD BUSINESS

9. Police Chief Consideration Appointing Interim Chief Dan Carswell as a Permanent Chief: (Presenter: Max Royle, City Manager)
10. Light Up the Beach Fireworks Show for December 31, 2021: Presentation of Report by Ms. Melinda Conlon, Communication and Events Coordinator
11. Mizell Road Retention Pond Weir Project: Request for Approval to Authorize the City Manager to Sign Revenue Agreement with the Florida Division of Emergency Management and Award of Bid for Construction of the Weir to Sawgrass, Inc, of Jacksonville for \$2,793,000 (Presenter: Bill Tredik, Public Works Director)
12. Strategic Plan: Review of Information to implement Goal of Transparent Communication with Residents and Property Owners (Presenter: Patricia Douylliez, Finance Director)
13. Ordinance 21-04, First Reading, to Amend the Land Development Regulations to Change Setbacks for Small Platted Lots and to Abolish the Overlay District Adjacent to A1A Beach Boulevard (Presenter: Brian Law, Building Official)
14. Limited Use of City Meeting Facilities: Review of New Recommendations and Fees (Presenter: Max Royle, City Manager)

15. Upcoming Workshops: Discussion of Dates to Hold Them (Presenter: Max Royle, City Manager)

XIII. NEW BUSINESS

16. Decisions for Fiscal Year 2022 Budget: Review of Pay Ranges for Employees, Whether to Adopt Policy of Annual COLA (Cost-of-Living Adjustments), and Consideration of Pay Increase for City Commissioners (Presenter: Patricia Douylliez, Finance Director)
17. Drug and Alcohol Rehabilitation Clinics: Consideration of Where They Can Be Located (Presenter: Max Royle, City Manager)
18. Resolutions to Support or Oppose Proposed State Legislation: a) Consideration of Resolution 21-12, to Support House Bill 315 and Senate Bill 514, to Establish State Wide Office of Resiliency; b) Resolution 21-13, to Support House Bill 1379 and Senate Bill 1186, to Prevent Increase in Assessed Value of Homesteaded and Non-Homesteaded Residential Property That is Voluntarily Elevated; c) Resolution 21-14, to Oppose House Bill 403 and Senate Bill 266 That Preempt Local Regulations of Home-Based Businesses (Presenter: Max Royle, City Manager)
19. Resolution 21-15, to Adopt Building and Zoning Fee Schedule (Presenter: Brian Law, Building Official)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

**NOTICES TO THE PUBLIC**

1. **CITY HOLIDAY**. It will be Friday, April 2, 2021. CITY OFFICES CLOSED. However, the City will pick up residential household waste on Friday.
2. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC)**. It will hold its monthly meeting on Wednesday, April 14, 2021, at 6:00 p.m. in the Commission meeting room at city hall.
3. **COMPREHENSIVE PLANNING AND ZONING BOARD**. It will hold its monthly meeting on Tuesday, April 20, 2021, at 6:00 p.m. Topics on the agenda concerns an attached garage at #2B F Street. In 1998, The Planning Board granted a variance for a detached garage to be constructed with a 10-foot rear setback and a 7.5-foot side setback. However, the garage was constructed with a 7-foot rear setback and a 4.2-foot side setback and was connected to the house with a breezeway. The current owners are requesting that the current Planning Board approve the 7-foot rear setback and the 4.2-foot side setback and approve a variance to allow a second story addition to the attached garage.
4. **ARBOR DAY CELEBRATION**. It will be held at noon at pier park on Wednesday, April 28, 2021, in conjunction with the Wednesday farmer's market. The City will give away trees.

**NOTE:**

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

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

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



## MINUTES

### REGULAR CITY COMMISSION MEETING

MONDAY, MARCH 1, 2021 AT 6:00 P.M.

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

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#### I. CALL TO ORDER

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

#### II. PLEDGE OF ALLEGIANCE

Mayor England led the Pledge of Allegiance.

#### III. ROLL CALL

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

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

#### IV. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON FEBRUARY 1, 2021 AND THE CONTINUATION OF REGULAR COMMISSION MEETING ON FEBRUARY 8, 2021

Mayor England asked if there were any discussions regarding the meeting. Being none, Mayor England asked for a motion.

**Motion:** to approve the Regular Commission minutes for February 1, 2021 and February 8, 2021.  
**Moved by** Commissioner Torres, **Seconded by** Commissioner George. Motion passed unanimously.

#### V. ADDITIONS OR DELETIONS OF THE AGENDA

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

City Manager Royle advised that the Sons of America Revolution requested to reschedule this to the April 5, 2021 Regular Commission meeting.

#### VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

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

Vice Mayor Samora suggested that Item 5 be moved to Old Business instead of the Consent Agenda so it could be discussed by the Commission.



City Manager Royle advised that there are several residents here to discuss an item affecting Seagrove and if the Commission would like, they could add it to the agenda.

It was the consensus of the Commission to discuss the Seagrove item.

**\*\*\* New Item Not on Agenda – A Business in Seagrove without a Business Tax Receipt.**

Mayor England asked Building Official Law for a report on the business called Resurgence located in Seagrove.

Building Official Law explained that last Thursday there was a report that came to the Building Department, which two staff employees followed up on. There was no sign indicating there was a business at the location. He came back to the City and researched Ordinance 01-15 which explained the rules on Planned Unit Development (PUD) in the City. He explained that on page 10 of the PUD regulations it allows medical and dental clinics in their building. He spoke with the manager of the business and they were not giving black and white answers. He spoke with the owner again today and the owner did not call back as promised. He advised that they are currently operating without a business tax receipt (BTR), which is required for any business in the City. The owner was supposed to have the BTR application in today, but the owner did not bring it in. Building Official Law contacted Sovereign & Jacobs who is the management company to see if they would give a letter of approval for the business. He received a letter from them which explains what the business owner can do in the store front (Exhibit 1), which says that it was for yoga and message therapy only, not an outpatient substance abuse disorder clinic. He advised that in his opinion this is not the City's problem except for not having a BTR, but a civil matter between the owner and Seagrove Homeowners Association. The City should not take sides and only follow the City's codes. He explained that if the business is doing an outpatient clinic, the City could not stop the issuance of the BTR because the PUD allows medical and dental clinics. Building Code Chapter 3 of the business occupancy advises that that it is allowed, and he does not find any issue against what they are doing, except for not having a BTR.

City Attorney Taylor agreed with Building Official Law's assessment. So far, the information that the City is getting is that they are practicing medicine in the building. The City does not have official confirmation of the actual use.

Building Official Law advised that if the business is dispensing medicine, it is out of his scope to regulate, but the Department of Business and Professional Regulations (DEPR) does regulate it.

City Attorney Taylor agreed that the City would have no authority in the regulation of dispensing medicine. He advised that the City cannot do anything.

Building Official Law was concerned about the definition of self-preservation in the code.

He asked if the patients capable of independent thought and mobility. He advised that from what he has learned the patients are capable of thought and mobility. He explained that from what the City has heard it is an outpatient facility. He advised that in his opinion it is Seagrove Homeowner Association to regulate their own facility, not the City's.

Mayor England asked how long the business could continue without a BTR.

Building Official Law advised that it would have to go to the Code Enforcement Board and they meet on March 31, 2021. He is working to get the BTR with the business owner, but if not, it would go to the Code Enforcement Board.

Vice Mayor Samora asked if the business owner is making modifications to the building.

Building Official Law saw the business redoing the flooring and removed three water lines, which requires a building permit.

Mayor England asked if the name was up in the building.

Building Official Law advised that only "120" was on the business, which was their address.

Commissioner George asked if there are late fees or any fines that could be assessed.

Building Official Law advised that there are late fees when the license has been established, but it will go to the Code Enforcement Board if they continue to operate without a BTR. He tries to use this first visit as a teaching mechanism and tries to handle it internally.

Vice Mayor Samora recapped that the letter (Exhibit 1) from Seagrove Town Association says they approved the business for yoga and message therapy, but not an outpatient substance abuse clinic. Since the Association is stating that the outpatient substance abuse clinic is not allowed, it has nothing to do with the City.

Building Official Law advised that they are operating under Ordinance 15-01 and the PUD agreement and if the Association wants to change that, they would have to go through procedures to change it.

Commissioner Rumrell asked so that this does not happen in the City as a whole, could the PUD agreements state where outpatient abuse clinics are allowed in the future in the City.

Building Official Law advised that it could be done; however, the City Attorney would have to draft legal language and check with the state on the regulations. He advised that he would not want another overlay district for this because it would be a massive change in zoning and the Comprehensive Plan. He commented that the businesses that have outpatient abuse clinics right now have a good chance to be grandfathered in if the PUD is

changed.

Commissioner George advised that the residents could go to their Association to make the change.

Commissioner Torres advised that the City has given some latitude on this potential business operating without a BTR license, but because there is an overabundance of residents who are concerned about this issue, he feels that the handling of this issue has been unacceptable because they are still operating without a license. He asked that an emergency Code Enforcement Board meeting be called.

Mayor England asked why they must wait for a regular Code Enforcement Board meeting if there is a known violation.

Building Official Law advised that the code gives him the authority to ask the Chair of the Code Enforcement Board to call an emergency Code Enforcement Board meeting. He would have to advertise first before the meeting.

City Attorney Taylor advised that the City could do that, but he cautioned the Commission about not setting a precedent and that if the City only goes after one business or individual out of the normal process it could be a problem. The normal Code Enforcement Board is coming up by the end of the month. He explained that there may be a lawsuit between the two parties and the City may not want to deviate from their normal procedures. He advised that an emergency meeting is permissible.

Building Official Law suggested having the City Attorney draft a letter for operating without a license. He would hand-deliver, certified mail, and regular mail to make sure the business owner receives it.

Commissioner George asked if the business owner has a State and St. Johns County license.

Building Official Law advised that it is not the Building Department's normal protocol. He explained that the last page of the BTR application has approval of zoning type, Building Official, and then the Fire Marshall.

Mayor England advised that the City's responsibility right now is to ask them for the BTR.

Building Official Law advised he was disappointed that the business owner did not call back and he would continue with the Code Enforcement Board if they do not comply in getting a BTR license.

Mayor England recapped that the issue is between the Seagrove Homeowners Association

and the residents of that Board to investigate permitting for that type of business in their Town Center.

Building Official Law advised yes. The City is limited in what we can do.

VII. PRESENTATIONS

- A. Sons of American Revolution 2021 Law Enforcement Commendation Award to Officer Dominic Giannotta

This item was rescheduled to April 5, 2021 Regular Commission meeting.

VIII. PUBLIC COMMENTS

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

Geoffrey West, 660 Sun Down Circle, St. Augustine Beach, FL, thanked the Commission and believes that Building Official Law is on the right track; the City has authority over the Town Association to make sure that they are not adversely affecting the health, safety, and welfare of the community and residents; the property should stay in line to protect the integrity of the residents; and the business is not being transparent on what the business is.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, was looking forward to the workshop next week, but did not understand why waste disposal was not the first workshop; wants one minute of public comments before the agenda starts; and he gave a definition on the Code of Ethics for City Officials.

Sarah Smith, 776 Tides End Drive, St. Augustine Beach, FL, thanked staff for their due diligence for the residents of Seagrove Drive; she spoke with Commissioner Rumrell and things are going well; the residents want transparency from the business; asked the Commission to give pressure to the company; and would like to help with this precedent for other neighbors on their PUD's.

Carol Oyenarte, 392 High Tide Drive, St. Augustine Beach, FL, thanked the Commission for responding to her emails and calls, but also to the Police Department who were so kind to follow up with her calls and questions and for keeping an eye on the property; thanked everyone for their due diligence; and asked at what stage can the Fire Marshall be sent in.

Building Official Law advised that the Fire Marshall has no authority over the City's codes, and he would be the one to decide whether to call him in. He explained that he would call him in when the BTR application will be done.

Mayor England closed the Public Comments section and moved on to Item IX, Commissioner Comments.

IX. COMMISSIONER COMMENTS

Mayor England asked Vice Mayor Samora to comment.

Vice Mayor Samora advised he had no comments.

Commissioner Rumrell advised that he met with Mr. Curwen on A Street a week ago and then scheduled a meeting with St. Johns County Commissioner Henry Dean to discuss what the next step would be regarding this drainage issue. He thanked County Commissioner Dean for his help. Vice Mayor Samora attended that meeting with County Commissioner Dean. Commissioner Rumrell stated that he was close to getting the funding from St. Johns County for the flashing crosswalks on A1A Beach Boulevard. He advised that if that fails, he would raise the money personally through donations this year. The Visitors and Convention Bureau (VCB) has allowed the City of St. Augustine to start permitting events with social distancing. The VCB has advised that in February tourism has increased. He also advised that a grant has been authorized for a new airport to come into the City of St. Augustine, so there will be more information coming in the future.

Mayor England asked the Communications and Events Coordinator to assist in the publishing of the new airport.

Commissioner Torres was encouraged and thankful that St. Johns County switched to a pre-registration for the COVID-19 vaccination and thank any other Commissioner who reached out to them about that issue. He attended the seminar for the Florida League of Cities for Ethics Training. He was concerned about the way the Building and Zoning Department sends their notices to residents. He gave an example where three letters for different cases were in the same envelope, which confused residents. He feels it is misleading to the public. He would like staff to change their practice. He appreciated the way the Building Department and the Police Department handled the Seagrove residents' concerns. He participated in the Alpha Omega Home Climb event at the Lighthouse, which helps the homeless women and children.

Mayor England asked Commissioner Torres to work with the Building Department staff on a solution regarding the sending notices.

Building Official Law explained that he can send separate letters if the Commission wants him to, but the costs will be added on to the applicant fees.

Commissioner Torres advised that the public should be well informed and especially when it comes to a public hearing. The public should understand which meeting to attend and why they are coming to the public hearing. He explained that at the last meeting no residents opposed because they received three letters and they thought it was a one-story residential home being built in a commercial lot.

Mayor England advised that she wouldn't want to micromanage staff too much, but he could work with staff on this issue.

Commissioner George had no comments.

Mayor England advised after listening to the results Texas storm and feeling bad for them, she would like to make sure that City Manager Royle contacted St. Johns County regarding their backups for water and electricity during hurricane season and walk through their preparedness. St. Johns County wrote back that they are prepared, and the Commission should have received that letter. She then moved on to Public Hearings, Item 1.

X. PUBLIC HEARINGS

1. Ordinance 21-01, First Public Hearing and Second Reading, to Amend the Land Development Regulations to Allow Mobile Food Sales in the City (Presenter: Brian Law, Building Official)

Mayor England introduced Item 1 and then asked Building Official Law to give his staff report.

Building Official Law advised he recommended the Ordinance 21-01, and the Comprehensive Planning and Zoning Board approved the Ordinance 21-01 with some minor changes on page 7, Section G, being deleted and Section J and added language to be opened only during business hours on Section F.

Commissioner Torres asked where the parking overnight was addressed.

Building Official Law advised that the ordinance was not modified from the first Commission meeting, even though the City Attorney is aware of it.

Commissioner Torres advised that prohibiting overnight parking was addressed at the very end.

Commissioner George asked what penalties the ordinance is speaking of in Section 8.

City Attorney Taylor advised that he believed the penalties were code enforcement penalties for late fees.

Building Official Law advised that the fees are set by the Code Enforcement Board. It could also be for the BTR late fees.

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

Mayor England asked if the Commission agreed with removing Sections G and J.

Vice Mayor Samora commented that those sections were what the Commission asked to have put into the ordinance. The Commission did not want a burden to be placed on City's facilities and restrooms and would need the restaurant owner's approval to operate and use their facilities. He advised that he is okay with adding the language suggested in Item F.

Commissioner Rumrell agrees with removing Section G, but Section J he would like to protect the brick-and-mortar restaurants that are in the City.

Commissioner George is in support of the brick-and-mortar restaurants. She did not think the City should be sacrificing the aesthetics of the community with trash and noise from these mobile businesses. She was in favor of more restrictive standards and not encouraging them.

Mayor England recapped by saying she would be in favor of removing Sections G and J and keeping the language in Section F.

Commissioner Torres supports the brick-and-mortar and aesthetically these mobile trucks have no place in the City, but because of the law an ordinance must be written.

Mayor England asked for a motion.

**Motion:** to approve the draft ordinance with the sole amendment to adding language in

subparagraph F and paragraph B1 adding language “during normal business hours”. **Moved by** Commissioner George, **Seconded by** Mayor England.

City Attorney Taylor read the preamble.

Mayor England asked City Clerk Raddatz to call the vote.

**MAYOR ENGLAND** YES

**VICE MAYOR SAMORA** YES

**COMMISSIONER GEORGE** YES

**COMMISSIONER RUMRELL** YES

**COMMISSIONER TORRES** YES

**Motion passes 5 to 0.**

Mayor England moved on to Item 2.

2. Ordinance 21-02, First Public Hearing and Second Reading, to Amend the Comprehensive Plan to Adopt by Reference the School Board’s Five-year District Facilities Workplan (Presenter: Brian Law, Building Official)

Mayor England introduced Item 2 and then asked Building Official Law to give his staff report.

Building Official Law advised this was the second reading and there were no changes since the first reading.

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

City Attorney Taylor read preamble.

Mayor England asked for a motion.

**Motion:** to approve Ordinance 21-02. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Item 3.

3. Ordinance 21-03, Second Public Hearing and Final Reading, to Vacate the Alley between 13<sup>th</sup> and 14<sup>th</sup> Streets, West of A1A Beach Boulevard (Presenter: Brian Law, Building Official)

Mayor England introduced Item 3 and then asked Building Official Law to give his staff report.

Building Official Law advised final reading with no changes since last Commission meeting.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked City Attorney Taylor to read the preamble.

City Attorney read the preamble.

Mayor England asked for a motion.

**Motion:** to approve Ordinance 21-03. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Consent Agenda, Items 4 and 5.

XI. CONSENT

4. Re-Appointment of Mr. Marshall Schneider and Mr. Kevin Sweeny to Three-Year Term on the Code Enforcement Board

**Motion:** to approve. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner Torres. Motion passed unanimously.

Mayor England moved on to Consent Agenda, Item 5.

## XII. OLD BUSINESS

5. Budget Resolution 21-04, to Appropriate \$15,207.29 from the Building Department Carryover Funds for Various Improvements

Mayor England introduced Item 5 and asked Building Official Law for a staff report and asked where the six-foot wall would be placed.

Building Official Law advised that in the Building Inspector's Office there will be a six by eight-foot wall to break up the occupants with phone calls. The reason it is six-foot tall is, so it does not alter the building structure.

Vice Mayor Samora asked if the new truck would be a replacement or additional staff.

Building Official Law advised that it would be a replacement and the 2017 Explorer would go to the Administration / Finance Department for their staff to use.

Commissioner Torres asked if the account has \$291,000.

Finance Director Douylliez advised yes. She was bringing this forward at the next meeting. She explained that the Building Department can only have so much money in reserves and the City's Building Department has too much money in reserves so Building Official Law has been purchasing items that apply to the Building Department that could be used by other departments as well.

Building Official Law advised that last fiscal year the Finance Director and he were realigning money to the Zoning Department because there was no delineation between the Zoning and Building Department. Next fiscal year it will be separated and will get the levels of money where they should be. He advised that Embassy Suites and The Ridge are nearing completion. He commented that this is the time to move towards digital. The new software will help HR and other departments to be more efficient and they are through the Finance Department software. He explained that the new software that is being purchased will help with resident communications, trash collections, and complaints. He needs the digital software for digital plans signature.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Comments section and asked for a motion.

Vice Mayor Samora thanked Building Official Law for his insight on the digital plan review because he was going to ask for that. This would put the City ahead of other cities.

Mayor England asked for a motion.

**Motion:** to approve Budget Resolution 21-04. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.



Mayor England moved on to Old Business, Item 6.

6. Ocean Walk Subdivision Drainage Improvements: Approval of Contract with Masters Design Group of St. Augustine for Concept Plan (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 6 and then asked Building Official Law to give his staff report.

Public Works Director Tredik advised on October 5, 2020 the Commission asked staff to advertise a bid for Ocean Walk drainage improvements. On January 4, 2021, the Commission approved the rankings and authorized negotiations with Mathew Design Group. An agreement for Phase I was made for a maximum amount of \$33,870. The work will include a topographic survey, data gathering, modeling, estimate, and meetings including a public meeting to show the findings. The cost is appropriate for the work proposed. The price increased by \$4,000 from when we tried to do this with our continuing contract by CMT. It is a reasonable cost for what work they will have to do that CMT would already know. Staff recommends execution of the engineering agreement with Matthew Design Group for the Ocean Walk drainage improvements.

Mayor England asked if the attorney review the agreement.

Public Works Director Tredik advised yes.

Commissioner Rumrell thanked Public Works Director Tredik for his negotiations. He agreed that it is worth a little more to get a second pair of eyes on the project which will bring more comfort to the residents.

Commissioner George requested how important is a new survey and could staff pull from existing surveys. Some information will be used on the next phase, such as geotechnical data. For future modeling purchases this data could last a few years if there were no other improvements.

Mayor England asked if the survey includes elevations and boundaries.

Public Works Director Tredik advised yes.

Vice Mayor Samora asked would this survey include the Mickler drainage and what are the timelines for this.

Public Works Director Tredik advised there are as-builts for that. The report will be due within 120 days of the effective date, then it will be reviewed, and the final report will be due in 30 days. He advised within six months the final report will be done.

Commissioner Torres asked if this data would show if the previous engineer's work was proper.

Public Works Director Tredik advised that he has not hired them to see if the work was properly done at the Mickler ditch; however, they will let him know if they see any problems when they doing the work.

Commissioner Rumrell asked if there are contingency plans for the hurricane season.

Public Works Director Tredik advised yes and explained that pumps will be there if there is a heavy rain to stop flooding.

Commissioner Rumrell thanked staff for working hard to complete this project.

Commissioner George agreed with Commissioner Rumrell and thanked the Commission for being responsive. She asked that Matthews Design Group let the City know if there are any problems with the Mickler Ditch project so the City could do further research on it.

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

Karen Kempler, 30 Lee Drive, St. Augustine Beach, FL, thanked the Commission and staff for moving this forward and said that the residents will be attending the meeting.

Mayor England closed the Public Hearing and asked for a motion.

**Motion:** to approve the contract with Matthew Design Group. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England asked for a roll call vote.

**MAYOR ENGLAND** YES

**VICE MAYOR SAMORA** YES

**COMMISSIONER GEORGE** YES

**COMMISSIONER RUMRELL** YES

**COMMISSIONER TORRES** YES

**Motion passed 5 to 0.**

Mayor England moved on to New Business, Item 7.

### XIII. NEW BUSINESS

7. Financial Assistant: Request to Make Position Full-Time and to Approve Budget Resolution 21-03, to Appropriate Money for Pay and Benefits (Presenter: Patricia Douylliez, Finance Director)

Mayor England introduced Item 7 and then asked Finance Director Douylliez to give her staff report.

Finance Director Douylliez advised that her part-time person wants to retire, so she needs a budget resolution in order to pay for a full-time employee. The audit review that will be done next month will show some deficiencies for not having a separation of duties on Mondays and Fridays. She commented that she does discuss her entries with City Manager Royle. She explained that she would be able to focus on grant maintenance. She advised that her part-time employee has agreed to stay until she can train her replacement. She commented that if she retires, there would be someone who could fill her position.

Mayor England asked about the workload to be fully engaged for 40 hours or would there be time to help the City Clerk's Office.

Finance Director Douylliez advised that City Manager Royle and she have talked about in the future taking over Human Resources. She commented that in her experience, she has always had the HR and payroll functions under the Finance Department. She explained that that would not happen immediately because the Finance Assistant would have to learn her duties first.

Mayor England advised that she would like to see the job description of the Finance Assistant.

Finance Director Douylliez explained that if the person does not have HR knowledge, she would allow the training for HR.

Mayor England asked if all the functions of HR would be done under the Finance Department.

Finance Director Douylliez advised yes.

Commissioner George asked if a lot of the duties would be automated with the new software.

Finance Director Douylliez advised it will. The new software will be able to have the Personnel Manual online, pay stubs, W-2, W-4 changes, and changes in addresses.

` about over reducing the workload particularly in the Finance Department and yet investing so much money for a full-time employee.

Finance Director Douylliez advised that while she was able to reduce the position to part-time, she has been maintaining those duties and has been working a lot of overtime. She would like to take back the tracking of the grants to maintain what the City has agreed to do and make sure that nothing has slipped through the cracks. She advised that she is concerned about being out and having payroll done without a full-time employee. The auditor will articulate to the Commission because there needs to be a separation of duties.

Commissioner George commented that she would expect on this type of item to have data on the budget impact and the number of hours you are putting in over and above your normal hours. If the software is going to eliminate the number of hours in your department, it should be shown.

Mayor England wants the updated job description with the new duties. She does not doubt the Finance Director workload. The Commission needs to see that there is a 40-hour workload.

Vice Mayor Samora asked if her previous position as Finance Assistant was full-time.

Finance Director Douylliez advised yes.

Vice Mayor Samora advised that he was comfortable in her assessment of the roles since she has been in both positions. He asked about the language with Resolution 21-03 and whether there was a typo to be fixed.

Commissioner Rumrell asked if the Finance Assistant would also do grant writing.

Finance Director Douylliez explained that they would be able to help with the grant maintenance and make sure that no deadlines on reports are missed.

Commissioner Rumrell would like grant writing experience.

Commissioner George advised that the fund the \$26,000 is coming out of is the contingency fund, which the Commission has been trying to increase.

Commissioner Torres asked if the Finance Department was previously two full-time positions. He advised to have the skill of grant writing and HR assistant added on, what would be the income because that would be a unique position.

Finance Director Douylliez advised that she will be basing the pay within the pay ranges and depending on their experience. She commented that an estimate would be \$40,000 a year.

Commissioner Torres commented that he hopes the City is not asking too much for the salary. He understood that Mayor England wants to come back with this, but he is ready to approve this today.

Mayor England advised that she has concerns about allowing all of HR to go to Finance instead of just the HR payroll tracking. She recapped that the Finance Assistant would be doing grant writing, HR, and finance, which is a lot for one position. She asked if the Finance Department could find an employee with all that experience.

Finance Director Douylliez advised that she is going to try. She will be focusing first on finance to make sure that the Finance Department has separation of duties and other tasks.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for a motion.

Commissioner Torres advised that he supports this because it was already analyzed.

Commissioner George agreed with Commissioner Torres about the history of the position but

asked if the Communications and Event Coordinator was supposed to do grant writing and maintenance as part of her position. She is hopeful at the next workshop the Commission would be able to discuss it further. She commented that every year the biggest increase to the budget is staffing and she is nervous about having it both ways by adding on technology to reduce work but then adding another staff member. She remarked that she does not want to undervalue the City's staff because they are amazing, but she feels that she needs to represent the residents of the City with their financial concerns. She said that more information should have been included for the Commission to decide.

**Motion:** to approve Budget Resolution 21-03. **Moved by** Commissioner Torres, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England advised that she still wants a job description on this position for her edification and then moved on to Item 8.

8. Personnel Manual Changes: Resolution 21-05, Regarding Infectious Disease Preparedness; Resolution 21-06, to Amend Sections XI-10 Through XI-18; and Resolution 21-07, to Amend Sections XI-18 Through XI-23 (Presenter: Beverly Raddatz, City Clerk)

Mayor England introduced Item 8 and then asked City Clerk Raddatz to give her staff report.

City Clerk Raddatz advised that the Commission last month asked to bring back a broader resolution on infectious disease preparedness, which she did. She asked if the Commission had any questions.

Vice Mayor Samora advised that City Clerk Raddatz did a nice job on broadening the resolution, so it was not COVID specific.

Commissioner Rumrell agreed and thanked City Clerk Raddatz.

City Clerk Raddatz explained that Resolution 21-06 had minor changes which includes going to the Commission every time an employee goes to training so that was deleted.

Commissioner George asked how common it is for allowing Bereavement Leave for 24 hours in state and 40 hours out of state.

City Clerk Raddatz commented that her mother passed away in September and she felt that everyone should get at least 40 hours Bereavement Leave because there is so much to do when someone passes away. The reason why it was more for out of state was because they need to either drive a long way or try to fly, which may take a while to get a flight.

Mayor England agreed with three days.

Commissioner George asked if the City Clerk have seen that separation before.

City Clerk Raddatz advised that she has not research that recently, but most jurisdictions give three to five days.

Commissioner George advised that many of these leaves would just be to attend the funeral and not to oversee the estate, so she would like three days.

Mayor England wants three days working days.

Commissioner George agreed.

Mayor England asked if an employee could take three weeks for a vocational leave.

City Clerk Raddatz advised that she did not change that policy and it speaks of three vocational leaves, which would be up to the training and the City Manager or Police Chief to approve. She advised that most of the time the vocation is one per year. During COVID-19 employees are doing

webinar.

Mayor England asked if there was a change in how much vacation leave can be accumulated.

City Clerk Raddatz advised no.

Mayor England asked to change the bereavement leave to a flat 24 hours or three working days.

City Clerk Raddatz explained that Resolution 21-07 deals mostly with the Workers' Compensation Leave. She explained that when an employee is injured the City pays the first seven days because workers' compensation does not pay for the first seven days. If the injury goes over seven days, then they pay 2/3 of the employee's salary. The change to the policy is that if the employee wants a full paycheck after the seven days, then they would have to use their sick or vacation leave to make up for 1/3 of their salary. This would eliminate employees from staying home longer than necessary.

Mayor England asked how long the employee can stay out on workers' compensation.

City Clerk Raddatz advised that they are supposed to come back when the City's physician says so. She advised if the employee has a permanent disability, they pay the employee a percentage depending on what how much of a disability they have tax free. She commented that the doctor would have to allow them back to full duty before they can come back.

Commissioner George asked if the employee is not hurt and the City already paid out.

City Clerk Raddatz advised that the City's physician would have to say that the employee was hurt before any money is paid to the employee, but I have never come across that.

Mayor England said that compensable language in the first paragraph would cover that.

Commissioner George asked if there is a pattern of going out for workers' compensation, does the City have a way of taking care of that.

City Clerk Raddatz advised that the Department Head would be able to give an evaluation on that employee.

City Attorney Taylor advised that that could be handled managerially.

Vice Mayor Samora asked if the six-month redundant.

City Attorney Taylor advised that some of that language is from the workers' compensation laws.

City Clerk Raddatz advised may cause problem at court if we fired them on a workers' compensation claim because they were out too long.

Commissioner Rumrell asked if the workers' compensation claims are more from the Public Works or Police Department. He asked how the seven-day work for an officer would be who gets shot or an employee falls off a garbage truck.

City Attorney Taylor advised that that goes back to the compensable language. The workers' compensation rules will work and if they cannot go back right away, workers' compensation will give them a one-time lump sum for any disability that they have. It is not the most generous policy, but it is from the State of Florida and has been in practice for over 20 years. Workers' Compensation gives a temporary disability in the interim until a determination is made on a permanent disability.

Commissioner Rumrell asked for the seven days.

City Clerk Raddatz advised that the City would pay the full paycheck. After seven days, workers' compensation pays 2/3 of their paycheck and the employee would pay 1/3 of the difference from their vacation and sick days if the employee wants to. She advised that she has not come across

anyone faking a workers' compensation claim.

Commissioner Rumrell advised that he wants the employees covered if there is an injury and that they are not being charged if they really are hurt.

City Clerk Raddatz advised that the employees get their full paycheck for the first seven days.

Commissioner George agreed with the resolution now after the discussion.

Interim Police Chief Carswell asked if there has been no fraud, why bring it up and change it. He explained that the Police Officers usually goes out for more than seven days from their injuries. He is concerned.

City Clerk Raddatz advised that the employees also have Family Medical Leave or workers' compensation lump sum if they are a disability from the injury.

Interim Police Chief Carswell advised that he is looking out for his employees because usually they are out for an extended amount of time.

Commissioner George gives them more options and helps them more.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for a motion.

**Motion:** to approve Resolutions 21-05 as written, Resolution 21-06 regarding Bereavement Leave change paragraph A to a flat 24 hours, and Resolution 21-07 leave as written. **Moved by** Mayor England, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Item 9.

9. State Road A1A Right-of-Way Maintenance by City: Request for Approval of Resolution 21-10 to Adopt Agreement with Florida Department of Transportation (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 9 and then asked Public Works Director Tredik to give his staff report.

Public Works Director Tredik advised this is an agreement with Florida Department of Transportation (FDOT) to receive reimbursement for the City's landscape maintenance of State Road A1A from Owens Avenue to Pope Road. FDOT pays what they would expect to mow the property with little landscaping and the City improves the property on the current A1A. He explained that it is \$35,980 per year. The agreement requires a resolution as an exhibit. It is recommended to approve Resolution 21-10 to authorize the landscaping maintenance.

Commissioner George asked if this was negotiated from FDOT.

Public Works Director Tredik advised that they were not receptive to any change, but it is not possible. However, if we do not pass the agreement now, then we will not get the money for the 1<sup>st</sup> quarter.

Commissioner George advised not to miss any payments, but to negotiate next year.

Mayor England advised how long has it been since the City received an increase and what the benefit is to do it for the citizens and the shortfall of cost for the employees.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for a motion.

**Motion:** to approve Resolution 21-10 renewal of FDOT maintenance agreement. **Moved by** Commissioner Torres, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved on to Consent Agenda, Item 10.

**10. Swimming Pool Clearance Sheet and Building Permit Fees: Request to Approve Resolution 21-11 to Establish a Flat Fee (Presenter: Brain Law, Building Official)**

Mayor England introduced Item 10 and asked Building Official Law to give his staff report.

Building Official Law advised that the building of pools has sufficiently increased, and he recommended doing a flat fee of \$300 per swimming pool. He advised that there was a \$400 clearance fee, and he believes that should be done away with or only charge \$250. This is not a reduction in zoning fees because the other \$150 goes to the tree and landscape fund. The zoning fees will still cover its operational costs.

Mayor England commented that it is nice to be reducing fees.

Building Official Law advised that some pools costs \$100,000 to build.

Commissioner George asked are the fees only supposed to cover operating fees and not to make profit.

Building Official Law advised yes, but construction is always up and down and that is why the state allows the Building Departments to hold reserves. This had to be corrected because the system is charging too much. There are five inspections for pools and no charge if one failed.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for a motion.

**Motion:** to approve Resolution 21-11. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Item 11.

**11. Setbacks for Small Platted Lots: Review of Proposal from Building Official (Presenter: Brian Law, Building Official)**

Mayor England introduced Item 11 and then asked Building Official Law to give his staff report.

Building Official Law gave the history on the setbacks on small, platted lots and then gave the Commission two choices to decide setbacks. Draft 1 is to restore the 50 x 93 platted lots and all single-family reductions in rear yards at 20-feet, with only 35% lot coverage and reduced street setbacks to 12 feet. Draft 2 is to reduce the building height to 27-feet with reduced setbacks. If the owner builds to 35 feet, then they are reduced to the 10-foot setbacks. He explained that there is no ordinance drafted. This was brought back at Mayor England's request.

Mayor England advised that in the overlay district the small lot could have the 7 ½ feet side setbacks. She commented that some small lots must go with 7 ½ feet side setbacks and others get 10-foot side setbacks, which does not make sense.

Building Official Law advised that he does not like that if the owner gives the City \$400 more, the owner will get what they want. That would not hold up in a court of law. He recommended removing the overlay district and he would reserve it if there were more staffing in the future. He advised that there could be potential for an overlay district on A1A Beach Boulevard to help with architecture profiling in the future.

Mayor England advised that the purpose is to treat regular lots the same and small lots the same.

Building Official Law advised that this would only apply to 50 x 93 platted lots. Some lots are 40 x 93, and they would still have 7 ½ side setbacks and he did not give a front and rear reduction.

Mayor England asked as Building Official Law change the 15-foot side setbacks to 12-feet and

would like further discussion on that.

Building Official Law advised that 15-foot side yard setback with a 10-foot side is 25% of the lot. He commented that it is overly restrictive. He explained that the house would be very narrow.

Mayor England advised that on A1A Beach Boulevard, the Commission wanted a five-foot landscape buffer.

Building Official Law advised that any house on A1A Beach Boulevard will come to the City for a conditional use permit.

Vice Mayor Samora commented that Draft 2 concerns him due to the height restrictions. He did not want to have additional exceptions and separations in the codes. He mentioned that this needs to stop being revisited every year. He would agree with Draft 1.

Commissioner George agreed with Vice Mayor Samora. The impervious surface ratios (ISR) already address that issue. If the reason to modify the setbacks is to encourage the natural management of stormwater runoff, then it is more of an ISR issue than setbacks. Setbacks can box you in especially on a 50-foot lot. She was in support of Draft 1. She does not see the need for the height restriction. She asked if residents could apply for a flexible setback to save trees.

Building Official Law advised yes. He suggested not keeping the flexible setbacks, but in special circumstances, it can be discussed through the variance process.

Commissioner Rumrell supports Draft 1. He feels it helps owners like the house behind the Kookaburra who got denied. He asked that an ordinance be drafted.

Mayor England advised that this came up because of inconsistencies in the code regarding the small lots. She explained that the setbacks are for the ISR's so she does not have any objections with the rear yard setback being reduced on single-family and small lots.

Building Official Law advised all this policy does is to allow staff to move the houses on the property without taking the owners through the variance process to save a tree.

Mayor England said that her goal is to get something reasonable to stop the requests for variances.

Building Official Law advised that he teaches new Board members and there has been a change in the Board's direction.

Mayor England asked staff to go back through Draft 1 regarding the chart and Section 4 regarding the street side yard setbacks. She would refer the 15-foot street side yard setbacks but could be persuaded by the Commission.

Commissioner George advised that the policy of 15-foot would have to do with visibility. She suggested that if the triangulation of the road is met, she would not have a problem with the 12-foot street side yard setback. She suggested regulating A1A Beach Boulevard separately. She said that corner lots would only be the ones effected.

Building Official Law and Public Works Director Tredik will work together to come up with a policy.

Mayor England is persuaded to change her mind on this.

Commissioner Torres asked if this only applicable to residential zoning.

Building Official Law advised that if an owner builds a residential home in a commercial zone they would need a conditional use permit. The Commission has the authority to commit any condition they want. The Commission must review each case and give the best answer for the surrounding area.



Commissioner Torres asked how many applications or permits since the Commission last approved this change have been rejected.

Mayor England advised that there were numerous requests on variances.

Commissioner Torres asked about the 27-foot height restriction at this point.

Building Official Law said that was only an idea to consider.

Mayor England opened the Public Hearing. The following addressed the Commission:

Dr. Michel Pawlowski, 109 Kings Cory Lane, St. Augustine Beach, FL, requested to exempt sheds from this proposal because there is a difference between a pool and a shed. He requested to delay the decision tonight.

William Zeits, 502 Arricola Avenue, St. Augustine, FL, advised that the Building Department staff was fantastic and the \$410 was well spent.

Mayor England closed the Public Hearing and asked for final questions for Building Official Law.

Building Official Law gave a history of the policies on accessory structures and stated that sheds are not being discussed in this policy.

It was the consensus of Commission to include Draft 1 and the chart references should be changed. The Commission directed City Attorney Taylor to draft the ordinance.

Mayor England moved on to Item 12.

**12. Mizell Retention Pond Stormwater Pump Station and Weir Project: Approval of Amendment #35 with Civil Engineering Consultant CMT for Construction, Engineering, Administration and Observation Services (Presenter: Bill Tredik, Public Works Director)**

Mayor England introduced Item 12 and then asked Public Works Director Tredik to give his staff report.

Public Works Director Tredik advised moving forward with the Mizell Weir Project. Bid opening was set on March 11<sup>th</sup>. FEMA funding made be received by mid-March. He may extend the bid opening to March 16<sup>th</sup>. He will bring the bid to the Commission on April 5<sup>th</sup>. He explained that the Public Works Department does not have the resources to handle the engineering, construction, and observing the project full-time at the weir or expertise for the project. The construction, planning, and observation will be paid by the City and then reimbursed by the grants. It is critical that CMT be the consultant on this project. CMT will be doing all day-to-day detailed tasks needed to complete the project. CMT observer will be used as needed and they will not be paid if they are not needed. The total not to exceed fee is \$39,900 for construction, \$59,600 for observation due to the size of the project. CMT's fee is only 4% of the overall construction costs and it is a fair price. He recommended to approve Amendment #35 with CMT.

Commissioner George said her question was answered that the fee is only reimbursable out of the grant money.

Vice Mayor Samora asked how long this project will take to complete.

Public Works Director Tredik advised about one year.

Commissioner Torres asked if CMT is doing the observation and the construction.

Mayor England asked if the observers will be from another department than those who are doing the construction.

Public Works Director Tredik advised that he would also be doing some observations too.

Commissioner Torres would like to have a broader selection of companies for just that one scope. Public Works Director Tredik advised that the grants will pay for observation. He advised that an outside consultant the City would spend \$120,000 - \$150,000 to do the same work. It is not to their advantage to not report something they see being done wrong.

Vice Mayor Samora advised that the construction firm is not CMT, so it would not be a conflict. CMT will only be doing the inspections and observing to make sure the project is done properly.

Finance Director Douylliez explained that Public Works Director Tredik, Mr. Gary Sneddon from CMT and she had a meeting to discuss billing, and everyone agreed that they would be able to bill monthly for cash flow reasons.

Public Works Director Tredik advised yes there can be monthly billing.

Commissioner Rumrell commented to the audience that grant money will pay for the full project and the taxpayers would not be paying for anything to do this project.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for a motion.

**Motion:** to approve CMT Amendment #35. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Staff Comments, Item XIV.

XIV. STAFF COMMENTS

Mayor England asked City Manager Royle for comments.

City Manager Royle explained that the books for March 8, 2021 Commission Workshop at 5:30 p.m. are on the dais for the Commission. Also, he asked the Commission if they still want to still hold the Northeast Florida Leagues of Cities dinner / seminar. NE FLC's advised that the City of Fernandina Beach will take the City's slot for October if we want them to. He advised that he does not know the scope of the pandemic at that time.

Mayor England asked if it has been budgeted.

City Manager Royle advised that it would be in FY 2022, so it would not be budgeted yet.

After the Commission discussed it, the consensus was to hold the NE FLC dinner/seminar in October 2021.

Interim Police Chief had no comments.

Finance Director Douylliez had no comments.

Public Works Director Tredik had no comments.

Vice Mayor Samora would like to comment on the A Street meeting. There was positive movement at the meeting, and he would like Public Works Director Tredik to elaborate.

Public Works Director Tredik advised that there was a meeting with the homeowner and St. Johns County regarding the drainage flooding on A Street. St. Johns County has agreed to do a study to see what needs to be done and committed to doing a design and moving towards construction, which may be approximately six months to bring it to construction phase. St. Johns County discussed sidewalks and they will bring back a couple of alternatives due to the challenges of constructing sidewalks. St. Johns County will keep Public Works Director Tredik informed along the way and he will inform the Commission. A project design should be done in approximately six months. He believes that St. Johns County will be able to fund it out of their miscellaneous improvements. He advised that with the field work needed, six months is reasonable.

Mayor England advised that one of the residents told her they had been complaining about this for two years.

Public Works Director Tredik advised that he has had this on the North Florida Transportation Planning Organization's (NFTPO) list but that is Florida Department of Transportation (FDOT) money and takes a year to get funding.

Mayor England advised well done.

Commissioner Torres would like to discuss A Street and A1A Beach Boulevard near Jack's BBQ. He asked what can be done with the dirt public parking. He would like that area enhanced.

Public Works Director Tredik advised that he brought this up last year requesting funding for that project, but it was not funded due to COVID-19. He commented that it is still in the Capital Improvement Plan, but it must be funded.

Commissioner Torres asked about the drainage plan with St. Johns County, could that be incorporated with the other A Street project.

Public Works Director Tredik said probably not because it is on the other side of the road and there will have to be an underground treatment for the connection between the two locations. He advised that it is on the list to be done.

Building Official Law advised that he has no comments.

City Attorney Taylor had no comments.

City Clerk Raddatz had no comments.

#### XV. ADJOURNMENT

Mayor England asked for a motion.

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

George. Motion passed unanimously.

Meeting was adjourned at 9:14 p.m.

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Margaret England, Mayor

Attest:

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Beverly Raddatz, City Clerk



## **MINUTES**

### **COMMISSION WORKSHOP**

**MONDAY, MARCH 8, 2021 AT 5:30 P.M.**

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

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I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Mayor England led the Pledge of Allegiance.

III. ROLL CALL

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

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

IV. TOPICS FOR WORKSHOP

A. Review of Employee Salaries and Pay Ranges (Presenter: Patricia Douylliez, Finance Director)

Mayor England introduced Item IV.A. and advised that City Manager Royle would explain the rules of the workshop.

City Manager Royle advised that there will be public comments for the agenda items only. Any items not on the agenda will not be heard because the Commission is limited to these five topics only. He then introduced Finance Director Douylliez via Zoom.

Mayor England stated how she would like to approach the information provided. She explained that the Commission would first research the pay ranges. She commented that in some of the pay ranges there were outliers, which should not be included in the average pay ranges.

Finance Director Douylliez showed her PowerPoint presentation. She explained the methodology that was used by saying that employees generally do not relocate when looking for a new position; however, they would be willing to drive one hour back and forth to a new position for better pay and benefits. She remarked that managers may relocate for a better position, but not the regular worker usually. She commented that the cities in the Commission's book that were selected were one hour from our City and those salaries were

used to analyze the pay ranges. She went over the Commissioner's and the managers' positions and average pay and how they were calculated. She explained that the City Clerk's position was a hybrid position because the City Clerk also is the Human Resources Director and Risk Manager currently and weighted each position as the City Clerk 50%, Human Resources Director at 25%, and Risk Manager at 25% to come up with a hybrid number for pay ranges. She identified what regular positions were below the \$15 an hour rate, which the State of Florida requires employees to make \$15 an hour by 2026 and how she was increasing the pay so by January 1, 2026 they would be making \$15 an hour. She advised that if the City does step increases every year, all the regular positions under \$15 an hour would be up to state mandate as required. The Deputy City Clerk should have an increase because she is not in the pay ranges and suggested that the City bring this position up to the first step in the ranges at a one-time cost of \$1,183.43.

Mayor England asked if there was only one employee who would be less than minimum in the new pay ranges.

Finance Director Douylliez advised in the regular position categories, yes, but that does not include the Police Department. She commented that the Police Department has six Police Officers who do not meet the minimum new salary ranges.

Commissioner George asked how the \$15 an hour is calculated. She asked if it is calculated to regular time only or does it include time off.

Finance Director advised that the calculation is 2080 hours a year and that includes vacation time. She explained that the state standard would be the full 52 weeks. She then explained the Police Department's salary ranges. She commented that local agencies such as the St. Johns County Sheriff's Department and the City of St. Augustine have increased their Police Officers' salaries to attract more officers and explained that the calculations for beginning Police Officers should be on step one at \$42,000 and it would be a \$20,992 cost to the City.

Mayor England advised that she thought the new employees were above the first step rate, even for proposed minimum for FY 2022.

Finance Director Douylliez advised not within the Police Department. She asked if Interim Police Chief Carswell could answer that.

Interim Police Chief Carswell advised that until they pass their Field Training and Telecommunications Training and are released on their own, they start under \$40,000.

Finance Director Douylliez advised currently the officers start at \$40,700.93 and staff is requesting to bring them up to \$42,000 to be in line with the other local agencies.

Commissioner George advised that this increase would be based on the new pay scale.

Finance Director Douylliez said yes, the officers are not currently making what a starting officer would make in other agencies. She advised this would help with succession planning. She continued to say that her last slide was her proposals. She commented that she felt the Commissioners' salaries should be reviewed and requested that the Commission put this item on the agenda for April and make the changes in FY 2022 budget. She advised also that there

are two managers who are not on the new pay scales and that should be discussed regarding succession planning for the future. She advised that when the Finance Director position was opened, the applicants were looking for significantly higher pay.

Mayor England advised that some positions have outliers and should not be included in the analysis. She asked the Commission if they agreed to delete the outliers.

Commissioner George asked why the counties were included in this analysis because it is not relevant to the tasks of a smaller city and the employee oversight is lower in a small city. She advised that positions like Service Workers or Equipment Operators could be included, but not the upper positions.

Mayor England agreed.

Vice Mayor Samora agreed with Commissioner George. He asked how many managers fall outside of the new pay ranges.

Finance Director Douylliez advised only two, the Finance Director and IT Manager.

Vice Mayor Samora asked what the overall budget impact would be if the recommendation would be adopted.

Finance Director Douylliez advised that there would be an increase of \$20,992 for the six Police Officers, an increase for the Deputy City Clerk of \$1,183.43. She explained that the rest of the employees fall within the ranges. She advised that the new step plans are roughly three percent each year and whatever the COLA is each year. The only significant adjustments would be the \$22,000 to the FY 2022 budget.

Mayor England agreed with bringing the new Police Officers up to the new hire rate to be competitive but explained that through her experience with the banking industry she had to review salaries every year because long-term employees could get behind from the new employees coming into the industry to be competitive. She explained that it can be expensive to maintain everyone's salary fairly. She asked to delete from the analysis the counties, the City of Jacksonville, or other odd salaries, high or low, within a position. All positions should be reviewed for outliers.

Finance Director Douylliez asked if it should be done for just the managers or all employees.

Mayor England advised she thought all the positions should be done.

Commissioner Rumrell asked whether the change should be by population or salary range.

Mayor England advised she would like the salary range to be adjusted.

Commissioner George advised that counties have different set of job tasks and oversight and agreed to remove the City of Jacksonville and the counties.

Finance Director Douylliez advised that she would remove the City of Jacksonville, St. Johns County and Flagler County.

Vice Mayor Samora advised that if there are low outliers like Beverly Beach, take them out as well.

Finance Director Douylliez advised that she would rework the numbers and bring it to the April 5, 2021 Regular Commission meeting.

Commissioner George asked if the Police Department increase included the salary and benefits.

Finance Director Douylliez advised that the salary was what the approximate \$22,000 includes. She also advised that the City would have to pay more taxes and Florida Retirement System benefits with the increase.

Commissioner George asked for a cost impact analysis for the other positions. She asked to cover how the new pay ranges would be handled, such as, over time or in one lump sum.

Finance Director Douylliez advised that that would be up to the Commission how they want to handle the increases. She advised that for the Police Officers and the Deputy City Clerk increases of the \$22,000 there would be more taxes to be paid by the City and to the Florida Retirement Plan, but not to any other employees. She remarked that the Commission would have to decide if they want to give those positioning increase over a period of time or in a lump sum. She explained that during the budget cycle when all is decided, the Commission could then decide on a lump sum or over a period of time.

Mayor England advised when pay ranges are granted, usually the positions that are under the pay range should be increased first and then employees who are below mid-point, they are be increased next, instead of an employee who is at the maximum and in the 4<sup>th</sup> percentile. Each department should follow this scenario and not give the same step amount to everyone.

Vice Mayor Samora advised that there were three recommendations that were made by staff. One that was not discussed is whether to increase the salary of the Commission. He asked the Commission's thoughts on a salary increase.

Commissioner Rumrell advised that he appreciates the time and effort that the Commissioner do for the City and it is on top of their regular positions in the City; he does not support a pay increase for the Commission.

Mayor England advised that she would support the Commission's decision, but the Mayor should not get an increase.

Commissioner George advised that the Mayor position puts in more time than the Commissioners and should get an increase in salary because it is justified. She explained that she has been an advocate of a salary increase for a long time. She remarked that unless you have resources, you cannot afford this job. It is not fair to future Commissions to put them in the same position. We have staff telling the Commission what their salaries should be so why is it any different for the Commission. She would like a policy to have an increase in place to do the Commission job.



Mayor England asked how many years it has been since an increase.

Commissioner George advised that the people voted to allow the Commission to set a salary for themselves and that vote took place in 2006. No increase has been done since. She advised that she thought running for office for the community was the right thing to do.

Mayor England asked if there were any strong objections to place two items on the April 5<sup>th</sup> agenda. One would be to have the Commission concern and vote on a reasonable increase for Commissioners and the second would be to discuss whether there should be a cost-of-living increase every year, example one percent.

Commissioner Torres agreed with Mayor England's suggestion.

Vice Mayor Samora advised that there is a consensus that the Commission needs to talk about this further at on April 5<sup>th</sup> Commission meeting. He asked staff to recommend a maximum, minimum for the Mayor and Commission positions like staff's and based on the salary survey.

Commissioner George asked about if hybrid positions are weighted on the pay scales.

Finance Director Douylliez advised that she weighted them as manager positions at 50% for City Clerk, 25% for HR Director, and 25% as Risk Manager. She explained that City Clerk Raddatz hold three top positions for the City and felt that would be a correct way to analysis it.

Commissioner George advised that she does not agree with the weighted pay scale for sub positions because this is a smaller City and asked what the Commission feels about it.

Finance Director Douylliez advised that when the counties and larger cities are adjusted, it will reduce the City Clerk's pay scale average.

Commissioner George used the City of St. Augustine as a reference and said the City of St. Augustine's City Clerk probably does the same three positions.

City Clerk Raddatz advised that the City of St. Augustine has three different employees for those positions.

Discussion ensued regarding whether the Assistant Public Works Director should have a civil engineer degree.

Public Works Director Tredik advised that in the future after Mr. Gatchell, Assistant Public Works Director, retires he will be discussing bringing a new civil engineer into the Public Works Department.

Finance Director Douylliez advised that Mr. Gatchell falls within a civil engineer's salary, so there is room in the budget to hire a civil engineer.

Public Works Director Tredik advised that in some cities a Public Works Director does not need to be an engineer because that is a separate position within the city. He advised that Mr. Gatchell is a very seasoned Assistant Public Works Director.

Finance Director Douylliez advised that City Clerk Raddatz listed the benefits from all the cities and counties.

Commissioner George advised that the dependent coverage that the City is paying is more than other cities pay. She asked for the information on the City of Palatka.

After looking in the book, City Clerk Raddatz advised that there was a page missing.

Mayor England asked to be consistent with the cities that will be worked up in the upcoming meeting.

Commissioner George asked about the sick time and vacation time for employees.

City Clerk Raddatz advised that on vacation leave the first year the employees received 40 hours, from two to three years they get 80 hours, and it continues to go up as the employee stays with the City.

Finance Director Douylliez stated the vacation and sick leave policy.

Discussion ensued regarding sick time being one day per month with a cap of 960 hours, vacation leave is capped at 240 hours, and giving employees 29 days of compensation per year with sick and vacation leave.

Finance Director Douylliez commented that the Department Heads have had discussions regarding making all sick and vacation leave as Paid Time Off (PTO) and reducing the caps for vacation and sick time.

Discussion ensued regarding employees must bring a doctor's note if sickness is over three days and the employee is counselled if they are continually absent or abusing sick time.

Mayor England opened the Public Comment section. Being none, Mayor England closed the Public Comment section and then moved on to Item VI.B.

**B. Restructuring of Building Department (Presenter: Brian Law, Building Official)**

Mayor England introduced Item IV.B. and asked Building Official Law to give his report.

Building Official Law explained he wants to restructure the Building and Zoning Department and create a separate division between building and zoning but keeping him as the Building and Zoning Director. He suggested changing the title of the Executive Assistant, Ms. Bonnie Miller, to Planning and Zoning Supervisor, and move Jennifer Thompson, Code Enforcement Officer, to be the Planning and Zoning Supervisor in FY 2022 or 2023. He advised that the Permit Specialist, Ms. Pierotti, has her T6 permit certification and recommends changing Ms. Pierotti's title to Permit Manager. The Permit Technician, Gill Timmons, will be moved to the Code Enforcement Officer position. The Building Inspector, Glenn Brown, will remain in the same position. In FY 2024, Ms. Miller, will become the Permit Technician, which she has agreed with after training Ms. Thompson. He explained that the Building Department cannot use its funds for the Planning and Zoning Department. He showed the revenues have

increased since his hire. A zoning review is needed for a new house or an addition and currently the fee is \$400, where \$250 goes to the Planning and Zoning Department and \$150 goes to the Tree fund. He would recommend that \$350 goes to Planning and Zoning Department, \$50 goes to the Tree Fund because the Planning and Zoning Department must exist.

Commissioner George asked if there was money in the tree fund.

Building Official Law advised yes, during the years it has gone up. He advised that when there are tree fines, 75% of that money also goes into the Tree and Landscape Fund.

Commissioner George asked to know how much is in the Tree Fund and how it has been used over the years.

Building Official Law advised that it is a designated fund and only the Public Works Director can pull from it. He explained that there is a policy on what the Tree Fund can be used for. He commented that three percent of all impact fees that comes in for new development is retained for administrative fees. Development fees are bringing in revenues to the General Fund. The reserves offset the costs of the new position.

Commissioner George asked if the lack of building due to lack of land would decrease the revenues in the future.

Building Official Law advised that revenues still come in with additions, tear down and rebuilds, and swimming pool additions as well. The Planning and Zoning Department needs to exist, and the Building Department has been stretching what it can do by funding Planning and Zoning. He has been trying to separate the two departments for a couple of years now.

Mayor England asked if the Planning and Zoning Department could stand on its own revenues.

Building Official Law advised no. He explained that the costs are over \$100,000. He commented that 50% of his salary is in the Planning and Zoning Department.

Mayor England advised that the General Fund would have to pay what is needed after revenues to the Planning and Zoning Department.

Discussion ensued regarding Building reserves; there needs to be another person on the Planning and Zoning Board; there needs to be a planner and Building Official Law recommended Ms. Thompson; grants can be applied for as well.

Commissioner Torres asked what the other side of the story is because there are always two sides to the story. He asked what a Zoning Director would bring to the City.

Building Official Law advised that the Director would stay the same. He would still be the Director of Building and Zoning. He explained that an assistant would be brought into the Zoning Department because Ms. Miller cannot do all the work and needs help. This is a several year transition. There always will be a need for an assistant.

Mayor England opened the Public Comment section. Being none, Mayor England and closed the Public Comment section and asked if the Commission had any further questions. She then moved on to Item VI.C.

C. History of Police Department Budgets (Presenters: Patricia Douylliez, Finance Director; and Dan Carswell, Police Chief)

Mayor England introduced Item IV.C. and explained that the expenditures and the full-time employees in the budget have been stable but wanted the Commission to know and asked Finance Director Douylliez and Interim Police Chief Carswell to give their reports.

Finance Director Douylliez explained the changes in revenues and expenditures from 2014 – 2021. She commented that the Police Department does generate some revenues with tickets, receiving grants, public records requests, etc.

Mayor England asked how confident the City is going to get back all the money used for the beach patrol.

Finance Director Douylliez advised that the expenses and revenues do not match for beach patrol and meetings have taken place with St. Johns County. She explained that St. Johns County will have to budget more, or they will have to let us know what they want our City to cut in services.

Mayor England requested that St. Johns County pay for the equipment, full-time employees' salary, and benefits because those are hard costs that need to be paid.

Finance Director Douylliez advised that they did have a meeting with St. Johns County two weeks ago and are waiting to hear back from them.

Commissioner Torres asked whether the City has a shared-cost agreement.

Interim Police Chief Carswell advised not that he was aware of.

Mayor England advised that the City is not trying to make money on St. Johns County, but wants to be paid for services that are rendered.

Interim Police Chief Carswell advised that there are two officers on beach patrol now instead of one and that is the difference in costs. He explained that St. Johns County asked the City Police Department to put another officer on the beach due to altercations in the summertime.

Commissioner George asked to reach out to the Sheriff's Department to get a contribution from them as well because we are policing the Sheriff's jurisdiction.

Commissioner Torres advised that a formal agreement needs to be done that outlines everyone's share of the costs. Based on the shared costs, so much is paid by the City and St. Johns County. The City should not be begging St. Johns County for money when they have done the service.

Interim Police Chief Carswell advised that the residents like the City's police force out at the beach and they are working on an answer. He explained that the Sheriff's Office is also asking for money from Beach Services to fund their police officers.

Commissioner George advised that the beach is in the City's and St. Johns County's jurisdiction.

Finance Director Douylliez showed her PowerPoint presentation and advised that during Police Chief Hardwick's term, he was restructuring and working towards accreditation. Currently, the amounts for the last two years have been stable on spending and full-time employees.

Interim Police Chief Carswell showed his PowerPoint presentation for the Police Department's future. He went through all the Police Department's employees and volunteers. In 2012, there were 17 Police Officers and two administrative staff members. After the investigation of the Police Chief prior to Police Chief Hardwick, the Police Department lost seven officers and currently there are 20 Police Officers on staff and three administrative non-sworn officers. The increase in staff was only three officers. The increases in the budget were for fencing in the Police Department headquarters for accreditation and purchasing all new rifles because they were not functioning correctly. He showed that the Police Officers do pay for taking home their vehicles and no vehicles are allowed out of St. Johns County. Vehicles should be changed every two years and will have to exchange them again in a couple of years. There were 14,000 calls for service this year. They help the Sheriff's Department, and they help the City with backups as needed on specialty units. There have been 20 stress swimming rescues and over 4,000 service calls on the beach.

Vice Mayor Samora asked if the Police Department has the right vehicles and equipment to do swimming rescues.

Interim Police Chief Carswell advised yes, the Police Officers have physical swim training, lifeguard training, and equipment is in their cars. They have ropes and vests in their cars. He explained that the City is responsible for Ocean Trace to Pope Road in patrolling the beach front. He advised that Beach Services has received in FY 2020, 35,000 beach passes, which is over \$520,000 in fees that came in the City's gates. Traffic has increased 20 percent to 30,000 vehicles in the City. There are 200 traffic accidents a year that the City Police Officers take care of, which are labor intensive. The Sheriff's Office comes out for traffic homicides because the City does not have specialty units. The administrative staff take 150 walk-in clients and approximately 400 telephone calls a month. There is a new incident reporting system that the administrative staff inputs. There are at least ten public records requests daily. Social media and scheduling training are done by the administrative staff.

Commissioner Rumrell asked if the Communications and Events Coordinator is helping with their social media.

Interim Police Chief Carswell advised that they are working on doing that. He mentioned several events that are handled by the Police Department annually. Additional services are house / business checks when residents are out of town; CHECKS program reach out to the seniors and check on them to see if they need any services such as food, shelter, and evacuation from hurricanes; Operation Lockup is to lock car doors if they are open and

educate the owner on not making themselves vulnerable; Kilo Presents for Pets, where citizens come in and give toys for the pet shelters in the area; WAVE, self-defense for women; and COA Lawn Care, volunteers go mow lawns for the elderly in the area. The future plans are to maintain agency accreditation, maintain the vehicle fleet, implementation of body cameras, and replacement of tasers. He advised that the vehicles need to be replaced every two years. There will be a meeting with the City of St. Augustine regarding the implementation of body cameras and how well they work. He needs to replace all the tasers by 2023 because they have reached their end date. He explained that he can bundle the tasers and the body cameras together, but it would cost approximately \$210,880, or to replace the tasers alone it would be \$61,160 after negotiations. He explained that there are no grants at this time for this equipment.

Mayor England asked about the end date for the tasers and body cameras.

Interim Police Chief Carswell advised that they have a shelf life for five years and the company replaces them every two years. The company would take care of replacements or faulty equipment. The Police Department would own the tasers after one year, so if the Police Officers did not like the equipment, they could sell it back to the company. Every 2 ½ years the equipment is upgraded and would be a continual package. It would be a five-year commitment. He explained that he would not be doing this with the Sheriff's Office because of the licensing and software issues. The City of St. Augustine Police Department and our City could order some equipment together, but it would not be a large cost savings.

Mayor England advised that because of the costs of tasers and body cameras do you believe that the Police Department spending would become stable again.

Interim Police Chief Carswell advised yes ma'am.

Commissioner Rumrell asked if they have asked the Florida Chiefs' Association or Florida Sheriffs' Association if they are purchasing the same equipment to see if there was buy in that could be done.

Interim Police Chief Carswell advised no sir, but he will check with the Florida Chiefs' Association.

Mayor England thanked him for the information and the outreach to the community. The City does so much on their own.

Interim Police Chief Carswell advised that there will be two vehicles needing replacement next year. He advised that the set standard for law enforcement is five years.

Mayor England asked how many vehicles the City has.

Interim Police Chief Carswell advised that they have a few pool vehicles.

Mayor England advised that she counted 27 vehicles. She advised that she counted more police vehicles than full-time employees.

Interim Police Chief Carswell advised that he is working with the Finance Director on surplus some of the vehicles.

Vice Mayor Samora asked if there will be any Public Safety Officers.

Interim Police Chief Carswell advised that Public Safety Officers are volunteers and with the cost of the uniforms and training it was too much for this budget.

Mayor England opened the Public Comment section. Being none, Mayor England closed the Public Comment section. Being none, Mayor England moved on to Item VI.D.

D. Asset Repairs and Replacement (Presenter: Patricia Douylliez, Finance Director)

Mayor England introduced Item IV.D. and asked Finance Director Douylliez to give her report.

Finance Director Douylliez explained that at the last Regular Commission meeting she was requested to look at the capital assets and the replacements needed going forward. Department Heads provided her with a list for the next 5-year repairs or replacements. She also provided a detailed listing of the assets.

Mayor England advised that she counted 33 vehicles in the Public Works Department and 27 vehicles in the Police Department but did not have an accounting of the Administration or Building Department. She asked if there were any government leasing programs.

Finance Director Douylliez advised that we do lease vehicles and by the finish of the lease, the vehicles belong to the City to surplus. The department would research whether it would be better to lease or buy vehicles.

Mayor England asked if there was a policy on the number of years to keep a vehicle.

Finance Director Douylliez advised there was not a policy. It would depend on the use of the vehicle and what the vehicle was being used for.

Public Works Director Tredik advised that in his department vehicles should be rotated every ten-years. He explained that he has stretched it longer due to budget downfalls. He would like garbage trucks to be replaced every ten years. Maintenance is costing a lot.

Mayor England asked if there were any maintenance policies like Car Shield.

Public Works Director Tredik advised that he was not aware of any and the vehicles are used heavily. The City's garbage and dump trucks are getting very old.

Finance Director Douylliez advised that they are some grants for equipment but not for vehicles.

Mayor England advised that the IT equipment needs to be updated.

Commissioner Torres explained that he brought up the public parking on A1A Beach Boulevard and A Street and he does not see where it is listed on the Public Works Department projects.

Public Works Director Tredik advised that there are several public parking paving projects, but he would have to go back to the detail sheet. He explained that the Commission would have to make that decision on priorities during the budget season.

Commissioner George advised that this meeting is informational only and the budget meeting will do the priorities.

Commissioner Torres advised that the City is better than the public parking at Jack's BBQ.

Discussion ensued regarding paving the parking lot would limit the number of spaces; it would not hurt Jack's BBQ parking spaces; how the parking lot is an eyesore; trying to get the most parking the quickest in the City; and this item coming forward during the budget process.

Commissioner Rumrell asked how the public private parking work.

Building Official Law advised that the Zoning Department would not take action against Jack's BBQ because he is grandfathered in; however, any new establishment would not be entitled to public parking for their establishment. Under Chapter 6 of the development code the new establishment would have to provide onsite parking. He advised that the City is under no obligation to provide parking for a private business.

Commissioner Rumrell advised that when the A Street project comes to life he would like when some parking spots are lost, other area parking is gained.

Public Works Director Tredik agreed.

Vice Mayor Samora advised that he was looking forward to seeing a ranking of the projects, the costs associated, the benefits for the projects, and whether there will be lost or gained parking spaces.

Mayor England opened the Public Comment section. Being none, Mayor England closed the Public Comment section. Being none, Mayor England moved on to Item VI.E.

E. Succession Planning (Presenters: Max Royle, City Manager, and Department Heads)

Mayor England introduced Item IV.E. and asked City Manager Royle to give his report.

City Manager Royle explained that the separation in this City is unique regarding the Police Department and the non-law enforcement. He advised that the Police Department has handled well their succession planning internally. Interim Police Chief Carswell has his Commander as did all the other Police Chiefs in the City. He commented that five Department Heads report to the City Manager, the City Clerk, Finance Director, Building Official, Public Works Director and Information Technology Manager. He commented that he outlined his thoughts for the Department Heads secession planning. The City Clerk has the Deputy City Clerk, but she lacks her Certified Municipal Clerk certification and if she obtains that and



develops some other skills, she would be considered for the City Clerk position if City Clerk Raddatz retires. The Finance Director is looking for a full-time Financial Assistant whom she can groom to become the Assistant Finance Director. When Finance Director Douylliez leaves on a temporary or permanent absence, the Assistant Finance Director would take her place. The Building Official succession planning is difficult because there are not many people who have his certifications and skills such as Flood Plain Management and Land Use Planning. It has been the same way since 1989. There was an Assistant Building Official but when the recession came, the City had to let him go and never replaced the position. If the current Building Official leaves, the City Manager would advertise and get a new Building Official or the City would have to go to a private company, which can be very expensive. If the City hired a private company, then there would have to be a Planning Director full-time for an additional cost. The Information Technology Department has an IT Specialist which could fill the IT Manager's position if needed. The Public Works Director is asking for a Public Works Director Assistant who has his / her engineering degree and be trained to fill Mr. Tredik's position. He would have to advertise for the Public Works Director Assistant if approved. He commented that every department has a succession plan. He advised that the Police Chief has been advertised for in the past and there was a Citizens' Committee who met to recommend to the Commission. He advised that could be done again. When Chief Hedges resigned, a research firm was hired, and the Commission picked Police Chief Hardwick. The firm did all the research, advertised the position, reviewed candidates, and selected six candidates for the Commission approval. He advised that Interim Police Chief Carswell will be discussed whether to promote within on the April 5, 2021 Regular Commission meeting. He commented that in the City Manager's case, the Commission may choose a subordinate Department Head or do a nationwide search. He advised there are many ways of getting someone for the City Manager or Chief of Police position, such as hiring a firm, do a nationwide search, have search firm, Citizens' Committee, etc. He stated for a temporary leave of the City Manager the City Charter has a provision that he would nominate someone on a temporary bases and then the Commission can approve it, or the Commission could select someone else. He advised that the Commission could leave it open-ended or if something happened to the City Manager the Commission would have to decide. The Department Heads work well together, and they know what goes on in the City and there is enough information that the Commission receives that they could make decisions.

Commissioner George asked if City Manager Royle has executed a letter to name your replacement temporarily and if so where is it.

City Manager Royle advised that when he knows he would be out temporarily, then he would write the letter of the designee. The problem with selecting someone now is that person may not be here in the future.

Commissioner George advised that the designation is like a living document and could be changed at any time.

Commissioner Rumrell advised that he agrees with Commissioner George and the City Manager should have the document in place. He advised that the institutional knowledge that the City Manager has can never get back and having staff to shadow the City Manager is a plan to help if something would happen.

City Manager Royle said if he designated someone and then the Commission does not want the person, that could be a problem with morale.

Mayor England advised she agrees with the Commission. She said that maybe the person should not be made public, but someone should be designated.

City Manager Royle advised that once he writes it and it is stored in the building it is a public document. He advised that he has a concern that the Commission will not approve them and there would be a morale problem with staff if the Commission does not feel that the member, he selected can be the Acting City Manager. He advised that the Commission could designate someone at an emergency meeting if something happened. The other point is what procedure does the Commission want in place to hire a Police Chief or City Manager.

Mayor England advised that the Police Department already has a high hierarchy. The Commission may decide that a permanent policy on how to hire the City Manager or the Police Department because it would depend on the circumstances.

Commissioner George advised that a future Commission could change the policy anyway so it would not matter.

Commissioner Torres agreed with not setting policy because it would depend on the situation. He encouraged the Commission to talk with City Manager Royle to have a frank conversation with him.

Vice Mayor Samora advised that he is not concerned about an orderly transition. He explained that City Manager Royle did a nice job on who would take over for the Department Heads. He advised that he would like to see what can be done if the Building Official leaves. He explained that he is disappointed because he feels that City Manager Royle is dodging the question. He advised if City Manager Royle would have to take a two-week vacation and all communication was cut off, what happens. He advised that for three years this question has been proposed to the City Manager.

City Manager Royle advised that he was never asked who was to take over for him.

Vice Mayor Samora advised it was implied with the succession planning. He commented that City Manager Royle knew enough to succession plan for all the Department Heads and remarked that he needs that from the City Manager.

City Manager Royle advised that it brings it back to designating someone, which he is concerned who be a problem.

Vice Mayor Samora advised that the Commission is ill-equipped that if something happens to the City Manager.

City Manager Royle commented that the Commissioners are all intelligent people and are not ill-equipped to deal with his absence.

Commissioner George advised that Vice Mayor Samora is concerned that the duties of the City Manager will not be done during the interim time he is out. She advised that several

managers could take part of the duties to complete all the City Manager's duties in an emergency.

Commissioner Torres advised that the Commission does not have to put City Manager Royle through this. He again encouraged the Commissioners to have a frank conversation with the City Manager. He advised that the Commission should not do this in public form.

Mayor England advised that City Manager Royle has not taken a vacation in years and is entitled to one. She asked what City Manager Royle would do if he had to go on a two-week vacation.

City Manager Royle advised that he would complete the requirement of the City Charter and give the Commission a letter on whom he would designate.

Vice Mayor Samora advised that it does not give him any comfort. He requested to know who would perform the City Manager's daily duties.

City Manager Royle asked the Commission to trust him judgement that the person he designated could do the job.

Vice Mayor Samora asked what happens if the City Manager does not have a chance to designate someone. He advised that City Manager Royle is reluctant to designate someone because it becomes a public record.

City Manager Royle advised that he is not reluctant but is pointing out if the Commission does not like that staff member, then he has a morale problem with staff. He said that the City is small, intense organization.

Vice Mayor Samora advised that the City depends on City Manager Royle and if the City Manager is not here tomorrow the City needs to continue functioning.

City Manager Royle advised he could assure the Commission that the Commission will have no problems continuing with the City. The five Commissioners will designate someone in-house or outside the City government. The details of the City Manager's job are all spelled out in documents that the Commission receives monthly.

Mayor England asked if the City Manager goes on vacation or an extended leave everything will carry on, but one person would be in charge to make sure everything is being done. She asked if that would cause a morale problem.

City Manager Royle advised no; it would only cause a morale problem if the Commission does not accept the person recommended.

Commissioner George said to appoint the Mayor.

Commissioner Rumrell advised that regardless of who the City Manager selects the Commission has the right to say yes or no. He advised that it is a moot point on who the City Manager selects because the Commission can select who the Commission wants. He explained knowing that the City Manager selected a person and trust would be important for

the Commission to know. The Commission at the time this happens would have the opportunity to look at the suggestion and decide.

City Manager Royle advised he understands. He commented that he did take a vacation with Mayor Snodgrass was here. He advised that high corporate positions do not usually take vacations.

Mayor England advised that is true but may require to take off sometimes. In the banking industry employees need to be away from the office for five days for insurance purposes. She then asked for any questions from staff.

Building Official Law asked whether he was supposed to do the realignment fee structure for the Zoning Department and whether to bring it up at the April 5<sup>th</sup> Regular Commission meeting.

Commission advised that they could not vote on that item at this workshop and to bring it back in the future.

Mayor England opened the Public Comment section. Being none, Mayor England closed the Public Comment section and asked if the Commission had any further questions.

Mayor England moved on to Item V.

V. DIRECTION TO STAFF REGARDING DECISIONS TO BE MADE AT FUTURE COMMISSION REGULAR MEETINGS

No direction was given.

VI. ADJOURNMENT

Mayor England asked for a motion to adjourn.

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

Meeting was adjourned at 8:38 p.m.

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Margaret England, Mayor

Attest:

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Beverly Raddatz, City Clerk

## MEMORANDUM

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 23, 2021

**SUBJECT:** Presentations:

- A. Sons of American Revolution 2021 Law Enforcement Commendation Award to Officer Dominic Giannotta
- B. Florida Police Chiefs' Association 2019 Lifesaving Award to Officer David Jensen by Orange Park Police Chief Gary Goble
- C. Proclamation to Declare April 2021 as Sexual Assault Awareness Month by Ms. Jackie Meredith of the Betty Griffin Center
- D. Audit Report for Fiscal Year 2020 by Representatives of the City's Auditing Firm, James Moore and Associates

### ITEM A. SONS OF THE AMERICAN REVOLUTION AWARD

Attached as page 1 is a letter from Sergeant Paul Abel of the City's Police Department, in which he explains the background of the award to Officer Giannotta.

### ITEM B. POLICE CHIEFS' ASSOCIATION LIFESAVING AWARD

Attached as page 2 is an email from Chief Carswell, who explains why Officer Jensen is deserving of receiving this award from Chief Goble of the Florida Police Chiefs' Association.

### ITEM C. SEXUAL ASSAULT AWARENESS MONTH

The proclamation is attached as page 3. Ms. Meredith of the Betty Griffin Center will be at your meeting to speak about it.

### ITEM D. AUDIT REPORT FOR FISCAL YEAR 2020

The presentation by the James Moore representatives is attached in three parts:

- a. Pages 4-12, a PowerPoint overview of the City's financial operations for Fiscal Year 2020, which went from October 1, 2019 to September 30, 2020.
- b. Pages 1-47, the audit report.
- c. Pages 48-49, the City manager's response to the Auditor's Comments.

Of particular interest may be page 8 of the PowerPoint, Financial Highlights. Please note the following:

- That the City experienced no layoffs due to the Covid-19 pandemic.
- That money from two major revenue sources, charges for services and property taxes, did not decline.
- That overall expenses for FY 20 increased by a modest 0.8% or \$66,000.

Representatives from James Moore will explain the PowerPoint's highlights and answer any questions you may have.

#### Action Requested

It is that after the presentation, you accept the FY 20 audit report by motion and vote.

## Sons of the American Revolution (SAR)

### 2021 Law Enforcement Commendation Award for Officer Dominic Giannotta

Dec 21<sup>st</sup>, 2020

Officer Dominic Giannotta has excelled this year in all aspects of being a patrol officer. He is a highly productive officer with his traffic enforcement, serves in the agency Honor Guard, helps develop young officers within the agency through his training and experience, and he also takes time to give back to his community.

Officer Giannotta has conducted over 300 traffic stops in his relentless pursuit to stop drinking and driving, narcotics use and sales, and standard traffic infractions. He has issued more than 400 Uniform Traffic Citations and written warnings. Officer Giannotta assisted with creating and implementation of the Field Training Officer (FTO) DUI training.

Officer Giannotta is a member of the agency's Honor Guard Team and consistently attends community functions throughout St. Johns County as a representative of the agency. During the following honor guard events, he has represented our agency, the Ron Parker ceremony, National Police Memorial Ceremony, and the St Augustine Beach Memorial Day Ceremony.

Officer Giannotta serves as a Field Training Officer at the department and has been heavily involved in training two new hires over the past year. Officer Giannotta is one of our department's most highly regarded training officers and truly understands the seriousness involved in preparing new officers for success on the road. Due to his relentless pursuit to give the best training, he has been utilized by the FTO coordinator to assist with the classroom training phase of the FTO program. Officer Giannotta is currently in the promotional process and is actively testing to become a Sergeant with the department.

Along with all of Officer Giannotta's normal patrol functions and duties, he is also currently assigned as an Assistant Shift Leader (ASL), Field Training Officer (FTO). Officer Giannotta has acted as an ASL for over 34 days or 408 work hours while his Sergeant (SGT) was on military duty or Dive Unit training. He continually volunteers to cover shifts for military personnel, specialty team members, so they can attend their training and does so without any want for recognition or complaints.

Officer Giannotta is an exemplary officer due to his dedication to the agency, community, and officers he works with. He has proven his high level of care and compassion for those in which he serves by volunteering to give back to the community without the want for recognition. He has become a well-rounded officer who is developing himself and newer officers to be tomorrow's professional officers.

Respectfully Submitted,

*SGT Paul Abel 7161*

Paul Abel

Sergeant

St. Augustine Beach Police Department

## **Max Royle**

---

**From:** Daniel Carswell  
**Sent:** Tuesday, February 16, 2021 10:59 AM  
**To:** Max Royle  
**Subject:** Re: FPCA/2019 Lifesaving Award for Officer David Jensen

This award is done by nomination made from within the agency. It is for the FPCA lifesaving award for exceptional act that placed the nominee's life in jeopardy.

On 10/8/19, Officer Jensen responded to a group of swimmers in distress on the beach near Sea Colony. He and other officers arrived on scene and found two swimmers unable to get to shore and screaming for help. They, along with SJC marine rescue, entered the water during very extreme ocean conditions and were able to bring both subjects back to shore. Everyone was safe and unharmed.

I was on scene as well and can provide further details during the presentation.

Let me know if you need any further.



## *P R O C L A M A T I O N*

**Whereas**, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every person in the community. The goal of SAAM is to raise public awareness about sexual violence and educate communities on how to prevent it. Rape, sexual assault, and sexual harassment harm our community, and statistics show that every 73 seconds a person in the United States is sexually assaulted and one in six women and one in 33 men will be raped at some point in their lives (RAINN, 2018); and

**Whereas** Child sexual abuse prevention must be a priority to confront the reality that one in six boys and one in four girls will experience sexual assault before the age of 18 (Dube et al.,2005). On campus, one in five women and one in 16 men are sexually assaulted during their time in college (Krebs, Lindquist, Warner, Fisher, & Martin, 2007). Also, one in nine girls and one in 53 boys under the age of 18 experience sexual violence or assault at the hands of an adult. (RAINN, 2018); and

**Whereas** LGBTQ abuse prevention also needs to be a priority due to bisexual men and women are at a higher risk of sexual assault than heterosexual and homosexual men and women. Furthermore, transgender students are at 21% higher risk for sexual violence compared to 18% of non-TGQN females and 4% non TGQN males. (RAINN 2018); and

**Whereas** sexual violence in the military often goes unreported or underreported. In 2018, per Department of Defense, 6,053 military members reported experiencing sexual assault during their service in the military; and

**Whereas**, Sexual Assault Awareness Month is about embracing your voice, and how to inform individuals on how they can use their words to stop sexual violence before it happens by promoting safety, respect, equality and creating safe spaces online. Our words and actions shape the world around us. Whether you speak out against locker room talk, or help someone better understand these issues, or ask for consent, your voice is a powerful and necessary in this conversation. Individuals can embrace their voices to show their support for survivors, stand up to victim blaming, shut down rape jokes, correct harmful misconceptions, promote everyday consent, and practice healthy communication with children.

**NOW, THEREFORE**, the City Commission of the City of St. Augustine Beach does hereby recognize April as Sexual Assault Awareness Month and will join advocates and communities across the state and our country in taking action to prevent sexual violence and to create change now and in the future.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused to be affixed the official seal of the City of St. Augustine Beach, Florida, this 5<sup>th</sup> day of April 2021.

---

Mayor Margaret England

ATTEST:

---

City Manager Max Royle

# City of St. Augustine Beach

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**Annual Audit for the Year Ended September 30, 2020**

**Presented by: James Halleran, CPA**



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# Independent Auditors' Reports

- Financial Statements (pages 1-2) – Unmodified Opinion
- Internal Control and Compliance – *Government Auditing Standards* (pages 41-42) – 3 significant deficiencies reported\*
  - 1 repeat comment
  - 1 prior year comment corrected
  - 2 new comments
- Management Letter Required by Chapter 10.550, Rules of the Auditor General (pages 43-45)
  - 1 new recommendation\*
  - 1 prior year comment – modified and repeated in the current year\*
- Investment Statute Accountants' Examination Report (page 46)
- Impact Fee Affidavit (page 47)

*\*Page 48: Management's Response to Findings*





# General Fund (Page 10)

<u>Fund Balance</u>	<u>9/30/2020</u>	<u>9/30/2019</u>	<u>9/30/2018</u>
Nonspendable	\$ 59,290	\$ 50,552	\$ 75,982
Restricted	1,089,540	933,837	754,914
Committed	-0-	-0-	-0-
Assigned	425,000	650,000	1,415,096
Unassigned	<u>1,041,529</u>	* <u>1,103,533</u>	<u>1,044,198</u>
Total	<u>\$ 2,751,307</u>	<u>\$ 2,737,922</u>	<u>\$ 3,290,190</u>

\*2019 unassigned general fund balance would ultimately be responsible for covering the \$539,894 deficit fund balance in Road and Bridge.

## General Fund (Continued)

---

Total <b>Assigned/Unassigned</b> Fund Balance	\$ 1,466,529
2020 Expenditures and Transfers Out	\$ 6,695,775
Assigned/Unassigned Fund Balance as a % of Expenditures and Transfers out:	21.9%
Assigned/Unassigned General Fund Balance Less Road & Bridge unassigned fund deficit (\$130,647) as a % of Expenditures and Transfers out:	20.0%
<b>GFOA Minimum Rec. = 2 Months</b>	<b>At least 16.7%</b>



# Financial Highlights

---

- COVID-19 pandemic:
  - No overall decrease in workforce
  - No Beach Blast Off
- Charges for services increased \$49K (5.1%)
- Operating Grants decreased \$307K (-50.8%)
- Property taxes increased \$337K (9.5%)
- Overall expenses increased \$66K (0.8%)
  - Public Safety expenses increased \$141K (4.4%) mainly due to salary and benefit increases
- Road & Bridge \$541,262 total positive fund balance. Prior year \$64,432 deficit fund balance. General fund transferred \$987,029.



## General Fund (Continued)

---

Total <b>Unassigned</b> Fund Balance	\$ 1,041,529
2020 Expenditures	\$ 5,345,587
Unassigned Fund Balance as a % of Expenditures:	19.5%
Unassigned General Fund Balance Less Road & Bridge unassigned fund deficit	(\$130,647)
as a % of Expenditures:	17.0%
<b>Fund Balance Policy</b>	<b>At least 20%</b>

# Pensions and OPEB

---

- GASB 68 Net Pension Liability (NPL) Impact of FRS
  - Overall the NPL increased \$1.4M from the prior year
  - Recording of NPL share from FRS
    - \$6.03 million total NPL
  - Recording of NPL share from HIS
    - \$1.03 million total NPL
- GASB 75 OPEB Impact of Implicit Rate Subsidy
  - Approximately \$687,000 total OPEB liability
  - Increased \$5k





# Questions?

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- 11 -



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**CITY OF ST. AUGUSTINE BEACH, FLORIDA  
FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**CITY OF ST. AUGUSTINE BEACH, FLORIDA  
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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor, City Commission, and City Manager,  
City of St. Augustine Beach, Florida:

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of St. Augustine Beach, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 25, 2021, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*James Moore & Co., P.L.*

Daytona Beach, Florida  
February 25, 2021



**CITY OF ST. AUGUSTINE BEACH  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2020**

As management of the City of St. Augustine Beach (the City), we offer readers of the City of St. Augustine Beach's financial statements this narrative overview and analysis of the finance activities of the City of St. Augustine Beach for the fiscal year ended September 30, 2020.

**Financial Highlights**

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by \$20,360,839 (net position). The governments' total net position increased by \$59,837.
- As of the close of the current fiscal year, the City of St. Augustine Beach's governmental funds reported a combined ending fund balance of \$5,695,695 an increase of \$931,937. The unassigned General Fund balance available for spending at the City's discretion is \$1,041,529.

**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the City of St. Augustine Beach's finances, in a manner similar to a private-sector business.

The Statement of Net Position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position has changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both government-wide financial statements distinguish functions of the City that are principally supported by taxes, licenses and permits, and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, physical environment (solid waste), human services, transportation and culture recreation. The City currently does not have any functions that would be classified as business-type activities.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of St. Augustine Beach, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on the near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such

**CITY OF ST. AUGUSTINE BEACH  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2020**

information may be useful in evaluating at City's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between government funds and governmental activities.

The City maintains three major governmental funds as well as smaller project-related funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, road and bridge fund, debt service fund, and other government funds.

The City of St. Augustine Beach adopts annual appropriated budgets for all funds. Budgetary comparison schedules have been provided for these funds to demonstrate compliance with these budgets.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Government-Wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of St. Augustine Beach, assets and deferred outflows exceeded liabilities and deferred inflows by \$20,301,002 or a .29% increase at the close of the most recent fiscal year. The following table reflects the condensed statement of net position for the current and prior years. For more detail see the Statement of Net Position on page 9.

**Net Position**

	<b>2020</b>	<b>2019</b>
Current and Other Assets	\$ 5,899,389	\$ 5,000,448
Capital Assets	28,767,268	29,279,396
Total Assets	34,666,657	34,279,844
Deferred Outflows of Resources	2,226,269	2,013,524
Long-term Liabilities Outstanding	15,960,753	15,176,945
Other Liabilities	306,552	352,865
Total Liabilities	16,267,305	15,529,810
Deferred Inflows of Resources	264,782	462,556
Net Position:		
Net Investment in Capital Assets	20,885,798	20,775,393
Restricted	2,099,223	1,726,560
Unrestricted	(2,624,182)	(2,200,951)
Total Net Position	\$ 20,360,839	\$ 20,301,002



**CITY OF ST. AUGUSTINE BEACH  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2020**

At the end of the current fiscal year, the government's liabilities increased by \$737,495 or 4.7% which can be attributed to an increase in Long Term liabilities of \$783,808 comprised of an increase in Net Pension Liability \$1,418,120, offset by a decrease in Capital Leases \$115,253 and long-term Bonds and Notes Payable \$507,280.

Ninety-nine percent (103%) of the City's net position reflect its investment in capital assets (e.g. land, buildings, improvements, infrastructure and equipment) less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of St. Augustine Beach's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City of St. Augustine Beach's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of Net Position is unrestricted and may be used to meet the governments ongoing obligations to citizens and creditors.

The government's net position increased by \$59,837 in the current fiscal year. There was a decrease of \$306, 542 in Operating Grants this year, as last year included reimbursement from FEMA for hurricane expenses. The following table reflects the condensed Statement of Activities for the current and prior years. See page 10 for more detail.

**Statement of Activities**

	<u>2020</u>	<u>2019</u>
Revenues:		
Program Revenues:		
Charges for Services	\$ 998,743	\$ 950,235
Operating Grants and Contributions	296,910	603,452
Capital Grants and Contributions	241,946	196,733
General Revenues:		
Property Taxes	3,878,298	3,541,540
Other Taxes	2,487,112	2,448,338
Other	68,094	87,779
Total Revenues	<u>7,971,103</u>	<u>7,828,077</u>
Expenses:		
General Government	1,999,989	2,043,177
Public Safety	3,326,466	3,185,044
Physical Environment	1,323,476	1,242,677
Transportation	916,695	966,647
Economic Environment	-	250
Culture and Recreation	104,286	178,318
Interest on Long-term Debt	240,354	257,419
Total Expenses	<u>7,911,266</u>	<u>7,873,532</u>
Change in Net Position	59,837	(45,455)
Net Position - October 1	20,301,002	20,346,457
Net Position - September 30	<u>\$ 20,360,839</u>	<u>\$ 20,301,002</u>

**CITY OF ST. AUGUSTINE BEACH  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2020**

**Financial Analysis of the Governmental Funds**

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assess the City of St. Augustine Beach's financing requirements. Unassigned fund balance may serve as a useful measure of a City's net resources available for spending at the end of the fiscal year. As of September 30, 2020, fund balances were \$5,695,695 an increase of \$931,937 in comparison with the prior year. This includes \$1,041,529 in Unassigned Fund Balance for the General Fund which would be available for spending at the City's discretion, however, the Road & Bridge Fund has a negative unassigned fund balance of \$130,647, which the General Fund will have to subsidize in the next reporting period.

The General Fund's fund balance decreased by \$122,563 from \$2,737,922 to \$2,615,359. The decrease in fund balance is a result of a budget resolution to reduce the Parks & Recreation Assigned Fund Balance to aid in offsetting the revenue shortfall and increase in subsidy to the Road & Bridge Fund.

The Road and Bridge fund balance increased by \$604,694, from \$(63,432) to \$541,262. Revenues were more than budgeted amounts and expenditures were less than budgeted amounts.

The debt service fund has a fund balance of \$2,539,074. This is an increase of \$449,806 in comparison with the prior year. The revenues are generated from voted debt millage of 0.5 mills and z transfers from General Fund per the requirement to budget and appropriate funds for the 2016A, 2016B and 2016D revenue bonds. The voted debt millage is set to sunset in 2028 at which time a portion of the fund balance will satisfy the remaining debt service payments for 2009 and 2016C revenue bonds.

**Budgetary Highlights**

The City continues monitoring the status of intergovernmental revenues during the first quarter of the fiscal year. As is typical, the budget is reevaluated at the six-month mark and adjusted where necessary.

General Fund

A comparison of the budget versus actual for the General Fund can be found on page 35. The original budget was adjusted due to the loss of revenues and reduced expenses in response to the pandemic. As of September 30, 2020, the City received more than the overall budgeted amount for revenues and spent less than the budgeted amounts for expenditures.

Road and Bridge Fund

A comparison of the budget versus actual for the Road and Bridge Fund can be found on page 36. The original budget was adjusted due to the loss of revenues and reduced expenses in response to the pandemic. The City made the decision to postpone several projects in the original budget out of an abundance of caution during this time to ensure regular services could be performed with the lower revenues received. As of September 30, 2020, the City received more than the overall budgeted amount for revenues and spent less than the budgeted amounts for expenditures.

**Capital Assets**

The City's investment in capital assets as of September 30, 2020, amounts to \$28,767,268 (net of accumulated depreciation). See Note 6 for details. Capital assets include land, buildings and improvements, machinery and equipment, and infrastructure. The total decrease in the City's investment in capital assets net of depreciation for the current fiscal year was 1.75%.

**CITY OF ST. AUGUSTINE BEACH  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2020**

**Debt Administration**

The City decreased its bond and loan payables during the current fiscal year by \$507,280, which is a decrease of 6.2% percent. See Note 8 for details.

**Economic Factors**

We are not currently aware of any conditions that are expected to have a significant effect on the City's financial position or results of operations, however, the City continues to monitor the course of the pandemic and impacts on the local economy, as well as state revenues.

**Request for Information**

This financial report is designed to provide a general overview of the City's finances for all of those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Finance Director, 2200 A1A South, St. Augustine Beach, Florida 32080.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2020**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 4,111,134
Investments	1,215,902
Receivables, net	172,188
Due from other governments	340,875
Inventories	2,506
Prepays	56,784
Capital assets:	
Non-depreciable capital assets	14,565,118
Other capital assets, net of depreciation	14,202,150
Total assets	<u>34,666,657</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions	2,213,143
Deferred outflows related to OPEB	13,126
Total deferred outflows of resources	<u>2,226,269</u>
<b>LIABILITIES</b>	
Accounts payable	123,678
Accrued payroll and employee benefits	75,141
Customer deposits	1,200
Due to other governments	3,675
Accrued interest payable	102,858
Noncurrent liabilities:	
Due within one year:	
Bonds and notes payable	516,937
Capital leases	69,148
Compensated absences	50,161
Due in more than one year:	
Bonds and notes payable	7,131,773
Capital leases	163,612
Compensated absences	284,245
Total OPEB liability	687,064
Net pension liability	7,057,813
Total liabilities	<u>16,267,305</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows related to pensions	96,284
Deferred inflows related to OPEB	168,498
Total deferred inflows of resources	<u>264,782</u>
<b>NET POSITION</b>	
Net investment in capital assets	20,885,798
Restricted for:	
Impact fees	1,074,289
Police department - communications	12,083
Law enforcement - forfeiture and seizure	21,345
Building department	653,732
Debt service	337,774
Unrestricted	(2,624,182)
Total net position	<u>\$ 20,360,839</u>

The accompanying notes to financial statements  
are an integral part of this statement.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government	\$ 1,999,989	\$ 68,200	\$ 28,693	\$ 19,466	\$ (1,883,630)
Public safety	3,326,466	431,516	16,501	13,473	(2,864,976)
Physical environment	1,323,476	425,500	176,756	-	(721,220)
Transportation	916,695	50,277	20,000	195,447	(650,971)
Culture and recreation	104,286	23,250	54,960	13,560	(12,516)
Interest on long-term debt	240,354	-	-	-	(240,354)
Total governmental activities	<u>\$ 7,911,266</u>	<u>\$ 998,743</u>	<u>\$ 296,910</u>	<u>\$ 241,946</u>	<u>(6,373,667)</u>
General revenues:					
Property taxes					3,878,298
Sales and use taxes					1,025,037
Franchise and utility taxes					471,111
Public service taxes					671,103
Other taxes and fees					319,861
Investment earnings (loss)					29,270
Miscellaneous revenues					16,094
Gain on sale of capital asset					22,730
Total general revenues					<u>6,433,504</u>
Change in net position					59,837
Net position - beginning					20,301,002
Net position - ending					<u>\$ 20,360,839</u>

The accompanying notes to financial statements  
are an integral part of this statement.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2020**

	General Fund	Road and Bridge	Debt Service	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 991,341	\$ 582,548	\$ 2,096,613	\$ 3,670,502
Cash with fiscal agent	-	-	440,632	440,632
Investments	1,208,293	7,609	-	1,215,902
Receivables, net	172,188	-	-	172,188
Due from other governments	263,594	75,327	1,954	340,875
Due from other funds	56,601	-	-	56,601
Inventories	2,506	-	-	2,506
Prepaid items	56,784	-	-	56,784
Total assets	<u>\$ 2,751,307</u>	<u>\$ 665,484</u>	<u>\$ 2,539,199</u>	<u>\$ 5,955,990</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 55,932	\$ 67,746	\$ -	\$ 123,678
Accrued liabilities	75,141	-	-	75,141
Due to other governments	3,675	-	-	3,675
Due to other funds	-	56,476	125	56,601
Customer deposits	1,200	-	-	1,200
Total liabilities	<u>135,948</u>	<u>124,222</u>	<u>125</u>	<u>260,295</u>
<b>FUND BALANCES</b>				
Nonspendable:				
Inventories	2,506	-	-	2,506
Prepaid items	56,784	-	-	56,784
Restricted for:				
Impact fees	402,380	671,909	-	1,074,289
Police department - communications	12,083	-	-	12,083
Law enforcement - forfeiture and seizure	21,345	-	-	21,345
Building department	653,732	-	-	653,732
Debt service	-	-	440,632	440,632
Assigned to:				
Capital projects	400,000	-	-	400,000
Emergencies and contingencies	25,000	-	-	25,000
Debt service	-	-	2,098,442	2,098,442
Unassigned	1,041,529	(130,647)	-	910,882
Total fund balances	<u>2,615,359</u>	<u>541,262</u>	<u>2,539,074</u>	<u>5,695,695</u>
<b>Total liabilities and fund balances</b>	<u><b>\$ 2,751,307</b></u>	<u><b>\$ 665,484</b></u>	<u><b>\$ 2,539,199</b></u>	<u><b>\$ 5,955,990</b></u>

The accompanying notes to financial statements  
are an integral part of this statement.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2020**

**Fund balances - total governmental funds** **\$ 5,695,695**

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds

Total governmental capital assets	36,889,496	
Less: accumulated depreciation	<u>(8,122,228)</u>	28,767,268

On the governmental fund statements, a net pension liability is not recorded until an amount is legally due and payable and the pension plan's fiduciary net position is not sufficient for payment of those benefits (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the City's net pension liability of the defined benefit pension plans is reported as a noncurrent liability. Additionally, deferred outflows and deferred inflows related to pensions are also reported.

Net pension liability	(7,057,813)	
Deferred outflows related to pensions	2,213,143	
Deferred inflows related to pensions	<u>(96,284)</u>	(4,940,954)

On the governmental fund statements, a total OPEB liability is not recorded unless an amount is due and payable (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the City's total OPEB liability is reported as a noncurrent liability. Additionally, deferred outflows and deferred inflows related to OPEB are also reported.

Total OPEB liability	(687,064)	
Deferred outflows related to OPEB	13,126	
Deferred inflows related to OPEB	<u>(168,498)</u>	(842,436)

Long-term liabilities, including bonds payable and notes payable, are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities and other long-term liabilities consist of the following:

Bonds and notes payable	(7,648,710)	
Capital leases payable	(232,760)	
Accrued interest payable	(102,858)	
Compensated absences	<u>(334,406)</u>	(8,318,734)

**Net position of governmental activities** **\$ 20,360,839**

The accompanying notes to financial statements  
are an integral part of this statement.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	General	Road and Bridge	Debt Service	Total Governmental Funds
<b>Revenues</b>				
Taxes	\$ 4,231,848	\$ 221,937	\$ 668,497	\$ 5,122,282
Licenses and permits	868,836	195,447	-	1,064,283
Intergovernmental	795,157	261,520	-	1,056,677
Charges for services	545,993	50,277	-	596,270
Fines and forfeitures	32,687	-	-	32,687
Interest revenues (losses)	29,181	89	-	29,270
Miscellaneous	46,780	124	-	46,904
Total revenues	<u>6,550,482</u>	<u>729,394</u>	<u>668,497</u>	<u>7,948,373</u>
<b>Expenditures</b>				
Current:				
General government	1,540,567	-	-	1,540,567
Public safety	2,651,811	-	-	2,651,811
Physical environment	804,130	-	-	804,130
Transportation	-	809,554	-	809,554
Culture and recreation	77,684	-	-	77,684
Capital outlay	144,407	134,809	-	279,216
Debt service				
Principal	115,253	117,342	379,047	611,642
Interest and fiscal charges	11,735	50,024	202,803	264,562
Total expenditures	<u>5,345,587</u>	<u>1,111,729</u>	<u>581,850</u>	<u>7,039,166</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>1,204,895</u>	<u>(382,335)</u>	<u>86,647</u>	<u>909,207</u>
<b>Other financing sources (uses)</b>				
Transfers in	-	987,029	363,159	1,350,188
Transfers out	(1,350,188)	-	-	(1,350,188)
Proceeds from sale of capital assets	22,730	-	-	22,730
Total other financing sources (uses)	<u>(1,327,458)</u>	<u>987,029</u>	<u>363,159</u>	<u>22,730</u>
<b>Net change in fund balances</b>	<u>(122,563)</u>	<u>604,694</u>	<u>449,806</u>	<u>931,937</u>
<b>Fund balances, beginning of year</b>	2,737,922	(63,432)	2,089,268	4,763,758
<b>Fund balances, end of year</b>	<u>\$ 2,615,359</u>	<u>\$ 541,262</u>	<u>\$ 2,539,074</u>	<u>\$ 5,695,695</u>

The accompanying notes to financial statements  
are an integral part of this statement.



**CITY OF ST. AUGUSTINE BEACH, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**Net change in fund balances - total governmental funds** **\$ 931,937**

Differences in amounts reported for governmental activities in the statement of activities are:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.

Capital outlay expenditures	307,580	
Depreciation expense	<u>(819,708)</u>	(512,128)

Bond and loan proceeds are reported as financing sources in the governmental funds. However, the issuance of debt is reported as long-term debt payable in the statement of net position. Repayment of bond and note principal is an expenditure in the governmental funds, but the repayment of debt principal reduces long-term liabilities in the statement of net position. These amounts are as follows:

Principal repayment of general long-term debt	611,642	
Amortization of debt premium	<u>10,891</u>	622,533

Governmental funds report contributions to defined benefit pension plans as expenditures. However, in the Statement of Activities, the amount contributed to defined benefit pension plans reduces future net pension liability. Also included in pension expense in the Statement of Activities are amounts required to be amortized.

Changes in net pension liability and deferred inflows/outflows related to pensions	(929,424)
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Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available.

These adjustments are as follows:

Change in accrued interest on long-term debt	13,317
Changes in total OPEB liability and related deferred outflows and inflows of resources	(83,350)
Change in compensated absences liability	16,952

<b>Change in net position of governmental activities</b>	<b><u>\$ 59,837</u></b>
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The accompanying notes to financial statements  
are an integral part of this statement.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(1) Summary of Significant Accounting Policies:**

The financial statements of the City of St. Augustine Beach, Florida (the City), have been prepared in accordance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles. The following is a summary of the City's significant accounting policies:

(a) **Reporting entity**—The City was constituted a municipality on June 20, 1959, under the provisions of Chapter 59-1790, Laws of Florida, Acts of 1959. The City operates under a commission/manager form of government and provides the following services as authorized by its charter: law enforcement, planning and zoning, code enforcement, building inspection, solid waste collections, road and right-of-way maintenance, maintenance of City buildings, drainage and storm water management, and street lighting.

The accompanying financial statements present the financial position, results of operations, and cash flows of the applicable funds governed by the City Commission of the City, the reporting entity of government for which the City Commission is considered to be financially accountable. In evaluating the City as a reporting entity, management has addressed all potential component units that may or may not fall within the City's oversight and control, and thus, be included in the City's financial statements. No such entities or component units have been identified.

(b) **Government-wide and fund financial statements**—The basic financial statements include both government-wide (based on the City as a whole) and fund financial statements. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide statement of net position, the governmental activities are presented on a consolidated basis and are reflected on a full accrual, economic resource basis, which incorporates long-term assets and receivables as well as long-term debt and obligations. The City has no business-type activities.

The government-wide statement of activities reflects both the gross and net costs per functional category (e.g., public safety, physical environment, etc.), which are otherwise being supported by general government revenues (e.g., property, sales taxes, certain intergovernmental revenues, etc.). The statement of activities reduces gross expenses (including depreciation) by the related program revenues, operating and capital grants. The program revenues must be directly associated with the function or a business-type activity. The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

The net cost (by function) is normally covered by general revenue (e.g., property, sales taxes, intergovernmental revenues, interest income, etc.). This government-wide focus is more on the sustainability of the City as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements emphasize the major funds of the City.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

The governmental funds' major fund statements in the fund financial statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to demonstrate legal compliance and demonstrate how the City's actual experience conforms to the budgeted fiscal plan. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statement, a reconciliation is presented on the page following the Balance Sheet – Governmental Funds and the Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds, which briefly explains the adjustments necessary to transform the fund-based financial statements into the government-wide presentation.

As a general rule, the effect of interfund City activities has been eliminated from the government-wide financial statements.

(c) **Measurement focus and basis of accounting**—The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Taxes, intergovernmental revenue, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. All other revenue items are considered to be measurable and available only when cash is received by the government.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and pensions, are recorded only when payment is due.

(d) **Financial statement presentation**—The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows, liabilities, deferred inflows, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The GASB Codification sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of all funds combined) for the determination of major funds.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

The City reports the following major governmental funds:

The **General Fund** accounts for all financial transactions not accounted for in other funds. The majority of current operating expenditures of the City are financed through revenues received by the General Fund.

The **Road and Bridge Fund** is used to account for and report activities of the Road and Bridge Department. Resources are primarily provided by gas taxes, impact fees, and intergovernmental revenue.

The **Debt Service Fund** is used to account for the accumulation of resources for, and payment of, general long-term debt principal, interest, and related costs. This fund type is used to provide for the debt service requirements of the City's governmental long-term debt.

(e) **Budgets and budgetary accounting**—Annual budgets for all governmental funds were adopted in compliance with Florida law. The basis on which the budgets are prepared is consistent with the basis of accounting utilized by the various fund types. The governmental funds' budgets are prepared on the modified accrual basis of accounting. The City uses the following procedures in establishing the budgetary data reflected in the accompanying financial statements:

- i. Prior to September 1<sup>st</sup>, the City Manager submits a preliminary budget to the City Commission for the ensuing fiscal year.
- ii. Budget workshop sessions are scheduled by the City Commission, as needed.
- iii. A general summary of the budget and notice of public hearing is published in a local newspaper.
- iv. Prior to October 1<sup>st</sup>, the budget is legally enacted through passage of an ordinance.
- v. The City Commission, by resolution, may make supplemental appropriations in excess of those estimated for the year up to the amount of available revenue. Prior to the end of the fiscal year, supplemental appropriations are made for unanticipated spending requirements by the Commission.
- vi. The City Manager may make transfers within a department as long as the total budget for the department is not increased, and the legal level of control is \$15,000. Transfers of appropriations between departments require the approval of the Commission. The City's Ordinance establishes the level at which expenditures may not exceed appropriations at the department level.
- vii. Every appropriation lapses at the close of the fiscal year.

The budgets for governmental funds that were either adopted or amended during the year by the City Commission were prepared using the modified accrual basis of accounting in accordance with generally accepted accounting principles. Each of the City's governmental funds have legally adopted budgets.

(f) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(1) Summary of Significant Accounting Policies:** (Continued)

(g) **Cash deposits and investments**—The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments are recorded at fair value. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

(h) **Receivables and payables**—Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

All trade and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of historical trends. All unpaid property taxes receivable at year end are at least 180 days past due, at which time the applicable property is subject to lien, and penalties and interest are assessed; therefore, these amounts are fully allowed for and no provision for taxes receivable has been made on the City's financial statements.

(i) **Capital assets**—Capital assets include property, plant, equipment and infrastructure assets. Capital assets are defined by the City as assets with an initial individual cost of \$5,000 or more and an estimated useful life of more than one year. Such assets are recorded at historical cost, if purchased or constructed. Contributed assets, including donations and easements or other intangible rights of use, are recorded at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are only capitalized if they meet the dollar threshold above for capitalization. Maintenance and repairs of capital assets are charged to operating expenses.

Depreciation is reported for the primary government using the straight-line method calculated on a service-life basis to amortize the cost of the asset over their estimated economic useful lives, which are as follows:

<u>Assets</u>	<u>Years</u>
Buildings and Improvements	10 - 40 years
Machinery Equipment	5 - 20 years
Infrastructure	40 - 70 years

(j) **Compensated absences**—Since the liability for employees' leave time will not be liquidated with expendable available financial resources, the liability has not been reported in the governmental funds. A liability for compensated absences is accrued when incurred in the government-wide financial statements.

(k) **Long-term obligations**—In the government-wide financial statements, long-term debt obligations are reported as liabilities, net of any outstanding premiums or discounts. Debt issuance costs are expensed when paid.

(l) **Inventory and prepaids**—Inventory is valued at cost under the first-in, first-out method and is accounted for using the consumption method. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

(m) **Deferred outflows/inflows of resources**—In addition to assets, the statement of financial position will, if required, report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the only item in this category consisted of deferred amounts related to pensions and other post-employment benefits (OPEB), as discussed further in Note (10).

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Currently, the only item in this category consisted of deferred amounts related to pensions and OPEB, as discussed further in Note (10).

(n) **Fund balance**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

***Nonspendable*** – The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash such as inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property held for sale unless the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned.

***Restricted*** – Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation (i.e., when the government assesses, levies, charges, or otherwise mandates payment of resources from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation.

***Committed*** – Fund balance amounts that can only be used for specific purposes pursuant to constraints imposed by ordinance of the City Commission are reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

***Assigned*** – Fund balance amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, are reported as assigned fund balance, except for stabilization arrangements. Assignments can be made by the City Commission or the City Manager.

***Unassigned*** – Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

For spendable resources, is the City's policy to use its resources in the following order as needed to fund expenses: restricted, committed, assigned, unassigned.

(o) **Net position flow assumption**—Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to determine amounts reported as restricted and unrestricted net position, it is the City's policy to consider restricted net position to have been used before unrestricted net position is applied.

(2) **Reconciliation of Government-Wide and Fund Financial Statement:**

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is provided in this reconciliation.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances – total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is provided in this reconciliation.

(3) **Property Tax Calendar:**

Under Florida law, the assessment of all properties and collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser. State laws regulating tax assessment are designed to ensure a consistent property valuation method statewide and to permit municipalities to levy property taxes at a rate of up to 10 mills. For the fiscal year ended September 30, 2020, the millage rate assessed by the City was 2.45 per \$1,000.

The City tax calendar is as follows:

Lien Date:	January 1
Levy Date:	October 1
Discount Period	November-February
Delinquent Date	April 1

(4) **Cash Deposits and Investments:**

The City maintains cash and investment accounts for various other purposes or to segregate cash balances for amounts which are restricted or held on behalf of others. The City's investment policy authorizes the City to invest excess funds in time deposits, mutual funds, obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States Government, repurchase agreements, intergovernmental investment pools, and/or the State Board of Administration (SBA) Local-Government Surplus Trust Fund Investment Pool (Florida PRIME).

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(4) Cash Deposits and Investments:** (Continued)

As of September 30, 2020, all City cash deposits were held in qualified public depositories pursuant to Chapter 280, Florida Statutes, the *Florida Security for Public Deposits Act* (the Act), and, accordingly, are entirely insured by Federal Depository Insurance Corporation (FDIC) insurance or collateralized pursuant to the Act. The Act established guidelines for qualification and participation by banks and savings associations, procedures for administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified depository must pledge at least 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to 125%, may be required if deemed necessary. Obligations pledged to secure deposits must be delivered to the State Treasurer or, with the approval of the State Treasurer, to a bank, savings association, or trust company provided a power of attorney. Under the Act, the City is authorized to deposit funds only in qualified public depositories.

The City invests temporarily idle resources in the Florida Prime Investment Pool (Florida PRIME), Florida Local Government Investment Trust (FLGIT) and Florida Safe Investment Pool (FLSAFE). Florida PRIME is administered by the Florida State Board of Administration (SBA), who provides regulatory oversight. Florida PRIME, FLGIT and FLSAFE are similar to money market funds in which units are owned in the fund rather than the underlying investments. These investments are reported at amortized cost and meet the requirements of GASB Statement No. 31, as amended by GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, which establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. There is no limitation or restrictions on withdrawals from Florida PRIME, FLGIT, or FLSAFE; although in the occurrence of an event that has a material impact on liquidity or operations of the trust fund, the funds' executive director may limit contributions to or withdrawals from the trust fund for a period of 48 hours.

As of September 30, 2020, the Florida PRIME, FLGIT and FLSAFE had weighted average maturities of 48 days, 27.33 days and 54 days, respectively. The City held no assets or investments carried at fair value at September 30, 2020, and subject to the required disclosures of GASB 72.

As of September 30, 2020, the City's governmental investment portfolio is composed of the following investments:

<u>Investment</u>	<u>Credit Quality Rating</u>	<u>Carrying Value</u>
Florida PRIME	AAAm (S&P)	\$ 671,430
FLGIT Day to Day	AAAm (Fitch)	\$ 53,269
FLSAFE	AAAm (S&P)	\$ 491,203

**Interest Rate Risk:** Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. To limits its exposure to fair value losses arising from increases in interest rates, the City prohibits direct investment in U.S. government securities or repurchase agreements maturing more than seven years from the date of purchase and in time deposits maturing more than one year from the date of purchase. There were no investments in the City's portfolio that exceeded this maximum maturity at September 30, 2020.

**Credit Risk:** Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The City's investment policy utilizes portfolio diversification in order to limit investments to governmental funds and securities backed by state and federal governments, and mutual funds with a minimum credit rating of AAAm by Standard & Poor's (S&P) or an equivalent. The City's portfolio is held entirely with public depositories and is invested in SBA, FLGIT and FLSAFE funds, as described above.



**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
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**(4) Cash Deposits and Investments:** (Continued)

*Concentration of Credit Risk:* Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The City's adopted investment policy follows the investment policies set forth in Florida Statutes, Chapter 218.

In addition to describing the credit risk of investments in the portfolio, governmental entities will need to disclose the concentration of credit risk with a single issuer, if 5 or more percent of the total assets of the portfolio are invested with one issuer. Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from the concentration of credit risk disclosure requirements.

*Custodial Credit Risk:* All demand deposits are held with qualified public depositories, as defined above. In the case of investments, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. As of September 30, 2020, the City's investment of \$671,430 in Florida PRIME funds, \$53,269 in FLGIT funds, and \$491,203 in FLSAFE funds are backed by the full faith and credit of the State of Florida, or explicitly guaranteed by the State of Florida.

**(5) Accounts Receivable:**

The City's receivables consist of \$172,188 at September 30, 2020, all of which was included in the general fund and governmental activities. There was no allowance for doubtful accounts at September 30, 2020.

**(6) Capital Assets:**

Capital asset activity for the fiscal year ended September 30, 2020, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated --				
Land	\$ 14,297,130	\$ -	\$ -	\$ 14,297,130
Construction in progress	593,405	88,558	(413,975)	267,988
Total capital assets, not being depreciated	<u>14,890,535</u>	<u>88,558</u>	<u>(413,975)</u>	<u>14,565,118</u>
Capital assets, being depreciated --				
Machinery and equipment	3,946,674	158,657	(60,882)	4,044,449
Buildings and improvements	4,891,308	12,329	-	4,903,637
Infrastructure	12,914,281	462,011	-	13,376,292
Total capital assets, being depreciated	21,752,263	632,997	(60,882)	22,324,378
Less: accumulated depreciation	(7,363,402)	(819,708)	60,882	(8,122,228)
Total capital assets, being depreciated, net	<u>14,388,861</u>	<u>(186,711)</u>	<u>-</u>	<u>14,202,150</u>
Governmental activities capital assets, net	<u>\$ 29,279,396</u>	<u>\$ (98,153)</u>	<u>\$ (413,975)</u>	<u>\$ 28,767,268</u>

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
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**(6) Capital Assets:** (Continued)

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
General governmental	\$ 170,309
Public safety	191,441
Physical environment	427,752
Transportation	3,604
Culture and recreation	26,602
Total depreciation expense - governmental activities	<u>\$ 819,708</u>

**(7) Capital Leases:**

The City has entered into certain lease agreements as a lessee for financing the acquisition of six police vehicles in the 2016 fiscal year, three police vehicles in the 2017 fiscal year and one garbage truck in the 2019 fiscal year. The lease agreements qualify as capital leases for accounting purposes, and therefore, have been recorded at the present value of their future minimum lease payments as of the inception date. The assets acquired through capital leases are as follows:

Asset:	
Vehicles and Accessories	\$ 580,698
Accumulated depreciation	<u>(331,493)</u>
Net book value of leased assets	<u>\$ 249,205</u>

The future minimum lease obligations and the net present value of these minimum lease payments were as follows:

Year Ending September 30	Present Value of Net Minimum Payments	Amounts Representing Interest	Total Minimum Lease Payments
2021	\$ 69,148	\$ 7,510	\$ 76,658
2022	71,369	5,289	76,658
2023	45,384	2,998	48,382
2024	46,859	1,523	48,382
Total	<u>\$ 232,760</u>	<u>\$ 17,320</u>	<u>\$ 250,080</u>

**(8) Long-Term Debt:**

Notes and bonds payable at September 30, 2020, are comprised of the following:

\$5,350,000 Series 2009 Florida Municipal Loan Council Revenue Bonds, issued to purchase land at a fixed rate of interest of 5.37%. Interest payments are payable semiannually on January 1 and July 1. Principal payments are due annually on July 1 each year until final maturity on July 1, 2029. The bond issue is payable from and secured by certain ad valorem revenues and the approximate amount of the pledge is equal to the remaining principal and interest of \$592,297. During 2020, \$668,497 in ad valorem revenues were recognized and \$65,881 were paid for debt service.

\$ 460,647

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
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**(8) Long-Term Debt: (Continued)**

<p>\$1,460,000 Series 2016A Florida Municipal Loan Council Refunding and Improvement Bonds, issued for the purchase of land and capital improvements at interest rates ranging from 2.00% to 5.00%. Interest payments are payable semiannually on April 1 and October 1. Principal payments are due annually on October 1 each year until final maturity on October 1, 2046. The bond issue is payable from and secured by non-ad valorem revenues and the approximate amount of the pledge is equal to the remaining principal and interest of \$2,048,088. During 2020, \$4,070,075 in non-ad valorem revenues were recognized and \$73,950 were paid for debt service.</p>	<p>\$ 1,370,000</p>
<p>\$1,610,000 Series 2016B Florida Municipal Loan Council Refunding and Improvement Bonds, issued for the purchase of land and capital improvements at interest rates ranging from 2.00% to 4.00%. Interest payments are payable semiannually on April 1 and October 1. Principal payments are due annually on October 1 each year until final maturity on October 1, 2028. The bond issue is payable from and secured by certain ad valorem revenues and the approximate amount of the pledge is equal to the remaining principal and interest of \$1,409,925. During 2020, \$668,497 in ad valorem revenues were recognized and \$155,775 were paid for debt service.</p>	<p>1,260,000</p>
<p>\$1,920,000 Series 2016C Florida Municipal Loan Council Refunding and Improvement Bonds, issued for a current refunding of Series 2004A Florida Municipal Loan Council Revenue Bonds, at interest rates ranging from 2.00% to 5.00%. Interest payments are payable semiannually on April 1 and October 1. Principal payments are due annually on October 1 each year until final maturity on October 1, 2034. The bond issue is payable from and secured by non-ad valorem revenues and the approximate amount of the pledge is equal to the remaining principal and interest of \$2,094,250. During 2020, \$4,070,075 in non-ad valorem revenues were recognized and \$143,225 were paid for debt service.</p>	<p>1,665,000</p>
<p>\$1,430,000 Series 2016D Florida Municipal Loan Council Refunding and Improvement Bonds, issued for a current refunding of Series 2010AA Florida Municipal Loan Council Revenue Bonds, at interest rates ranging from 2.00% to 5.00%. Interest payments are payable semiannually on April 1 and October 1. Principal payments are due annually on October 1 each year until final maturity on October 1, 2029. The bond issue is payable from and secured by non-ad valorem revenues and the approximate amount of the pledge is equal to the remaining principal and interest of \$1,315,319. During 2020, \$4,070,075 in non-ad valorem revenues were recognized and \$135,113 were paid for debt service.</p>	<p>1,135,000</p>
<p>\$2,508,562 Department of Environmental Protection note payable, used to connect approximately 620 residential units to the St. Johns County Utility System, at an interest rate of 2.92%. Principal and interest payments of \$83,683 are payable semiannually on January 15 and July 15 through July 15, 2032. Repayment of loan balance is secured revenue received from St. Johns County equal to the semiannual debt service payment to the City as each payment becomes due. See Note (14) for further discussion of this activity.</p>	<p>1,624,918</p>
<p>Notes and bonds payable at September 30, 2020</p>	<p>7,515,565</p>
<p>Add: unamortized bond premiums</p>	<p>133,145</p>
<p>Less: current portion of bonds and notes payable</p>	<p>(516,937)</p>
<p>Total long-term debt, governmental activities</p>	<p><u>\$ 7,131,773</u></p>

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
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**(8) Long-Term Debt:** (Continued)

The City was in compliance with all applicable debt covenants as of and for the year ended September 30, 2020.

Annual debt service requirements to maturity for the City's notes and bonds payable are as follows:

<u>Year Ending September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 516,937	\$ 227,246	\$ 744,183
2022	523,326	210,834	734,160
2023	538,685	192,224	730,909
2024	564,903	174,856	739,759
2025	586,364	160,545	746,909
2026-2030	2,911,456	551,098	3,462,554
2031-2035	1,123,894	197,556	1,321,450
2036-2040	280,000	99,875	379,875
2041-2045	325,000	50,619	375,619
2046-2047	145,000	4,794	149,794
Total	<u>\$ 7,515,565</u>	<u>\$ 1,869,647</u>	<u>\$ 9,385,212</u>

For the fiscal year ended September 30, 2020, a summary of the long-term liability transactions for the City is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental activities:</b>					
Notes and bonds payable	\$ 8,011,954	\$ -	\$ (496,389)	\$ 7,515,565	\$ 516,937
Plus: Original issue premium	144,036	-	(10,891)	133,145	-
Total notes and bonds payable	8,155,990	-	(507,280)	7,648,710	516,937
Capital leases	348,013	-	(115,253)	232,760	69,148
Compensated absences	351,358	177,320	(194,272)	334,406	50,161
Governmental activities - Total long-term liabilities	<u>\$ 8,855,361</u>	<u>\$ 177,320</u>	<u>\$ (816,805)</u>	<u>\$ 8,215,876</u>	<u>\$ 636,246</u>

**(9) Interfund Loans, Advances, Fees and Transfers:**

The outstanding balances between funds are short-term loans to cover short-term cash flow needs and expected to be repaid in full over the course of the next fiscal year. Individual fund interfund receivables and payables for the primary government at September 30, 2020, are comprised of the following:

	<u>Due From Other Funds</u>	<u>Due to Other Funds</u>
Governmental Activities:		
General Fund	\$ 56,601	\$ -
Road and Bridge Fund	-	56,476
Debt Service	-	125
Total - All Funds	<u>\$ 56,601</u>	<u>\$ 56,601</u>

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
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**SEPTEMBER 30, 2020**

**(9) Interfund Loans, Advances, Fees and Transfers:** (Continued)

For the year ended September 30, 2020, interfund transfers consisted of the following:

	<u>Transfer From</u>	<u>Transfer To</u>
Governmental Activities:		
General Fund	\$ 1,350,188	\$ -
Road and Bridge Fund	-	987,029
Debt Service Fund	-	363,159
Total - All Funds	<u>\$ 1,350,188</u>	<u>\$ 1,350,188</u>

The transfer from the general fund to the road and bridge fund represents funds for capital project outlay. The transfer from the general fund to the debt service fund represents the requirements for debt service payments.

**(10) Employees' Retirement Plans and Other-Postemployment Benefits:**

**A. Florida Retirement System**

**Plan Description and Administration**

The City participates in the Florida Retirement System (FRS), a multiple-employer, cost sharing defined public employee retirement system which covers all of the City's full-time employees. The System is a noncontributory retirement plan, administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. The FRS is a single retirement system administered by the Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer retirement plans and other nonintegrated programs. These include a defined-benefit pension plan (Plan), with a Deferred Retirement Option Program (DROP), and a defined-contribution plan, referred to as the FRS Investment Plan (Investment Plan).

In addition, all regular employees of the City are eligible to enroll as members of the Retiree Health Insurance Subsidy (HIS) Program. The HIS is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. For the fiscal year ended September 30, 2020, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$5. The minimum payment is \$30 and the maximum payment is \$150 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under one of the state-administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
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**(10) Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

**Benefits Provided and Employees Covered**

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Members of both Plans may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

Employees may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. The Investment Plan is funded by employer and employee contributions that are based on salary and membership class (Regular, DROP, etc.). Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Employees in the Investment Plan vest at one year of service.

**Financial Statements**

Financial statements and other supplementary information of the FRS are included in the State's Comprehensive Annual Financial Report, which is available from the Florida Department of Financial Services, Bureau of Financial Reporting Statewide Financial Reporting Section by mail at 200 E. Gaines Street, Tallahassee, Florida 32399-0364; by telephone at (850) 413-5511; or at the Department's Web site ([www.myfloridacfo.com](http://www.myfloridacfo.com)). An annual report on the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from:

Florida Department of Management Services  
Division of Retirement, Research and Education Services  
P.O. Box 9000  
Tallahassee, FL 32315-9000  
850-488-5706 or toll free at 877-377-1737

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
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**(10) Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

**Contributions**

Employers may participate in certain classes of FRS membership. The employee contribution rate for eligible employees, other than those in DROP from ERS who are not required to contribute, is 3.0%. Each class has descriptions and employer contribution rates in effect during the fiscal year ended September 30, 2020, as follows (contribution rates are in agreement with the actuarially determined rates):

<u>FRS Membership Plan &amp; Class</u>	<u>Through June 30, 2020</u>	<u>After June 30, 2020</u>
Regular Class	8.47%	10.00%
Elected Officer Class	48.82%	49.18%
Senior Management Service Class (SMSC)	25.41%	27.29%
Special Risk	25.48%	24.45%
DROP	14.60%	16.98%

Current-year employer HIS contributions were made at a rate of 1.66% of covered payroll, included in the above rates.

Actual contributions made for City employees participating in FRS and HIS for the plan year ended June 30, 2020, were as follows:

City Contributions – FRS	\$ 461,951
City Contributions – HIS	48,699
Employee Contributions – FRS	88,010

**Net Pension Liability, Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions**

At September 30, 2020, the City reported a net pension liability related to FRS and HIS as follows:

FRS	\$ 6,025,966
HIS	1,031,847
Total	<u>\$ 7,057,813</u>

The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The employer proportion of the net pension liability was based on a projection of the organization's long-term share of contributions to the pension plan relative to the projected contributions of all participating governmental entities, as actuarially determined. At June 30, 2020 and 2019, the City's proportionate share of the FRS and HIS net pension liabilities were as follows:

<u>Plan</u>	<u>2020</u>	<u>2019</u>
FRS	0.013903464%	0.013585849%
HIS	0.008450946%	0.008588042%

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**(10) Employees' Retirement Plans and Other-Postemployment Benefits: (Continued)**

For the plan year ended June 30, 2020, pension expense was recognized related to the FRS and HIS plans as follows:

FRS	\$ 1,349,618
HIS	105,404
Total	<u>\$ 1,455,022</u>

*Deferred outflows/inflows related to pensions:*

At September 30, 2020, deferred outflows of resources and deferred inflows of resources related to pensions were recorded from the following sources:

	FRS		HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 230,626	\$ -	\$ 42,209	\$ (796)
Changes of assumptions	1,090,892	-	110,953	(59,998)
Net difference between projected and actual investment earnings	358,792	-	824	-
Change in City's proportionate share	181,492	(20,138)	49,135	(15,352)
Contributions subsequent to measurement date	134,866	-	13,354	-
	<u>\$ 1,996,668</u>	<u>\$ (20,138)</u>	<u>\$ 216,475</u>	<u>\$ (76,146)</u>

The above amounts for deferred outflows of resources for contributions related to pensions resulting from employer contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended September 30, 2021. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

2021	\$ 456,706
2022	616,149
2023	490,176
2024	302,739
2025	91,048
Thereafter	11,821
Total	<u>\$ 1,968,639</u>

*Actuarial assumptions:*

The Actuarial assumptions for both defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS was completed in 2019 for the period July 1, 2013, through June 30, 2018. Because HIS is funded on a pay-as-you-go basis, no experience study has been completed.



**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
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**(10) Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation, using the entry age normal actuarial cost method. Inflation increases for both plans are assumed at 2.40%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS investments are 6.80%. This rate decreased from the prior year rate, which was 6.90%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. Because HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 2.21% was used to determine the total pension for the program. This rate decreased from the prior year rate, which was 3.50%. Mortality assumptions for both plans were based on the Generational PUB-2010 with Projection Scale MP-2018 tables.

*Long-term expected rate of return:*

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in October 2020, the FRS Actuarial Assumptions conference reviewed long-term assumptions developed by both Milliman's capital market assumptions team and by a capital market assumptions team from Aon Hewitt Investment Consulting, which consults to the Florida State Board of Administration. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Arithmetic Expected Rate of Return</u>
Cash	1.0%	2.2%
Fixed income	19.0%	3.0%
Global equities	54.2%	8.0%
Real estate	10.3%	6.4%
Private equity	11.1%	10.8%
Strategic investments	4.4%	5.5%
Total	<u>100.0%</u>	

*Sensitivity of the net pension liability to changes in the discount rate:*

The following presents the proportionate shares of the FRS and HIS net pension liability of the City calculated using the current discount rates, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

<u>Plan</u>	<u>Current Discount Rate</u>	<u>NPL with 1% Decrease</u>	<u>NPL at Current Discount Rate</u>	<u>NPL with 1% Increase</u>
FRS	6.80%	\$ 9,622,455	\$ 6,025,966	\$ 1,022,163
HIS	2.21%	1,192,769	1,031,847	900,133

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
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**(10) Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

**B. Other Post-Employment Benefits (OPEB):**

**Plan Description**

The City of St. Augustine Beach, Florida Post-Retirement Benefits Plan (the Plan) is a single-employer healthcare plan administered by the City. Pursuant to Section 112.0801, Florida Statutes, the City is required to permit participation in the Plan to retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. Eligible individuals include all regular employees who retire from active service. Under certain conditions, eligible individuals also include spouses and dependent children. The Plan does not issue a publicly available financial report.

**Funding Policy**

The contribution requirements of plan members are established by state statutes and may be amended by the state legislature. The required contribution is based on projected pay-as-you-go financing requirements and is subject to constant revision. The City has opted to not fund the total OPEB obligation or the resulting unfunded actuarial accrued liability on an annual basis. The City utilizes the general fund and road and bridge fund to liquidate the liability for the OPEB obligation from previous years.

**Benefits Provided**

The Other Post-Employment Benefits Plan is a single-employer benefit healthcare plan administered by the City. Retirees are charged whatever the insurance company charges for the type of coverage elected, however, the premiums charged by the insurance company are based on a blending of the experience among younger active employees and older retired employees. The older retirees actually have a higher cost which means the City is actually subsidizing the cost of the retiree coverage because it pays all or a significant portion of the premium on behalf of the active employee, known as the "implicit rate subsidy."

**Plan Membership**

At October 1, 2018, the date of the latest actuarial valuation, plan participation consisted of 57 covered individuals, including two inactive employees and beneficiaries and 55 active employees. Plan participation does not include any inactive employees entitled to but not yet receiving benefits.

**Actuarial Assumptions and Other Inputs**

The total OPEB liability in the October 1, 2018, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods in the measurement, unless otherwise specified:

Discount rate	3.58%
Salary increases	3.00%
Healthcare cost trend rate	7.00% in 2019, downgraded 0.50% per year to 5.00% in 2023
Age-related morbidity	3.50% for each year of age
Retirees' share of benefit-related costs	100.00%

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**(10) Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

The City does not have a dedicated Trust to pay retiree healthcare benefits. The discount rate was based on the S&P Municipal Bond 20-Year High Grade Rate Index as of September 30, 2019.

Mortality rates were based on the PUB-2010 Mortality Table (without income adjustment) for general and public safety employees, with full generational improvements in mortality using Scale MP-2017.

**Total OPEB Liability**

The City's total OPEB liability of \$687,064 was measured as of September 30, 2019, and was determined by an actuarial valuation as of October 1, 2018, utilizing the Alternative Measurement Method for small plans.

Changes in the OPEB liability for the fiscal year ended September 30, 2020, were as follows:

	<u>Total OPEB Liability</u>
Balance at September 30, 2019	\$ 681,891
Changes for a year:	
Service cost	73,190
Interest	27,019
Differences between expected and actual experience	-
Demographic experience	(37,351)
Changes of assumptions	(56,943)
Benefit payments – implicit rate subsidy	(742)
Other changes	-
Net changes	<u>5,173</u>
Balance at September 30, 2020	<u>\$ 687,064</u>

*Sensitivity of the total OPEB liability to changes in the discount rate:*

The following presents the total OPEB liability of the City calculated using the discount rate of 3.58%, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (2.58%) or 1% higher (4.58%) than the current rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 757,738	\$ 687,064	\$ 624,959

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rate:*

The following presents the total OPEB liability of the City as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower (6.00%, decreasing to 4.00%) or 1% higher (8.00%, decreasing to 6.00%) than the current healthcare cost trend rates (7.00%, decreasing to 5.00%):

	<u>1% Decrease</u>	<u>Current Trend Rates</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 600,888	\$ 687,064	\$ 791,163

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(11) Risk Management:**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. There were no significant reductions in coverage from the prior year.

The City is engaged in routine litigation incidental to the conduct of its municipal affairs. In the opinion of the City's legal counsel, no legal proceedings are pending which would have a material adverse effect on the financial position or results of operations of the City.

**(12) Commitments and Contingencies:**

The City is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2020. The outcomes of established claims are included in these financial statements. In the opinion of the City's legal counsel, no legal proceedings are pending or threatened against the City which are not covered by applicable insurance which would inhibit its ability to perform its operations or materially affect its financial condition.

**(13) Risks and Uncertainties – COVID-19:**

During the year ended September 30, 2020, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by mandating temporary work stoppage in many sectors and imposing limitations on travel and size and duration of group meetings. Most industries are experiencing disruption to business operations and the impact of reduced consumer spending. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impact to the City as of February 25, 2021, management believes that a material impact on the entity's net position and results of future operations is reasonably possible.

**(14) Interlocal Agreement:**

Through the Department of Environmental Protection's State Revolving Loan Program, the City obtained funding in September 2009 to connect approximately 620 residential units in seven neighborhoods to the St. Johns County Utility System.

The City contracted with St. Johns County to extend their current utility system into these neighborhoods. The new lines are in place and will be both operated and maintained by St. Johns County. The City is the owner of the new utility lines until such time as the debt instrument that has been used to finance the project has been retired, upon which the ownership shall vest solely with St. Johns County. St. Johns County will share the revenues generated from the new utility connections with the City in an amount equal to the debt service on the City's loans not forgiven, as it becomes due and payable.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(15) Recent Accounting Pronouncements:**

The Governmental Accounting Standards Board ("GASB") has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the City's financial statements:

GASB issued Statement No. 87, *Leases*, in June 2017. GASB 87 increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The provisions in GASB 87 are effective for periods beginning after June 15, 2021.

GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*, in May 2020. GASB 96 provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The provisions in GASB 96 are effective for periods beginning after June 15, 2021.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Budgeted Amounts</b>			<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	
<b>REVENUES</b>				
Taxes	\$ 4,108,677	\$ 4,028,677	\$ 4,231,848	\$ 203,171
Licenses and permits	787,200	796,200	868,836	72,636
Intergovernmental	932,767	806,366	795,157	(11,209)
Charges for services	427,894	468,295	545,993	77,698
Fines and forfeitures	26,600	26,600	32,687	6,087
Interest revenues	51,000	31,000	29,181	(1,819)
Miscellaneous	36,144	36,144	46,780	10,636
Total revenues	<u>6,370,282</u>	<u>6,193,282</u>	<u>6,550,482</u>	<u>357,200</u>
<b>Expenditures</b>				
Current:				
General government:				
Legislative	84,638	84,638	78,811	5,827
Executive	175,404	175,404	173,816	1,588
Finance	768,561	772,385	695,703	76,682
Comp planning	159,302	164,338	160,627	3,711
Other general government	613,515	500,515	441,797	58,718
Public safety:				
Police	2,412,439	2,471,139	2,402,898	68,241
Protective inspection	358,777	430,379	374,558	55,821
Physical environment	840,840	840,840	804,130	36,710
Economic environment	250	250	-	250
Culture and recreation	287,800	287,800	86,259	201,541
Debt service:				
Principal	116,692	115,881	115,253	628
Interest and fiscal charges	10,297	11,108	11,735	(627)
Total expenditures	<u>5,828,515</u>	<u>5,854,677</u>	<u>5,345,587</u>	<u>509,090</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>541,767</u>	<u>338,605</u>	<u>1,204,895</u>	<u>866,290</u>
<b>Other financing sources (uses)</b>				
Transfers out	(1,155,294)	(1,350,188)	(1,350,188)	-
Proceeds from sale of capital assets	5,000	5,000	22,730	17,730
Total other financing sources (uses)	<u>(1,150,294)</u>	<u>(1,345,188)</u>	<u>(1,327,458)</u>	<u>17,730</u>
<b>Net change in fund balances</b>	<u>(608,527)</u>	<u>(1,006,583)</u>	<u>(122,563)</u>	<u>884,020</u>
<b>Fund balances, beginning of year</b>	<u>2,737,922</u>	<u>2,737,922</u>	<u>2,737,922</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 2,129,395</u>	<u>\$ 1,731,339</u>	<u>\$ 2,615,359</u>	<u>\$ 884,020</u>

The accompanying notes to the required supplemental  
information are an integral part of this schedule.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - ROAD AND BRIDGE FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<u>Budgeted Amounts</u>			<b>Variance with Final Budget - Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>REVENUES</b>				
Taxes	\$ 245,764	\$ 245,764	\$ 221,937	\$ (23,827)
Licenses and permits	50,000	50,000	195,447	145,447
Intergovernmental	922,233	267,233	261,520	(5,713)
Charges for services	48,328	48,328	50,277	1,949
Interest revenues	210	210	89	(121)
Miscellaneous	-	-	124	124
Total revenues	<u>1,266,535</u>	<u>611,535</u>	<u>729,394</u>	<u>117,859</u>
<b>Expenditures</b>				
Current:				
Transportation	901,304	1,394,198	809,554	584,644
Capital outlay	1,290,000	182,000	134,809	47,191
Debt service:				
Principal	117,342	116,492	117,342	(850)
Interest and fiscal charges	50,024	50,874	50,024	850
Total expenditures	<u>2,358,670</u>	<u>1,743,564</u>	<u>1,111,729</u>	<u>631,835</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(1,092,135)</u>	<u>(1,132,029)</u>	<u>(382,335)</u>	<u>749,694</u>
<b>Other financing sources (uses)</b>				
Transfers in	792,135	987,029	987,029	-
<b>Net change in fund balances</b>	<u>(300,000)</u>	<u>(145,000)</u>	<u>604,694</u>	<u>749,694</u>
<b>Fund balances (deficits), beginning of year</b>	<u>(63,432)</u>	<u>(63,432)</u>	<u>(63,432)</u>	<u>-</u>
<b>Fund balances (deficits), end of year</b>	<u>\$ (363,432)</u>	<u>\$ (208,432)</u>	<u>\$ 541,262</u>	<u>\$ 749,694</u>

The accompanying notes to the required supplemental  
information are an integral part of this schedule.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY**  
**LAST 10 FISCAL YEARS**  
**(UNAUDITED)**

	As of the Plan Year Ended June 30,						
	2020	2019	2018	2017	2016	2015	2014
<b>Florida Retirement System (FRS)</b>							
Proportion of the net pension liability	0.013903464%	0.013585849%	0.013403952%	0.013616542%	0.012974748%	0.011402375%	0.010951725%
Proportionate share of the net pension liability	\$ 6,025,966	\$ 4,678,777	\$ 4,037,340	\$ 4,029,064	\$ 3,276,134	\$ 1,472,770	\$ 668,216
Covered payroll	2,933,675	2,872,805	2,817,583	2,733,987	2,494,066	1,694,975	1,475,719
Proportionate share of the net pension liability as a percentage of covered payroll	205.41%	162.86%	143.29%	147.37%	131.36%	86.89%	45.28%
Plan fiduciary net position as a percentage of the total pension liability	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%
<b>Health Insurance Subsidy Program (HIS)</b>							
Proportion of the net pension liability	0.008450946%	0.008588042%	0.008624684%	0.008575529%	0.008077334%	0.007360546%	0.007151006%
Proportionate share of the net pension liability	\$ 1,031,847	\$ 960,916	\$ 912,846	\$ 916,935	\$ 941,380	\$ 750,660	\$ 668,637
Covered payroll	2,933,675	2,872,805	2,817,583	2,733,987	2,494,066	1,694,975	1,475,719
Proportionate share of the net pension liability as a percentage of covered payroll	35.17%	33.45%	32.40%	33.54%	37.74%	44.29%	45.31%
Plan fiduciary net position as a percentage of the total pension liability	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

\* GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

See accompanying notes to required supplementary information

The accompanying notes to the required supplemental information are an integral part of this schedule



**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**SCHEDULE OF CONTRIBUTIONS**  
**LAST 10 FISCAL YEARS**  
**(UNAUDITED)**

	As of the Plan Year Ended June 30,					
	2020	2019	2018	2017	2016	2015
<b>Florida Retirement System (FRS)</b>						
Contractually required contribution	\$ 461,951	\$ 421,259	\$ 382,002	\$ 354,472	\$ 316,410	\$ 278,000
Contributions in relation to the contractually required contribution	461,951	421,259	382,002	354,472	316,410	278,000
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 2,933,675	\$ 2,872,805	\$ 2,817,583	\$ 2,733,987	\$ 2,494,066	\$ 1,694,975
Contributions as a percentage of covered payroll	15.75%	14.66%	13.56%	12.97%	12.69%	16.40%
<b>Health Insurance Subsidy Program (HIS)</b>						
Contractually required contribution	\$ 48,699	\$ 47,689	\$ 46,772	\$ 45,384	\$ 41,401	\$ 28,137
Contributions in relation to the contractually required contribution	48,699	47,689	46,772	45,384	41,401	28,137
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 2,933,675	\$ 2,872,805	\$ 2,817,583	\$ 2,733,987	\$ 2,494,066	\$ 1,694,975
Contributions as a percentage of covered payroll	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%

\* GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

See accompanying notes to required supplementary information

The accompanying notes to the required supplemental information are an integral part of this schedule.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS**  
**LAST 10 FISCAL YEARS**  
**(UNAUDITED)**

	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>Total OPEB Liability</b>			
Service cost	\$ 73,190	\$ 79,706	\$ 78,300
Interest	27,019	26,938	21,426
Differences between expected and actual experience	-	-	-
Changes of assumptions	(56,943)	15,982	-
Benefit payments – implicit rate subsidy	(742)	(674)	(637)
Other changes	-	-	-
Demographic experience	(37,351)	(100,753)	-
Net change in total OPEB liability	5,173	21,199	99,089
Total OPEB liability – beginning	681,891	660,692	561,603
Total OPEB liability – ending	<u>\$ 687,064</u>	<u>\$ 681,891</u>	<u>\$ 660,692</u>
 Covered payroll	 \$ 2,735,142	 \$ 2,656,223	 \$ 2,823,671
Total OPEB liability as a percentage of covered payroll	25.12%	25.67%	23.40%
 Measurement date	 09/30/2019	 09/30/2018	 09/30/2017
Actuarial valuation date	10/01/2018	10/01/2017	10/01/2016
 Discount rate	 3.58%	 3.64%	 3.35%

\* GASB 75 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

See accompanying notes to required supplementary information.

The accompanying notes to the required supplemental  
information are an integral part of this schedule.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**SEPTEMBER 30, 2020**

**(1) Budgetary Information:**

Annual budgets for all governmental funds were adopted in compliance with Florida law. The basis on which the budgets are prepared is consistent with the basis of accounting utilized by the various fund types. The governmental funds' budgets are prepared on the modified accrual basis of accounting. The City uses the following procedures in establishing the budgetary data reflected in the accompanying financial statements:

- i. Prior to September 1st, the City Manager submits a preliminary budget to the City Commission for the ensuing fiscal year.
- ii. Budget workshop sessions are scheduled by the City Commission, as needed.
- iii. A general summary of the budget and notice of public hearing is published in a local newspaper.
- iv. Prior to October 1<sup>st</sup>, the budget is legally enacted through passage of an ordinance.
- v. The City Commission, by resolution, may make supplemental appropriations in excess of those estimated for the year up to the amount of available revenue. Prior to the end of the fiscal year, supplemental appropriations are made for unanticipated spending requirements by the Commission.
- vi. The City Manager may make transfers within a department as long as the total budget for the department is not increased, and the legal level of control is \$15,000. Transfers of appropriations between departments require the approval of the Commission. The City's Ordinance establishes the level at which expenditures may not exceed appropriations at the department level.
- vii. Every appropriation lapses at the close of the fiscal year.

The budgets for governmental funds that were either adopted or amended during the year by the City Commission were prepared using the modified accrual basis of accounting in accordance with generally accepted accounting principles. Each of the City's governmental funds have legally adopted budgets.

**(2) Changes of Assumptions:**

(a) **Florida Retirement System (FRS) Defined Benefit Pension Plan**—On the Schedule of Proportionate Share of the Net Pension Liability, the only significant actuarial assumption changes affecting the trend of the amount reported for total pension liability for the FRS Pension Plan were changes in the long-term expected rate of return and discount rate. These rates were decreased from 7.65% to 7.60% between September 30, 2015, and September 30, 2016. The rates were further decreased from 7.60% to 7.10% for the year ended September 30, 2017, and then 7.00% for the year ended September 30, 2018, 6.90% for the year ended September 30, 2019, and 6.80% for the year ended September 30, 2020. These decreases in rates were made to better align the rates with expected future investment returns.

**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**SEPTEMBER 30, 2020**

(2) **Changes of Assumptions:** (Continued)

(b) **Retiree Health Insurance Subsidy (HIS) Program Defined Benefit Pension Plan**—On the Schedule of Proportionate Share of the Net Pension Liability, the only significant actuarial assumption changes affecting the trend of the amount reported for total pension liability for the HIS Pension Plan were changes in the municipal bond rate and discount rate. These rates were decreased from 3.80% to 2.85% between September 30, 2015, and September 30, 2016. The rates were then increased from 2.85% to 3.58% for the year ended September 30, 2017, and then further increased to 3.87% for the year ended September 30, 2018, 3.50% for the year ended September 30, 2019, and 2.21% for the year ended September 30, 2020. These decreases in rates were made to better align the rates with expected future investment returns. For information on the actuarial methods and assumptions used in the July 1, 2020, funding valuation, refer to the valuation report dated December 1, 2020, located on the Publications page of the Division of Retirement's website at [www.frs.myflorida.com](http://www.frs.myflorida.com).

(c) **Other Post-Employment Benefits (OPEB) Plan**—Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employments, mortality, and the healthcare cost trend. The OPEB Plan is funded on a pay-as-you-go basis; there are no assets accumulated in a trust to pay related benefits. No liability for retiree dental and vision benefits are reflected in the valuation.

(3) **Contribution Rates:**

(a) **Florida Retirement System (FRS) Defined Benefit Pension Plan**—For information on the actuarial methods and assumptions used in the July 1, 2020, funding valuation, refer to the valuation report dated December 1, 2020, located on the Publications page of the Division of Retirement's website at [www.frs.myflorida.com](http://www.frs.myflorida.com).

(b) **Retiree Health Insurance Subsidy (HIS) Program Defined Benefit Pension Plan**—The HIS essentially uses "pay-as-you-go" funding structure. As of June 30, 2020, accumulated HIS assets constituted approximately seven months of projected benefit payments. The ability of the current statutory contribution rate to pay full HIS benefits is very sensitive to near-term demographic experience, particularly the volume and timing of retirements and the amount of payroll on which the statutory rate is charged.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT  
AUDITING STANDARDS**

To the Honorable Mayor, City Commission, and City Manager,  
City of St. Augustine Beach, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of St. Augustine Beach, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated February 25, 2021.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described below as items 2020-001 through 2020-003, that we consider to be significant deficiencies.

**2020-001 – Preparation of Financial Statements (Repeat Comment):** Professional standards promulgated by the American Institute of Certified Public Accountants provide a system of internal control over financial reporting should allow the City to prepare financial statements, including note disclosures, in accordance with generally accepted accounting principles (GAAP). While auditors can assist with the preparation of financial statements and related footnotes, the financial statements are the responsibility of management. A control deficiency exists in instances where the City is not positioned to draft financial statements and all required disclosures. However, the outsourcing of these services is not unusual in governmental entities of similar budget and personnel size. For subsequent audits, management may wish to take an active role in the drafting of the financial statements and related disclosures.

**2020-002 – Approval of Journal Entries:** During our testing of journal entries we noted several journal entries were missing the documentation of proper review and approval procedures by an individual separate from the preparer. We further noted some of the journal entries were also missing the documentation of the employee preparing the entry. We recommend the City to follow the established approval documentation procedures and include both the preparer's and approver's sign offs on all journal entries' documentation.

**2020-003 – Reconciliation of Cash Accounts:** During our testing of cash, we noted three cash accounts were not properly reconciled from the bank statement to the general ledger. The reconciliations included a missing deposit in transit, a missing outstanding check, and a transaction recorded in a closed general ledger cash account due to an issue in the accounting software. We recommend management ensures all cash accounts are properly reconciled to bank statements.

#### ***Compliance and Other Matters***


As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Management's Response to Findings**

The City's response to the findings identified in our audit is described in the accompanying management's response to findings on page 48. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

 James Moore & Co., P.L.

Daytona Beach, Florida  
February 25, 2021

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED  
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA  
OFFICE OF THE AUDITOR GENERAL**

To the Honorable Mayor, City Commission, and City Manager,  
City of St. Augustine Beach, Florida:

**Report on the Financial Statements**

We have audited the financial statements of the City of St. Augustine Beach, Florida, as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated February 25, 2021.

**Auditors' Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated February 25, 2021, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. The following summarizes the status of prior year findings and recommendations:

**2019-001 Preparation of Financial Statements** – Corrective action not taken. See 2020-001.

**2019-002 Reconciliation of Account Balances** – Corrective action taken.

**2019-003 Fund Deficits** – Previously reported as 2018-001. Not yet fully corrected. See 2020-004.

**2019-004 Budgetary Legal Level of Control** – Corrective action taken.

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government of the reporting entity is disclosed in Note (1)(a) of the basic financial statements.

### **Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the City. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we noted the following recommendation:

#### **2020-004 – Fund Deficits (Second Year Repeat)**

The City has a fund balance policy requiring unassigned fund balance of the General Fund to maintain a balance of at least 20% of General Fund expenditures. As of September 30, 2020, the General Fund unassigned fund balance of \$1,041,529 was 19.5% of General Fund expenditures. We recommend the City refer to their fund balance policy for plans to restore the unassigned fund balance to acceptable levels within two years.

#### **2020-005 – Unexpended Balance – Building Permits**

Section 553.80(7)(a) of Florida Statutes has been updated to limit the amount of unexpended building permit funds carried forward to future fiscal years to no more than the City's average operating budget for enforcing the Florida Building Code for the previous four (4) fiscal years. A local government must use any funds in excess of this limitation to rebate or reduce fees. The City's unexpended building permit funds at September 30, 2020, exceeded the City's average operating budget for enforcing the Florida Building Code for the previous four fiscal years by approximately \$292,000. The City should identify how it intends to reduce the amount of unexpected building code balances in order to comply with Section 553.80(7)(a) of Florida Statutes. Such action may require the City to modify subsequent fiscal year budgets.

### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

### **City of St. Augustine Beach, Florida's Response to Findings**

The City's responses to the findings identified in our audit are described starting on page 48. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.



**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and State granting agencies, the City Commission, management, and others within the City, and is not intended to be and should not be used by anyone other than these specified parties.

*James Moore & Co., P.L.*

Daytona Beach, Florida  
February 25, 2021

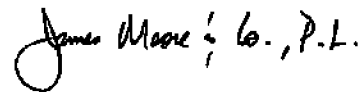
## INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Honorable Mayor, City Commission, and City Manager,  
City of St. Augustine Beach, Florida

We have examined the City of St. Augustine Beach, Florida's (the City) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2020. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2020, in all material respects. An examination involves performing procedures to obtain evidence about the City's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the City of St. Augustine Beach, Florida complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.



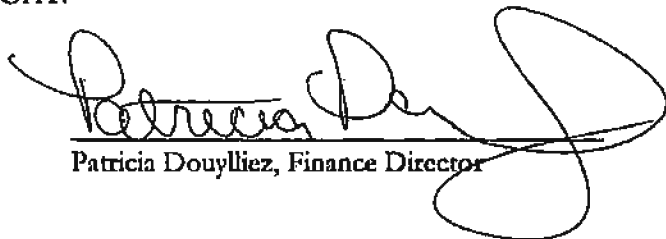
Daytona Beach, Florida  
February 25, 2021

### EXAMPLE AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared Patricia Douylliez, who being duly sworn, deposes and says on oath that:

1. I am the Finance Director of City of St. Augustine Beach which is a local governmental entity of the State of Florida;
2. City of St. Augustine Beach entered into an interlocal agreement with the County of St. Johns on August 9, 2005, which allows the City to collect impact fees implemented by the County, adopted by County Ordinance No. 2005-27, as amended through County Ordinance 2018-16; and
3. City of St. Augustine Beach has complied and, as of the date of this Affidavit, remains in compliance with Section 163.31801, Florida Statutes.


FURTHER AFFIANT SAYETH NAUGHT.

  
Patricia Douylliez, Finance Director

STATE OF FLORIDA  
COUNTY OF St. Johns

SWORN TO AND SUBSCRIBED before me this 26<sup>th</sup> day of January, 2021.



  
NOTARY PUBLIC  
Print Name Darlene Amber Fitzgerald

Personally known X or produced identification \_\_\_\_\_

Type of identification produced: \_\_\_\_\_

My Commission Expires:

11/13/2024



## City of St. Augustine Beach

2200 A1A South  
St. Augustine Beach, FL 32080  
[www.staugbch.com](http://www.staugbch.com)

City Mgr. (904) 471-2122  
Fax (904) 471-4108

Bldg. & Zoning (904) 471-8758  
Fax (904) 471-4470

January 30, 2030

### Management's Response to the Auditor's Comments

#### **2020-001 – Preparation of Financial Statements**

While it has been a practice of the City to have the auditing firm assist with the preparation of our financial statements, the City will move toward taking a more active role in the drafting of the financial statements and related disclosures through additional training for the Finance Director. The pandemic limited the availability of training in 2020, but we will seek opportunities in the upcoming year for additional training.

#### **2020-002 – Approval of Journal Entries**

The City is working to improve this process by hiring a full-time financial assistant to aid with data input. In the meantime, the City Manager will review/approve entries when the Finance Director is forced to input journals.

#### **2020-003 – Reconciliation of Cash Accounts**

This issue will be resolved with the hiring of a full-time financial assistant.

#### **2020-004 – Fund Deficits (Second Year Repeat)**


The City is aware of the deficit remaining in the Fund Balance and has set aside money in the FY 21 budget to bring the fund into compliance at 20%.

#### **2020-005 – Unexpended Balance – Building Permits**

The City is aware of the balance being held for the building department and is working on reducing this amount over the next year. The Building Official is currently reviewing permit fees as well as implementing new processes such as digital plan review and electronic record keeping.

## MEMORANDUM

**TO:** Mayor England  
 Vice Mayor Samora  
 Commissioner George  
 Commissioner Rumrell  
 Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 17, 2021

**SUBJECT:** Request for a Conditional Use Permit to Build Four Single-Family Residences in a Commercial Land Use District at 103 E Street and 104 F Street (Lots 5, 6, 7, and 8, Block 43, Coquina Gables Subdivision, Mr. James Whitehouse, Agent for the Owners, Mr. and Mrs. Len Trinca)

### INTRODUCTION

The four lots are located on the west side of A1A Beach Boulevard between E and F Streets. Attached is the following information concerning the request for the conditional use permit:

- a. Page 1, a memo from Ms. Bonnie Miller, the Building Department's Executive Assistant, in which she outlines the information in the attached application.
- b. Pages 2-19, the application for the permit.

### PLANNING BOARD'S RECOMMENDATION

The Comprehensive Planning and Zoning Board reviewed the application at its March 16, 2021, meeting and by unanimous voice vote recommended to you that the conditional use permit be approved, subject to the following conditions:

That the new homes be built in accordance with the City's Land Development Regulations for new single-family residential construction in medium residential land use districts, including minimum setback requirements, maximum impervious surface ratio (IRS), maximum lot coverage, and maximum building height.

The Board's recommendation is stated in the attached memo (page 20) from Ms. Miller.

### PROCEDURE FOR THE PUBLIC HEARING

Mr. Law will introduce the application. Then Mr. Whitehouse can present the request and answer your questions.

### ACTION REQUESTED

It is that you hold the public hearing and then decide whether to approve the conditional use permit.

# City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

To: Comprehensive Planning and Zoning Board  
From: Bonnie Miller, Executive Assistant  
CC: Brian Law, Building Official; Max Royle, City Manager  
Date: 03-08-2021  
Re: Conditional Use File No. CU 2021-04, 103 E Street and 104 F Street

Conditional Use File No. CU 2021-04 is an application for proposed new construction of four single-family residences on four vacant lots, Lots 5, 6, 7, and 8, Block 43, Coquina Gables Subdivision, all in a commercial land use district at 103 E Street (Lots 6 and 8) and 104 F Street (Lots 5 and 7). These four lots are the third and fourth lots on the south side of E Street and the north side of F Streets running west off A1A Beach Boulevard. The lots to the east of these four lots, Lots 1-4, Block 43, are also vacant lots in commercial zoning. James G. Whitehouse, Esquire, St. Johns Law Group, 104 Seagrove Main Street, St. Augustine Beach, Florida, 32080, is the agent representing the property owners, Leonard and Renee Trinca, 7 F Street, St. Augustine Beach, Florida, 32080.

The conditional use application requests to build a single-family residence on each of the four lots referenced above with setbacks in compliance with the current minimum 25-foot front and rear and 10-foot side setback requirements for new construction of single-family residences in medium density residential land use districts. The proposed site plan submitted with the conditional use application shows examples of the building footprints of new homes that could be built on these lots with 25-foot front and rear setbacks and 10-foot side setbacks. The lot dimensions are 50-feet-by-93 feet each, so with the setbacks as stated above, maximum building footprints of 30-feet-by-43-feet, or 1290-square-feet per story up to three stories and 35 feet in height per Section 6.01.04 of the City's Land Development Regulations (LDRs), could be built.

The conditional use application requires a recommendation from the Board to the City Commission to grant or deny the request to build new single-family residences on these vacant lots in a commercial land use district, with final approval from the City Commission per Section 3.02.02 of the LDRs. If the Board decides to recommend to the City Commission that the conditional use permit for proposed new construction of a single-family residence on each of these four lots in commercial zoning be approved, staff recommends that in addition to requiring the current minimum setbacks referenced above for new single-family residential construction in medium density residential land use districts, the new homes also be built in compliance with current regulations for medium density residential regulations of maximum 35% lot coverage and maximum 50% impervious surface ratio (ISR) coverage.

Sincerely,

*Bonnie Miller*

Executive Assistant  
Building and Zoning Department

City of St. Augustine Beach Building and Zoning Department  
Conditional Use Permit Application

2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080  
WWW.STAUGBCH.COM BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

1. Legal description of the parcel for which the conditional use permit is being sought:

Lot(s) 5, 6, 7 & 8 Block(s) 43 Subdivision COQUINA GABLES  
103 E STREET → LOTS 6 & 8, BLOCK 43  
Street Address 104 F STREET → LOTS 5 & 7, BLOCK 43

2. Location (N, S, W, E): S E STREET Side of (Street Name): SOUTH SIDE OF E STREET  
N F STREET NORTH SIDE OF F STREET

3. Is the property seaward of the Coastal Construction Control Line (CCCL)? Yes ☐ No ☒ (Circle one)

4. Real estate parcel identification number: 170930-0000 & 170920-0000

5. Name and address of owner(s) as shown in St. Johns County Public Records:

LEN & RENEE TRINCA

6. Current land use classification: COMMERCIAL

7. Section of land use code from which the conditional use permit is being sought:

8. Description of conditional use permit being sought:

RESIDENTIAL USE IN A COMMERCIAL DISTRICT  
(FRONT FOUR TO BE DEVELOPED WITH COMMERCIAL USES)  
\* SEE ATTACHED \*

9. Supporting data which should be considered by the Board:

\* SEE ATTACHED \*

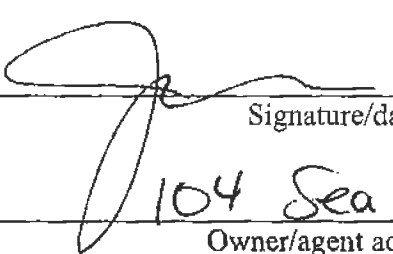
10. Has an application for a conditional use permit been submitted in the past year? Yes ☐ No ☒ (Circle one)

If yes, what was the final result? \_\_\_\_\_

11. Please check if the following information required for submittal of the application has been included:

- ☒ Legal description of property
- ☒ Copy of warranty deed
- ☒ Owner Permission Form (if applicable)
- ☒ List of names and addresses of all property owners within 300-foot radius
- ☒ First-class postage-stamped legal-size (4-inch-by-9½-inch) envelopes with names and addresses of all property owners within 300-foot radius
- ☒ Survey to include all existing structures and fences
- ☒ Elevations and overall site plan of proposed structure if conditional use is requested for construction of a residential structure in a commercial land use district
- ☒ Other documents or relevant information to be considered
- ☒ Fourteen (14) copies of the completed application including supplemental documentation and/or relevant information

In filing this application for a conditional use permit, the undersigned acknowledges it becomes part of the official record of the Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

<u>JAMES G WHITEHOUSE, ESQ.</u> Print name (owner or his/ her agent)	<u>ST JOHN'S LAW GROUP</u> Print name (applicant or his/her agent)
<u> 2/15/21</u> Signature/date	<u>(OWNER'S AUTHORIZATION ATTACHED)</u> Signature/date
<u>104 Sea Grove Main Street</u> Owner/agent address	<u></u> Applicant/agent address
<u>(904) 495-0400</u> Phone number	<u></u> Phone number

**\*\*All agents must have notarized written authorization from the property owner(s)\*\***  
**\*\*Conditional use permits shall be recorded prior to issuance of the building/development permit\*\***  
**\*\* Please note that if you are a resident within a development or subdivision that has covenants and restrictions, be aware that approval of this application by the City Commission does not constitute approval for variation from the covenants and restrictions.\*\***



ST. JOHNS



Dedicated and Responsive Service

**February 15, 2021**

**TO:** City of St. Augustine Beach Building and Zoning Department  
2200 A1A South  
St. Augustine Beach, FL

**FROM:** James G. Whitehouse, Esq.  
St. Johns Law Group  
104 Sea Grove Main Street  
St. Augustine, FL 32080

**RE: CONDITIONAL USE PERMIT –  
RESIDENTIAL USE IN A COMMERCIAL DISTRICT  
LOTS 5/6/7/8 (FRONT FOUR LOTS DEVELOPED AS COMMERCIAL)**

**Summary of Conditional Use Permit Request:**

This is a request for a Conditional Use Permit to allow a residential use in a Commercial District, in order to develop the back four lots (lots 5,6,7&8) for compatible residential uses. The front four lots will be developed with commercial uses. These properties are tagged with a commercial designation, although they are situated in that transitional area between traditional commercial uses along the boulevard and the neighborhood, single family uses that lay further down the side streets. Over time, up and down the boulevard, these transitional areas have developed with transitional uses, such as some form of residential or mixed-residential uses to buffer the traditional residential uses that lay to the west. This request proposes to place a residential use upon these four lots with the ability to use it for these same type of transitional uses as have become common. With that approval, the front four lots will be developed with commercial uses as depicted in the attachment.

This request seeks to construct compatible single-family houses, as proposed, on the four lots listed. As you will see from the aerials, this proposal is extremely compatible as a transitional use between the traditional commercial uses typically found on the front two lots along the boulevard and the single-family houses in the areas to the west. These parcels in this transitional area, that are labeled with a commercial designation, have sat undeveloped due to their location in this transitional area. Traditional commercial uses are not held in high regard on these transitional lots by either commercial end users or by the neighboring residents in single family houses to the west; thus, transitional quasi-residential and mixed residential uses are typical in planning models to provide that transitional buffer between traditional commercial uses and lower-density residential uses.

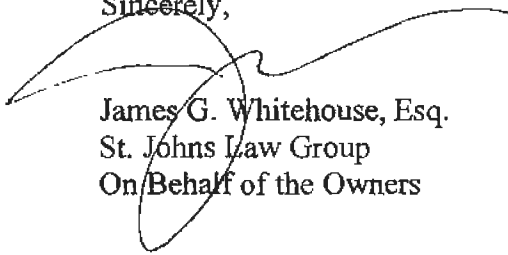
T (904) 495-0400 | 104 Sea Grove Main Street  
F (904) 495-0506 | St. Augustine, Florida 32080  
(888) 588-2599 | [www.4jlawgroup.com](http://www.4jlawgroup.com)

Accordingly, we would request that this approval be allowed to run with the land so that any future sale of the property would allow for this residential use in a commercial district to continue. Further, as is customary for these permits under our code, the permit will be commenced within one year of the approval.

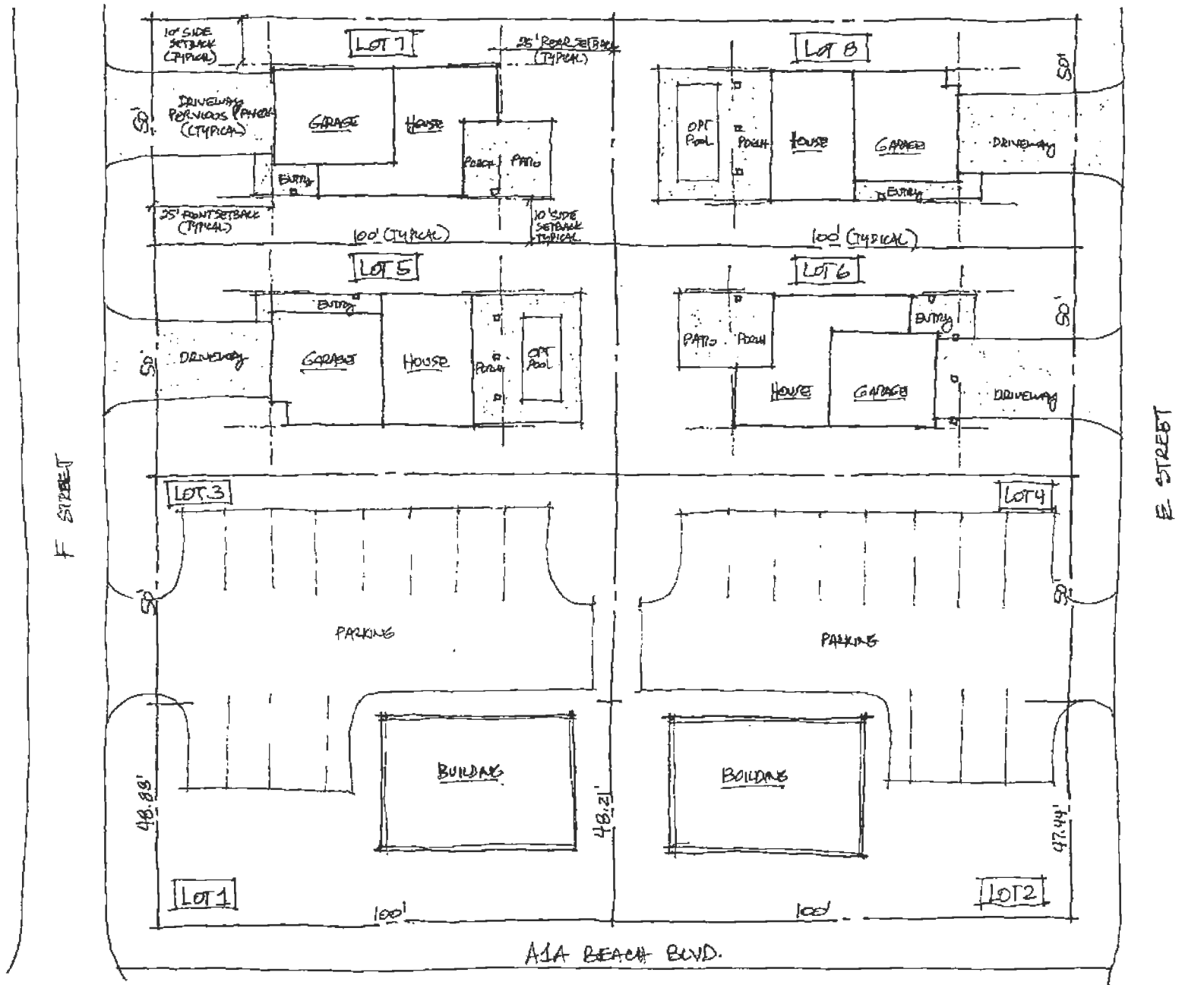
In sum, we have attached all the appropriate and required documentation, as well. Finally, a grant of this permit will not have any adverse effect upon the area; in fact, it will promote the public interest to preserve the currently approved development pattern of the area with a use that meets the transitional buffer planning pattern and is of a wholly compatible mass and scale as to compliment the neighborhood uses to the west. Further, it meets with the former guidance of the staff, planning board and commission, which has sought to keep the lots along the boulevard with commercial uses. Approval of this application will further that goal.

We sincerely appreciate your review and reasonable consideration and look forward to answering any further questions at your leisure.

Sincerely,



James G. Whitehouse, Esq.  
St. Johns Law Group  
On Behalf of the Owners

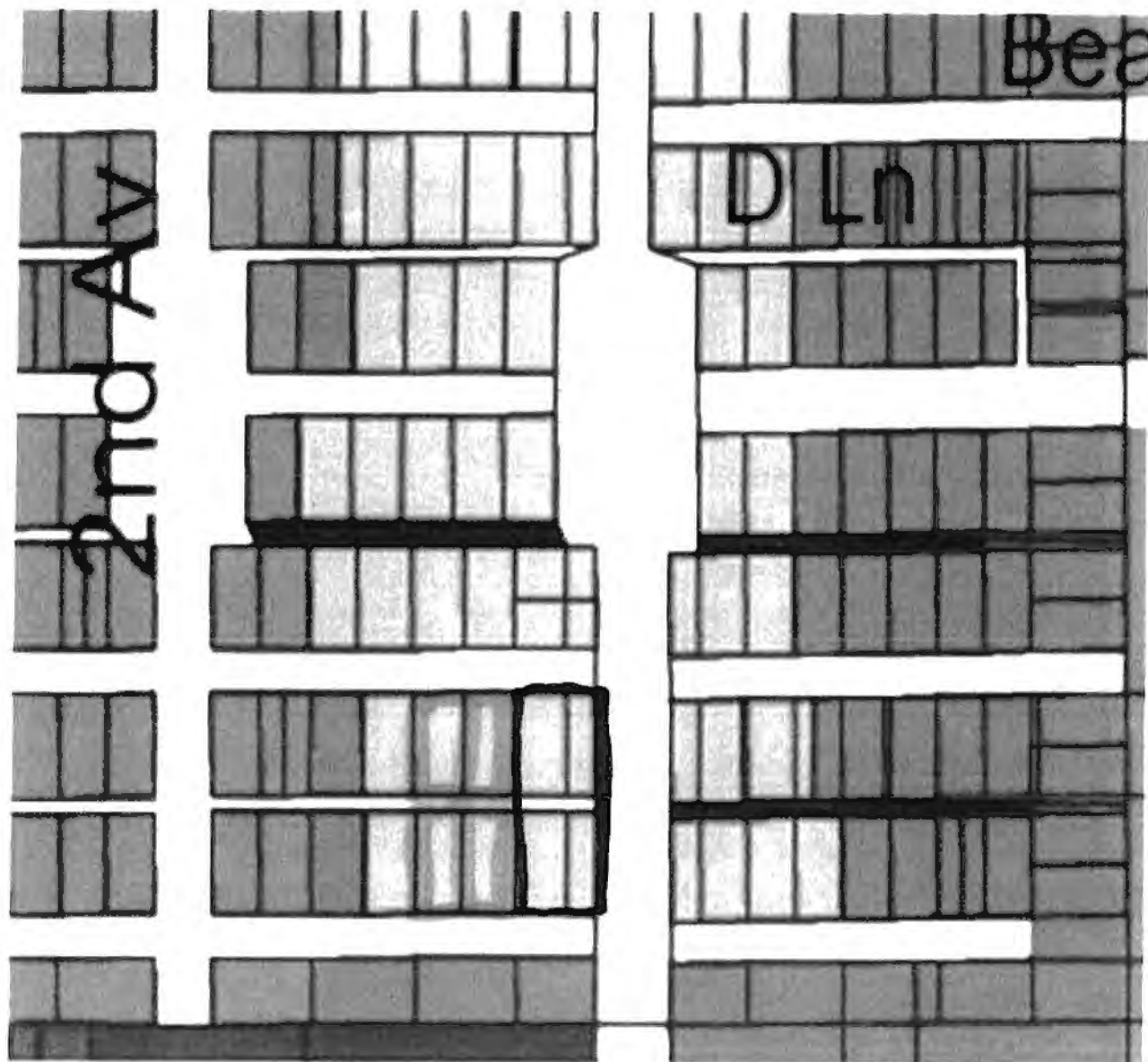


SITE PLAN

1"=20'-0"

NORTH













## City of St. Augustine Beach

2200 A1A SOUTH

ST. AUGUSTINE BEACH, FLORIDA 32080

[WWW.STAUGBCH.COM](http://WWW.STAUGBCH.COM)

CITY MGR. (904) 471-2122

FAX (904) 471-4108

BLDG. & ZONING (904) 471-8758

FAX (904) 471-4470

### OWNER'S AUTHORIZATION

ST. JOHNS LAW GROUP / JAMES G. WHITEHOUSE, ESQ. is hereby authorized TO ACT ON BEHALF OF Len and Renee Trinca, the owner of those lands described below or as described in other such proof of ownership as may be required, in appearing before and/or applying to the City of St. Augustine Beach, related to land use issues, and any other matter related to their property located at 103 E Street, St. Augustine Beach, FL, and including the following parcel at Property Appraiser ID: 170930 0000.

Date: 2-15-21

BY:

Leonard Trinca  
Signature of Owner

LEONARD TRINCA  
Print Name of Owner

904-347-4203  
Telephone Number

BY:

Renee Trinca  
Signature of Owner

RENEE TRINCA  
Print Name of Owner

904-347-4203  
Telephone Number





**City of St. Augustine Beach**  
2200 A1A SOUTH  
ST. AUGUSTINE BEACH, FLORIDA 32080  
[WWW.STAUGBCH.COM](http://WWW.STAUGBCH.COM)

CITY MGR. (904) 471-2122  
FAX (904) 471-4108

BLDG. & ZONING (904) 471-8758  
FAX (904) 471-4470

### **OWNER'S AUTHORIZATION**

**ST. JOHNS LAW GROUP / JAMES G. WHITEHOUSE, ESQ.** is hereby authorized TO ACT ON BEHALF OF **Len and Renee Trinca**, the owner of those lands described below or as described in other such proof of ownership as may be required, in appearing before and/or applying to the City of St. Augustine Beach, related to land use issues, and any other matter related to their property located at **104 F Street, St. Augustine Beach, FL**, and including the following parcel at Property Appraiser ID: 170920 0000.

Date: 2-15-21

BY: Leonard Trinca  
Signature of Owner

LEONARD TRINCA  
Print Name of Owner

904-347-4203  
Telephone Number

BY: Renee Trinca  
Signature of Owner

RENEE TRINCA  
Print Name of Owner

904-347-4203  
Telephone Number

E Street Lots  
Legal Description

LOTS SIX (6) AND EIGHT (8) IN BLOCK FORTY-THREE (43), ACCORDING TO THE PLAT OF OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA METHODIST ASSEMBLY, AS PLATTED BY THE JACKSONVILLE DISTRICT CHURCH EXTENSION MISSION SOCIETY, AND RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF ST. JOHNS COUNTY, FLORIDA, ON JULY 11, 1913, IN PLAT BOOK TWO (2), PAGE TEN (10).

F Street Lots  
Legal Description

Lots Five (5) and Seven (7), Block Forty Three (43), COQUINA GABLES, according to plat thereof recorded in Map Book 3, page 30, public records of St. Johns County, Florida.  
Parcel No. 170920-0000

In: Estate Title File # 51391 Rec: \$18.50 Doc: \$1750.00  
**WARRANTY DEED**  
**INDIVID. TO INDIVID.**

Return To: LEONARD P. TRINCA AND RENEE  
TRINCA, 802 A1A Beach Blvd.  
Address: St. Augustine, FL 32080

This Instrument Prepared by: MARLENE LAGASSE, An Employee of  
Estate Title of St. Augustine, Inc.  
Address: 71 Carrera Street  
St. Augustine, FL 32084

Property Appraisers Parcel Identification (Folio) Number(s):  
170930-0000

SPACE ABOVE THIS LINE FOR RECORDING DATA

This Warranty Deed Made the 31st day of January A.D. 2005 by EDWARD J. BEST, ANCILLARY  
PERSONAL REPRESENTATIVE OF MILLICENT RUDD BEST, DECEASED hereinafter called the  
grantor, to LEONARD P. TRINCA AND RENEE TRINCA, HUSBAND AND WIFE whose post office  
address is 802 A1A Beach Blvd, St. Augustine, FL 32080  
hereinafter called the grantee:

(Wherever used herein the terms "grantor" and "grantee" include all the parties to this  
instrument and the heirs, legal representatives and assigns of individuals, and the  
successors and assigns of corporations)

Witnesseth: That the grantor, for and in consideration of the sum of \$10.00 and other valuable considerations, receipt  
whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the  
grantee all that certain land situate in St. Johns County, State of Florida, viz:

**PARCEL ONE:**

**LOTS SIX (6) AND EIGHT (8) IN BLOCK FORTY-THREE (43), ACCORDING TO THE PLAT  
OF OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA METHODIST  
ASSEMBLY, AS PLATTED BY THE JACKSONVILLE DISTRICT CHURCH EXTENSION  
MISSION SOCIETY, AND RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT  
COURT OF ST. JOHNS COUNTY, FLORIDA, ON JULY 11, 1913, IN PLAT BOOK TWO (2),  
PAGE TEN (10).**

Subject To covenants, conditions, restrictions, reservations, limitations, easements and agreements of record, if any; taxes  
and assessments for the year 2004 and subsequent years; and to all applicable zoning ordinances and/or restrictions and  
prohibitions imposed by governmental authorities, if any.

Together, with all the tenements, hereditament and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

2 *Mark Harper*  
Witness:

2 MARK HARPER  
Print Witness Signature:

3 *Cynthia Williams*  
Witness:

3 CYNTHIA A WILLIAMS  
Print Witness Signature:

Signature

P.O. Address:

STATE OF Conn  
COUNTY OF FAIRFIELD

The foregoing instrument was acknowledged before me this 31 day of January, 2005 by EDWARD J. BEST, ANCILLARY PERSONAL REPRESENTATIVE OF MILLICENT RUDD BEST, DECEASED who produced DRIVERS LIC 7 as identification and who DID take an oath.  
KNOWN TO ME

1 *Edward J. Best*

Signature EDWARD J. BEST, ANCILLARY  
PERSONAL REPRESENTATIVE OF MILLICENT  
RUDD BEST, DECEASED

P.O. Address: 190 Goodwill Rd.  
Weston, CT 06889

Signature

P.O. Address:

Signature

P.O. Address:

Notary Public, State and County Aforesaid

6 *Cynthia Williams*  
Notary Signature

6 CYNTHIA A WILLIAMS  
Printed Notary Signature  
My Commission Expires:

CYNTHIA A. WILLIAMS  
NOTARY PUBLIC - STATE OF CT  
My Commission Expires 12/31/2009

SEAL

6380

**THIS WARRANTY DEED** Made the 19<sup>th</sup> day of July,  
A.D. 1993 by

EDWARD H. FISHWICK conveying separate non homestead property

hereinafter called the grantor, to

LEONARD TRINCA and RENEE TRINCA his wife

whose postoffice address is 7 "F" Street  
St. Augustine, Florida 32084

herein called the grantee:

(wherever used herein the terms "grantor" and "grantee" include  
all the parties to this instrument and the heirs, legal  
representatives and assigns of individuals, and the successors  
and assigns of corporations)

**WITNESSETH:** That the grantor, for and in consideration of the  
sum of \$10.00 and other valuable considerations, receipt whereof  
is hereby acknowledged, hereby grants, bargains, sells, aliena, remises,  
releases, conveys and confirms unto the grantee, all that certain land  
situate in St. Johns County, Florida, viz:

Lots Five (5) and Seven (7), Block Forty Three (43), COQUINA GABLES,  
according to plat thereof recorded in Map Book 3, page 30, public records  
of St. Johns County, Florida.  
Parcel No. 170920-0000

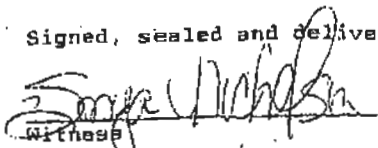
**TOGETHER** with all the tenements, hereditaments,  
and appurtenances thereto belonging or in anywise appertaining.

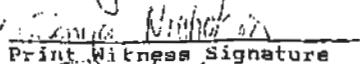
**TO HAVE AND TO HOLD**, the same in fee simple forever.

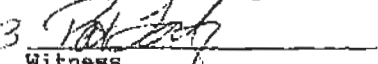
**AND** the grantor hereby covenants, with said grantee that the grantor  
is lawfully seized of said land in fee simple; that the grantor has  
good right and lawful authority to sell and convey said land; that  
the grantor hereby fully warrants the title to said land and will defend  
the same against the lawful claims of all persons whomsoever; and that  
said land is free of all encumbrances, except taxes accruing subsequent  
to December 31, 1992.

**IN WITNESS WHEREOF**, the said grantor has signed and  
sealed these presents the day and year first above written.

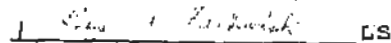
Signed, sealed and delivered in our presence:


  
Witness

  
Print Witness Signature

3   
Witness

3   
Print Witness Signature

 LS  
EDWARD H. FISHWICK  
4801 Kenmore Ave. #1122  
Alexandria, VA 22304

IN: 17 ESTATE (2) REC 1050  
RET:  DOC 259.00  
INT \_\_\_\_\_

4 State of Virginia  
County of Fairfax

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgements, personally appeared

EDWARD H. FISHWICK single man

to me known to be the person (personally known or identified by)

9 VADL 263-07-4853 Exp. 06/30/96

described in who executed the foregoing instrument and they acknowledged before me that they executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this 19 day of July, A.D. 1993.

August

Regina Bennett  
Notary Public

(Notary Seal)

Regina Bennett  
Print Notary Signature

My commission Expires: 05/31 1995

This instrument prepared by:

Carol A. Lagasse  
Estate Title and Guaranty Inc.  
71 Carrera Street  
St. Augustine, Florida 32084  
as necessary incident to the  
fulfillment of conditions set  
forth in a Title Insurance  
Binder issued by Estate Title  
and Guaranty, Inc.



## St. Johns County, FL

### Tax Bill

### Estimate Taxes

### 2020 TRIM Notice

### 2019 TRIM Notice

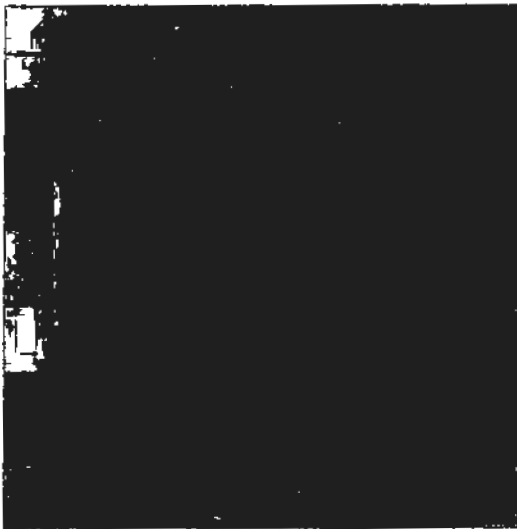
### Summary

Parcel ID	1709300000
Location Address	103 E ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOTS 6 & 8 BLK 43 & N 1/2 OF VACA ALLEY LYING SOUTH PER OR4308/413 OR2368/264 *The Description above is not to be used on legal documents.
Property Use Code	Vacant Residential (0000)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.230
Homestead	N

### Owner Information

Owner Name	<u>Trinca Leonard P Renee</u> 100%
	<u>Trinca Renee</u> 100%
Mailing Address	7 F ST SAINT AUGUSTINE, FL 32080-0000

### Map



Tax Bill

Estimate Taxes

2020 TRIM Notice

2019 TRIM Notice

Summary

Parcel ID	1709200000
Location Address	104 F ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOTS 5 & 7 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413 OR1007/1256 *The Description above is not to be used on legal documents.
Property Use Code	Vacant Residential (0000)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.230
Homestead	N

Owner Information

Owner Name	<u>Trinca Leonard Renee</u> 100%
	<u>Trinca Renee</u> 100%
Mailing Address	7 F ST SAINT AUGUSTINE, FL 32080-6915

Map





# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Conditional Use File No. CU 2021-04  
**Date:** Wednesday, March 17, 2021


Please be advised that at its regular monthly meeting held Tuesday, March 16, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve a conditional use application submitted for proposed new construction of four single-family residences on four lots in a commercial land use district on Lots 5, 6, 7, and 8, Block 43, Coquina Gables Subdivision, at 104 F Street (Lots 5 and 7) and 103 E Street (Lots 6 and 8), St. Augustine Beach, Florida, 32080.

The application was filed by James G. Whitehouse, Esquire, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, Florida, 32080, authorized agent for Leonard P. and Renee Trinca, 7 F Street, St. Augustine Beach, Florida, 32080, per Sections 3.02.02 and 10.03.00-10.03.03 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO LOTS 5, 6, 7, AND 8, BLOCK 43, AND THE VACATED ALLEY LYING TO THE NORTH OF LOTS 5 AND 7 AND TO THE SOUTH OF LOTS 6 AND 8, COQUINA GABLES SUBDIVISION, PARCEL IDENTIFICATION NUMBERS 170920-0000 AND 170930-0000, AKA 104 F STREET AND 103 E STREET, RESPECTIVELY, SECTION 3, TOWNSHIP 8, RANGE 30, AS RECORDED IN MAP BOOK 3, PAGE 30, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Mr. Pranis made the motion to recommend the City Commission approve this conditional use application for proposed new construction of four single-family residences on four lots in a commercial land use district on the property described above at 104 F Street and 103 E Street, subject to the conditions that the four new homes be built in accordance with St. Augustine Beach Land Development Regulations for new single-family residential construction in medium density residential land use districts, including minimum setback requirements, maximum impervious surface ratio (ISR) coverage, maximum lot coverage, and maximum building height. Mr. Pranis' motion was seconded by Ms. Odom and passed 7-0 by unanimous voice-vote.

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 17, 2021

**SUBJECT:** Request for a Conditional Use Permit to Build a Single-Family Residence in a Commercial Land Use District at 104 3<sup>rd</sup> Street (Lot 9, Block 19, Chautauqua Beach Subdivision, Ms. Deborah Rodrigues, Agent for the Owner, Mr. Dwight Preheim)

**INTRODUCTION**

Lot 9 of Block 19 of the Chautauqua Beach is located on the west side of A1A Beach Boulevard. It is the second lot west of the Sunshine Shop. Attached is the following information concerning the request for the conditional use permit:

- a. Page 1, a memo from Ms. Bonnie Miller, the Building Department's Executive Assistant, in which she outlines the information in the attached application.
- b. Pages 2-18, the application for the permit.

**PLANNING BOARD'S RECOMMENDATION**

The Comprehensive Planning and Zoning Board reviewed the application at its March 16, 2021, meeting and by unanimous voice vote recommended to you that the conditional use permit be approved, subject to the following conditions:

That the new home be built in accordance with the City's Land Development Regulations for new single-family residential construction in medium residential land use districts, including minimum setback requirements, maximum impervious surface ratio (IRS), maximum lot coverage, and maximum building height.

The Board's recommendation is stated in the attached memo (page 19) from Ms. Miller.

**PROCEDURE FOR THE PUBLIC HEARING**

Mr. Law will introduce the application. Then Ms. Rodrigues can present her request and answer your questions.

**ACTION REQUESTED**

It is that you hold the public hearing and then decide whether to approve the conditional use permit.

# City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

BLOG. & ZONING (904)471-8758 FAX (904) 471-4470

To: Comprehensive Planning and Zoning Board  
From: Bonnie Miller, Executive Assistant  
CC: Brian Law, Building Official; Max Royle, City Manager  
Date: 03-08-2021  
Re: Conditional Use File No. CU 2021-03, 104 3<sup>rd</sup> Street

Conditional Use File No. CU 2021-03 is an application for proposed new construction of a single-family residence on a vacant lot, Lot 9, Block 19, Chautauqua Beach Subdivision, in a commercial land use district at 104 3<sup>rd</sup> Street. The commercial zoning runs 300 feet west from the centerline of A1A Beach Boulevard, and this lot is the most westerly commercial lot on the north side of 3<sup>rd</sup> Street on the west side of A1A Beach Boulevard, with another vacant commercial lot next door on the east side and the Sunshine Shop east of the lot next door, at 645 A1A Beach Boulevard. Deborah F. Rodrigues, 4 12<sup>th</sup> Street, St. Augustine Beach, Florida, 32080, is the agent for the property owner, Dwight L. Preheim, P. O. Box 208, St. Augustine, Florida, 32085.

The conditional use application requests to build a two-story, 2047-square-foot single-family residence on the lot referenced above with setbacks in compliance with the current minimum 25-foot front and rear and 10-foot side setback requirements for new construction of single-family residences in medium density residential land use districts. The proposed site plan submitted with the conditional use application shows an example of the building footprint of the proposed new home that could be built on this lot with 25-foot front and rear setbacks and 10-foot side setbacks. The lot dimensions are 50-feet-by-100.5 feet each, as the 15-foot-wide alley lying to the north of this lot has been vacated, allocating an additional 7.5 feet to each of the 93-foot-long lots adjacent to the vacated alley. With the setbacks stated above, a maximum building footprint of 30-feet-by-50.5-feet, or 1515-square-feet per story up to three stories and 35 feet in height per Section 6.01.04 of the City's Land Development Regulations (LDRs), could be built.

The conditional use application requires a recommendation from the Board to the City Commission to grant or deny the request to build a new single-family residence on this vacant lot in a commercial land use district, with final approval from the City Commission per Section 3.02.02 of the LDRs. If the Board decides to recommend to the City Commission that the conditional use permit for proposed new construction of a single-family residence on this lot at 104 3<sup>rd</sup> Street be approved, staff recommends that in addition to requiring the current minimum setbacks referenced above for new single-family residential construction in medium density residential land use districts, the new home also be built in compliance with current regulations for medium density residential regulations of maximum 35% lot coverage and maximum 50% impervious surface ratio (ISR) coverage.

Sincerely,

*Bonnie Miller*

Executive Assistant  
Building and Zoning Department

**City of St. Augustine Beach Building and Zoning Department**  
**Conditional Use Permit Application**

2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080  
 WWW.STAUGBCH.COM BLDG. & ZONING (904) 471-8758 FAX (904) 471-4470

1. Legal description of the parcel for which the conditional use permit is being sought:  
 Lot(s) 9 Block(s) 19 Subdivision CHAUTAUQUA BEACH  
 Street Address 104 3rd STREET
2. Location ☒ N, ☐ S, ☐ W, ☐ E: ☒ N Side of (Street Name): 3rd Street
3. Is the property seaward of the Coastal Construction Control Line (CCCL)? Yes ☐ No ☒ (Circle one)
4. Real estate parcel identification number: 1693000090
5. Name and address of owner(s) as shown in St. Johns County Public Records: \_\_\_\_\_  
Dwight L. Preheim Trust  
P.O. Box 208 Saint Augustine, FL 32085
6. Current land use classification: Commercial
7. Section of land use code from which the conditional use permit is being sought: 3.02.02
8. Description of conditional use permit being sought: \_\_\_\_\_  
want to build a single family residence in  
a commercially zoned sector.
9. Supporting data which should be considered by the Board: \_\_\_\_\_  
< See Attached >
10. Has an application for a conditional use permit been submitted in the past year? Yes ☐ No ☒ (Circle one)  
 If yes, what was the final result? \_\_\_\_\_

11. Please check if the following information required for submittal of the application has been included:

- ☒ Legal description of property
- ☒ Copy of warranty deed
- ☒ Owner Permission Form (if applicable)
- ☒ List of names and addresses of all property owners within 300-foot radius
- ☒ First-class postage-stamped legal-size (4-inch-by-9½-inch) envelopes with names and addresses of all property owners within 300-foot radius
- ☒ Survey to include all existing structures and fences
- ☒ Elevations and overall site plan of proposed structure if conditional use is requested for construction of a residential structure in a commercial land use district
- ☒ Other documents or relevant information to be considered
- ☒ Fourteen (14) copies of the completed application including supplemental documentation and/or relevant information

In filing this application for a conditional use permit, the undersigned acknowledges it becomes part of the official record of the Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

BRADLEY D. LEHAN FOR THE BENEFIT OF EQUITY TRUST COMPANY Roth IRA 200426527

DEBORAH F. RODRIGUES FBO TRAD IRA 200426693

Print name (owner or his/ her agent)

Print name (applicant or his/her agent)

Deborah Rodriguez FBO Trad IRA 200426693 2/16/2021

Signature/date

Signature/date

2/16/2021

4 12th St. St. Augustine, FL 32080

Owner/agent address

4 12th Street, SAB 32080

Applicant/agent address

623-692-6920

Phone number

904 838-0153

Phone number

**\*\*All agents must have notarized written authorization from the property owner(s)\*\***

**\*\*Conditional use permits shall be recorded prior to issuance of the building/development permit\*\***

**\*\* Please note that if you are a resident within a development or subdivision that has covenants and restrictions, be aware that approval of this application by the City Commission does not constitute approval for variation from the covenants and restrictions. \*\***

Date: 2-16-2021

Conditional Use File #: CU 2021-03

Applicant's name: Deborah F. Redrigues, Agent for Dwight L. Preheim Trust

Applicant's address: P.O. Box 208, St. Augustine, FL 32085

For conditional use permit at: 104 3rd Street, St. Augustine, FL 32080

### Charges

Application Fee: \$400.00      Date Paid: 2-16-2021

Legal Notice Sign: \$10.00      Date Paid: 2-16-2021

Received by Bonnie Miller

Date 2-16-2021

Invoice # #2100249

Check # or type of credit or debit card VISA



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### Summary

Parcel ID	1693000090
Location Address	3RD ST
	SAINT AUGUSTINE 32080-0000
Neighborhood	Chautauqua Beach (675)
Tax Description*	2-5 CHAUTAUQUA BCH LOT 9 & VACA ALLEY TO THE NORTH BLK 19 OR2350/1785 & 4387/516
	*The Description above is not to be used on legal documents
Property Use Code	Vacant Residential (0000)
Subdivision	Chautauqua-Beach Subdivision of the Anas
Sec/Twp/Rng	34-7-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.120
Homestead	N

### Owner Information

Owner Name	Preheim Dwight L Trust 100%
	Preheim Dwight L 100%
Mailing Address	PO BOX 208
	SAINT AUGUSTINE, FL 32085-0208



**Valuation Information**

	2021
Building Value	\$0
Extra Features Value	\$0
Total Land Value	\$164,500
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$164,500
Total Deferred	\$42,758
Assessed Value	\$121,742
Total Exemptions	\$0
Taxable Value	\$121,742

Values listed are from our working tax roll and are subject to change.

**Historical Assessment Information**

Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
\$0	\$0	\$164,500	\$0	\$0	\$164,500	\$110,675	\$53,825	\$110,675
\$0	\$0	\$154,500	\$0	\$0	\$154,500	\$100,614	\$53,886	\$100,614
\$0	\$0	\$154,500	\$0	\$0	\$154,500	\$91,467	\$63,033	\$91,467
\$0	\$0	\$130,000	\$0	\$0	\$130,000	\$79,061	\$50,939	\$79,061
\$0	\$0	\$105,000	\$0	\$0	\$105,000	\$71,874	\$33,126	\$71,874
\$0	\$0	\$75,000	\$0	\$0	\$75,000	\$65,340	\$9,660	\$65,340
\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$59,400	\$600	\$59,400
\$0	\$0	\$54,000	\$0	\$0	\$54,000	\$54,000	\$0	\$54,000
\$0	\$0	\$54,000	\$0	\$0	\$54,000	\$54,000	\$0	\$54,000
\$0	\$0	\$54,000	\$0	\$0	\$54,000	\$54,000	\$0	\$54,000
\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$60,000	\$0	\$60,000

**Land Information**

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	50	93	50	FF	\$160,000
Vacant Residential	0	0	1	UT	\$4,500

**Sale Information**

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
6/9/2017	6/9/2017	\$0.00	OTHER INSTRUMENT	4387	516	U	V	CITY OF ST AUGUSTINE BEACH	
	12/15/2004	\$139,900.00	WARRANTY DEED	2350	1785	Q	V	NORTHUP CAROLA TRUSTEE	PREHEIM DWIGHT L TRUSTEE
	4/2/2001	\$40,000.00	WARRANTY DEED	1584	1825	Q	V	SHROYER EDGAR H	NORTHUP CAROLA LIVING TRUST

No data available for the following modules: Exemption Information, Building Information, Extra Feature Information, Sketch Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#)

[GDPR Privacy Notice](#)

Last Data Upload: 2/15/2021 11:57:58 PM

Developed by  
 **Schneider**  
 GEOSPATIAL

Version 2.3.106



Prepared by  
Pamella Ebersold, an employee of  
Independent Title  
5431 A1A South  
St. Augustine, Florida 32080  
(904) 471-0079

Return to: Grantee

File No.: 2119-673490

### **TRUSTEE'S DEED**

The name of each person who executed, witnessed, or notarized this document must legibly be printed, typewritten or stamped immediately beneath the signature of such person.

THIS INDENTURE, executed on **December 15, 2004**, between

**Carol A. Northup, as Trustee of the Carol A. Northup Living Trust, dated August 18, 1995**

whose mailing address is:

1093 A1A Beach Blvd, #341 St Augustine FL 32080  
party of the first part, and

**Dwight L. Preheim, as Trustee of the Dwight L. Preheim Trust, dated November 21, 2002**

whose mailing address is:

P.O. Box 308  
St. Augustine FL 32085  
party of the second part,

WITNESSETH: The party of the first part, for and in consideration of the sum of \$10.00 and other good and valuable consideration, receipt whereof is hereby acknowledged, by these presents does grant, bargain, release, convey and confirm to the party of the second part, their heirs and assigns, all that certain land situate in **St. Johns County, Florida**, to-wit:

**Lot 9, Block 19 of CHAUTAUQUA BEACH, according to the plat thereof as recorded in Map Book 2, Page(s) 5, of the Public Records of St. Johns County, Florida.**

Parcel Identification Number: **169300-0090**

**SUBJECT** to covenants, restrictions, easements of record and taxes for the current year.

TRUSTEE(S), Dwight L. Preheim & , has/have full power to sell, transfer, mortgage said real estate.

TOGETHER WITH all singular the tenements, hereditaments and appurtenances belonging to or in anywise appertaining to that real property.

AND the party of the first part does covenant to and with the party of the second part, their heirs and assigns, that in all things preliminary to and in and about the sale and this conveyance the Laws of Florida have been followed and complied with in all respects.

In Witness Whereof, the parties of the first part have hereunto set their hand(s) and seal(s) the day and year first above written.

Carol A. Northup Living Trust

Carol A. Northup  
Carol A. Northup, Trustee

*Signed, sealed and delivered in our presence:*

M. Frances Atkins  
Witness Signature

Print Name: M. Frances Atkins

Franklyn D. Burke  
Witness Signature

Print Name: Franklyn D. Burke

State of **Florida**

County of **St. Johns**

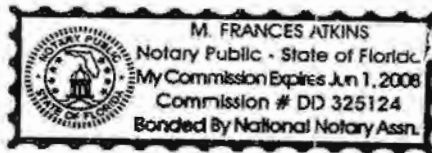
**THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED** before me on **December 15, 2004**, by **Carol A. Northup**, as **Trustee of the Carol A. Northup Living Trust**, dated **August 18, 1995** who is/are personally known to me or has/have produced a valid driver's license as identification.

M. Frances Atkins

NOTARY PUBLIC

**M. Frances Atkins**

Notary Print Name  
My Commission Expires: \_\_\_\_\_



**ORDINANCE NO. 17-01**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA RELATING TO STREETS AND PUBLIC RIGHTS-OF WAY; VACATING AND ABANDONING PART OF AN UNNAMED 15 FOOT ALLEY LYING WITHIN BLOCK 19, CHAUTAUQUA BEACH SUBDIVISION, PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, AND DESCRIBED MORE FULLY HEREIN; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** The City Commission of the City of St. Augustine Beach finds that the following described property is no longer required for use of the General Public, and;

**WHEREAS,** That the same was not acquired or dedicated for state, county or federal highway purposed, and;

**WHEREAS,** The property does not provide access to the ocean and/or beach, and;

**WHEREAS,** All conditions precedent as set forth in Article III, Chapter 18 of the St. Augustine 2016-04.

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

**Section 1. Findings.** It is the finding of the City Commission of the City of St. Augustine Beach, Florida, that all that part of an unnamed alley lying within Block 19, Chautauqua Beach Subdivision, Public Records of St. Johns County, Florida, as more fully described as follows:

**A STRIP OF LAND 15 (FIFTEEN) FEET IN WIDTH IN BLOCK 19, CHAUTAUQUA BEACH SUBDIVISION, BEING ALL THAT STRIP OF LAND LYING EAST OF THE WEST LINE OF SAID BLOCK 19, WEST OF THE EAST LINE OF SAID BLOCK 19, NORTH OF THE NORTH LINE OF LOTS 3, 5, 7, 9, 11 AND 13 OF SAID BLOCK 19, AND SOUTH OF THE SOUTH LINE OF LOTS 2, 4, 6, 8, 10, 12, 14 and 16, OF SAID BLOCK 19, ALL IN SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 2, PAGE 5, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.** DAVID MULLINS

Said land being within the corporate limits of St. Augustine Beach, Florida is no longer required for use of the General Public; that the same was not acquired or dedicated for state, county or federal highway purposes; does not provide access to the ocean and/or beach, or other

recreational resources; and that all conditions precedent as set forth in Article III, Chapter 18 of the City Code have been complied with as set forth in Alley Vacation Application V 2016-04.

**Section 2. Vacation of Street.** All that portion of an unnamed alley lying within Block 19, Chautauqua Beach Subdivision, as described hereinabove, St. Augustine Beach, Florida, is hereby vacated, discontinued and abolished and is hereby declared no longer a public right-of-way, street or alley of the City, reserving, however, to the City and the Public an easement over, under and along said alley an easement for public utilities and drainage. It is specifically the intent of this ordinance not to vacate any portion of said alley lying adjacent to any plaza or parkette within said Chautauqua Beach Subdivision.

**Section 3. Effective date.** This Ordinance shall take effect upon recording as provided by Section 18 of the City Code.

**PASSED** by the City Commission of the City of St. Augustine Beach, Florida, upon Second Reading this 5 day of June, 2017.

**CITY COMMISSION OF THE  
CITY OF ST. AUGUSTINE BEACH**

By: \_\_\_\_\_

Rich O'Brien, Mayor

**ATTEST:** \_\_\_\_\_

City Manager

First reading: April 3, 2017

Second reading: June 5, 2017



# City of St. Augustine Beach

2200 A1A SOUTH  
ST. AUGUSTINE BEACH, FLORIDA 32080  
WWW.STAUGBCH.COM

CITY MGR. (904) 471-2122  
FAX (904) 471-4108

BLDG. & ZONING (904) 471-8758  
FAX (904) 471-4470

## Owner's Authorization Form

Debbie Rodrigues is hereby authorized TO ACT ON BEHALF OF

Dwight L. Preheim, the owners(s) of the property described in the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Augustine Beach, Florida, for an application related to a development, land use, zoning or conditional or special use permit or other action pursuant to an application for:

104 3rd Street

By signing, I affirm that the legal owner(s), as listed on the recorded warranty deed on file with the St. Johns County Clerk of Courts, have been notified of the above application.

I further understand incomplete or false information provided on this form may lead to revocation of permits and/or termination of development activity.

x Signature of Owner(s) Dwight L. Preheim

Printed Name(s) DWIGHT L. Preheim

Address of Owner(s) PO BOX 208, SAINT AUGUSTINE FL 32085

Telephone Number of Owner(s) 904 471-1292

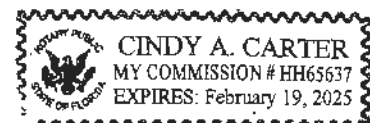
State of Florida  
County of St. Johns

The foregoing instrument was acknowledged before me this 16 day of February, 2021

by Dwight L. Preheim, who is personally known or who has produced identification (type of identification produced) Florida Driver License

Signature of Notary Public—State of Florida Cindy A. Carter

Notary Stamp/Seal/Commission Expiration Date: 2/19/25



To: City of St Augustine Beach Building and Zoning Department  
2200 A1A South  
St. Augustine Beach FL

From: Equity Trust Company Custodian FBO **Debbie Rodrigues** TRAD IRA 200426693 at (50%)

Equity Trust Company Custodian FBO **Brad Lehan** Roth IRA 200426527 at (50%)

**Re: CONDITIONAL USE PERMIT**

**Two story residence at 104 3<sup>rd</sup> Street**

#### **Summary of Conditional Use Permit Request**

This is a request for a Conditional Use Permit to allow a residential use in a Commercial District, in order to construct a two story, 2000 square foot, residential dwelling. This property is tagged with a commercial designation, although it is situated in that transitional area between traditional commercial uses along the boulevard and the neighborhood, single family uses that lay further down the side streets. Over time, up and down the boulevard, these transitional areas have developed with transitional uses, such as some form of residential or mixed-residential uses to buffer the traditional residential uses that lay to the west. This request proposes to place a residential use upon this lot with the ability to use it for these same type of transitional uses as have become common

This request seeks to construct a compatible, two-story, 2000 square foot house as proposed. As you will see from the aerials, this proposal is extremely compatible as a transitional use between the traditional commercial uses of the Sunshine Shop and the Kookaburra and the single-family houses in the area to the west. These parcels in this transitional area. Traditional commercial uses are not held in high regard on these transitional lots by either commercial end users or by the neighboring residents in the single family houses to the west; thus, transitional quasi-residential and mixed residential uses are typical in planning models to provide that transitional buffer between traditional commercial uses and lower-density residential uses.

Although the trend in these transitional residential and mixed residential areas is for larger two and three story houses, this request proposes instead to build a <sup>Two</sup>~~one~~ story house with only 2000 square feet, so as to fit into the current neighborhood.

Accordingly, if the application before the city are granted, this house will be a two story and of a size that flatters the current neighborhood with its compatible size and scale.

Accordingly, we would request that this approval be allowed to run with the land so that any future sale of the property would allow for this residential use in a commercial district to continue. Further, as is customary for these permits under the code, the permit will be commenced within one year of the approval.

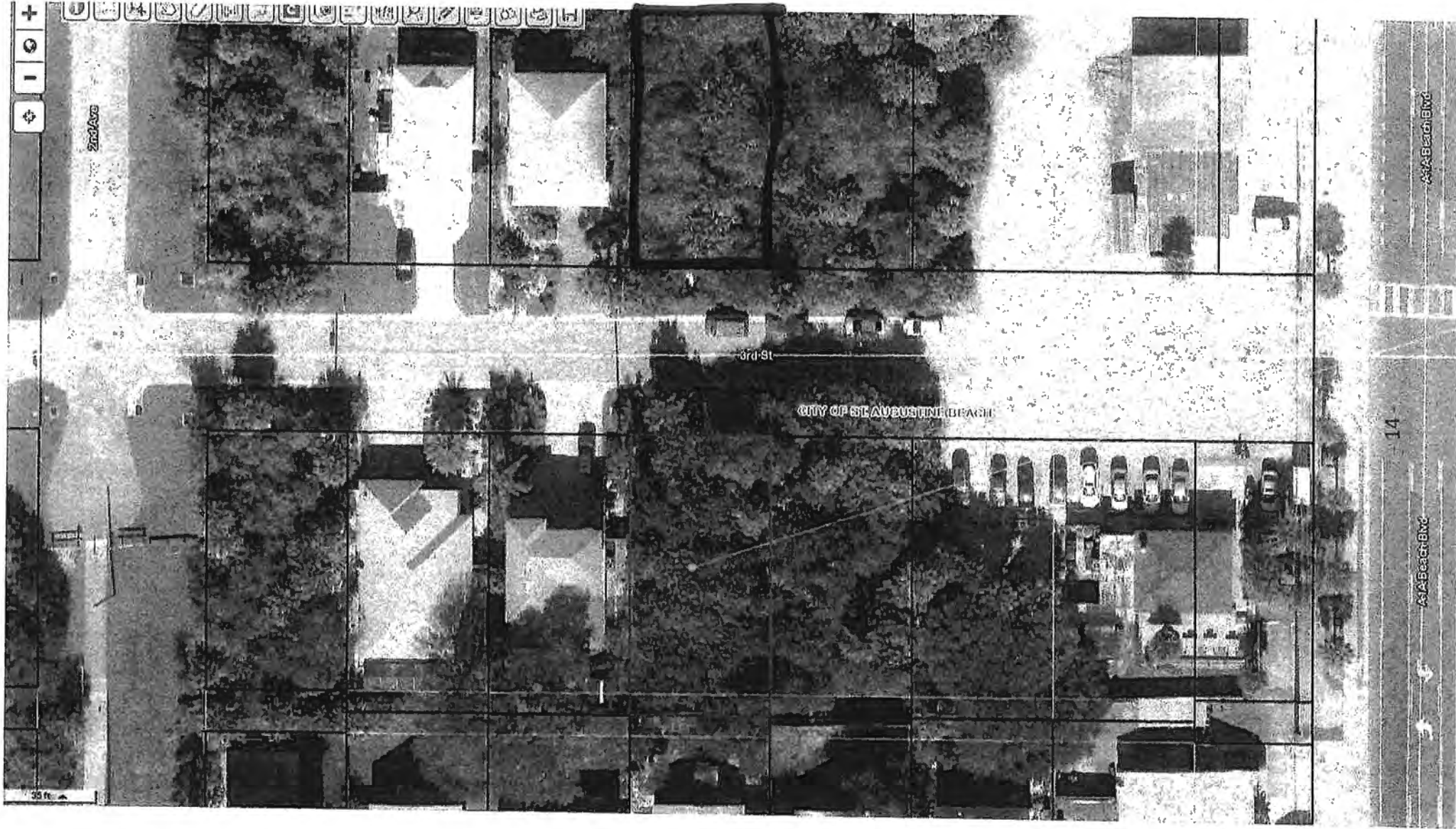
In summary, we have attached all the appropriate and required documentation, as well. Finally, a grant of this permit will not have any adverse effect upon the area; in fact it will promote the public interest to preserve the currently approved development patter of the area with a use that meets the transitional

buffer planning patter and is of a wholly compatible mass and scale as to compliment the neighborhood uses to the west.

Thank you for your consideration

Burly D Loh For THE BENEFIT OF EQUITY TRUST  
COMPANY CUSTODIAN FBO  
ROTH IRA 200426527  
Rebecca Rodriguez FBO TRAD IRA 200426693

Lot 7







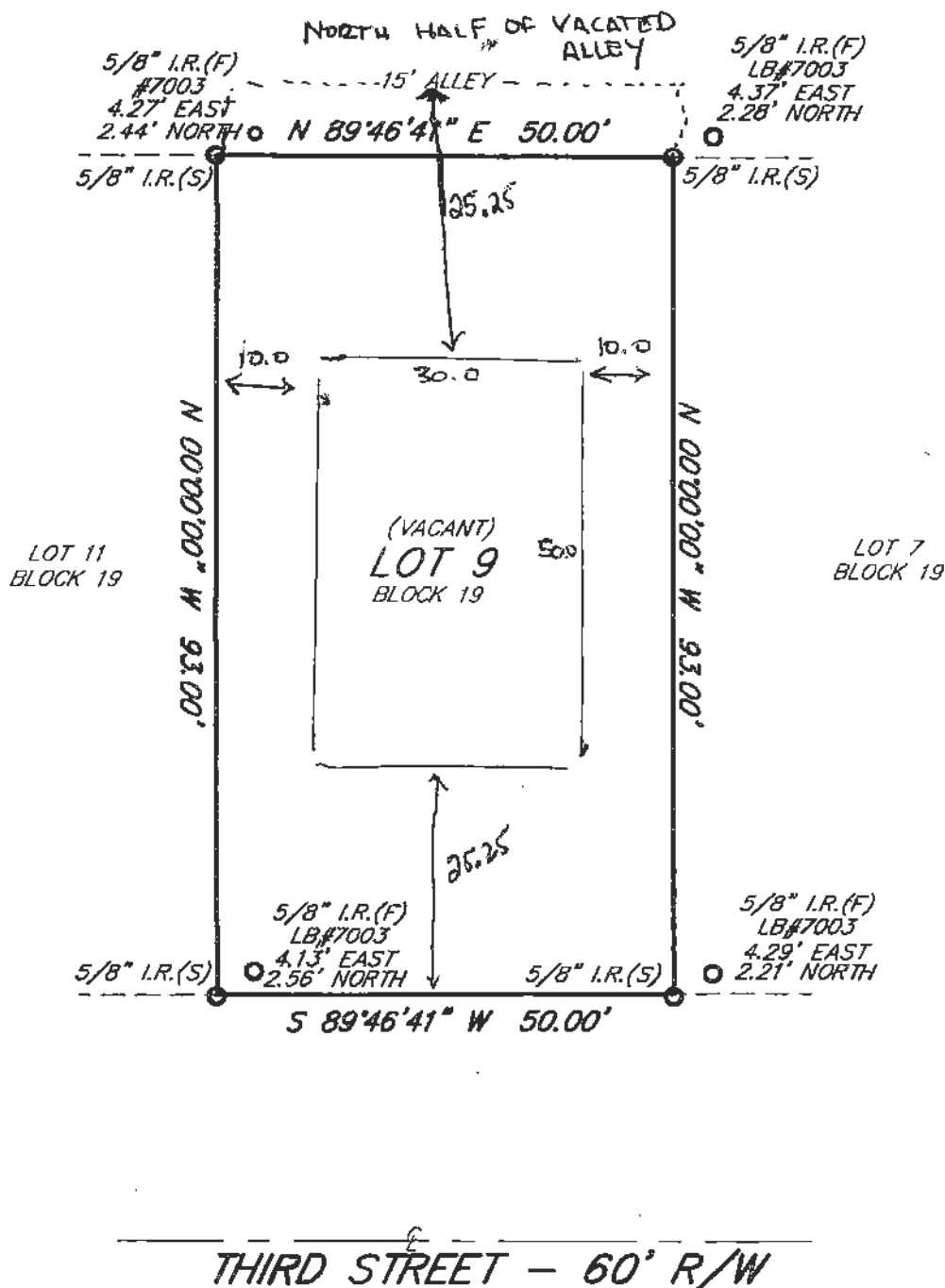
LOT

Aerial

MAP SHOWING SURVEY OF

LOT 9 BLOCK 19 CHATAQUA BEACH AS RECORDED IN MAP BOOK 2 PAGE 5 PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

CERTIFIED TO: DWIGHT PREHEIM/FIRST AMERICAN TITLE INSURANCE CO/INDEPENDENT TITLE



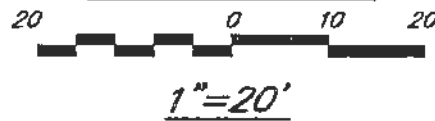
AREA = 0.107± ACRES  
OR 4,650 sq. ft.

### LEGEND

C	~	CENTERLINE
I.R.(F)	~	IRON ROD FOUND
I.R.(S)	~	IRON ROD SET
R/W	~	RIGHT-OF-WAY
sq. ft.	~	SQUARE FEET
N	~	NORTH
S	~	SOUTH
E	~	EAST
W	~	WEST

REVISED 12/14/04 JOB # 04-3788

### GRAPHIC SCALE



GENERAL NOTES:

- Easements as shown herein are only those above ground, visible objects observed by the surveyor.
- No underground structures, utilities or foundations were located or determined by this survey.
- This survey does not reflect or determine ownership.
- This survey made without benefit of an abstract of title. No right-of-way or easements of record were furnished to this firm except as shown.
- All distances, bearings or angles are as field measured. Deed or plot measurements are noted if different.
- The certification of this survey is a professional opinion based on the existing field and documentary evidence available at the time this survey was prepared.
- This office has not abstracted this parcel of land for any recorded claims of title, easements or restrictions. This surveyor shall not be held liable for the existence of any such claims.
- The specific rights implied by this survey are not transferable.
- The measurements for this survey were made in accordance with the United States Standards.
- For building setbacks call the appropriate county codes enforcement office.
- Use of this survey for purposes other than that which it was intended, without written verification, will be at the user's sole risk and without liability to this surveyor. Nothing herein shall be intended to give any rights or benefits to anyone other than those the survey was prepared for.
- All disputes here under shall be resolved by binding arbitration in accordance with rules set forth by the American Arbitration Association.
- This survey is certified to the last field date.
- This surveyor's liability shall not exceed the fee as stated by this surveyor.

**NOTES:**

- According to the Federal Emergency Management Agency FIRM Map No. 120190  
- effective date: 9-2-84, the property described hereon appears to lie in Zone  
- Basis of bearing structure: NORTHERLY RIGHT-OF-WAY OF THIRD STREET  
ASSUMED SOUTH 89°57'07" WEST  
- Basis of elevations: N.A.

JOB NO.	LAST FIELD DATE	SCALE:	F.B./PAGE	CHK. BY:	DWG. BY:
04-3788	11/09/04	1"=20'	575/24	B.J.C.	G.C.C.

TYPE: *BOUNDARY*

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**DEVINO &**  
Associates, Inc.  
ENGINEERS • SURVEYORS

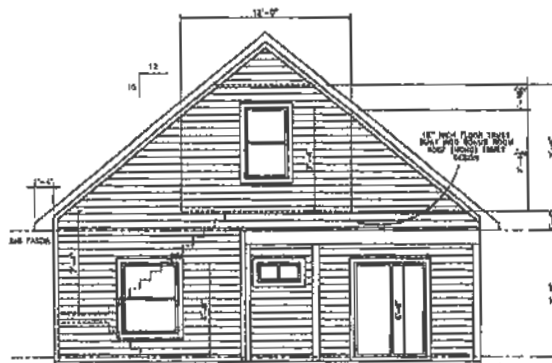
93 A ORANGE STREET  
ST. AUGUSTINE, FLORIDA 32084  
(904) 823-3600 FAX (904) 823-3650

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper. Additions or deletions to survey maps or reports by other than the signing party is prohibited without the written consent of the signing party.

*Nicholas H. Franklin*  
NICHOLAS H. FRANKLIN, P.L.S. #4620  
FOR DEVINO AND ASSOCIATES I.B. #6072

Architectural drawing of a garage structure. The drawing shows a gabled roof with a small dormer window. The main body of the garage has a large double door and a side window. The roof is labeled "CONCRETE SHINGLES" and the walls are labeled "CONCRETE BLOCK". Dimensions are provided: overall height is 10'-0", overall width is 12'-0", and the dormer window is 4'-0" wide.

This architectural drawing shows a side elevation of a building. The upper portion features a gabled roof with vertical siding. The main body of the building has horizontal siding and a central window with a four-pane grid. To the right, a smaller section with vertical siding is shown at a lower level. Dimensions are indicated: '1'-6 1/2"' at the top left and top right, and '12' on the right side.



Architectural drawing of a building facade. The upper portion features a large window covered with vertical blinds. Below this, on the left, is a smaller section with horizontal blinds. To the right of this section is a larger window with horizontal blinds, which includes a small rectangular inset window. The drawing is a black and white line sketch.

1



# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Conditional Use File No. CU 2021-03  
**Date:** Wednesday, March 17, 2021


Please be advised that at its regular monthly meeting held Tuesday, March 16, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve a conditional use application submitted for proposed new construction of a single-family residence in a commercial land use district on Lot 9, Block 19, Chautauqua Beach Subdivision, at 104 3<sup>rd</sup> Street, St. Augustine Beach, Florida, 32080.

The application was filed by Deborah F. Rodrigues, 4 12<sup>th</sup> Street, St. Augustine Beach, Florida, 32080, per Sections 3.02.02 and 10.03.00-10.03.03 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO LOT 9 AND THE VACATED ALEY TO THE NORTH IN BLOCK 19, CHAUTAUQUA BEACH SUBDIVISION, PARCEL IDENTIFICATION NUMBER 169300-0090, AKA 104 3<sup>RD</sup> STREET, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 2, PAGE 5, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Mr. Sarris made the motion to recommend the City Commission approve this conditional use application for proposed new construction of a single-family residence in a commercial land use district on the property described above at 104 3<sup>rd</sup> Street, subject to the conditions that the new home be built in accordance with St. Augustine Beach Land Development Regulations for new single-family residential construction in medium density residential land use districts, including minimum setback requirements, maximum impervious surface ratio (ISR) coverage, maximum lot coverage, and maximum building height. Mr. Sarris' motion was seconded by Mr. Einheuser and passed 7-0 by unanimous voice-vote.

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 17, 2021

**SUBJECT:** Request for a Conditional Use Permit to Build a Single-Family Residence in a Commercial Land Use District at 12 6<sup>th</sup> Street (Lot 13, Block 5, Chautauqua Beach Subdivision, Jeffrey and Marcia Kain, Applicants)

**INTRODUCTION**

Lot 13 of Block 5 of the Chautauqua Beach is located east of A1A Beach Boulevard on the north side of 6<sup>th</sup> Street, adjacent to Obi's Fillin' Station restaurant. Attached is the following information concerning the request for the conditional use permit:

- a. Page 1, a memo from Ms. Bonnie Miller, the Building Department's Executive Assistant, in which she outlines the information in the attached application.
- b. Pages 2-11, the application for the permit.

**PLANNING BOARD'S RECOMMENDATION**

The Comprehensive Planning and Zoning Board reviewed the application at its March 16, 2021, meeting and by unanimous voice vote recommended to you that the conditional use permit be approved, subject to the following conditions:

That the new home be built in accordance with the City's Land Development Regulations for new single-family residential construction in medium residential land use districts, including minimum setback requirements, maximum impervious surface ratio (IRS), maximum lot coverage, and maximum building height.

The Board's recommendation is stated in the attached memo (page 12) from Ms. Miller.

**PROCEDURE FOR THE PUBLIC HEARING**

Mr. Law will introduce the application. Then Mr. and Mrs. Kain can present their request and answer your questions.

**ACTION REQUESTED**

It is that you hold the public hearing and then decide whether to approve the conditional use permit.

## City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

To: Comprehensive Planning and Zoning Board  
From: Bonnie Miller, Executive Assistant  
CC: Brian Law, Building Official; Max Royle, City Manager  
Date: 03-08-2021  
Re: Conditional Use File No. CU 2021-02, 12 6<sup>th</sup> Street

Conditional Use File No. CU 2021-02 is an application for proposed new construction of a single-family residence on a vacant lot, Lot 13, Block 5, Chautauqua Beach Subdivision, in a commercial land use district at 12 6<sup>th</sup> Street, next door and directly to the east of Obi's Fillin' Station restaurant at 590 A1A Beach Boulevard. From the signs placed on the vacant lot at 12 6<sup>th</sup> Street designating parking on the lot is for Obi's customers only, it appears Obi's restaurant currently utilizes this vacant lot for parking for restaurant patrons, but parking on the vacant lot at 12 6<sup>th</sup> Street is not part of the final development order granted to build the original restaurant building in 2001 nor part of the mixed use permit granted in 2014 to remodel the building and add an enclosed deck for new owners who opened Obi's restaurant. This lot is next door on the east side to another vacant lot which is zoned medium density residential, as the commercial zoning runs 150 feet east from the centerline of A1A Beach Boulevard. The applicants are the property owners, Jeffrey and Marcia Kain, 1580 Maidencane Loop, Oviedo, Florida, 32765.

The conditional use application requests to build a three-story, 3870-square-foot single-family residence on the lot referenced above with setbacks in compliance with the current minimum 25-foot front and rear and 10-foot side setback requirements for new construction of single-family residences in medium density residential land use districts. The proposed site plan submitted with the conditional use application shows an example of the building footprint of the proposed new home that could be built on this lot with 25-foot front and rear setbacks and 10-foot side setbacks. The lot dimensions are 50-feet-by-93 feet each, for a total of 4650 square feet. With the setbacks stated above, a maximum building footprint of 30-feet-by-43-feet, or 1290-square-feet per story up to three stories and 35 feet in height per Section 6.01.04 of the City's Land Development Regulations (LDRs), could be built. Third-floor uncovered balconies extending five feet on both the front and rear of the proposed new home are shown on the site plan, as allowed per Section 6.01.03.B.1.b of the LDRs.

The conditional use application requires a recommendation from the Board to the City Commission to grant or deny the request to build a new single-family residence on this vacant lot in a commercial land use district, with final approval from the City Commission per Section 3.02.02 of the LDRs. If the Board decides to recommend to the City Commission that the conditional use permit for proposed new construction of a single-family residence on this lot at 12 6<sup>th</sup> Street be approved, staff recommends that in addition to requiring the current minimum setbacks referenced above for new single-family residential construction in medium density residential land use districts, the new home also be built in compliance with current regulations for medium density residential regulations, which include maximum 35% lot coverage and maximum 50% impervious surface ratio (ISR) coverage.

Sincerely,

*Bonnie Miller*

Executive Assistant  
Building and Zoning Department

**City of St. Augustine Beach Building and Zoning Department**  
**Conditional Use Permit Application**

2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080  
 WWW.STAUGEBEACH.COM BLDG. & ZONING (904) 471-8758 FAX (904) 471-4470

1. Legal description of the parcel for which the conditional use permit is being sought:

Lot(s) 13 Block(s) 5 Subdivision CHAUTAUQUA BEACH  
 Street Address 12 6<sup>th</sup> STREET

2. Location (N, S, W, E): E Side of (Street Name): A1A

3. Is the property seaward of the Coastal Construction Control Line (CCCL)? Yes ☐ No ☒ (Circle one)

4. Real estate parcel identification number: 168770 0000

5. Name and address of owner(s) as shown in St. Johns County Public Records: \_\_\_\_\_

JEFFREY AND MARCIA KAIN 1580 MAIDENCANE LOOP,  
OVIEDO FL 32765

6. Current land use classification: COMMERCIAL

7. Section of land use code from which the conditional use permit is being sought: table 3.02.D2

8. Description of conditional use permit being sought: We would like to build a  
residential home on this lot which is currently  
zoned commercial. The home would be consistent  
with other homes on the street - three-story. See attached site  
plan

9. Supporting data which should be considered by the Board: \_\_\_\_\_

10. Has an application for a conditional use permit been submitted in the past year? Yes ☐ No ☒ (Circle one)

If yes, what was the final result? \_\_\_\_\_



11. Please check if the following information required for submittal of the application has been included:

☒ Legal description of property

☒ Copy of warranty deed

☐ Owner Permission Form (if applicable)

☒ List of names and addresses of all property owners within 300-foot radius

☒ First-class postage-stamped legal-size (4-inch-by-9½-inch) envelopes with names and addresses of all property owners within 300-foot radius

☒ Survey to include all existing structures and fences

☒ Elevations and overall site plan of proposed structure if conditional use is requested for construction of a residential structure in a commercial land use district

☐ Other documents or relevant information to be considered

☒ Fourteen (14) copies of the completed application including supplemental documentation and/or relevant information

In filing this application for a conditional use permit, the undersigned acknowledges it becomes part of the official record of the Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

JEFFREY AND MARCIA KAIN

Print name (owner or his/ her agent)

Print name (applicant or his/her agent)

Jeffrey Kain

Signature/date

Marcia Kain

Signature/date

1580 MAIDENCANE LOOP, OVIEDO FL 32765

Owner/agent address

Applicant/agent address

407-491-8668 Jeff

Phone number

407-760-4573 Marcia

Phone number

**\*\*All agents must have notarized written authorization from the property owner(s)\*\***

**\*\*Conditional use permits shall be recorded prior to issuance of the building/development permit\*\***

**\*\* Please note that if you are a resident within a development or subdivision that has covenants and restrictions, be aware that approval of this application by the City Commission does not constitute approval for variation from the covenants and restrictions. \*\***

City of St. Augustine Beach Conditional Use Permit Application 08-20

Date: 2-9-2021

Conditional Use File #: CU2021-02

Applicant's name: Jeffrey and Marcia Kain

Applicant's address: 1580 Maidencane Loop Orléans, Florida

For conditional use permit at: 12 6th Street, St. Augustine, Florida  
32080

### Charges

Application Fee: \$400.00      Date Paid: 2-9-2021

Legal Notice Sign: \$10.00      Date Paid: 2-9-2021

Received by: Bonnie Miller

Date: 2-9-2021

Invoice #: I2100205

Check # or type of credit or debit card: VISA



## St. Johns County, FL

### Sales Questionnaire Form

*If you are a new owner of this property, please click here to submit a Sales Questionnaire*

[Sales Questionnaire](#)

### Summary

Parcel ID	1687700000
Location Address	12 6TH ST SAINT AUGUSTINE 32080-0000
Neighborhood	Chautauqua Beach (E of A1A) (675.05)
Tax Description*	2-5 CHAUTAUQUA BCH LOT 13 BLK 5 OR3142/1702 *The Description above is not to be used on legal documents.
Property Use Code	Vacant Residential (0000)
Subdivision	Chautauqua Beach Subdivision of the Anas
Sec/Twp/Rng	34-7-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	N

### Owner Information

Owner Name	Kain Jeffrey, Marcia 100%
	Kain Marcia 100%
Mailing Address	1580 MAIDENCANE LOOP OVIEDO, FL 32765-0000



## Valuation Information

	2021
Building Value	\$0
Extra Features Value	\$0
Total Land Value	\$311,500
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$311,500
Total Deferred	\$51,800
Assessed Value	\$259,700
Total Exemptions	\$0
Taxable Value	\$259,700

Values listed are from our working tax roll and are subject to change.

## Historical Assessment Information

Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
\$0	\$0	\$311,500	\$0	\$0	\$311,500	\$236,091	\$75,409	\$236,091
\$0	\$0	\$311,500	\$0	\$0	\$311,500	\$214,628	\$96,872	\$214,628
\$0	\$0	\$280,350	\$0	\$0	\$280,350	\$195,116	\$85,234	\$195,116
\$0	\$0	\$280,350	\$0	\$0	\$280,350	\$177,378	\$102,972	\$177,378
\$0	\$0	\$233,625	\$0	\$0	\$233,625	\$161,253	\$72,372	\$161,253
\$0	\$0	\$178,000	\$0	\$0	\$178,000	\$146,594	\$31,406	\$146,594
\$0	\$0	\$149,075	\$0	\$0	\$149,075	\$133,267	\$15,808	\$133,267
\$0	\$0	\$135,725	\$0	\$0	\$135,725	\$121,152	\$14,573	\$121,152
\$0	\$0	\$110,138	\$0	\$0	\$110,138	\$110,138	\$0	\$110,138
\$0	\$0	\$110,138	\$0	\$0	\$110,138	\$110,138	\$0	\$110,138
\$0	\$0	\$122,375	\$0	\$0	\$122,375	\$122,375	\$0	\$122,375

## Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	50	93	50	EF	\$311,500

## Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	11/24/2008	\$130,000.00	WARRANTY DEED	<u>3142</u>	<u>1702</u>	Q	V	YOUNGSTROM CATHY A	KAIN JEFFREY, MARCIA
	5/18/2006	\$0.00	QUIT CLAIM DEED	<u>2707</u>	<u>1637</u>	U	I	COATES J THOMAS	YOUNGSTROM CATHY A
	5/10/2006	\$0.00	FINAL JUDGMENT	<u>2703</u>	<u>299</u>	U	I	COATES JOHN T (DISS/MARR DR05-646/57)	YOUNGSTROM CATHY A
	5/1/2003	\$157,000.00	WARRANTY DEED	<u>1948</u>	<u>956</u>	U	V	WOODS JOSEPH J, LINDA S	COATES J THOMAS
	1/30/1996	\$16,500.00	WARRANTY DEED	<u>1152</u>	<u>1333</u>	U	V	FERGUSON WILLIAM H JR	WOODS JOSEPH J, LINDA S
	2/1/1982	\$12,000.00		<u>528</u>	<u>1</u>	U	V		FERGUSON WILLIAM H JR

No data available for the following modules: Exemption Information, Building Information, Extra Feature Information, Sketch Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#)  
[GDPR Privacy Notice](#)

Developed by  
 Schneider  
 GEOSPATIAL

Last Data Load: 3/9/2021 12:54:20 AM

Version 2.3.110

In: Estate (53718) Doc: \$910.00 (\$130,000.00) Rec: \$18.50

**WARRANTY DEED  
INDIVID. TO INDIVID.**

Return To: JEFFREY KAIN AND MARCIA KAIN,  
HUSBAND AND WIFE

Address: 1580 Maiden Lane Loop  
Oviedo Fl 32765

This Instrument Prepared by: Margie Cassese, An Employee of  
Estate Title of St. Augustine, Inc.

Address: 71 Carrera Street  
St. Augustine, FL 32084

Property Appraisers Parcel Identification (Folio) Number(s):  
168770-0000

---

SPACE ABOVE THIS LINE FOR RECORDING DATA

This Warranty Deed Made the **24th** day of **November** A.D. **2008** by **CATHY A. YOUNGSTROM, SINGLE** hereinafter called the grantor, to **JEFFREY KAIN AND MARCIA KAIN, HUSBAND AND WIFE** whose post office address is

1580 Maiden Lane Loop Oviedo Fl 32765  
hereinafter called the grantee:

(Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth: That the grantor, for and in consideration of the sum of \$10.00 and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee all that certain land situate in St. Johns County, State of Florida, viz:

**LOT 13, BLOCK 5, CHAUTAUQUA BEACH SUBDIVISION OF THE ANASTASIA METHODIST ASSEMBLY, INC. ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 5 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.**

Subject To covenants, conditions, restrictions, reservations, limitations, easements and agreements of record, if any; taxes and assessments for the year 2009 and subsequent years; and to all applicable zoning ordinances and/or restrictions and prohibitions imposed by governmental authorities, if any,

Together, with all the tenements, hereditament and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

[Signature]  
Witness:  
JUDITH M SCHUYLER  
Print Witness Signature:

[Signature]  
Witness:  
Carol A. Lagasse  
Print Witness Signature:

\_\_\_\_\_  
Signature  
P.O. Address:

[Signature]  
Signature CATHY A. YOUNGSTROM  
P.O. Address: 5105 Stephan Colkel  
ST AUGUSTINE FL 32092

\_\_\_\_\_  
Signature  
P.O. Address:

\_\_\_\_\_  
Signature  
P.O. Address:

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

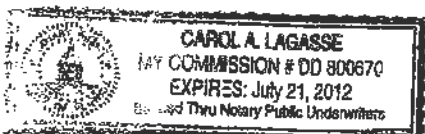
The foregoing instrument was acknowledged before me this 24 day of November, 2008 by CATHY A. YOUNGSTROM, SINGLE who produced DRIVER'S LICENSE as identification and who did not take an oath.

Notary Public, State and County Aforesaid

[Signature]  
Notary Signature

SEAL





\_\_\_\_\_  
Printed Notary Signature  
My Commission Expires:



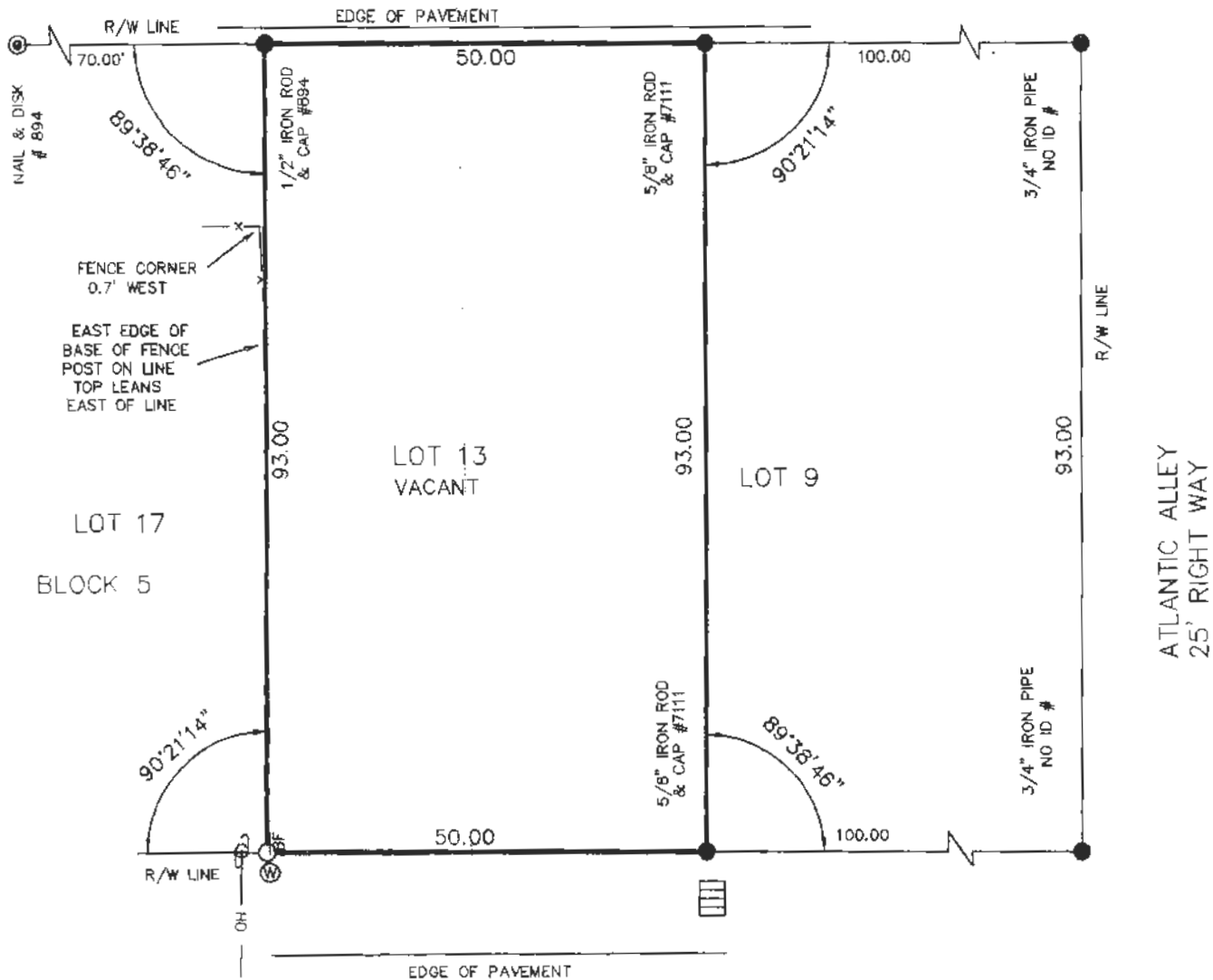
UNDERGROUND UTILITIES, FOOTERS, ROOF OVERHANGS & WETLANDS (IF ANY) NOT LOCATED OR SHOWN BY THIS SURVEY. ADDITIONS OR DELETIONS TO THIS SURVEY DRAWING BY OTHER THAN THE SIGNING PARTY IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF THE SIGNING PARTY

ANGLES SHOWN HEREON ARE MEASURED VALUES PLAT DOES NOT SHOW ANY ANGLES OR BEARINGS

# SURVEY DRAWING

-  DENOTES CATCH BASIN
-  DENOTES UTILITY POLE
-  DENOTES BACK FLOW PREVENTOR
-  DENOTES WATER METER

7TH LANE  
15' ALLEY



6TH STREET  
40' RIGHT OF WAY

## DESCRIPTION:

LOT 13, BLOCK 5, CHAUTAUQUA BEACH, ACCORDING TO THE PLAT THEREOF AS RECORDED IN MAP BOOK 2, PAGE 5, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

ESTATE TITLE OF ST. AUGUSTINE, INC.  
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY  
CATHY YOUNGSTROM  
JEFFREY KAIN  
MARCIA KAIN

PREPARED FOR JEFFREY KAIN  
MARCIA KAIN CERTIFIED TO

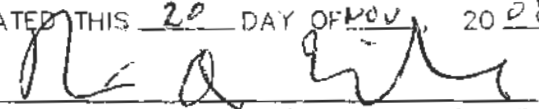
COMMUNITY NO.	PANEL NO.	SUFFIX	FIRM ZONE	FIRM ELEVATION	EFFECTIVE DATE
125146	0382	H	AE	9 FEET	REV. 9/02/04

R/W = Right-of-way  
Delta = Central Angle  
R = Radius  
L = Length of curve  
C = Chord  
C-BRG = Chord Bearing  
NR = Non-Radial  
ESMT. = Easement  
P.O.B. = Point of Beginning  
P.O.C. = Point of Commencement  
P.C. = Point of Curvature  
B.M. = Bench Mark

● Found Iron Rod/Pipe  
○ Set Iron Rod #LB 6388  
—X—X— Fence  
■ Found Concrete Monument  
□ Set Concrete Monument #LB 6388  
—OH—OH— Overhead Utility Lines  
⊙ Found Nail and Disc  
⊙ Set Nail and Disc #LB 6388  
Concrete Surface

LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR DEEDS, EASEMENTS, SET-BACK LINES, OR RIGHTS-OF-WAY OF RECORD. THE IMPROVEMENTS AS SHOWN HEREON WERE LOCATED BY THIS SURVEY, FIELD WORK COMPLETED 11/19/08 BASIS OF BEARING: N.A.

I HEREBY STATE, that the herein described LAND SURVEY and/or SKETCH was prepared under my direction and supervision, and substantially conforms to the applicable requirements of Chapter 472 of the Florida Statutes and Chapter 61G17-6 of the Florida Administrative Code. The survey depicted here is not covered by professional liability insurance.

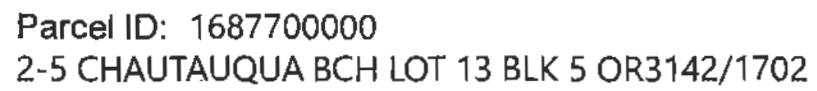
DATED THIS 20 DAY OF NOV, 2008  
  
BRIAN A. MILLS PLS FL. REG NO. 4436  
NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

## FLORIDA COASTAL SURVEYORS, INC.

1797 OLD MOULTRIE ROAD  
SUITE 106  
ST. AUGUSTINE, FLORIDA 32084  
(904) 826-0060

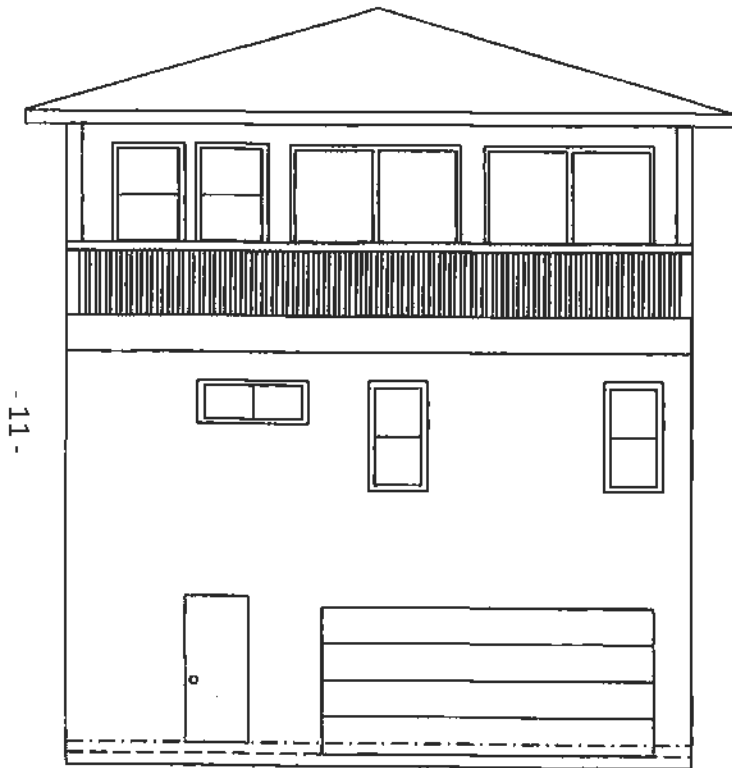
TYPE OF SURVEY: BOUNDARY		
SCALE: 1"=20'	DATE	REVISION
F.B. PG.		
JOB NO. 08-084		
DWN BY: WRR		

12 6<sup>th</sup> St., St. Augustine Beach, FL  
Jeff & Marcia Kain

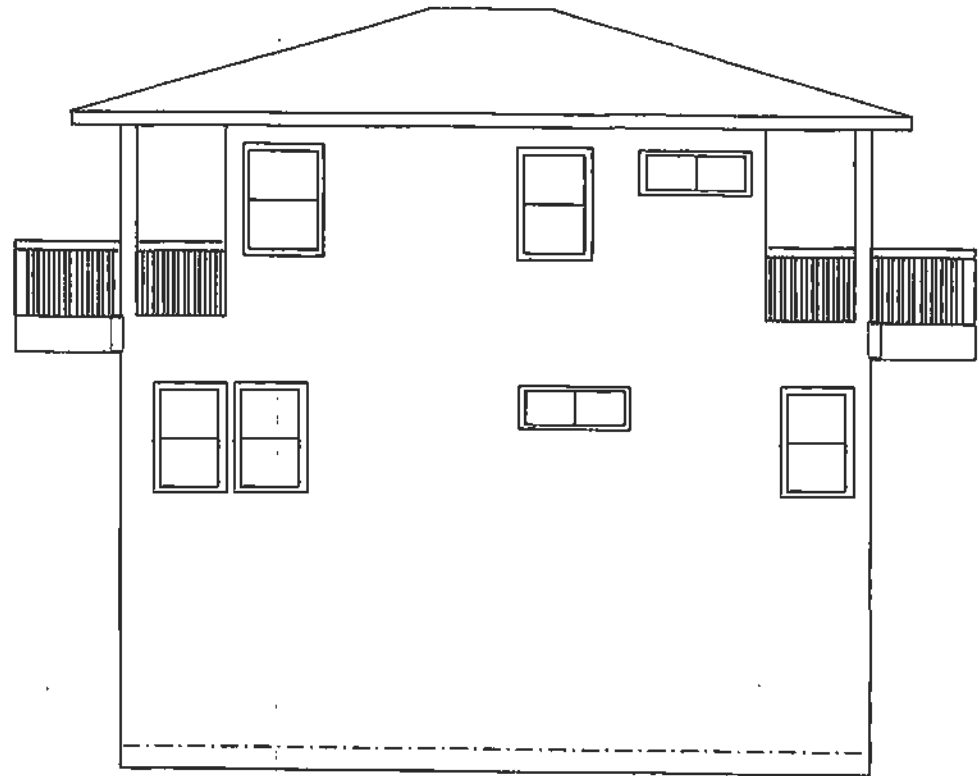




**ELEVATIONS**  
12 6<sup>th</sup> St., St. Augustine Beach, FL  
Jeff & Marcia Kain



**FRONT**



**RIGHT SIDE**

Parcel ID: 1687700000  
2-5 CHAUTAUQUA BCH LOT 13 BLK 5 OR3142/1702

# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Conditional Use File No. CU 2021-02  
**Date:** Wednesday, March 17, 2021

Please be advised that at its regular monthly meeting held Tuesday, March 16, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve a conditional use application submitted for proposed new construction of a single-family residence in a commercial land use district on Lot 13, Block 5, Chautauqua Beach Subdivision, at 12 6<sup>th</sup> Street, St. Augustine Beach, Florida, 32080.

The application was filed by Jeffrey and Marcia Kain, 1580 Maidencane Loop, Oviedo, Florida, 32765, per Sections 3.02.02 and 10.03.00-10.03.03 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO LOT 13, BLOCK 5, CHAUTAUQUA BEACH SUBDIVISION, PARCEL IDENTIFICATION NUMBER 168770-0000, AKA 12 6<sup>TH</sup> STREET, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 2, PAGE 5, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Mr. Kincaid made the motion to recommend the City Commission approve this conditional use application for proposed new construction of a single-family residence in a commercial land use district on the property described above at 12 6<sup>th</sup> Street, subject to the conditions that the new home be built in accordance with St. Augustine Beach Land Development Regulations for new single-family residential construction in medium density residential land use districts, including minimum setback requirements, maximum impervious surface ratio (ISR) coverage, maximum lot coverage, and maximum building height. Mr. Kincaid's motion was seconded by Mr. Einheuser and passed 7-0 by unanimous voice-vote.

## MEMORANDUM

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager df

**DATE:** March 17, 2021

**SUBJECT:** Request to Vacate Alley between B and C Streets West of A1A Beach Boulevard (Lots 1-16, Block 40, Coquina Gables Subdivision)

### INTRODUCTION

Block 40 is bordered on the north by B Street, on the south by C Street, on the east by A1A Beach Boulevard, and on the west by 2<sup>nd</sup> Avenue. A majority of the owners of the lots on each side of the alley have requested that it be vacated.

### ATTACHMENTS

Attached for your review is the following information:

- a. Page 1, a memo from the Building Department's secretary Ms. Bonnie Miller, in which she provides information concerning the vacation request.
- b. Pages 2-46, the application to vacate the alley.

### PLANNING BOARD'S RECOMMENDATION

The Comprehensive Planning and Zoning Board reviewed the application at its March 16, 2021, meeting and by unanimous voice vote recommended to you that the request be approved, subject to the condition that a standard utility and drainage easement for maintenance and future use of utility and drainage facilities be included in the ordinance to vacate the alley.

Attached as page 47 is a memo from Ms. Miller, in which she states the Board's vote and recommendation.

### ACTION REQUESTED

It is that you hold the public hearing and decide whether to approve the request to vacate the alley in Block 40 of the Coquina Gables subdivision.

If you approve the request, then the City Attorney will prepare an ordinance for first reading at your May 3<sup>rd</sup> meeting.

# City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

To: Comprehensive Planning & Zoning Board  
From: Bonnie Miller, Executive Assistant  
CC: Brian Law, Building Official; Max Royle, City Manager  
Date: 03-08-2021  
Re: Vacating Alley File No. V 2021-01, for the 15-foot wide alley lying between B and C Streets in Block 40, Coquina Gables Subdivision, west of A1A Beach Boulevard

Vacating Alley File No. V 2021-01 is an application requesting the vacation of the 15-foot-wide alley lying west of A1A Beach Boulevard in Block 40, Coquina Gables Subdivision, directly west of A1A Beach Boulevard between B Street and C Street, to incorporate from the centerline of the alley the 7.5-foot-wide portions of the vacated alley into the square footage of the adjacent property owners. There are 13 lots and 20 property owners adjacent to Block 40, which has the Ford Surf Plaza Condo commercial building occupied by various commercial uses in 8 individually-owned units on the corner of B Street and A1A Beach Boulevard. To the west of the Ford Surf Plaza Condo on the south side of B Street are 6 residential lots adjacent to the alley. Also adjacent to this alley on the north side of C Street at 731 A1A Beach Boulevard is a commercial building owned by one owner and leased to various commercial tenants. Running west from this building on the north side of C Street are 5 residential lots adjacent to the alley. Per City of St. Augustine Beach Ordinance No. 15-05, applicants are required to submit the written consent of a minimum of 70% of adjacent property owners who support the vacation of the alley. The applicant, Blake Kozol, 100 South Matanzas Boulevard, St. Augustine Beach, Florida, 32080, has submitted the written consent of 16 out of 20 property owners, which constitutes 80% of the adjacent property owners.

The attached plat map of the 15-foot-wide alley requested to be vacated shows the 7 lots on the south side of B Street and the 6 lots on the north side of C Street adjacent to the 15-foot-wide in Block 40, Coquina Gables Subdivision. Each lot and address is marked with a "YES" or "NO" designating if the written consent of the property owner has been obtained and submitted by the applicants. Per Ordinance No. 15-05, "If 100% of the real property owners do not sign written consent, then a minimum of 70% of the real property owners must sign a written consent and the applicant must demonstrate that the vacation will not adversely affect nor negatively impact those property owners who have not signed a written consent, which demonstration may necessitate the applicant obtaining the opinion of a traffic engineer, surveyor or other professional."

The vacating alley application requires a recommendation from the Comprehensive Planning and Zoning Board to the City Commission to approve or deny the applicant's request to vacate the alley. Per Section 18-53 of City Code, the application has been forwarded to the City's Public Works Director, Police Department, St. Johns County Fire Rescue Headquarters, St. Johns County Utility Department, and Florida Power & Light. Comments from these agencies and utility companies are included with the application information copied to the Board. The Building and Zoning Department has no objection to the proposed vacation of this alley concurrent with the Public Works Director's request that an appropriate utility and drainage easement is recorded over the vacated portion of the alley to allow access for drainage and utility maintenance.

Sincerely,

*Bonnie Miller*

Executive Assistant  
Building and Zoning Department

City of St. Augustine Beach Building and Zoning Department  
Vacating Alley/Easement/Street Application  
2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080  
WWW.STAUGBCH.COM BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

1. Legal description of the alley/easement/street for which the vacation is being sought:

3-30 COQUINA GABLES LOT 14 BLK 40 OR5124/1427 *Parcel ID# 170040-0001*

2. Location (N, S, W, E): *West* Side of *A1A Beach Blvd.* Between *B & C Streets*

3. Is the property seaward of the Coastal Construction Control Line (CCCL)? Yes No (Circle one)

4. Name and address of applicant(s):

Blake Kozol

100 S Matanzas Blvd, Saint Augustine, FL 32080

5. Recorded in Map Book 3 Page(s) 30 of the Public Records of St. Johns County, Florida

6. Reason(s) for vacation or abandonment of alley/easement/street:

New construction home being built, additional lot space is required for approval of covered patio

7. Please check if the following information required for submittal of this application has been included:

( x ) Plat, map, or site location drawing of alley/easement/street to be vacated

( x ) List of names and addresses of owners of real property abutting and/or adjoining the alley/easement/street for which the vacation is requested (to be acquired from St. Johns County Real Estate/Survey Department, telephone number 904-209-0804)

( x ) Owner Permission Form (if applicable)

( x ) First-class postage stamped legal-size (4-inch-by-9½-inch) envelopes with names and addresses of owners of real property abutting and/or adjoining the alley/easement/street to be vacated

( x ) Other documents or relevant information to be considered

City of St. Augustine Beach Vacating Alley/Easement/Street Application 08-20

( x ) Fourteen (14) copies of the completed application including supplemental documentation and relevant information

Per Ordinance No. 15-05, Section 18-51-c of the St. Augustine Beach Code, the names and addresses of the owners of the real property bounding and abutting the property for which the vacation is requested shall be obtained from the current tax assessment roll. The written consent of each owner shall be obtained by the applicant and filed upon submittal of the application to vacate, but if 100% of the real property owners do not submit their written consent, **then a minimum of 70% of the real property owners must sign a written consent and the applicant must demonstrate that the vacation will not adversely affect nor negatively impact those property owners who have not signed a written consent, which demonstration may necessitate the applicant obtaining the opinion of a traffic engineer, surveyor, or other professional.** Nothing about this subsection changes the way in which vacated alleys, easements, or streets vest property rights.

BLAKE KOZOL

Print name (owner or his/ her agent)

Print name (applicant or his/her agent)

Signature /date

Signature /date

Owner/agent address

Applicant/agent address

Phone number

Phone number

### Charges

Application Fee: \$300.00

Date Paid: 12/8/2020

Legal Notice Sign: \$10.00

Date Paid: 12/8/2020

Received by

Daniel Miller

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AMENDING THE CITY CODE, CHAPTER 18, STREETS AND SIDEWALKS, ARTICLE III, PROCEDURES FOR VACATING STREETS, ALLEYS AND EASEMENTS, AMENDING SECTION 18-51, APPLICATION REQUIRED; FORM; SPECIFICALLY AMENDING SUBSECTION 18-51(c), REGARDING THE WRITTEN CONSENT OF OWNERS ABUTTING THE VACATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA:

Section 1. Chapter 18, of the Code of the City of St. Augustine Beach, Florida, regulating Streets and Sidewalks, Article III, Procedures for Vacating Streets, Alleys and Easements, Section 18-51, Application Required; Form, be, and the same is hereby amended to specifically amend Subsection 18-51(e), as follows:

(e) The names and addresses of the owners of the real property bounding and abutting the property for which the vacation is requested. The names and addresses shall be taken from the current tax assessment roll. The written consent of each owner shall be obtained by the applicant and filed with the office of the city manager prior to final passage of any ordinance vacating any street, alley or other public easement. If 100% of the real property owners do not sign written consent, then a minimum of 70% of the real property owners must sign a written consent and the applicant must demonstrate that the vacation will not adversely affect nor negatively impact those property owners who have not signed a written consent, which demonstration may necessitate the applicant obtaining the opinion of a traffic engineer, surveyor or other professional. Nothing about this subsection changes the way in which vacated streets, alleys and easements vest property rights.

Section 2. Other Code Sections Unchanged. Any section or sections of the Code of the City of St. Augustine Beach not specifically modified herein shall survive in full force and effect and remain unchanged unless a conflict arises in which case this Ordinance shall control.

**Section 3. Severability.** If any phrase, clause, sentence, subsection, section, or provision of this Ordinance is held to be invalid, or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid, or unconstitutional the remaining phrases, clauses, subsections, or provisions of this Ordinance.

**Section 4. Codification.** Other than Section 1 hereof, this Ordinance shall not be codified, but a copy of this Ordinance shall be maintained in the offices of the City Manager.

**Section 5.** This ordinance shall take effect ten days following passage.

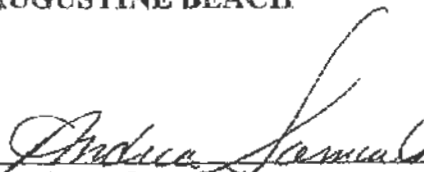
**PASSED** by the City Commission of the City of St. Augustine Beach, Florida, upon  
Second Reading this 28 day of September, 2015.

**CITY COMMISSION OF THE CITY OF  
ST. AUGUSTINE BEACH**

ATTEST

  
City Manager

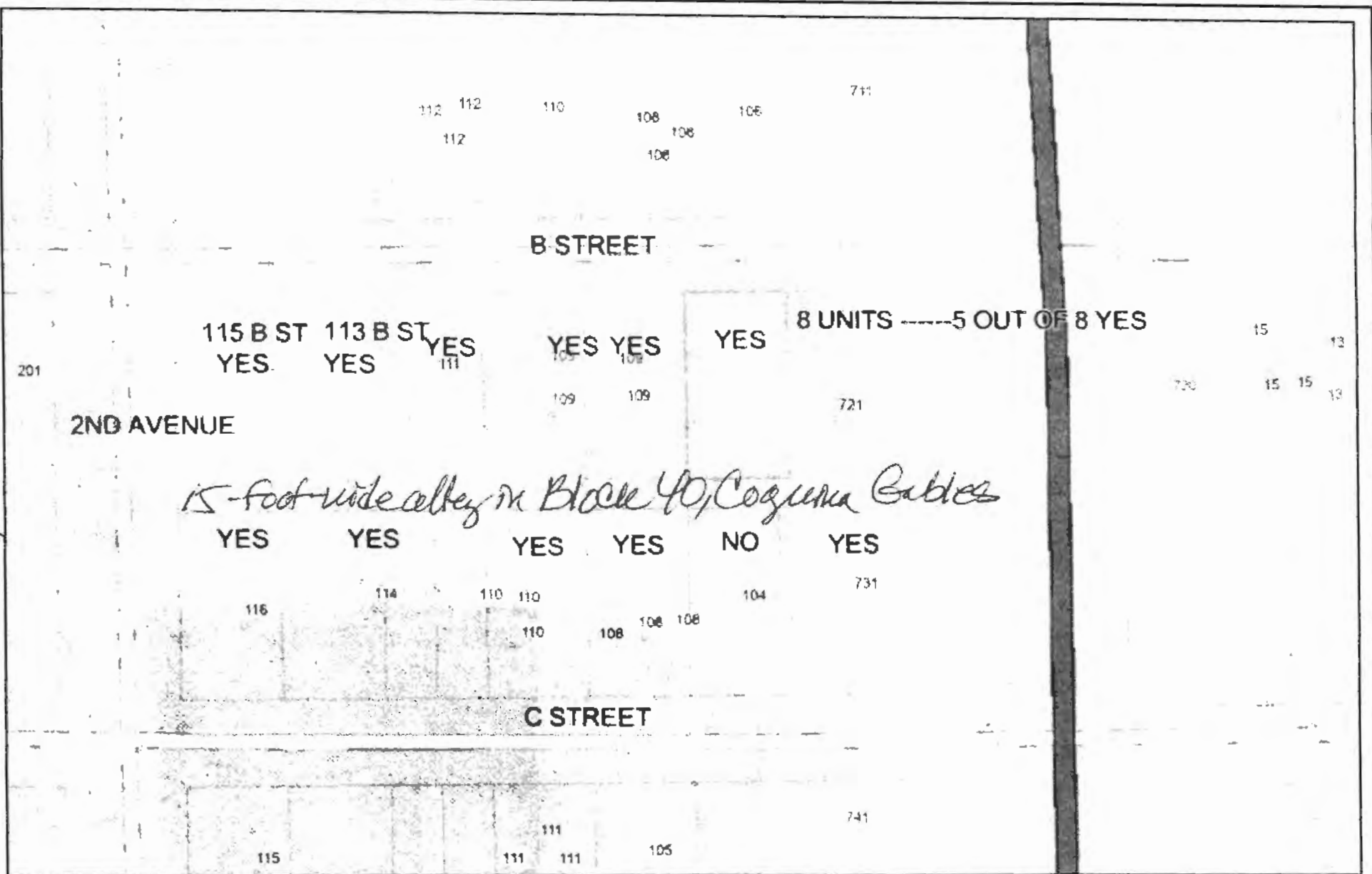
By:

  
Mayor-Commissioner

First reading: August 3, 2015

Second reading: September 28, 2015





Map created with St. Johns County's iMap

DISCLAIMER:  
This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The St. Johns County GIS Division disclaims all responsibility for the accuracy or completeness of the data shown herein.

Date Created: 2/18/2021

VACATION OF ALLEY -----V 2021-01





## St. Johns County, FL

### Tax Bill

### Estimate Taxes

### 2020 TRIM Notice

### 2019 TRIM Notice

### Summary

Parcel ID	1706900011
Location Address	221 A1A BEACH BLVD UNIT 100 SAINT AUGUSTINE 32080-0000
Neighborhood	Ford Surf Plaza Condo (COM) (719)
Tax Description*	(OR793/1318) FORD SURF PLAZA CONDO UNIT A-1 OR5017/1479 *The Description above is not to be used on legal documents.
Property Use Code	Professional Condo Office (1740)
Subdivision	FORD SURF PLAZA BLDG
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.000
Homestead	N

### Owner Information

Owner Name	Ancient City Acquisitions LLC 100%
Mailing Address	1009 A1A BEACH BLVD SAINT AUGUSTINE, FL 32080-0000





## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

### Summary

Parcel ID 1706900012  
Location Address 721 A1A BEACH BLVD UNIT 2  
SAINT AUGUSTINE 32080-0000  
Neighborhood Ford Surf Plaza Condo (COM) (719)  
Tax Description\* (OR793/1318) FORD SURF PLAZA CONDO UNIT A-2 OR3662/1245  
\*The Description above is not to be used on legal documents.  
Property Use Code Professional Condo Office (1740)  
Subdivision FORD SURF PLAZA BLDG  
Sec/Twp/Rng 3-8-30  
District City of St Augustine Beach (District 551)  
Millage Rate 16.3239  
Acreage 0.000  
Homestead N

### Owner Information

Owner Name Morgan Ty,Michelle 100%  
Morgan Michelle 100%  
Mailing Address 4135 AVALON CIR  
JACKSONVILLE BEACH, FL 32250-0000



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property and it will be tax free. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

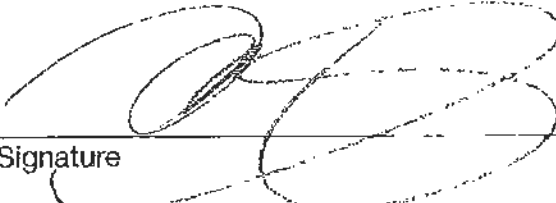
Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

Address 721 A1A Beach Blvd St. Augustine Beach,  
(Unit A-2) FL 32080

TY MORROW  
Print

  
Signature



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

### Summary

<b>Parcel ID</b>	1706900021
<b>Location Address</b>	721 A1A BEACH BLVD UNIT 3 SAINT AUGUSTINE 32080-0000
<b>Neighborhood</b>	Ford Surf Plaza Condo (COM) (719)
<b>Tax Description*</b>	(OR793/1318) FORD SURF PLAZA CONDO UNIT B-1 OR4611/403 *The Description above is not to be used on legal documents.
<b>Property Use Code</b>	Professional Condo Office (1740)
<b>Subdivision</b>	FORD SURF PLAZA BLDG
<b>Sec/Twp/Rng</b>	3-8-30
<b>District</b>	City of St Augustine Beach (District 551)
<b>Millage Rate</b>	16.3239
<b>Acreage</b>	0.000
<b>Homestead</b>	N

### Owner Information

**Owner Name** [Leonardi David Diane](#) 100%  
[Leonardi Diane](#) 100%  
**Mailing Address** PO BOX 840298  
 SAINT AUGUSTINE, FL 32080-0000



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

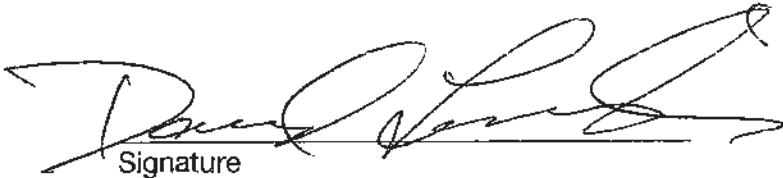
Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

721 A1A Beach Blvd Suite 3 St Aug Fl 32080  
Address (B-1)

David Leonardi  
Print

  
Signature



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

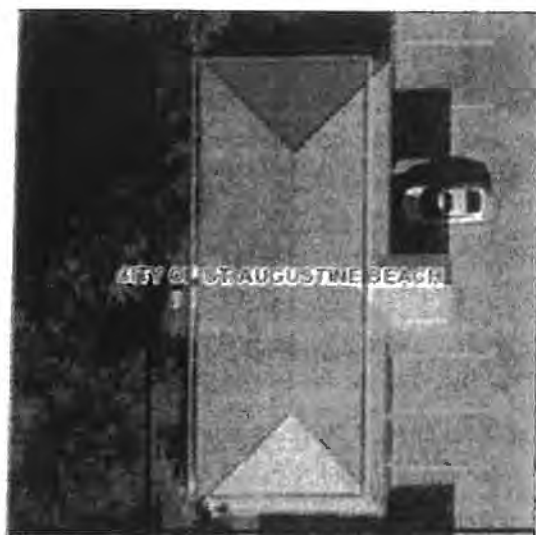
[2019 TRIM Notice \(PDF\)](#)

### Summary

<b>Parcel ID</b>	1706900022
<b>Location Address</b>	721 A1A BEACH BLVD UNIT 4 SAINT AUGUSTINE 32080-0000
<b>Neighborhood</b>	Ford Surf Plaza Condo (COM) (719)
<b>Tax Description*</b>	(OR793/1318) FORD SURF PLAZA CONDO UNIT B-2 OR2642/1356 *The Description above is not to be used on legal documents.
<b>Property Use Code</b>	Professional Condo Office (1740)
<b>Subdivision</b>	FORD SURF PLAZA BLDG
<b>Sec/Twp/Rng</b>	3-8-30
<b>District</b>	City of St Augustine Beach (District 551)
<b>Millage Rate</b>	16.3239
<b>Acreage</b>	0.000
<b>Homestead</b>	N

### Owner Information

<b>Owner Name</b>	Smith Appraisal Services Inc 100%
<b>Mailing Address</b>	349 OCEAN FOREST DR SAINT AUGUSTINE, FL 32080-0000



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

Address 721 A1A Beach Blvd, Unit 4, St. Augustine  
(B-2) / FI 32080

Print Mark T. Smith

  
Signature





## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

### Summary

Parcel ID 1706900031  
Location Address 721 A1A BEACH BLVD UNIT 5  
SAINT AUGUSTINE 32080-0000  
Neighborhood Ford Surf Plaza Condo (COM) (719)  
Tax Description\* (OR793/1318) FORD SURF PLAZA CONDO UNIT C-1 OR4634/74  
\*The Description above is not to be used on legal documents.  
Property Use Code Professional Condo Office (1740)  
Subdivision FORD SURF PLAZA BLDG  
Sec/Twp/Rng 3-8-30  
District City of St Augustine Beach (District 551)  
Millage Rate 16.3239  
Acreage 0.000  
Homestead N

### Owner Information

Owner Name Pece Paolo,Nicole 100%  
Pece Nicole 100%  
Mailing Address 25 SEA OAKS DR  
SAINT AUGUSTINE, FL 32080-0000



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

- By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

721 A1A Beach Blvd #5 ST AUGUSTINE, FL 32080  
Address Unit C-2 (6)

Jontie Hays  
Print

Jontie Hays  
Signature



# St. Johns County, FL

## Tax Bill

My Tax Bill

## Estimate Taxes

Tax Estimator

## 2020 TRIM Notice

2020 TRIM Notice (PDF)

## 2019 TRIM Notice

2019 TRIM Notice (PDF)

## Summary

Parcel ID	1706900032
Location Address	721 A1A BEACH BLVD UNIT 6 SAINT AUGUSTINE 32080-0000
Neighborhood	Ford Surf Plaza Condo (COM) (719)
Tax Description*	(OR793/1318) FORD SURF PLAZA CONDO UNIT C-2 OR1412/1213 & 4049/119(Q/C) *The Description above is not to be used on legal documents.
Property Use Code	Professional Condo Office (1740)
Subdivision	FORD SURF PLAZA BLDG
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.000
Homestead	N

## Owner Information

Owner Name Hays Jontie R 100%  
Mailing Address 721 A1A BEACH BLVD STE 6  
SAINT AUGUSTINE, FL 32080-6737





## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

### Summary

Parcel ID	1706900041
Location Address	721 A1A BEACH BLVD UNIT 7 SAINT AUGUSTINE 32080-0000
Neighborhood	Ford Surf Plaza Condo (COM) (719)
Tax Description*	(OR793/1318) FORD SURF PLAZA CONDO UNIT D-1 OR4862/1383 *The Description above is not to be used on legal documents.
Property Use Code	Professional Condo Office (1740)
Subdivision	FORD SURF PLAZA BLDG
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.000
Homestead	N

### Owner Information

Owner Name	<u>Pece Paolo</u> 100%
Mailing Address	25 SEA OAKS DR SAINT AUGUSTINE, FL 32080-0000





## St. Johns County, FL

### Tax Bill

My Tax Bill

### Estimate Taxes

Tax Estimator

### 2020 TRIM Notice

2020 TRIM Notice (PDF)

### 2019 TRIM Notice

2019 TRIM Notice (PDF)

### Summary

<b>Parcel ID</b>	1706900042
<b>Location Address</b>	721-A1A BEACH BLVD UNIT 8
<b>Neighborhood</b>	SAINT AUGUSTINE 32080-0000
<b>Tax Description*</b>	Ford Surf Plaza Condo (COM) (719) (OR793/1318) FORD SURF PLAZA CONDO UNIT D-2 OR3646/816 *The Description above is not to be used on legal documents.
<b>Property Use Code</b>	Professional Condo Office (1740)
<b>Subdivision</b>	FORD SURF PLAZA BLDG
<b>Sec/Twp/Rng</b>	3-8-30
<b>District</b>	City of St Augustine Beach (District 551)
<b>Millage Rate</b>	16.3239
<b>Acreage</b>	0.000
<b>Homestead</b>	N

### Owner Information

**Owner Name** Paul George Isobel Mc Grath 100%  
Paul Isobel Mc Grath 100%  
**Mailing Address** 241 VISTA CT  
 SAINT AUGUSTINE, FL 32080-6427



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

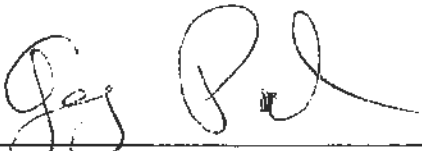
By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

721 A1A Beach Blvd. #8

Address Unit D-2(8)

George Paul

Print



Signature



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

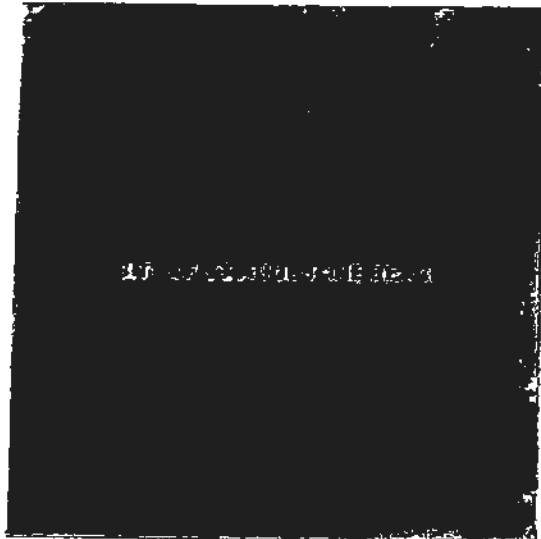
[2019 TRIM Notice \(PDF\)](#)

### Summary

<b>Parcel ID</b>	1707000000
<b>Location Address</b>	109 B ST SAINT AUGUSTINE 32080-0000
<b>Neighborhood</b>	Coquina Gables (MF) (717.99)
<b>Tax Description*</b>	3-30 COQUINA GABLES LOTS 6 & 8 10 BLK 40 OR4956/97 *The Description above is not to be used on legal documents.
<b>Property Use Code</b>	Multi-Family (Less than 10 Units) (0800)
<b>Subdivision</b>	Coquina Gables Subdivision No 1
<b>Sec/Twp/Rng</b>	3-8-30
<b>District</b>	City of St Augustine Beach (District 551)
<b>Millage Rate</b>	16.3239
<b>Acreage</b>	0.320
<b>Homestead</b>	N

### Owner Information

<b>Owner Name</b>	Glover Odie G IV 100%
<b>Mailing Address</b>	109 B ST SAINT AUGUSTINE, FL 32080-0000





## St. Johns County, FL

### Tax Bill

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### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

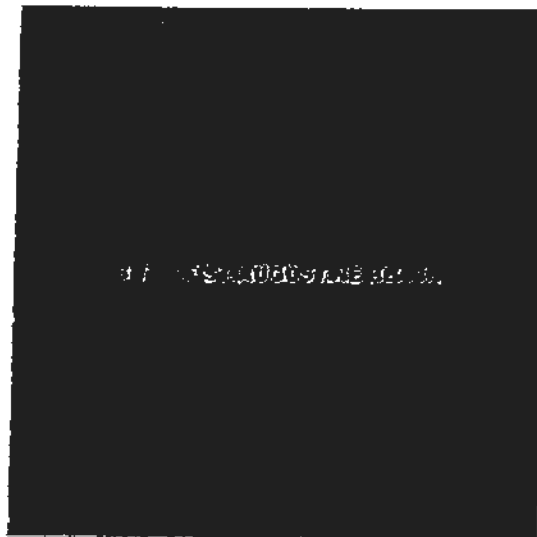
[2019 TRIM Notice \(PDF\)](#)

### Summary

<b>Parcel ID</b>	1707200120
<b>Location Address</b>	111 B STREET SAINT AUGUSTINE 32080-0000
<b>Neighborhood</b>	Coquina Gables (717)
<b>Tax Description*</b>	3-30 COQUINA GABLES LOT 12 BLK 40 OR3860/1587 *The Description above is not to be used on legal documents
<b>Property Use Code</b>	Single Family (0100)
<b>Subdivision</b>	Coquina Gables Subdivision No 1
<b>Sec/Twp/Rng</b>	3-8-30
<b>District</b>	City of St Augustine Beach (District 551)
<b>Millage Rate</b>	16.3239
<b>Acreage</b>	0.110
<b>Homestead</b>	Y

### Owner Information

<b>Owner Name</b>	Noble Carley 100%
<b>Mailing Address</b>	111 B STREET SAINT AUGUSTINE, FL 32080-0000







## St. Johns County, FL

## Tax Bill



## Estimate Taxes

Tax Estimator

## 2020 TRIM Notice

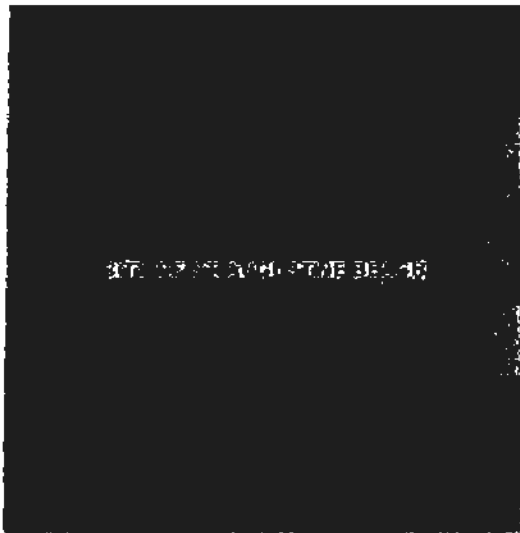
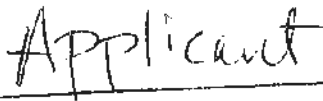
2020 TRIM Notice (PDF)

## Summary

Parcel ID	1707300140
Location Address	B ST
	SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 14 BLK 40 OR 5124/1427
	*The Description above is not to be used on legal documents.
Property Use Code	Vacant Residential (0000)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.9239
Acreage	0.110
Homestead	N

## Owner Information

Owner Name	Kozol Blake A 100%
Mailing Address	113 B ST
	SAINT AUGUSTINE, FL 32080-0000



✓ I Carley Noble, owner of 111 B St, desire to vacate the alley behind my property.

Signature Carley Noble Date 10/12/2020

I Odis Glover, owner of 109 B St, desire to vacate the alley behind my property.

Signature [Signature] Date 11/10/2020

✓ I David and Diane Farina, owners of 116 C St, desire to vacate the alley behind my property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I Harald Baugstat and Diane Ekberg, owners of 114 C St, desire to vacate the alley behind my property.

✓ Signature \_\_\_\_\_ Date \_\_\_\_\_

I Charlyn Rainville, owner of 108 C St, desire to vacate the alley behind my property.

✓ Signature Charlyn Rainville Date 10/12/20

I \_\_\_\_\_, owner of 110 C St, desire to vacate the alley behind my property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_, owner of 104 C St, desire to vacate the alley behind my property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

~~I \_\_\_\_\_, owner of \_\_\_\_\_, desire to vacate the alley behind my property.~~

~~NAME \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_~~

~~Signature X \_\_\_\_\_, owner of \_\_\_\_\_ desire to vacate the alley behind my property.~~

~~Signature \_\_\_\_\_ Date \_\_\_\_\_~~



## St. Johns County, FL

## Tax Bill

[My Tax Bill](#)

## Estimate Taxes

[Tax Estimator](#)

## 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

## 2019 TRIM Notice

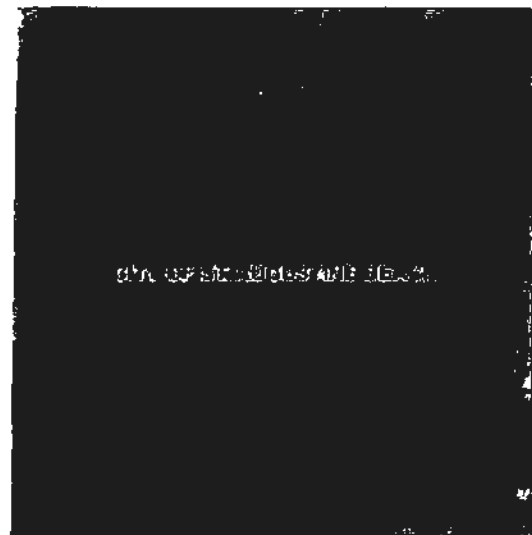
[2019 TRIM Notice \(PDF\)](#)

## Summary

Parcel ID	1707000000
Location Address	109 B ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (MF) (717.99)
Tax Description*	3-30 COQUINA GABLES LOTS 6 & 8 10 BLK 40 OR4956/97 *The Description above is not to be used on legal documents.
Property Use Code	Multi-Family (Less than 10 Units) (0800)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.320
Homestead	N

## Owner Information

Owner Name	Glover Odis G IV 100%
Mailing Address	109 B ST SAINT AUGUSTINE, FL 32080-0000





## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

### Summary

<b>Parcel ID</b>	1707300000
<b>Location Address</b>	115 B ST SAINT AUGUSTINE 32080-0000
<b>Neighborhood</b>	Coquina Gables (717)
<b>Tax Description*</b>	3-30 COQUINA GABLES LOT 16 BLK 40 OR 675/853 & 3817/935(Q/C) & 4740/1576(D/C) & 4785/726(Q/C) *The Description above is not to be used on legal documents.
<b>Property Use Code</b>	Vacant Residential (0000)
<b>Subdivision</b>	Coquina Gables Subdivision No 1
<b>Sec/Twp/Rng</b>	3-8-30
<b>District</b>	City of St Augustine Beach (District 551)
<b>Millage Rate</b>	16.3239
<b>Acreage</b>	0.110
<b>Homestead</b>	N

### Owner Information

<b>Owner Name</b>	Durasko Legacy Trust D: 08/20/2019 100% Lauer Michele A Trustee 0%
<b>Mailing Address</b>	10844 HARBORSIDE DR LARGO, FL 33773-0000



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

115 B STREET ST Augustine Beach, FL  
Address

MICHELE LAUER  
Print

Michelle Lauer  
Signature



## St. Johns County, FL

### Tax Bill

My Tax Bill

### Estimate Taxes

Tax Estimator

### 2020 TRIM Notice

2020 TRIM Notice (PDF)

### 2019 TRIM Notice

2019 TRIM Notice (PDF)

### Summary

Parcel ID	1706800000
Location Address	731 A1A BEACH BLVD SAINT AUGUSTINE 32080-0000
Neighborhood	Store/Office/Apt (COM) (717.04)
Tax Description*	3-30 COQUINA GABLES LOTS 13 & E5.33FT OF LOT 5 BLK 40 OR5062/743 *The Description above is not to be used on legal documents.
Property Use Code	Mixed Use (Store/Office/Residential Combo) (1200)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.180
Homestead	N

### Owner Information

Owner Name	Dellalala Donald Jr Et AL 100%
	Maguire Lindsey Skye 100%
Mailing Address	1009 A1A BEACH BLVD SAINT AUGUSTINE, FL 32080-0000



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

731 A1A Beach Boulevard  
721 A1A A1A Beach, Suite 4

Address

DS Della Sola  
LINDSEY MAGUIRE

Print

Signature



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

### Summary

Parcel ID	1706800050
Location Address	104 C ST
	SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 5 (EX E5.33FT) BLK 40 OR4870/373
	*The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.100
Homestead	N

### Owner Information

Owner Name	C Street Retreat LLC 100%
Mailing Address	105 1ST ST
	SAINT AUGUSTINE, FL 32080-0000







## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

### Summary

<b>Parcel ID</b>	1707100000
<b>Location Address</b>	108 CST. SAINT AUGUSTINE 32080-0000
<b>Neighborhood</b>	Coquina Gables (MF) (717.99)
<b>Tax Description*</b>	3-30 COQUINA GABLES LOT 7 BLK 40 OR3946/149 *The Description above is not to be used on legal documents.
<b>Property Use Code</b>	Multi-Family (Less than 10 Units) (0800)
<b>Subdivision</b>	Coquina Gables Subdivision No 1
<b>Sec/Twp/Rng</b>	3-8-30
<b>District</b>	City of St Augustine Beach (District 551)
<b>Millage Rate</b>	16.3239
<b>Acreage</b>	0.110
<b>Homestead</b>	Y

### Owner Information

<b>Owner Name</b>	Rainville Charlyn 100%
<b>Mailing Address</b>	P.O BOX 840010 SAINT AUGUSTINE, FL 32080-





## St. Johns County, FL

### Tax Bill

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### Estimate Taxes

[Tax Estimator](#)

### 2020 TRIM Notice

[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

### Summary

Parcel ID 1707200000  
 Location Address 110 C ST UNIT A5B SAINT AUGUSTINE 32080-0000  
 Neighborhood Coquina Gables (MF) (717.99)  
 Tax Description\* 3-30 COQUINA GABLES LOT 9 & E1/2 LOT 11 BLK 40 OR4594/695  
 \*The Description above is not to be used on legal documents.  
 Property Use Code Multi-Family (Less than 10 Units) (0800)  
 Subdivision Coquina Gables Subdivision No 1  
 Sec/Twp/Rng 3-8-30  
 District City of St Augustine Beach (District 551)  
 Millage Rate 16.3239  
 Acreage 0.160  
 Homestead N

### Owner Information

Owner Name 2 Ladies And A Beach House LLC 100%  
 Mailing Address 110 C ST  
 SAINT AUGUSTINE, FL 32080-0000



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

110 C STREET, ST AUGUSTINE Bch, FL 32080  
Address

Suzanne TREFRY  
Print  
2 LADIES & A BEACHHOUSE, LLC

Suzanne Trefry  
Signature



## St. Johns County, FL

### Tax Bill

My Tax Bill

### Estimate Taxes

Tax Estimator

### 2020 TRIM Notice

2020 TRIM Notice (PDF)

### 2019 TRIM Notice

2019 TRIM Notice (PDF)

### Summary

Parcel ID 1707200115  
Location Address 114 C ST  
SAINT AUGUSTINE 32080-0000  
Neighborhood Coquina Gables (717)  
Tax Description\* 3-30 COQUINA GABLES W1/2 LOT 11 & ALL LOT 13 BLK 40 OR4518/1437  
\*The Description above is not to be used on legal documents.  
Property Use Code Single Family (0100)  
Subdivision Coquina Gables Subdivision No 1  
Sec/Twp/Rng 3-8-30  
District City of St Augustine Beach (District 551)  
Millage Rate 16.3239  
Acreage 0.160  
Homestead Y

### Owner Information

Owner Name Baugstat Harald J Et AL 100%  
Ekberg Diane D 100%  
Mailing Address 114 C ST  
SAINT AUGUSTINE, FL 32080-0000



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

114 C Street, St. Augustine, FL 32080  
Address

Harold

Baugstad  
Print

Mike Bruff  
Signature

Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

114 C Street St Augustine FL 32080  
Address

Diane Ekberg  
Print

Diane Ekberg  
Signature



## St. Johns County, FL

### Tax Bill

My Tax Bill

### Estimate Taxes

Tax Estimator

### 2020 TRIM Notice

2020 TRIM Notice (PDF)

### 2019 TRIM Notice

2019 TRIM Notice (PDF)

### Summary

Parcel ID	1707300150
Location Address	116 C ST
	SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 15 BLK 40 OR 1438/1157 & 2175/133(Q/C) & 2904/1617(Q/C)
	*The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	Y

### Owner Information

Owner Name	Farina David,Diane 100%
	Farina Diane 100%
Mailing Address	116 C ST
	SAINT AUGUSTINE, FL 32080-6822



Hello,

My name is Bobby Appleby and I am working on behalf of a customer of mine with the city of St. Augustine Beach to vacate the alley between B and C st. Because you are in the radius of what the city requires we are asking that you give your permission for the city to vacate this alley, if you do not live on the block of B and C st just west of A1A then your property will not be affected in any way, if you do then you will receive an additional 7.5ft in depth across the back of your property. If you are ok with this please print and sign below, once finished or if you have any questions please reach out to me and I will come and pick it up from you and turn it into the city.

Thank you for your time.

Bobby Appleby  
EXP Realty  
904-506-8670  
[bobby.appleby@exprealty.com](mailto:bobby.appleby@exprealty.com)

By signing below you agree to allow the city of Saint Augustine Beach to vacate the alley located between B and C street.

116 C Street St Augustine FL 32080  
Address

DAVID FARINA  
Print

  
Signature



**From:** Bill Tredik  
**To:** Bonnie Miller  
**Cc:** Brian Law  
**Subject:** RE: Vacation of portions of C Lane and B Lane  
**Date:** Wednesday, March 10, 2021 5:25:07 PM

---

Bonnie:

Public Work has no objection to the following vacation requests, provided that an appropriate utility and drainage easement is recorded over the vacated rights-of-way:

- C Lane, between A1A Beach Boulevard and 2<sup>nd</sup> Avenue
- B Lane, between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue: It is unclear if the power line crosses B Lane at the eastern end or if it is in the 3<sup>rd</sup> Avenue right of way. If, in fact, it does cross the tip of B Lane, the impact is di minis, as the line must already be encroaching on the abutting properties to the north and south. The point is moot if a utility and drainage easement is dedicated over the vacated right of way.

***William Tredik PE, Public Works Director / City Engineer***

*City of St. Augustine Beach  
2200 A1A South  
St. Augustine Beach, Florida 32080  
Ph: (904) 471-1119  
email: btredik@cityofsab.org*

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

**From:** Bill Tredik  
**Sent:** Wednesday, March 10, 2021 10:23 AM  
**To:** Bonnie Miller <bmillier@cityofsab.org>  
**Subject:** RE: Vacation of Alley between B and C Streets

Bonnie:

Public Works has no objection to the vacation of the C Lane right-of-way, between A1A Beach Boulevard and 2<sup>nd</sup> Avenue, provided that an appropriate utility and drainage easement is recorded over the vacated right-of-way.

Bill

***William Tredik PE, Public Works Director / City Engineer***

*City of St. Augustine Beach  
2200 A1A South*

**From:** Fink, Alyssa  
**To:** Bonnie Miller  
**Cc:** Bill Tredik; Brian Law  
**Subject:** RE: FLP Site Visit 12/8/20 at 9AM  
**Date:** Thursday, December 10, 2020 2:34:58 PM

---

Good afternoon Bonnie,

I checked in my system and it confirms what we saw in the field. FPL does not have any facilities within that alley, so we have no issue with the proposed vacation.

It was great meeting you in person this week and I hope you and your family have a great holiday as well!

Thank you,

*Alyssa Fink*

Engineer II  
Florida Power & Light  
St. Augustine Service Center  
303 Hastings Rd  
St. Augustine, FL 32084  
Office: 904-824-7689 Cell: 904-295-5665  
Email: [Alyssa.Fink@FPL.com](mailto:Alyssa.Fink@FPL.com)



**FPL** Please contact me with any questions or concerns. If you cannot reach me, please contact my Engineering Leader Scott Lewis at (o) 904-824-7647, (c) 904-484-4256 or [Scott.Lewis@fpl.com](mailto:Scott.Lewis@fpl.com). Visit the new FPL Project Portal at [FPL.com/construction](http://FPL.com/construction) to manage your FPL Residential and Commercial construction projects. Get information on construction services and project types, apply for your construction project, track project milestones, manage your project team and more. Visit [ESS](http://ESS) for FPL's Electric Service Standards.

**From:** Bonnie Miller <[bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)>  
**Sent:** Thursday, December 10, 2020 11:52 AM  
**To:** Fink, Alyssa <[Alyssa.Fink@fpl.com](mailto:Alyssa.Fink@fpl.com)>  
**Cc:** Bill Tredik <[btredik@cityofsab.org](mailto:btredik@cityofsab.org)>; Brian Law <[blaw@cityofsab.org](mailto:blaw@cityofsab.org)>  
**Subject:** FW: FLP Site Visit 12/8/20 at 9AM

Thanks Alyssa for all your help with this. I've attached the vacating alley application for the alley between B and C Streets west of A1A beach Boulevard that we looked at with Public Works Director Bill Tredik on Tuesday, Dec. 8, 2020, at approximately 9:30 a.m., after the site visit was conducted for the alley vacation referenced below between 13<sup>th</sup> and 14<sup>th</sup> Streets.

Please forward any comments you may have about the requested vacation of this alley whenever it's

convenient. This application will be heard by the City's Planning and Zoning Board on January 19, 2021, and the City Commission on February 1, 2021, so we have a little time on this, but I need any comments from you by January 11, 2021, if possible.

Thanks again and hope you and yours have a very happy holiday season.

*Bonnie Miller, Executive Assistant  
City of St. Augustine Beach  
Building & Zoning Department  
2200 State Road A1A South  
St. Augustine Beach, Florida 32080  
Telephone Number : 904-471-8758 Extension 204  
Fax Number: 904-471-4470  
Email Address: [bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)*

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

**From:** [Daniel Carswell](#)  
**To:** [Bonnie Miller](#)  
**Subject:** Re: Vacation of Alley between B and C Streets  
**Date:** Wednesday, February 17, 2021 1:45:07 PM  
**Attachments:** [Outlook-2vctcnpa.png](#)  
[Outlook-zrtocs4y.png](#)

No comments or issues on my end.

Thank you.

**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:** Bonnie Miller <[bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)>  
**Sent:** Wednesday, February 17, 2021 11:37 AM  
**To:** Daniel Carswell <[carswelldp@sabpd.org](mailto:carswelldp@sabpd.org)>  
**Subject:** Vacation of Alley between B and C Streets

Dear Chief Carswell,

Attached is an application submitted to vacate the alley in Block 40, Coquina Gables Subdivision, between the first block west of A1A Beach Boulevard between B and C Streets, St. Augustine Beach, Florida, 32080. City of St. Augustine Beach Public Works Director Bill Tredik and myself along with FPL contact Alyssa Fink conducted a site visit to this alley on December 8, 2020, and the attached application has Ms. Fink's comments that FPL does not have any facilities within this alley, and FPL has no issues with the application to vacate it.

Please forward any comments the SAB Police Department has regarding whether the alley should or should not be vacated at your earliest convenience, or by Monday, March 1, 2021, at the latest. The vacating alley application will go before the PZB next month on March 16, 2021, and then to the City Commission at its April 5, 2021 regular monthly meeting.

Give me a call at the telephone number listed below if you have questions or need more information, or I can be reached via email.

Thanks,

*Bonnie Miller, Executive Assistant  
City of St. Augustine Beach  
Building & Zoning Department  
2200 State Road A1A South  
St. Augustine Beach, Florida 32080  
Telephone Number : 904-471-8758 Extension 204  
Fax Number: 904-471-4470  
Email Address: [bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)*

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**From:** PJ Webb  
**To:** Bonnie Miller  
**Cc:** Anthony Gedris  
**Subject:** RE: Vacation of Alley between B and C Streets  
**Date:** Wednesday, February 17, 2021 12:47:09 PM

Hey Bonnie,

I hope all is well at the beach! Thank you for sending this to us for consideration. Per our Fire Marshal Rob Dowling, we have no objection to this alley vacation. Please let me know if you have any further questions.

*PJ Webb*

St. Johns County Fire Rescue  
Plans Examiner  
Office: 904-209-1744  
4040 Lewis Speedway  
St. Augustine, FL 32084

Fire Rescue Headquarters  
3657 Gaines Road  
St. Augustine, FL 32084



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0111110

**From:** Bonnie Miller [mailto:bmiller@cityofsab.org]  
**Sent:** Wednesday, February 17, 2021 11:50 AM  
**To:** PJ Webb <pwebb@sjcfl.us>  
**Subject:** Vacation of Alley between B and C Streets

Good Morning PJ and all at St. Johns County Fire Rescue Headquarters,

Attached is an application submitted to vacate the alley in Block 40, Coquina Gables Subdivision, between the first block west of A1A Beach Boulevard between B and C Streets, St. Augustine Beach, Florida, 32080. City of St. Augustine Beach Public Works Director Bill Tredik and myself along with FPL contact Alyssa Fink conducted a site visit to this alley on December 8, 2020, and the attached application has Ms. Fink's comments that FPL does not have any facilities within this alley, and FPL has no issues with the application to vacate it.

Please forward any comments SJC Fire Rescue may have regarding whether the alley should or should not be vacated at your earliest convenience, or by Monday, March 1, 2021, at the latest. The vacating alley application will go before the PZB next month on March 16, 2021, and then to the City Commission at its April 5, 2021 regular monthly meeting

Give me a call at the telephone number listed below if you have questions or need more information, or I can be reached via email.

Thanks,

*Bonnie Miller, Executive Assistant  
City of St. Augustine Beach  
Building & Zoning Department  
2200 State Road A1A South  
St. Augustine Beach, Florida 32080  
Telephone Number : 904-471-8758 Extension 204  
Fax Number: 904-471-4470  
Email Address: [bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)*

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**From:** Melissa Caraway  
**To:** Bonnie Miller  
**Cc:** Phillip Gaskins; Larry Miller  
**Subject:** RE: Vacation of Alley between B and C Streets  
**Date:** Wednesday, February 17, 2021 1:44:23 PM

Good Afternoon Bonnie,

There doesn't seem to be any problem with the vacation of this right-of-way. We do not have any utility lines within this area.

***Melissa Caraway, M.P.A***

Utility Review Coordinator  
St. Johns County Utility Department  
St. Johns County Board of County Commissioners  
1205 State Road 16, St. Augustine, FL 32084  
(904) 209-2606 (904) 209-2607 Fax  
[mcaraway@sjcfl.us](mailto:mcaraway@sjcfl.us) email [www.sjcfl.us](http://www.sjcfl.us) website

**From:** Bonnie Miller <bmillier@cityofsab.org>  
**Sent:** Wednesday, February 17, 2021 11:35 AM  
**To:** Melissa Caraway <mcaraway@sjcfl.us>; Phillip Gaskins <pgaskins@sjcfl.us>  
**Subject:** FW: Vacation of Alley between B and C Streets

Good Morning Missy and all at St. Johns County Utility Department,

Attached is an application submitted to vacate the alley in Block 40, Coquina Gables Subdivision, between the first block west of A1A Beach Boulevard between B and C Streets, St. Augustine Beach, Florida, 32080. City of St. Augustine Beach Public Works Director Bill Tredik and myself along with FPL contact Alyssa Fink conducted a site visit to this alley on December 8, 2020, and the attached application has Ms. Fink's comments that FPL does not have any facilities within this alley, and FPL has no issues with the application to vacate it.

Please send me any comments SJC Utility Department have regarding whether the alley should or should not be vacated at your earliest convenience, or by Monday, March 1, 2021, at the latest. The vacating alley application will go before the PZB next month on March 16, 2021, and then to the City Commission at its April 5, 2021 regular monthly meeting.

Give me a call at the telephone number listed below if you have questions or need more information, or I can be reached via email.

Thanks,



Bonnie Miller, Executive Assistant  
City of St. Augustine Beach  
Building & Zoning Department  
2200 State Road A1A South  
St. Augustine Beach, Florida 32080  
Telephone Number : 904-471-8758 Extension 204  
Fax Number: 904-471-4470  
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# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Vacating Alley File No. V 2021-01  
**Date:** Wednesday, March 17, 2021


Please be advised that at its regular monthly meeting held Tuesday, March 16, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve an application to vacate the 15 (fifteen)-foot-wide alley in Block 40, Coquina Gables Subdivision, lying west of A1A Beach Boulevard between B Street and C Street.

The application was filed by Blake Kozol, 100 South Matanzas Boulevard, St. Augustine, Florida, 32080, per Article III, Sections 18-50--18-56 of St. Augustine Beach Code, as amended by Ordinance No. 15-05, PERTAINING TO THE 15 (FIFTEEN)-FOOT-WIDE STRIP OF LAND BETWEEN B STREET AND C STREET, ADJACENT TO AND WEST OF A1A BEACH BOULEVARD AND ABUTTING LOTS 1-16, BLOCK 40, COQUINA GABLES SUBDIVISION, ALL IN SECTION 3, TOWNSHIP 8, RANGE 30, AS RECORDED IN MAP BOOK 3, PAGE 30, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

The motion to recommend the City Commission approve the vacation of the 15 (fifteen)-foot-wide alley described above was made by Ms. Odom, subject to the condition that a standard utility and drainage easement for maintenance and future use of utility and drainage facilities be included in the ordinance to vacate the alley. Ms. Odom's motion was seconded by Mr. Babbitt and passed 7-0 by unanimous voice-vote.

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 17, 2021

**SUBJECT:** Request to Vacate Alley between A and B Streets West of A1A Beach Boulevard (Lots 1-16, Block 49, Coquina Gables Subdivision)

INTRODUCTION

Block 49 is bordered on the north by A Street, on the south by B Street, on the east by 2<sup>nd</sup> Avenue, and on the west by 3<sup>rd</sup> Avenue. A majority of the owners of the lots on each side of the alley have requested that it be vacated.

ATTACHMENTS

Attached for your review is the following information:

- a. Page 1, a memo from the Building Department's secretary Ms. Bonnie Miller, in which she provides information concerning the vacation request.
- b. Pages 2-37, the application to vacate the alley.

PLANNING BOARD'S RECOMMENDATION

The Comprehensive Planning and Zoning Board reviewed the application at its March 16, 2021, meeting and by unanimous voice vote recommended to you that the request be approved subject to the following conditions:

- a. That the applicants submit at least one more letter of written consent from an adjacent property owner so that the application is in compliance with Ordinance 15-05, which requires written consent agreeing to the vacating of the alley from a minimum of 70% of the adjacent property owners.
- b. That a standard utility and drainage easement for maintenance and future use of utility and drainage facilities be included in the ordinance to vacate the alley.

Attached as page 38 is a memo from Ms. Miller, in which she states the Board's vote and recommendation.

ACTION REQUESTED

It is that you hold the public hearing and decide whether to approve the request to vacate the alley in Block 49 of the Coquina Gables subdivision.

If you approve the request, then the City Attorney will prepare an ordinance for first reading at your May 3<sup>rd</sup> meeting.

# City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

To: Comprehensive Planning & Zoning Board  
From: Bonnie Miller, Executive Assistant  
CC: Brian Law, Building Official; Max Royle, City Manager  
Date: 03-08-2021  
Re: Vacating Alley File No. V 2021-02, for the 15-foot wide alley lying between A and B Streets lying west of 3<sup>rd</sup> Avenue and east of 4<sup>th</sup> Avenue in Block 49, Coquina Gables Subdivision, west of A1A Beach Boulevard

Vacating Alley File No. V 2021-02 is an application requesting the vacation of the 15-foot-wide alley lying west of A1A Beach Boulevard in Block 49, Coquina Gables Subdivision, west of 3<sup>rd</sup> Avenue, east of 4<sup>th</sup> Avenue, between A Street and B Street, to incorporate from the centerline of the alley the 7.5-foot-wide portions of the vacated alley into the square footage of the adjacent property owners. There are 16 lots, 8 on the south side of A Street and 8 lots on the north side of B Street, adjacent to this alley. Per City of St. Augustine Beach Ordinance No. 15-05, applicants are required to submit the written consent of a minimum of 70% of adjacent property owners who support the vacation of the alley. The applicants, Jason and Laurie Collins, 307 A Street, St. Augustine Beach, Florida, 32080, have submitted the written consent of 11 out of 16 property owners, which constitutes 68.75% of the adjacent property owners.

The attached plat map of the 15-foot-wide alley requested to be vacated shows the 8 lots on the south side of A Street and the 8 lots on the north side of B Street adjacent to the 15-foot-wide in Block 49, Coquina Gables Subdivision. Each lot and address is marked with a "YES" or "NO" designating if the written consent of the property owner has been obtained and submitted by the applicants. Per Ordinance No. 15-05, "If 100% of the real property owners do not sign written consent, then a minimum of 70% of the real property owners must sign a written consent and the applicant must demonstrate that the vacation will not adversely affect nor negatively impact those property owners who have not signed a written consent, which demonstration may necessitate the applicant obtaining the opinion of a traffic engineer, surveyor or other professional."

The vacating alley application requires a recommendation from the Comprehensive Planning and Zoning Board to the City Commission to approve or deny the applicant's request to vacate the alley. Per Section 18-53 of City Code, the application has been forwarded to the City's Public Works Director, Police Department, St. Johns County Fire Rescue Headquarters, St. Johns County Utility Department, and Florida Power & Light. Comments from these agencies and utility companies are included with the application information copied to the Board. The Building and Zoning Department has no objection to the proposed vacation of this alley concurrent with the Public Works Director's request that an appropriate utility and drainage easement is recorded over the vacated portion of the alley to allow access for drainage and utility maintenance.

Sincerely,

*Bonnie Miller*

Executive Assistant  
Building and Zoning Department

1

City of St. Augustine Beach Building and Zoning Department  
Vacating Alley/Easement/Street Application

2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM BLDG. & ZONING (904) 471-8758 FAX (904) 471-4470

1. Legal description of the alley/easement/street for which the vacation is being sought:

ALLEY DEEMED "2ND AVE" : TAX DESCRIPTION  
3/30 COQUINA CABLES SUBDIVISION NO 2 ROWS, BLOCK 49

2. Location (N, S, W, E): West Side of 3rd Street Between A Street & B Street  
EAST OF 4th Street

3. Is the property seaward of the Coastal Construction Control Line (CCCL)? Yes ☐ No ☒ (Circle one)

4. Name and address of applicant(s): JASON & LAURIE COLLINS  
307 A Street ST AUGUSTINE FL 32080

5. Recorded in Map Book 3 Page(s) 30 of the Public Records of St. Johns County, Florida

6. Reason(s) for vacation or abandonment of alley/easement/street: SAB HAS NOT ACCESSED  
THIS ALLEY SINCE THE LATE 90'S. THE HOUSE AT 303  
A STREET WAS CONSTRUCTED THEN AND CLOSED THE ALLEY.  
THE CITY HAS NOT USED OR MAINTAINED THE ALLEY IN MANY YEARS.

7. Please check if the following information required for submittal of this application has been included:

☒ Plat, map, or site location drawing of alley/easement/street to be vacated

☒ List of names and addresses of owners of real property abutting and/or adjoining the alley/easement/street for which the vacation is requested (to be acquired from St. Johns County Real Estate/Survey Department, telephone number 904-209-0804)

☒ Owner Permission Form (if applicable)

☒ First-class postage stamped legal-size (4-inch-by-9½-inch) envelopes with names and addresses of owners of real property abutting and/or adjoining the alley/easement/street to be vacated

☒ Other documents or relevant information to be considered

☒ Fourteen (14) copies of the completed application including supplemental documentation and relevant information

Per Ordinance No. 15-05, Section 18-51-e of the St. Augustine Beach Code, the names and addresses of the owners of the real property bounding and abutting the property for which the vacation is requested shall be obtained from the current tax assessment roll. The written consent of each owner shall be obtained by the applicant and filed upon submittal of the application to vacate, but if 100% of the real property owners do not submit their written consent, then a minimum of 70% of the real property owners must sign a written consent and the applicant must demonstrate that the vacation will not adversely affect nor negatively impact those property owners who have not signed a written consent, which demonstration may necessitate the applicant obtaining the opinion of a traffic engineer, surveyor, or other professional. Nothing about this subsection changes the way in which vacated alleys, easements, or streets vest property rights.

JASON COLLINS

Print name (owner or his/ her agent)

LAURIE COLLINS

Print name (applicant or his/her agent)

J. Collins

Signature /date

2-5-2021

Laurie Collins

Signature /date

2-5-2021

307 A Street St. Aug. FL 32080

Owner/agent address

Applicant/agent address

904-460-7445

Phone number

901-209-0802

Phone number

### Charges

Application Fee: \$300.00

Date Paid:

2-22-2021

Legal Notice Sign: \$10.00

Date Paid:

2-22-2021

Received by

Bonnie Miller

Date

2-22-2021

Invoice #

I2100271

Check # or type of credit or debit card

1353

**ORDINANCE 15-05**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AMENDING THE CITY CODE, CHAPTER 18, STREETS AND SIDEWALKS, ARTICLE III, PROCEDURES FOR VACATING STREETS, ALLEYS AND EASEMENTS, AMENDING SECTION 18-51, APPLICATION REQUIRED; FORM; SPECIFICALLY AMENDING SUBSECTION 18-51(e), REGARDING THE WRITTEN CONSENT OF OWNERS ABUTTING THE VACATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA:**

**Section 1.** Chapter 18. of the Code of the City of St. Augustine Beach, Florida, regulating Streets and Sidewalks, Article III, Procedures for Vacating Streets, Alleys and Easements. Section 18-51, Application Required: Form, be, and the same is hereby amended to specifically amend Subsection 18-51(e), as follows:

(e) The names and addresses of the owners of the real property bounding and abutting the property for which the vacation is requested. The names and addresses shall be taken from the current tax assessment roll. The written consent of each owner shall be obtained by the applicant and filed with the office of the city manager prior to final passage of any ordinance vacating any street, alley or other public easement. If 100% of the real property owners do not sign written consent, then a minimum of 70% of the real property owners must sign a written consent and the applicant must demonstrate that the vacation will not adversely affect nor negatively impact those property owners who have not signed a written consent, which demonstration may necessitate the applicant obtaining the opinion of a traffic engineer, surveyor or other professional. Nothing about this subsection changes the criteria vacated streets, alleys and easements vest property rights.

**Section 2. Other Code Sections Unchanged.** Any section or sections of the Code of the City of St. Augustine Beach not specifically modified herein shall survive in full force and effect and remain unchanged unless a conflict arises in which case this Ordinance shall control.



**Section 3. Severability.** If any phrase, clause, sentence, subsection, section, or provision of this Ordinance is held to be invalid, or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid, or unconstitutional the remaining phrases, clauses, subsections, or provisions of this Ordinance

**Section 4. Codification.** Other than Section 1 hereof, this Ordinance shall not be codified, but a copy of this Ordinance shall be maintained in the offices of the City Manager.

**Section 5.** This ordinance shall take effect ten days following passage.

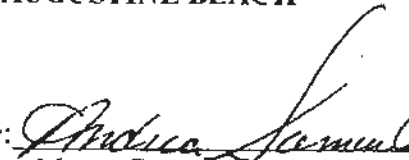
**PASSED** by the City Commission of the City of St. Augustine Beach, Florida, upon  
Second Reading this 28 day of September, 2015.

**CITY COMMISSION OF THE CITY OF  
ST. AUGUSTINE BEACH**

ATTEST:

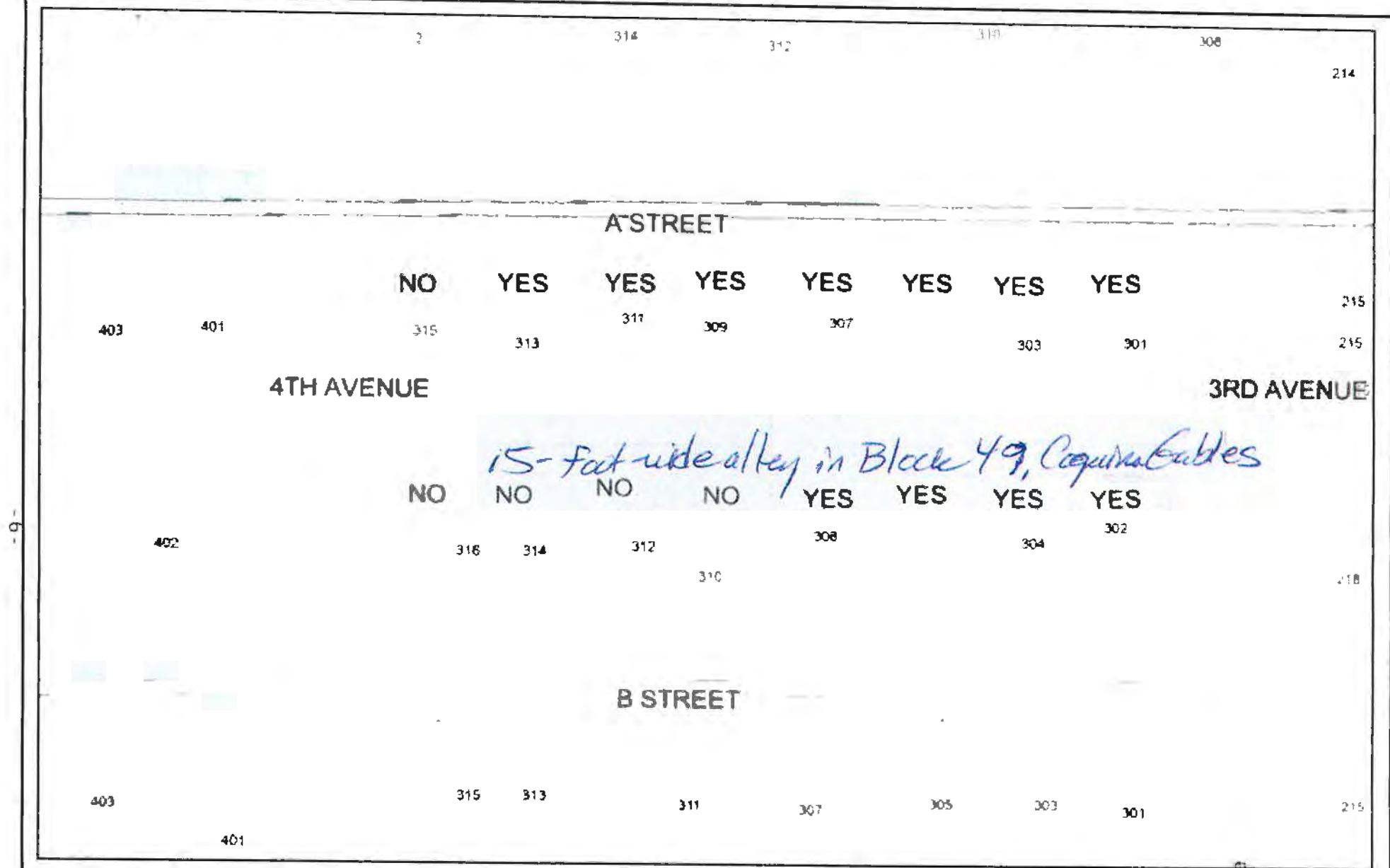
  
City Manager

By:

  
Mayor-Commissioner

First reading: August 3, 2015

Second reading: September 28, 2015



Map created with St. Johns County's iMap

**DISCLAIMER:**  
This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The St. Johns County GIS Division disclaims all responsibility for the accuracy or completeness of the data shown hereon.

Date Created: 2/18/2021

VACATION OF ALLEY -----V 2021-02





## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

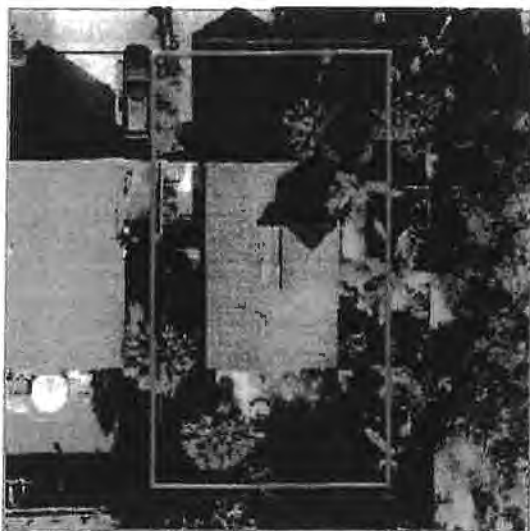
### Summary

Parcel ID	1713200000
Location Address	301 A ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 2 BLK 49 OR4535/294 &4535/296
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	Y

### Owner Information

Owner Name	Curran Lisa A 100%
Mailing Address	301 A ST SAINT AUGUSTINE, FL 32080-0000

### Map




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

Attn: City Mgr

RE: Jason and Laurie Collins' application for the City of St. Augustine Beach to vacate/abandon the property designated as "2nd Ave." alley which runs from 3rd Ave west to 4th Ave east and between A Street and B Street in Coquina Gables, Block 49.

As the owner of the property, 301 A St., St. Augustine, ~~to~~ I am in agreement with the Collins family's request for the town to officially abandon the alley between our properties.

Sincerely,  
  
Lisa Curran



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

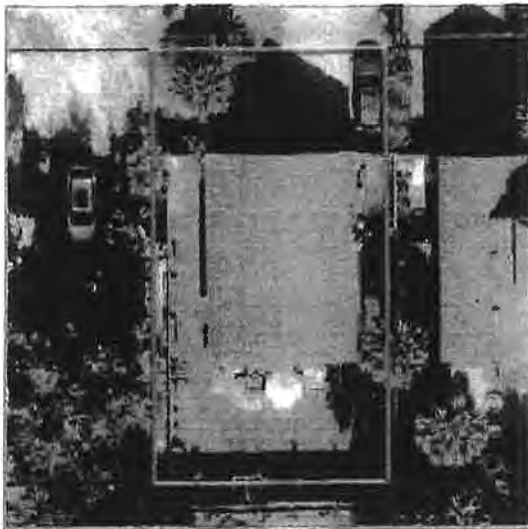
### Summary

Parcel ID	1713400000
Location Address	303 A ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 4 BLK 49 OR3788/876
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	N

### Owner Information

Owner Name	Sew Kool Rentals LLC 100%
Mailing Address	324 REDWING LN SAINT AUGUSTINE, FL 32080-0000

### Map



Brad & Sue Wentz  
319-657-2841 / 309-657-4855

FEB 11<sup>TH</sup>, 2021

TO WHOM IT CONCERNS,

WE ARE THE OWNERS OF 303A STREET. WE ARE ASKING THAT THE CITY'S ALLEY LOCATED BEHIND OUR PROPERTY BE DEEDED TO THE OWNERS. OUR CONTACT INFO IS AS FOLLOWS;

BRAD & SUSAN WENTZ  
324 REDWING LANE  
ST. AUGUSTINE, FL. 32080

THANK YOU IN ADVANCE FOR YOUR CONSIDERATION IN THE ABOVE MENTIONED.

RESPECTS,

~~BRAD WENTZ~~  
Sus Wentz



## St. Johns County, FL

### Tax Bill

My Tax Bill

### Estimate Taxes

Tax Estimator

### 2020 TRIM Notice

2020 TRIM Notice (PDF)

### Summary

Parcel ID	1713500000
Location Address	307 A ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 6 & 8 BLK 49 OR3441/650 (Q/C) &3527/248 &250 (Q/C) &4044/471(C/D) &4044/473 *The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-B-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.210
Homestead	Y

### Owner Information

Owner Name	Collins Jason, Laurie 100% Collins Laurie 100%
Mailing Address	307 A ST SAINT AUGUSTINE, FL 32080-6805

*Applicants*





## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

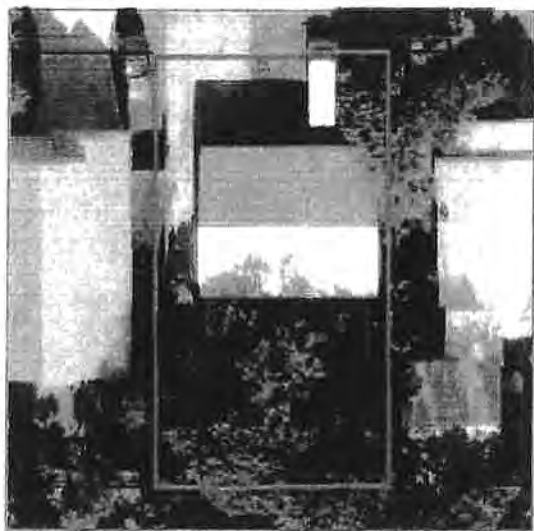
### Summary

Parcel ID	1713600100
Location Address	309 AST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES BLK 49 LOT 10 OR4390/480 & 4783/715(Q/C)
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	N

### Owner Information

Owner Name	Stella & Beach Limited Liability Company 100%
Mailing Address	1824 OLD BEACH RD SAINT AUGUSTINE, FL 32080-0000

### Map



Paul Dixon  
404-395-2819  
Contacted 2-10-2021



Date FEBRUARY 13, 2021

City of St. Augustine Beach

2200 A1A South

Saint Augustine, Florida 32080

Attn: City Mgr

RE: Jason and Laurie Collins' application for the City of Saint Augustine Beach to vacate/abandon the property designated as "2<sup>nd</sup>" Ave alley which runs from "3<sup>rd</sup>" Ave west to "4<sup>th</sup>" Ave east and between "A" Street and "B" Street in Coquina Gables, Block 49, "300 Block".

As owners of the property, 309 A ST., ST. AUGUSTINE, FL, we are in agreement with the Collins family's request for the City to officially abandon the alley between our properties.

Please feel free to contact me/us with any further developments regarding this issue, or if you have any questions. My/our contact number is: 404-395-2819

Sincerely,

Paul Dixon for Stella & Beach, LLC

Property Owner

Stella & BEACH, LLC  
309 A ST.  
ST. AUGUSTINE, FL  
32080

Property Owner

mailing address:  
Stella & Beach, LLC  
1824 OLD BEACH RD.  
ST. AUGUSTINE, FL  
32080



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

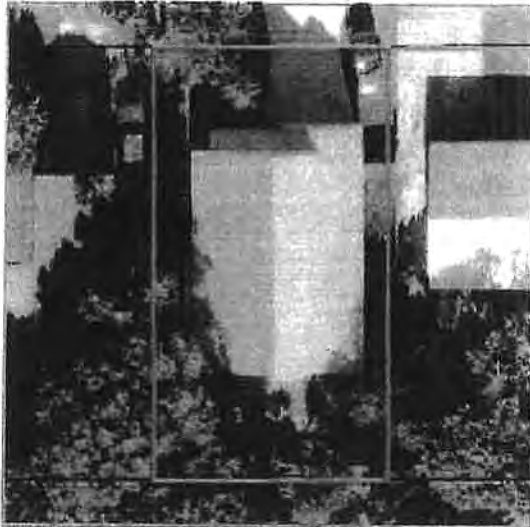
### Summary

Parcel ID	1713700000
Location Address	311 A ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES BLK 49 LOT 12 OR4772/956
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	N

### Owner Information

Owner Name	Lowery Phillip B Shelley B 100%
Mailing Address	Lowery Shelley B 100% 8510 SPYGLASS LOOP CLERMONT, FL 34711-0000

### Map



Letter Dropped off at  
house -

Date 14 FEB 2021

City of St. Augustine Beach

2200 A1A South

Saint Augustine, Florida 32080

Attn: City Mgr

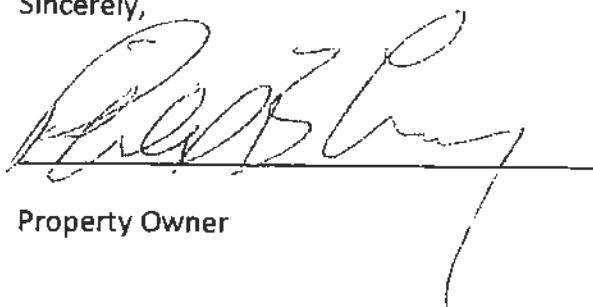
RE: Jason and Laurie Collins' application for the City of Saint Augustine Beach to vacate/abandon the property designated as "2<sup>nd</sup>" Ave alley which runs from "3<sup>rd</sup>" Ave west to "4<sup>th</sup>" Ave east and between "A" Street and "B" Street in Coquina Gables, Block 49, "300 Block".

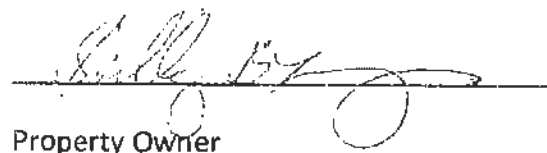
Parcel ID: 1713700000

As owners of the property, 311 A STREET ST. AUGUSTINE FL 32080-00 we are in agreement with the Collins family's request for the City to officially abandon the alley between our properties.

Please feel free to contact me/us with any further developments regarding this issue, or if you have any questions. My/our contact number is: 352-989-2836

Sincerely,

  
Property Owner

  
Property Owner



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

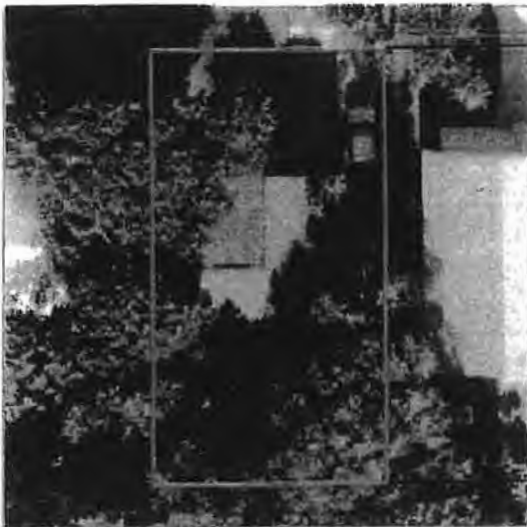
### Summary

Parcel ID	1713800000
Location Address	313 A ST
	SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 14 BLK 49 OR4757/1016
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	Y

### Owner Information

Owner Name	Wildasin Jennifer Grace 100%
Mailing Address	313 A STREET
	SAINT AUGUSTINE, FL 32080-0000

### Map



Date 2/9/21

City of St. Augustine Beach

2200 A1A South

Saint Augustine, Florida 32080


Attn: City Mgr

RE: Jason and Laurie Collins' application for the City of Saint Augustine Beach to vacate/abandon the property designated as "2<sup>nd</sup>" Ave alley which runs from "3<sup>rd</sup>" Ave west to "4<sup>th</sup>" Ave east and between "A" Street and "B" Street in Coquina Gables, Block 49, "300 Block".

As owners of the property, 313 AST, we are in agreement with the Collins family's request for the City to officially abandon the alley between our properties.

Please feel free to contact me/us with any further developments regarding this issue, or if you have any questions. My/our contact number is: 484-843-4894

Sincerely,

  
\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner



## St. Johns County, FL

### Sales Questionnaire Form

*If you are a new owner of this property, please click here to submit a Sales Questionnaire*

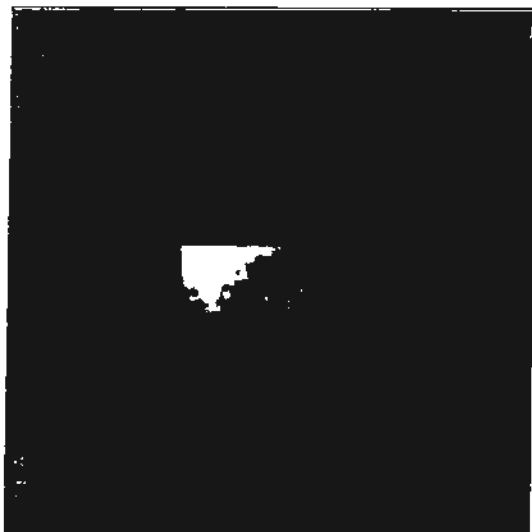
[Sales Questionnaire](#)

### Summary

Parcel ID	1714000000
Location Address	315 A ST
	SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 16 BLK 49 OR3959/84 & 4947/941(Q/C)
	*The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	Y

### Owner Information

Owner Name	Davern Ellen J 100%
Mailing Address	315 A ST
	SAINT AUGUSTINE, FL 32080-0000





## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

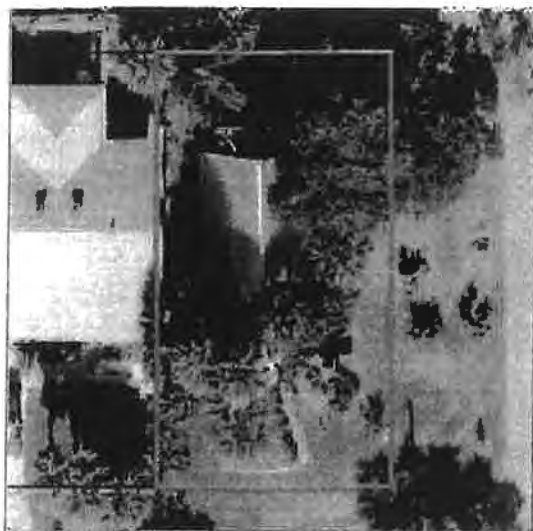
### Summary

Parcel ID	1713001000
Location Address	302 B ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 1 BLK 49 OR5021/1924
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	Y

### Owner Information

Owner Name	Radabaugh Nathan 100%
Mailing Address	302 B ST SAINT AUGUSTINE, FL 32080-0000

### Map



Date 02/10/21

City of St. Augustine Beach

2200 A1A South

Saint Augustine, Florida 32080

Attn: City Mgr

RE: Jason and Laurie Collins' application for the City of Saint Augustine Beach to vacate/abandon the property designated as "2<sup>nd</sup>" Ave alley which runs from "3<sup>rd</sup>" Ave west to "4<sup>th</sup>" Ave east and between "A" Street and "B" Street in Coquina Gables, Block 49, "300 Block".

As owners of the property, 302 B St. Saint Augustine, FL 32080, we are in agreement with the Collins family's request for the City to officially abandon the alley between our properties.

Please feel free to contact me/us with any further developments regarding this issue, or if you have any questions. My/our contact number is: (813) 674-4187

Sincerely,

Nathan Radabough

Property Owner

[Signature]  
Property Owner





## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

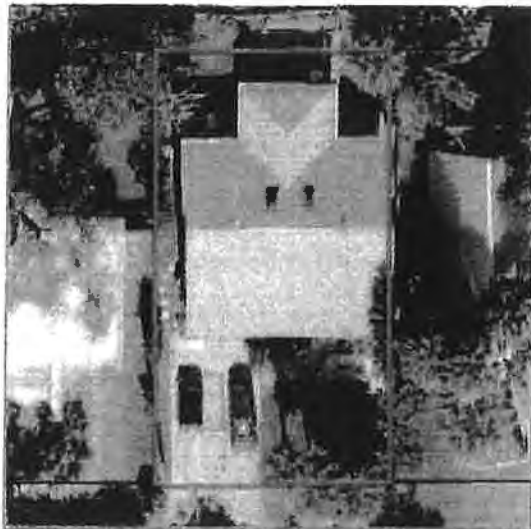
### Summary

Parcel ID	1713300000
Location Address	304 B ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 3 BLK 49 OR4016/965
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	Y

### Owner Information

Owner Name	Gray John Owen Jr Etal 100%
	<u>Zee Hilly</u> 100%
Mailing Address	304 B ST SAINT AUGUSTINE, FL 32080-6816

### Map



*John Gray & Hilly Zee*  
304 B Street  
St. Augustine, FL 32080

Feb 10, 2021

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


Attn: City Mgr

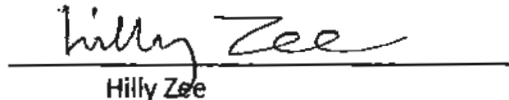
RE: Jason and Laurie Collins' application for the City of Saint Augustine Beach to vacate/abandon the property designated as "2<sup>nd</sup> Ave" alley which runs from "3<sup>rd</sup> Ave" west to "4<sup>th</sup> Ave" east and between "A Street" and "B Street" in Coquina Gables, Block 49

As owners of the property, 304 B Street, St. Augustine (Lot 3, Block 49), we are in agreement with the Collins family's request for the town to officially abandon the alley between our properties.

Please feel free to contact us with any further developments regarding this issue, or if you have any questions. John (732) 672-4005 or Hilly (908) 295-5484

Yours truly,

  
John Owen Gray, Jr.

  
Hilly Zee



## St. Johns County, FL

### Tax Bill

[My Tax Bill](#)

### Estimate Taxes

[Tax Estimator](#)[2020 TRIM Notice \(PDF\)](#)

### 2019 TRIM Notice

[2019 TRIM Notice \(PDF\)](#)

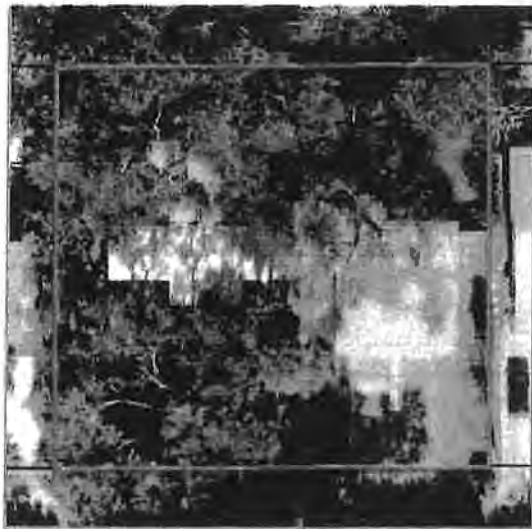
### Summary

Parcel ID	1713100000
Location Address	308 B ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOTS 5 & 7 BLK 49 OR1163/1466 & 3872/515(D/C) 516(L/E)
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.210
Homestead	Y

### Owner Information

Owner Name	Connaway Charles E *** 100% Connaway Richard E 0% <u>Connaway Robert W 0%</u>
Mailing Address	PO BOX 1088 SAINT AUGUSTINE, FL 32085-1088

### Map



Date 10 Feb 2021

City of St. Augustine Beach

2200 A1A South

Saint Augustine, Florida 32080

Attn: City Mgr

RE: Jason and Laurie Collins' application for the City of Saint Augustine Beach to vacate/abandon the property designated as "2<sup>nd</sup>" Ave alley which runs from "3<sup>rd</sup>" Ave west to "4<sup>th</sup>" Ave east and between "A" Street and "B" Street in Coquina Gables, Block 49, "300 Block".

As owners of the property, 308 B Street, we are in agreement with the Collins family's request for the City to officially abandon the alley between our properties.

Please feel free to contact me/us with any further developments regarding this issue, or if you have any questions. My/our contact number is: 904-471-2391

Sincerely,

Charles E. Conaway

Property Owner

\_\_\_\_\_

Property Owner



## St. Johns County, FL

### Sales Questionnaire Form

*If you are a new owner of this property, please click here to submit a Sales Questionnaire*

[Sales Questionnaire](#)

### Summary

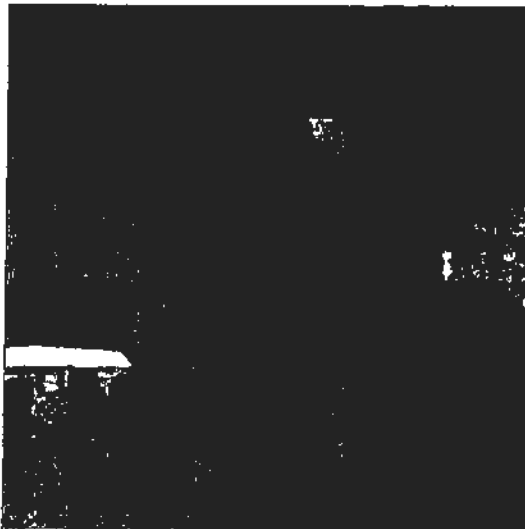
12/1/2020

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Parcel ID	1713600000
Location Address	310 B ST SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 9 BLK 49 OR5117/165 *The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	N

### Owner Information

Owner Name	Little William J Jeffrey, Elizabeth Ivey Moyer 100%
	Little Elizabeth Ivey Moyer 100%
Mailing Address	310 B ST SAINT AUGUSTINE, FL 32080-0000





## St. Johns County, FL

### Sales Questionnaire Form

*If you are a new owner of this property, please click here to submit a Sales Questionnaire*

[Sales Questionnaire](#)

### Summary



Parcel ID	1713600110
Location Address	312 B ST
	SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 11 BLK 49 OR3320/1540 &3837/900(Q/C)
	*The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	Y

### Owner Information

Owner Name	Stilip Martin Etal 100%
	Hall Heather 100%
Mailing Address	312 B ST
	SAINT AUGUSTINE, FL 32080-6816





## St. Johns County, FL

### Sales Questionnaire Form

*If you are a new owner of this property, please click here to submit a Sales Questionnaire*

[Sales Questionnaire](#)

### Summary

<b>Parcel ID</b>	1713700130
<b>Location Address</b>	314 B ST
	SAINT AUGUSTINE 32080-0000
<b>Neighborhood</b>	Coquina Gables (717)
<b>Tax Description*</b>	3-30 COQUINA GABLES LOT 13 BLK 49 OR5075/167
	*The Description above is not to be used on legal documents.
<b>Property Use Code</b>	Vacant Residential (0000)
<b>Subdivision</b>	Coquina Gables Subdivision No 1
<b>Sec/Twp/Rng</b>	3-8-30
<b>District</b>	City of St Augustine Beach (District 551)
<b>Millage Rate</b>	16.3239
<b>Acreage</b>	0.110
<b>Homestead</b>	N

### Owner Information

<b>Owner Name</b>	Costner Paul P, Kimberla A 100%
	Costner Kimberla A 100%
<b>Mailing Address</b>	13 B ST APT B
	SAINT AUGUSTINE, FL 32080-0000





# St. Johns County, FL

## Sales Questionnaire Form

*If you are a new owner of this property, please click here to submit a Sales Questionnaire*

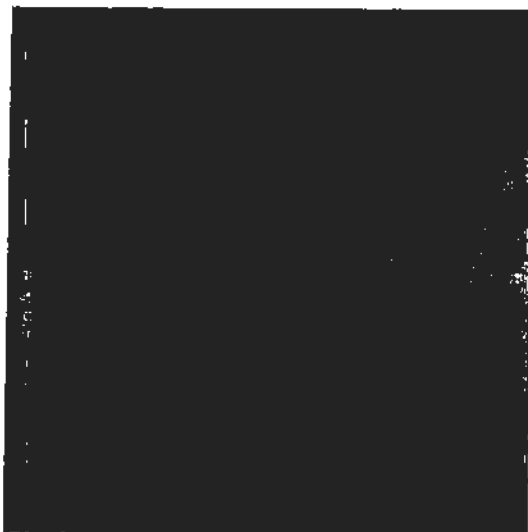
[Sales Questionnaire](#)

## Summary

Parcel ID	1713700150
Location Address	316 B ST
	SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 15 BLK 49 OR4968/1580
	*The Description above is not to be used on legal documents.
Property Use Code	Vacant Residential (0000)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.110
Homestead	N

## Owner Information

Owner Name	Trousdell Tod,Eugenia 100%
	Trousdell Eugenia 100%
Mailing Address	15 MAHALO LN
	BLUFFTON, SC 29910-0000





**From:** [Bill Tredik](#)  
**To:** [Bonnie Miller](#)  
**Cc:** [Brian Law](#)  
**Subject:** RE: Vacation of portions of C Lane and B Lane  
**Date:** Wednesday, March 10, 2021 5:25:07 PM

---

Bonnie:

Public Work has no objection to the following vacation requests, provided that an appropriate utility and drainage easement is recorded over the vacated rights-of-way:

- C Lane, between A1A Beach Boulevard and 2<sup>nd</sup> Avenue
- B Lane, between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue: It is unclear if the power line crosses B Lane at the eastern end or if it is in the 3<sup>rd</sup> Avenue right of way. If, in fact, it does cross the tip of B Lane, the impact is di minis, as the line must already be encroaching on the abutting properties to the north and south. The point is moot if a utility and drainage easement is dedicated over the vacated right of way.

***William Tredik PE, Public Works Director / City Engineer***

*City of St. Augustine Beach  
2200 A1A South  
St. Augustine Beach, Florida 32080  
Ph: (904) 471-1119  
email: btredik@cityofsab.org*

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

**From:** Bill Tredik  
**Sent:** Wednesday, March 10, 2021 10:23 AM  
**To:** Bonnie Miller <bmillier@cityofsab.org>  
**Subject:** RE: Vacation of Alley between B and C Streets

Bonnie:

Public Works has no objection to the vacation of the C Lane right-of-way, between A1A Beach Boulevard and 2<sup>nd</sup> Avenue, provided that an appropriate utility and drainage easement is recorded over the vacated right-of-way.

Bill

***William Tredik PE, Public Works Director / City Engineer***

*City of St. Augustine Beach  
2200 A1A South*

**From:** [Fink, Alyssa](#)  
**To:** [Bonnie Miller](#)  
**Cc:** [Bill Tredig](#)  
**Subject:** RE: Vacating Alley Application between A and B Streets  
**Date:** Tuesday, February 23, 2021 4:50:26 PM  
**Attachments:** [image001.png](#)

---

The only potential conflict I see is the overhead line that follows 3<sup>rd</sup> Ave N/S from A St to B St. I'm not sure if this falls within City ROW or FPL easement.

But that's only a small section of overlap. We shouldn't have any other facilities in that alley.



Thanks,

*Alyssa Fink*

Engineer II  
Florida Power & Light  
St. Augustine Service Center  
303 Hastings Rd  
St. Augustine, FL 32084  
Office: 904-824-7689 Cell: 904-295-5665  
Email: [Alyssa.Fink@FPL.com](mailto:Alyssa.Fink@FPL.com)



**FPL** Please contact me with any questions or concerns. If you cannot reach me, please contact my Engineering Leader Sharon Mitchell at (o) 904-824-7647, (c) 904-923-1993 or [Sharon.Mitchell@fpl.com](mailto:Sharon.Mitchell@fpl.com)  
Visit the new FPL Project Portal at [FPL.com/construction](https://www.fpl.com/construction) to manage your FPL Residential and Commercial construction projects. Get information on construction services and project types, apply for your construction project, track project milestones, manage your project team and more.

Visit **ESS** for FPL's Electric Service Standards

**From:** Bonnie Miller <bmillier@cityofsab.org>  
**Sent:** Friday, February 19, 2021 10:54 AM  
**To:** Fink, Alyssa <Alyssa.Fink@fpl.com>  
**Cc:** Bill Tredik <btredik@cityofsab.org>  
**Subject:** Vacating Alley Application between A and B Streets

Good Morning Alyssa,

Attached is an application to vacate the 15-foot wide alley in Block 43, Coquina Gables Subdivision, St. Augustine Beach, between A Street and B Street west of 3<sup>rd</sup> Avenue and east of 4<sup>th</sup> Avenue, in the 300 block of A Street and the 300 block of B Street.

I don't believe FPL has any facilities within this 15-foot-wide alley, but if you would like to conduct a site visit with Public Works Director Bill Tredik and myself any day next week but Monday, please let me know your availability and we'll get it scheduled.

If a site visit is not required, please forward any comments or issues FPL may have regarding the requested vacation of this alley.

Thanks,

*Bonnie Miller, Executive Assistant  
City of St. Augustine Beach  
Building & Zoning Department  
2200 State Road A1A South  
St. Augustine Beach, Florida 32080  
Telephone Number : 904-471-8758 Extension 204  
Fax Number: 904-471-4470  
Email Address: [bmillier@cityofsab.org](mailto:bmillier@cityofsab.org)*

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

**From:** [Daniel Carswell](#)  
**To:** [Bonnie Miller](#)  
**Subject:** Re: Vacation of Alley between A and B Streets  
**Date:** Friday, February 19, 2021 12:49:01 PM  
**Attachments:** [Outlook-iculdfe.png](#)  
[Outlook-e45aatq.png](#)

No comments to add for this.

Thank you.

**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:** Bonnie Miller <[bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)>  
**Sent:** Friday, February 19, 2021 11:27 AM  
**To:** Daniel Carswell <[carswelldp@sabpd.org](mailto:carswelldp@sabpd.org)>  
**Subject:** Vacation of Alley between A and B Streets

Good Morning Chief,

Attached is another vacating alley application (second one submitted this week) to vacate the alley in Block 43, Coquina Gables Subdivision, between the A Street and B Street west of 3<sup>rd</sup> Avenue and east of 4<sup>th</sup> Avenue, St. Augustine Beach, Florida, 32080.

Please forward any comments you may have regarding whether the alley should or should not be vacated at your earliest convenience, or by Monday, March 1, 2021, at the latest. The vacating alley application will go before the PZB next month on March 16, 2021, and then to the City Commission at its April 5, 2021 regular monthly meeting.

Give me a call at the telephone number listed below if you have questions or need more information, or I can be reached via email.

Thanks,

Bonnie Miller, Executive Assistant  
City of St. Augustine Beach  
Building & Zoning Department  
2200 State Road A1A South  
St. Augustine Beach, Florida 32080  
Telephone Number : 904-471-8758 Extension 204  
Fax Number: 904-471-4470  
Email Address: [bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)

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**From:** PJ Webb  
**To:** Bonnie Miller  
**Subject:** RE: Vacation of Alley between A and B Streets  
**Date:** Monday, February 22, 2021 7:57:39 AM

Hey Bonnie,

The Fire Marshal does not have an issue with this alley vacation either. Have a good week!

*PJ Webb*

St. Johns County Fire Rescue  
Plans Examiner  
Office: 904-209-1744  
4040 Lewis Speedway  
St. Augustine, FL 32084

Fire Rescue Headquarters  
3657 Gaines Road  
St. Augustine, FL 32084



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OIIIIIO

**From:** Bonnie Miller [mailto:bmiller@cityofsab.org]  
**Sent:** Friday, February 19, 2021 11:12 AM  
**To:** PJ Webb <pwebb@sjcfl.us>  
**Subject:** Vacation of Alley between A and B Streets

PJ, here's another vacating alley application (second one submitted this week) to vacate the alley in Block 43, Coquina Gables Subdivision, between the A Street and B Street west of 3<sup>rd</sup> Avenue and  
th

east of 4 Avenue, St. Augustine Beach, Florida, 32080.

Please forward any comments SJC Fire Rescue may have regarding whether the alley should or should not be vacated at your earliest convenience, or by Monday, March 1, 2021, at the latest. The vacating alley application will go before the PZB next month on March 16, 2021, and then to the City Commission at its April 5, 2021 regular monthly meeting.

Give me a call at the telephone number listed below if you have questions or need more information, or I can be reached via email.

Thanks,

*Bonnie Miller, Executive Assistant  
City of St. Augustine Beach  
Building & Zoning Department  
2200 State Road A1A South  
St. Augustine Beach, Florida 32080  
Telephone Number : 904-471-8758 Extension 204  
Fax Number: 904-471-4470  
Email Address: [bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)*

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**CAUTION:** This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you believe this message is fraudulent or malicious, please contact MIS for further assistance.

**From:** Melissa Caraway  
**To:** Bonnie Miller  
**Cc:** Phillip Gaskins; Larry Miller  
**Subject:** RE: Vacation of Alley between A and B Streets  
**Date:** Tuesday, February 23, 2021 7:54:25 AM

Bonnie,

Looking at our mapping there should be no issue with vacation of this right-of-way

***Melissa Caraway, M.P.A***

Utility Review Coordinator  
St. Johns County Utility Department  
St. Johns County Board of County Commissioners  
1205 State Road 16, St. Augustine, FL 32084  
(904) 209-2606 (904) 209-2607Fax  
[mcaraway@sjcfl.us](mailto:mcaraway@sjcfl.us) email [www.sjcfl.us](http://www.sjcfl.us) website

**From:** Bonnie Miller <[bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)>  
**Sent:** Friday, February 19, 2021 11:25 AM  
**To:** Melissa Caraway <[mcaraway@sjcfl.us](mailto:mcaraway@sjcfl.us)>  
**Cc:** Phillip Gaskins <[pgaskins@sjcfl.us](mailto:pgaskins@sjcfl.us)>; Larry Miller <[lmiller@sjcfl.us](mailto:lmiller@sjcfl.us)>  
**Subject:** Vacation of Alley between A and B Streets

Good Morning All at St. Johns County Utility Department,

Attached is another vacating alley application (second one submitted this week) to vacate the alley in Block 43, Coquina Gables Subdivision, between the A Street and B Street west of 3<sup>rd</sup> Avenue and east of 4<sup>th</sup> Avenue, St. Augustine Beach, Florida, 32080.

Please forward any comments SJC Fire Rescue may have regarding whether the alley should or should not be vacated at your earliest convenience, or by Monday, March 1, 2021, at the latest. The vacating alley application will go before the PZB next month on March 16, 2021, and then to the City Commission at its April 5, 2021 regular monthly meeting.

Give me a call at the telephone number listed below if you have questions or need more information, or I can be reached via email.

Thanks,

*Bonnie Miller, Executive Assistant  
City of St. Augustine Beach  
Building & Zoning Department  
2200 State Road A1A South*



St. Augustine Beach, Florida 32080  
Telephone Number : 904-471-8758 Extension 204  
Fax Number: 904-471-4470  
Email Address: [bmiller@cityofsab.org](mailto:bmiller@cityofsab.org)

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

**CAUTION:** This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you believe this message is fraudulent or malicious, please contact MIS for further assistance.

# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Vacating Alley File No. V 2021-02  
**Date:** Wednesday, March 17, 2021

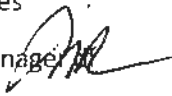
Please be advised that at its regular monthly meeting held Tuesday, March 16, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve an application to vacate the 15 (fifteen)-foot-wide alley in Block 49, Coquina Gables Subdivision, lying west of 3<sup>rd</sup> Avenue and east of 4<sup>th</sup> Avenue, between A Street and B Street.

The application was filed by Jason and Laurie Collins, 307 A Street, St. Augustine Beach, Florida, 32080, per Article III, Sections 18-50--18-56 of St. Augustine Beach Code, as amended by Ordinance No. 15-05, PERTAINING TO THE 15 (FIFTEEN)-FOOT-WIDE STRIP OF LAND BETWEEN A STREET AND B STREET, ADJACENT TO AND WEST OF 3<sup>RD</sup> AVENUE, ADJACENT TO AND EAST OF 4<sup>TH</sup> AVENUE, ABUTTING LOTS 1-16, BLOCK 49, COQUINA GABLES SUBDIVISION, ALL IN SECTION 3, TOWNSHIP 8, RANGE 30, AS RECORDED IN MAP BOOK 3, PAGE 30, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

The motion to recommend the City Commission approve the vacation of the 15 (fifteen)-foot-wide alley described above was made by Mr. Kincaid, subject to the conditions that the applicants submit at least one more letter of written consent from an adjacent property owner so that the vacating alley application is in compliance with Ordinance No. 15-05, which requires written consent agreeing to the vacating of the alley from a minimum of 70% percent of adjacent property owners, and also that a standard utility and drainage easement for maintenance and future use of utility and drainage facilities be included in the ordinance to vacate the alley. Mr. Kincaid's motion was seconded by Ms. Odom and passed 7-0 by unanimous voice-vote.

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 26, 2021

**SUBJECT:** Ordinance 21-01, Second Public Hearing and Final Reading to Amend the Land Development Regulations to Allow Mobile Food Sales in the City

At your March 1st meeting you held the first public hearing on Ordinance 21-01. Attached as pages 1-2 are the minutes of your discussion.

Attached also as pages 3-9 is Ordinance 21-01 with the changes that you made to it at the first public hearing.

**ACTION REQUESTED**

It is that you hold the public hearing and decide whether to pass Ordinance 21-01 on its third and final reading.

**REGULAR COMMISSION MEETING  
MARCH 1, 2021**

**X. PUBLIC HEARINGS**

1. Ordinance 21-01, First Public Hearing and Second Reading, to Amend the Land Development Regulations to Allow Mobile Food Sales in the City (Presenter: Brian Law, Building Official)

Mayor England introduced Item 1 and then asked Building Official Law to give his staff report.

Building Official Law advised he recommended the Ordinance 21-01, and the Comprehensive Planning and Zoning Board approved the Ordinance 21-01 with some minor changes on page 7, Section G, being deleted and Section J and added language to be opened only during business hours on Section F.

Commissioner Torres asked where the parking overnight was addressed.

Building Official Law advised that the ordinance was not modified from the first Commission meeting, even though the City Attorney is aware of it.

Commissioner Torres advised that prohibiting overnight parking was addressed at the very end.

Commissioner George asked what penalties the ordinance is speaking of in Section 8.

City Attorney Taylor advised that he believed the penalties were code enforcement penalties for late fees.

Building Official Law advised that the fees are set by the Code Enforcement Board. It could also be for the BTR late fees.

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

Mayor England asked if the Commission agreed with removing Sections G and J.

Vice Mayor Samora commented that those sections were what the Commission asked to have put into the ordinance. The Commission did not want a burden to be placed on City's facilities and restrooms and would need the restaurant owner's approval to operate and use their facilities. He advised that he is okay with adding the language suggested in Item F.

Commissioner Rumrell agrees with removing Section G, but Section J he would like to protect the brick-and-mortar restaurants that are in the City.

Commissioner George is in support of the brick-and-mortar restaurants. She did not think the City should be sacrificing the aesthetics of the community with trash and noise from these mobile businesses. She was in favor of more restrictive standards and not encouraging them.

Mayor England recapped by saying she would be in favor of removing Sections G and J and keeping the language in Section F.

Commissioner Torres supports the brick-and-mortar and aesthetically these mobile trucks have no place in the City, but because of the law an ordinance must be written.

Mayor England asked for a motion.

**Motion:** to approve the draft ordinance with the sole amendment to adding language in

subparagraph F and paragraph B1 adding language "during normal business hours". **Moved by** Commissioner George, **Seconded by** Mayor England.

City Attorney Taylor read the preamble.

Mayor England asked City Clerk Raddatz to call the vote.

**MAYOR ENGLAND** YES

**VICE MAYOR SAMORA** YES

**COMMISSIONER GEORGE** YES

**COMMISSIONER RUMRELL** YES

**COMMISSIONER TORRES** YES

**Motion passes 5 to 0.**

**ORDINANCE NO. 20-01**

**AN ORDINANCE OF THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA, MAKING FINDINGS OF FACT; CREATING THE CITY'S POLICY ON MOBILE FOOD DISPENSING VEHICLES IN LAND DEVELOPMENT REGULATIONS, ARTICLE II OF SAINT AUGUSTINE BEACH; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.**

**WITNESSETH:**

**WHEREAS**, the City of Saint Augustine Beach is required to comply with all requirements that are contained in Chapter 500, Florida Statutes (F.S.) and Chapter 5K-4, Florida Administrative Code (F.A.C.).

**WHEREAS**, the Florida legislature created Florida Statute §509.102, Mobile Food Dispensing; Preemption.

**WHEREAS**, the City of Saint Augustine Beach is desirous of the orderly regulation of mobile food establishments in the City of Saint Augustine Beach.

**NOW THEREFORE BE IT ORDAINED BY THE PEOPLE OF THE CITY OF SAINT AUGUSTINE BEACH:**

**SECTION 1.** The foregoing recitals are incorporated as legislative findings of fact.

**SECTION 2.** From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach Article II -- Definitions is amended as follows:

Minor Replat—The subdivision of a single lot or parcel of land into two (2) lots or parcels, or the subdivision of a parcel into two (2) or more lots solely for the purpose of increasing the area of two (2) or more adjacent lots or parcels of land, where there are no roadway, drainage or other required improvements, and where the resultant lots comply with the standards of this Code.

Mobile Food Dispensing Vehicle means any vehicle that is a public food service establishment and that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including, but not limited to gas, water, electricity, or liquid waste disposal. (See Florida Statute 509.102)

Mobile Home—A structure, transportable in one (1) or more sections, that is eight (8) body feet, or more in width and is built on an integral chassis. It is designed to be used as a dwelling

when connected to the required utilities. All the plumbing, heating, air conditioning and electrical systems are contained within the unit.

**SECTION 3.** From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach Article III – Section 3.02.02 is amended to read:

<i>Services, Hotels, and Restaurants</i>								
Service establishments: barber and beauty shops, bakery (but not wholesale), bicycle rentals, costuming shops, dry cleaner (using nonflammable solvents only), electronic and light mechanical repair stores, florists, interior decorator, laundromat, photography studio, printing, shoe repair, tailor, travel agency, upholstery shop, and video rentals .....	X	X	X	X	P	X	X	X
Catering .....	X	X	X	X	C	X	X	X
Condominium hotels .....	X	X	X	X	C	X	X	X
Day care center .....	X	X	X	X	C	X	X	X
Equipment rental .....	X	X	X	X	C	X	X	X
Food and/or beverage service or consumption outside of an enclosed building on the premises of a restaurant or hotel/motel .....	X	X	X	X	C	X	X	X
Funeral home .....	X	X	X	X	C	X	X	X
Hotel/motel (including ancillary uses such as restaurants, lounges and night clubs) .....	X	X	X	X	P	X	X	X
Live theaters, satellite presentations, and motion pictures (not drive-in) .....	X	X	X	X	P	X	X	X
<u>Mobile Food Dispensing Vehicles</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>X</u>
Mini-storage warehouses .....	X	X	X	X	C	X	X	X

Pest control .....	X	X	X	X	C	X	X	X
Pharmacy .....	X	X	X	X	P	C	X	X
Restaurant operated wholly within an enclosed building including servicing of alcoholic beverages incidental to the restaurant business only (no drive-up facility) .....	X	X	X	X	P	X	X	X
Restaurant operated wholly within an enclosed building with drive-up facilities (including serving of alcoholic beverage incidental to the restaurant business only within the restaurant, but not at the drive-up facility) .....	X	X	X	X	C	X	X	X
Services, hotels (but not hotels in a condominium form of ownership), and restaurants .....	X	X	X	X	P	X	X	X
Veterinarian and animal hospital (without an outside kennel) .....	X	X	X	X	C	X	X	X

**SECTION 4.** From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach Article III – Section 3.02.03 is amended to read:

Sec. 3.02.03. - Prohibited uses.

A. In addition to the uses prohibited under section 3.02.02 and Table 3.02.02, and other provisions of this Code, the following uses are prohibited:

1. Keeping, breeding, or raising of bees, insects, reptiles, pigs, horses, cattle, goats, hogs, or poultry.
2. The sale, offer for sale, rental, storage or display of any merchandise, outside of an enclosed building on the premises of any business except as provided herein.
  - a. As used herein the term "outdoor" shall mean any area which is outside of the heated or cooled area of a building and visible from a public street. Provided, however, that the outdoor display or sale of merchandise shall be permitted:
    - (1) In conjunction with and pursuant to any outdoor sale or display of merchandise authorized in conjunction with a special event pursuant to section 3.02.05 hereof:
    - (2) When the display is limited to merchandise identical to that actually in stock and available for purchase on the premises where the display is maintained, the display is limited in size to an area no greater than five (5) feet high, three (3)



feet wide, and three (3) feet in length and is not located within six (6) feet of any other such display. No such display may be located within any public right-of-way, mandatory building setback under this chapter or so as to interfere with any fire exit required under any building code of the city. Any display rack, shelves or other device used in conjunction with the display of merchandise shall be made of wood which shall have either a natural finish or shall be painted only in colors which have been approved by the comprehensive planning and zoning board as a part of the supplemental criteria for community appearance standards or shall be made of brass, copper, bronze, nickel, tin or iron; provided, however, that painted, polished, anodized or chromed metals shall be prohibited.

3. The sale, offer for sale, or rebuilding of secondhand merchandise on any business premises, including secondhand household and commercial goods, such as but not limited to: refrigerators, stoves, sinks, plumbing fixtures, carports, tents, air conditioners, windows, vehicle parts, and the like.
4. The manufacture, assembly or preparation of any merchandise, food or beverages outside of an enclosed building on any business premises with the exception of Mobile Food Dispensing Vehicles as defined in Article II definitions.
5. The sale, offer for sale, or rental of any merchandise, food or beverages from a motorized or nonmotorized vehicle or trailer of any type on any business premises with the exception of Mobile Food Dispensing Vehicles as defined in Article II definitions.
6. The operation of a business from any temporary quarters, such as but not limited to: tents, pushcarts, sheds, carports, motor vehicles, and trailers.

**SECTION 5.** From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach Article III – Section 3.11.00 is created to read:

**Sec. 3.11.00. – Mobile Food Dispensing Vehicles (MFDV)**

**A. Purpose and intent; definitions.**

1. **Purpose and intent.** The purpose and intent of this Ordinance is to implement F.S. § 509.102, by permitting Mobile Food Dispensing Vehicles within the City of St. Augustine Beach, Florida, subject to the terms and contained herein.
2. **Definitions.** See article II

**B. General regulations; cooperation; enforcement.**

1. **All Mobile Food Dispensing Vehicles are subject to the following requirements:**
  - a. **Mobile Food Dispensing Vehicles are required to obtain and display all proof of insurance and licensing required for the operation of such business in Florida which include but are not limited to licensing by the Florida Department of Agriculture and Consumer Services, the Florida**

Department of Business and Professional Regulations (DBPR), the Florida Department of Health, and local Fire Marshalls.

- b. Mobile Food Dispensing Vehicles may only operate on a parcel in Commercially Zoned areas where single family residences do not exist.
  - c. Mobile Food Dispensing Vehicles are limited to operating one Mobile Food Dispensing Vehicle per individual parcel.
  - d. Mobile Food Dispensing Vehicles may not obstruct vehicular or pedestrian traffic, may not obstruct handicapped access/parking or obstruct vehicular parking rules, vehicular loading zones, taxi stands or franchised vehicles for hire stands.
  - e. No Mobile Food Dispensing Vehicle shall be permitted to interfere with sight visibility for traffic or block public rights-of-way or sidewalks.
  - f. The location of the Mobile Food Dispensing Vehicle shall not be permitted to reduce the available parking of the site below the minimum required for standard site operations during normal business hours.
  - g. Mobile Food Dispensing Vehicles must provide access to a restroom at each location.
  - h. Mobile Food Dispensing Vehicles and the property owner where they operate are both responsible for the proper disposal of waste and trash. No grease, waste, trash or other debris shall be deposited on or released on to public property, which includes streets, sidewalks or other public places nor into the gutter or storm drainage system.
  - i. Mobile Food Dispensing vehicles shall only operate between the hours of 6:00 AM and 10:00 PM. Mobile Food Dispensing Vehicles may not continue to operate after sunset without adequate outdoor lighting.
  - j. Mobile Food Dispensing Vehicle shall not operate within 500 feet of an existing restaurant without written approval of said restaurant.
  - k. Setup and operations are subject to inspections by the Chief Building Official and/or the fire marshal.
  - l. Overnight parking of a mobile food truck is allowed on private property subject to the other provisions of this section. Overnight parking on public property is prohibited without explicit written permission from the City.
2. No person shall operate a Mobile Food Dispensing Vehicle unless the business is covered by a comprehensive liability insurance policy in a form and content satisfactory to the City insuring the public against injury or damage occasioned by negligence arising from or incidental to the business activity. At a minimum, the policy shall provide coverage of one hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,000.00) per incident. The policy shall list the City as a coinsured and shall provide that coverage shall not be



cancelled or materially altered except after thirty (30) days' written notice has been received by the City. Proof that the insurance policy remains in full force and effect shall be provided upon the City Manager's request given on reasonable notice at any time.

3. Any Mobile Food Dispensing Vehicle that fails to comply with the requirements of this section shall be guilty of violating this section of the St. Augustine Beach City Code and shall be subject to any and all enforcement proceedings consistent with the applicable provisions of the St. Augustine Beach City. Each day a violation exists shall constitute a distinct and separate offense.

- C. Specific Allowances for Mobile Food Dispensing Vehicles. All portions of this section, 3.11.00, may be set aside by the City's issuance of a special event permit.

- ~~1. All portions of section 3.11.00 may be set aside for any particular parcel in the City via a conditional use permit.~~

- ~~2. All portions of this section, 3.11.00, may be set aside by the City's issuance of a special event permit.~~

(Ord. No. \_\_\_\_\_, § 1(Exh. 1), \_\_\_\_\_)

**SECTION 6.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

**SECTION 7.** The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the City of Saint Augustine Beach Code, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

**SECTION 8.** ~~This All portions of this~~ Ordinance shall take effect immediately upon passage with the exception that no penalties shall be enforce for a calendar year from passage.

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Commission of the City of Saint Augustine Beach, Florida this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK


EXAMINED AND APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020. Posted on [www.staugbch.com](http://www.staugbch.com) on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 5, 2021

**SUBJECT:** Ordinance 21-02, Second Public Hearing and Final Reading, to Adopt the School Board's Five-Year District Facilities Workplan by Reference

**INTRODUCTION**

Each year at this time since 2008, the St. Johns County School District has asked the County's municipalities to approve its five-year workplan. Though our City has no public schools within its boundaries, and likely never will have any because of the lack of available land and the inadvisability of building such an expensive facility on a barrier island, the City still must by state law adopt the facilities workplan.

The adoption is done by adding the workplan by reference to the Capital Improvements Element of the City's Comprehensive Plan. The City staff sometimes includes in the amending ordinance other capital projects, as their inclusion can help the City obtain grant funding for them.

The Comprehensive Planning and Zoning Board reviewed the Ordinance at its January 19, 2021 meeting and recommended that you approve it.

**ATTACHMENTS**

Attached for your review is following:

- a. Pages 1-2, Ordinance 21-02, to adopt the School Board's Five-Year District facilities workplan by reference.

You'll note in the ordinance the following projects that the City wants to do and have added to the Comp Plan's Capital Improvements Element:

- Hammock Dunes Park. Construction of handicapped walking access trail, parking lot and observation deck. Estimated cost: \$250,000
- Ocean Hammock Park. Construction of handicapped access trail, observation deck and picnic pavilion. Estimated cost: \$400,000
- Elevated Dune Walkovers at Certain Beach Accesses. B, C, and E Streets, and 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, and 16<sup>th</sup> Streets. Estimated cost: \$400,000 (\$40,000 per walkover)
- Stormwater Master Plan Updates. Estimate cost: \$200,000

- Drainage Improvements, Ocean Walk Subdivision. Estimated cost: \$700,000
- b. Pages 3-37, the facilities workplan.
- c. Page 38, a memo from the Building Department's Executive Assistant, Ms. Bonnie Miller, in which she states the Planning Board's recommendation to you that Ordinance 21-02 be approved.

You reviewed the Ordinance at your February 1<sup>st</sup> meeting, when you passed it on first reading. A public hearing was held on the ordinance at your March 1<sup>st</sup> meeting, when you passed it on second reading.

#### ACTION REQUESTED

It is that you hold the second public hearing and pass Ordinance 21-02 on its third and final reading.

**ORDINANCE NO. 21-02**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA ADOPTING THE ST. JOHNS COUNTY SCHOOL BOARD'S FIVE-YEAR DISTRICT FACILITIES WORKPLAN BY REFERENCE INTO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ST. AUGUSTINE BEACH COMPREHENSIVE PLAN; ADOPTING AN ADDITIONAL CAPITAL IMPROVEMENT INTO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ST. AUGUSTINE BEACH COMPREHENSIVE PLAN; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WITNESSETH:**

**WHEREAS**, local governments are annually required to update the capital improvements element contained in their comprehensive plans in order to ensure that the required level of service standard for the public facilities listed in Section 1633180, Florida Statutes, is achieved and maintained over the planning period;

**WHEREAS**, the City Commission finds that this ordinance is consistent with the Comprehensive Plan; and

**WHEREAS**, the City Commission hereby finds that adoption of this ordinance serves the best interest and welfare of the residents of the City of St Augustine Beach.

**NOW THEREFORE BE IT ORDAINED BY THE PEOPLE OF THE CITY OF SAINT AUGUSTINE BEACH:**

**SECTION 1.** Recitals Adopted: The recitals set forth above are true and correct and incorporated herein by this reference.

**SECTION 2.** Adoption of the St. Johns County School Board's Five-Year District Facilities Workplan. The City Commission hereby adopts the St. Johns County School Board's Five-Year District Facilities Workplan, attached as Exhibit "A" and incorporated herein by reference, into the Capital Improvements Element of the City of St. Augustine Beach Comprehensive Plan.

**SECTION 3.** Adoption of Additional Capital Facilities. The City Commission adopts the following additional City Five Year Facilities Workplan in the Capital Improvements Element of the City of St. Augustine Beach Comprehensive Plan:

- a. Hammock Dunes Park. Construction of improvements of parking area and walking trail through the park. Estimated cost \$250,000.

- b. Ocean Hammock Park. Construction of improvements consisting of restrooms, picnic area, pavilion, observation deck, education center, and additional trails. Estimates cost: \$400,000.
- c. Elevated Dune Walkovers at Certain Locations: E, C, and B Streets, and 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, and 16th Streets. Estimated cost: \$400,000 (\$40,000 per walkway).
- d. Stormwater Master Plan Updates: Estimated cost: \$200,000.
- e. Drainage Improvements, Ocean Walk Subdivision: Estimated cost: \$700,000.

**SECTION 4.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

**SECTION 5.** If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

**SECTION 6.** This Ordinance shall take effect ten (10) days after passage, pursuant to Section 166.041(4), Florida Statutes

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Commission of the City of Saint Augustine Beach, Florida this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

EXAMINED AND APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR



Published in the \_\_\_\_\_ on the \_\_\_\_ day of  
\_\_\_\_\_, 2020. Posted on [www.staugbch.com](http://www.staugbch.com) on the \_\_\_\_ day of \_\_\_\_\_,  
2020.

# **ST. JOHNS COUNTY SCHOOL DISTRICT**

**2020-2021 Five-Year District Facilities Work Plan**

**December 8, 2020**

**School Board Meeting**



## **BACKGROUND INFORMATION**



- The "Educational Facilities Act" Incorporated into Florida Statute Chapter 235 in 1997 requires that each School District annually complete and submit a 5-Year Facilities Work Plan.
- First required plan adopted by the School District in September 1998
- The plan utilizes the District Five Year Building Program, Five Year Educational Plant Survey and Spot Surveys, Existing Conditions Report, Florida Inventory of School Houses (FISH), the current fiscal year Capital Outlay Budget and the DOE Capital Outlay Full Time Equivalent (COFTE) projections

# OVERVIEW OF 2020-2021 WORK PLAN



- Projected revenue and costs
- Maintenance, repair and renovation projects
- Available revenue
- Capital outlay construction projects for five year period
- Student capacity and utilization rates by school
- Relocatables: utilization, students housed and replacement plans
- Charter schools
- Planned co-teach classrooms
- Long range projections through years 2039-2040



## FIVE YEAR ENROLLMENT HISTORY



Five Year Enrollment History		
School Year	September Enrollment	Growth %
2015-2016	36,529	
2016-2017	38,488	5.36%
2017-2018	40,239	4.54%
2018-2019	41,937	4.21%
2019-2020	43,740	4.29%
2020-2021	44,688	2.16%

# COFTE PROJECTION PROCESS



	ACTUAL COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE
GRADE LEVEL	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
PK – 5	19140.57	19,791.76	20,424.57	20,899.11	21,289.74	21,688.19
6 – 8	10,450.28	10,739.41	11,010.39	11,268.67	11,785.88	12,150.00
9 -12	12,686.81	13,349.12	13,963.75	14,438.53	14,889.12	15,319.73
PK - 12 TOTAL	42,277.66	43,880.29	45,398.71	46,606.31	47,964.74	49,157.92
Growth Percentage	4.9%	3.79%	3.46%	2.65%	2.91%	2.48%

# NEW CONSTRUCTION FOR THE 5-YEAR PERIOD



## FUNDED

- New High School HHH
- New K-8 School MM
- New High School III
- New K-8 School NN
- South Woods Elementary – Classroom Expansion
- New Elementary School N
- New K-8 School OO





## **PROJECTED REVENUE VS. PROJECTED COST FOR THE 5-YEAR PERIOD**

- **Projected Revenue: \$ 436,058,402**
- **Projected Cost: \$436,058,402**
- **The Projected Cost equals the Projected Revenue therefore the Work Plan is considered Financially Feasible.**





# PROJECTED UTILIZATION OF PERMANENT & RELOCATABLE CLASSROOMS

- Year 2024-2025 of the Work Plan projects the utilization of our current schools to be 96%.
- The Work Plan shows the percentage of students educated in relocatables potentially decreasing from 20% (2020-2021) to 2% (2024-2025).



# NEW SCHOOLS PROJECTED FOR THE 20-YEAR LONG RANGE PLAN



	Years 1-5	Years 6-10	Years 11-20	
School Type	2020-2021 to 2024 -2025	2025-2026 to 2029-2030	2030-2031 to 2039-2040	Total
Elementary	1	2	3	6
Middle	0	1	1	2
K-8	3	2	4	9
High	2	1	2	5
School Expansions	1	1	0	2
<b>Total</b>	<b>7</b>	<b>7</b>	<b>10</b>	<b>24</b>

# TRENDS IN STUDENT PROJECTIONS & NUMBER OF SCHOOLS 1999-2000 THROUGH 2039-2040



Number of Students (COFTE)	1999-2000	2019-2020	2024-2025	2029-2030	2039-2040
K-5	*	18,918	21,688	24,550	29,423
6-8	*	10,283	12,150	13,087	15,692
9-12	*	13,226	15,320	17,663	20,269
<b>TOTAL</b>	<b>18,590</b>	<b>42,427</b>	<b>49,158</b>	<b>55,300</b>	<b>65,384</b>

(20 yr increase) (5 yr increase) (10 yr increase) (20 yr increase)  
128% 16% 30% 54%

Number of Schools	1999-2000	2019-2020	2024-2025	2029-2030	2039-2040
Elementary	14	18	19	21	24
Middle	5	7	7	8	9
K-8	0	6	9	11	15
High	2	7	9	10	12
<b>TOTAL</b>	<b>21</b>	<b>38</b>	<b>44</b>	<b>50</b>	<b>60</b>





**INTRODUCTION**

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the district's capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.

If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.

If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

**Summary of revenue/expenditures available for new construction and remodeling projects only.**

	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	Five Year Total
Total Revenues	\$230,906,192	\$35,622,192	\$39,491,260	\$43,349,490	\$86,689,268	\$436,058,402
Total Project Costs	\$230,906,192	\$35,622,192	\$39,491,260	\$43,349,490	\$86,689,268	\$436,058,402
Difference (Remaining Funds)	\$0	\$0	\$0	\$0	\$0	\$0

District ST JOHNS COUNTY SCHOOL DISTRICT

Fiscal Year Range

**CERTIFICATION**

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption

Work Plan Submittal Date

DISTRICT SUPERINTENDENT

CHIEF FINANCIAL OFFICER

DISTRICT POINT-OF-CONTACT PERSON

JOB TITLE

PHONE NUMBER

E-MAIL ADDRESS

## Expenditures

### Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
HVAC	\$1,987,700	\$390,000	\$540,000	\$490,000	\$390,000	\$3,797,700
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Flooring	\$2,218,560	\$460,000	\$615,000	\$655,000	\$575,000	\$4,723,560
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Roofing	\$105,000	\$0	\$0	\$0	\$0	\$105,000
Locations:	Ponte Vedra High School					
Safety to Life	\$89,100	\$0	\$0	\$0	\$0	\$89,100
Locations:	CUNNINGHAM CREEK ELEMENTARY, FIRST COAST TECHNICAL INSTITUTE, JULINGTON CREEK ELEMENTARY					
Fencing	\$38,950	\$0	\$0	\$0	\$0	\$38,950
Locations:	Pacetti Bay Middle School, WEBSTER ELEMENTARY					
Parking	\$658,000	\$320,000	\$540,000	\$470,000	\$460,000	\$2,448,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Electrical	\$81,300	\$0	\$0	\$0	\$0	\$81,300
Locations:	MURRAY MIDDLE, PEDRO MENENDEZ SENIOR HIGH					

Alarm	\$207,100	\$0	\$0	\$0	\$0	\$207,100
Locations:	ALICE B LANDRUM MIDDLE, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, R B HUNT ELEMENTARY, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, W DOUGLAS HARTLEY ELEMENTARY					
Telephone/Intercom System	\$127,200	\$0	\$0	\$0	\$0	\$127,200
Locations:	Creekside High School, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, SAINT AUGUSTINE SENIOR HIGH, W DOUGLAS HARTLEY ELEMENTARY					
Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$1,189,705	\$495,000	\$300,000	\$350,000	\$500,000	\$2,834,705
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Maintenance/Repair	\$4,442,740	\$3,976,000	\$3,949,000	\$3,926,000	\$4,408,000	\$20,701,740
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
<b>Sub Total:</b>	<b>\$11,145,355</b>	<b>\$5,641,000</b>	<b>\$5,944,000</b>	<b>\$6,091,000</b>	<b>\$6,333,000</b>	<b>\$35,154,355</b>

PECO Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<b>1.50 Mill Sub Total:</b>	<b>\$13,110,355</b>	<b>\$7,006,000</b>	<b>\$7,314,000</b>	<b>\$7,441,000</b>	<b>\$7,693,000</b>	<b>\$42,564,355</b>

Other Items	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
Ceiling & Light Replacement Pgm	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					

it Dept. Equipment Pgm		\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX						
Energy Mgmt Pgm		\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$1,200,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX						
Districtwide Maint Pgm TBD		\$1,050,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,250,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX						
SREF TBD		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX						
Env/Remediation TBD		\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000



Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Wetland Mont & Imp TBD	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
IAQ Baseline Testing	\$0	\$50,000	\$55,000	\$35,000	\$45,000	\$185,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Elevator Repairs & Upgrades Pgm	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Parking Lot Lighting Pgm	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					

<b>Total:</b>	<b>\$13,110,355</b>	<b>\$7,006,000</b>	<b>\$7,314,000</b>	<b>\$7,441,000</b>	<b>\$7,693,000</b>	<b>\$42,564,3</b>
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### Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$13,110,355	\$7,006,000	\$7,314,000	\$7,441,000	\$7,693,000	\$42,564,355
Maintenance/Repair Salaries	\$1,892,030	\$2,000,000	\$2,100,000	\$2,200,000	\$2,300,000	\$10,492,030
School Bus Purchases	\$4,978,700	\$4,030,386	\$4,030,386	\$4,530,386	\$4,530,386	\$22,100,244
Other Vehicle Purchases	\$88,000	\$60,000	\$60,000	\$60,000	\$60,000	\$328,000
Capital Outlay Equipment	\$900,000	\$910,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,810,000
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$16,078,773	\$16,270,314	\$15,842,314	\$15,405,564	\$14,979,564	\$78,576,529
Rent/Lease Relocalables	\$3,448,596	\$2,500,000	\$2,000,000	\$1,500,000	\$1,000,000	\$10,448,596
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
1011.14 Debt Service	\$3,287,741	\$3,287,349	\$3,286,787	\$3,286,787	\$3,286,787	\$16,435,451
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$328,512	\$500,000	\$500,000	\$500,000	\$500,000	\$2,328,512
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0
Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Excelsior Center Lease	\$0	\$19,163	\$19,163	\$19,163	\$19,163	\$76,652
Technology Plan	\$1,896,483	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$13,896,483
AED Replacement Program	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000
School Based Maintenance	\$756,500	\$800,000	\$850,000	\$900,000	\$950,000	\$4,256,500
Inspections & Repairs	\$175,000	\$200,000	\$200,000	\$200,000	\$200,000	\$975,000
Transportation Technology	\$27,870	\$0	\$0	\$0	\$0	\$27,870
Rapid Credentialing Grant Match	\$54,446	\$0	\$0	\$0	\$0	\$54,446
Districtwide Other Projects	\$1,801,287	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,801,287
<b>Local Expenditure Totals:</b>	<b>\$48,824,293</b>	<b>\$41,643,212</b>	<b>\$41,262,650</b>	<b>\$41,102,900</b>	<b>\$40,578,900</b>	<b>\$213,411,955</b>

## Revenue

### 1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2020 - 2021 Actual Value	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
(1) Non-exempt property assessed valuation		\$34,114,092,651	\$38,011,083,993	\$40,433,657,940	\$43,002,046,471	\$45,800,108,095	\$201,360,989,150
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$57,311,676	\$63,858,621	\$67,928,545	\$72,243,438	\$76,944,182	\$338,286,462
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	\$49,124,293	\$54,735,981	\$58,224,467	\$61,922,947	\$65,952,156	\$289,959,824
(5) Difference of lines (3) and (4)		\$8,187,383	\$9,122,660	\$9,704,078	\$10,320,491	\$10,992,026	\$48,326,638

**PECO Revenue Source**

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0

**& DS Revenue Source**

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$1,274,713	\$1,274,713	\$1,274,713	\$1,274,713	\$1,274,713	\$6,373,565
CO & DS Interest on Undistributed CO	360	\$48,538	\$48,538	\$48,538	\$48,538	\$48,538	\$242,690
		\$1,323,251	\$1,323,251	\$1,323,251	\$1,323,251	\$1,323,251	\$6,616,255

**Fair Share Revenue Source**

Item	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
All legally binding commitments for proportionate share mitigation impacts of projects on school facilities must be included in the 5-year district work program.						
SCD 2009-6 Anderson Greenbriar -- Contribution of Land (19.25 acres)	\$0	\$0	\$0	\$0	\$1	\$1
SCD 2011-2 Winchester East- Proportionate Share Mitigation Payment-- Middle School Student Stations	\$0	\$0	\$0	\$0	\$46,102	\$46,102
SCD 2014-15 Julington Lakes-- Proportionate Share Mitigation Payment--Elementary, Middle and High School Student Stations	\$1,595,433	\$0	\$0	\$0	\$3,190,866	\$4,786,299
SCD 2014-1 Dalil Pepper--Proportionate Share Mitigation Payment--High School Student Stations	\$376,256	\$0	\$0	\$0	\$0	\$376,256

2014-19 Stone Creek Landing-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$254,807	\$0	\$0	\$0	\$509,612	\$764,419
Ashford Mills DRI (Shearwater)-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$13,202,385	\$13,202,385
Bartram Park DRI --Elementary, Middle and High School Student Stations	\$2,443,852	\$0	\$0	\$0	\$4,887,690	\$7,331,542
Twin Creeks DRI--Elementary, Middle and High School Student Stations	\$2,923,204	\$0	\$0	\$0	\$5,846,400	\$8,769,604
SCDMOD 2014-1 Oxford Estates II-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$210,420	\$0	\$0	\$0	\$370,746	\$581,166
SCD 2015-10 Bannock Lakes-- Proportionate Share Mitigation Payment-- High School Student Stations	\$1,189,698	\$0	\$0	\$0	\$0	\$1,189,698
SCD 2015-19 Villages of Valencia-- Proportionate Share Mitigation Payment-- High School Student Stations	\$166,549	\$0	\$0	\$0	\$0	\$166,549
SCD 2016-1 Oxford Estates IV-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$278,850	\$0	\$0	\$0	\$278,850	\$557,700
SCD 2016-9 Tomoka Pines-- Proportionate Share Mitigation Payment-- High School Student Stations	\$232,371	\$0	\$0	\$0	\$0	\$232,371
SCD 2016-4 Wards Creek PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$370,614	\$0	\$0	\$0	\$370,613	\$741,227
SCD 2016-2 Lakes at Mill Creek Plantation PUD--Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$309,837	\$0	\$0	\$0	\$309,837	\$619,674
SCD 2016-12 Durbin Creek Estates-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$958,232	\$0	\$0	\$0	\$1,916,464	\$2,874,696
SCD 2016-5 Dolphin Cove--Proportionate Share Mitigation Payment--High School Student Stations	\$27,847	\$0	\$0	\$0	\$0	\$27,847
SCD 2016-3 Worthington Estates PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$492,765	\$0	\$0	\$0	\$492,765	\$985,530
SCD 2016-19 Windsong Acres-- Proportionate Share Mitigation Payment-- High School Student Stations	\$45,233	\$0	\$0	\$0	\$0	\$45,233
SCD 2017-7 Antigua Apartments-- Proportionate Share Mitigation Payment-- High School Student Stations	\$223,078	\$0	\$0	\$0	\$223,078	\$446,156
SCD 2015-7 Terra Pines--Proportionate Share Mitigation Payment--High School Student Stations	\$69,342	\$0	\$0	\$0	\$0	\$69,342
SCD 2017-20 Southaven PUD 2-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$37,158	\$0	\$0	\$0	\$37,158	\$74,316
SCD 2018-8 SR 207 & Lightsey Road Apartments --Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$233,735	\$0	\$0	\$0	\$233,735	\$467,470
SCD 2018-20 Vilano Subdivision-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$2,816	\$0	\$0	\$0	\$2,815	\$5,231

CD 2018-18 2884 N. Fourth Street- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$8,334	\$0	\$0	\$0	\$8,334	\$16,668
Interest: Elementary, Middle and High	\$0	\$0	\$0	\$0	\$1,720,523	\$1,720,523
SCD 2019-10 Mill Creek Forest PUD- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$387,232	\$0	\$0	\$0	\$774,463	\$1,161,695
SCD 2018-16 ICI Land - Middlebourne PUD -- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$870,927	\$0	\$0	\$0	\$1,741,854	\$2,612,781
SCD 2018-17 Grand Oaks - Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$990,329	\$0	\$0	\$0	\$990,328	\$1,980,657
SCD 2019-14 Minorcan Mill PUD- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$491,769	\$0	\$0	\$0	\$491,769	\$983,538
SCD 2020-2 Sandy Creek PUD- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$33,483	\$0	\$0	\$0	\$33,484	\$66,967
SCD 2017-16 Rock Springs Farms- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$130,476	\$0	\$0	\$0	\$130,476	\$260,952
SCD 2018-11 North Creek PUD- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$164,529	\$0	\$0	\$0	\$164,529	\$329,058
SCD 2018-7 Morgan's Cove- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$191,542	\$0	\$0	\$0	\$191,542	\$383,084
CD 2018-6 Southwind Plantation- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$9,981	\$0	\$0	\$0	\$9,981	\$19,962
SCD 2014-12 The Landing at St. Augustine Ph 1-Proportionate Share Mitigation Payment--High School Student Stations	\$37,179	\$0	\$0	\$0	\$0	\$37,179
SCD 2019-2 The Landing at St Augustine Ph 2-Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$250,800	\$0	\$0	\$0	\$250,800	\$501,600
SCD 2014-11 Hilltop at St. Augustine - Proportionate Share Mitigation Payment-- High School Student Stations	\$182,545	\$0	\$0	\$0	\$0	\$182,545
SCD 2014-7 Lakes of Ponte Vedra- Proportionate Share Mitigation Payment-- High School Student Stations	\$21,965	\$0	\$0	\$0	\$0	\$21,965
SCD 2015-2 Possum Trot - Proportionate Share Mitigation Payment--High School Student Stations	\$3,620	\$0	\$0	\$0	\$0	\$3,620
SCD 2019-9 Sebastian Cove Ph 2 - Proportionate Share Mitigation Payment-- High School Student Stations	\$98,533	\$0	\$0	\$0	\$0	\$98,533
SCD 2016-8 Coastal Village- Proportionate Share Mitigation Payment-- High School Student Stations	\$8,140	\$0	\$0	\$0	\$0	\$8,140
SCD 2014 12 East San Sebastian- Proportionate Share Mitigation Payment-- High School Student Stations	\$375,921	\$0	\$0	\$0	\$0	\$375,921
SCD 2016-11 Arbor Mill at Mill Creek -- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$359,569	\$0	\$0	\$0	\$359,569	\$719,138

2015-4 Cartwheel Bay -- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$126	\$0	\$0	\$0	\$0	\$126
	\$17,058,897	\$0	\$0	\$0	\$38,786,569	\$55,845,466

**Sales Surtax Referendum**

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2019 - 2020?

Yes

Sales Surtax Type: Half Cent Sales Surtax

Date of Election: 11/3/2015

Date of Expiration: 12/31/2025

Anticipated Revenue Start Date: 1/1/2016

Anticipated Revenue End Date: 12/31/2025

Estimated Annualized Revenue: \$13,000,000

Total \$ Amount Projected to be Received for the  
Duration of Tax: \$150,000,000

Number of Years Tax in Effect: 10

Percentage of Vote FOR: 61 %

Percentage of Vote AGAINST: 39 %

**Additional Revenue Source**

Any additional revenue sources

Item	2020 - 2021 Actual Value	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$9,058,192	\$9,056,192	\$9,056,192	\$9,056,192	\$9,056,192	\$45,280,960
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$55,000,000	\$0	\$0	\$0	\$0	\$55,000,000
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0

Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	\$60,000,000
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, including Profit On Investment	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$247,924,558	\$0	\$0	\$0	\$0	\$247,924,558
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	(\$111,906,706)	\$0	\$0	\$0	\$0	(\$111,906,706)
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from a s.10(1)1.14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$212,224,044</b>	<b>\$21,206,192</b>	<b>\$21,206,192</b>	<b>\$21,206,192</b>	<b>\$21,206,192</b>	<b>\$297,048,812</b>

### Total Revenue Summary

Item Name	2020 - 2021 Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$49,124,293	\$54,735,961	\$58,224,467	\$61,922,947	\$65,952,156	\$289,959,824
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$48,824,293)	(\$41,643,212)	(\$41,262,650)	(\$41,102,900)	(\$40,578,900)	(\$213,411,955)
PECO Maintenance Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Available 1.50 Mill for New Construction</b>	<b>\$300,000</b>	<b>\$13,092,749</b>	<b>\$16,961,817</b>	<b>\$20,820,047</b>	<b>\$25,373,256</b>	<b>\$76,547,869</b>

Item Name	2020 - 2021 Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Five Year Total
CO & DS Revenue	\$1,323,251	\$1,323,251	\$1,323,251	\$1,323,251	\$1,323,251	\$6,616,255
PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	\$229,282,941	\$21,206,192	\$21,206,192	\$21,206,192	\$59,992,761	\$352,894,278
<b>Total Additional Revenue</b>	<b>\$230,606,192</b>	<b>\$22,529,443</b>	<b>\$22,529,443</b>	<b>\$22,529,443</b>	<b>\$61,316,012</b>	<b>\$359,510,533</b>

Total Available Revenue    \$230,906,192    \$35,622,192    \$39,491,260    \$43,349,490    \$86,689,268    \$436,058,402

## Project Schedules

### Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Project Description	Location		2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	Total	Funded
New High School HHH	Location not specified	Planned Cost:	\$80,000,000	\$0	\$0	\$0	\$0	\$80,000,000	Yes
		Student Stations:	2,134	0	0	0	0	2,134	
		Total Classrooms:	86	0	0	0	0	86	
		Gross Sq Ft:	230,000	0	0	0	0	230,000	

Planned Cost:	\$80,000,000	\$0	\$0	\$0	\$0	\$80,000,000
Student Stations:	2,134	0	0	0	0	2,134
Total Classrooms:	86	0	0	0	0	86
Gross Sq Ft:	230,000	0	0	0	0	230,000

### Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total	Funded
SREF	Location not specified	\$25,000	\$75,000	\$75,000	\$75,000	\$0	\$250,000	Yes
Districtwide Maintenance Program: Add'l Capital Projects	Location not specified	\$0	\$8,000,000	\$8,000,000	\$8,000,000	\$8,000,000	\$32,000,000	Yes
Upgrade and New Relocatables	Location not specified	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	Yes
AED Replacement	Location not specified	\$60,000	\$0	\$0	\$0	\$0	\$60,000	Yes
Half-Cent Sales Surtax Savings for Future Construction	Location not specified	\$429,683	\$5,000,000	\$5,000,000	\$5,000,000	\$467,210	\$15,896,893	Yes
Half-Cent Sales Surtax Classroom Technology	Location not specified	\$3,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$11,000,000	Yes
Half-Cent Sales Surtax Security Cameras & Access Controls	Location not specified	\$400,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,400,000	Yes
Half-Cent Sales Surtax Maintenance School Security Improvements	Location not specified	\$532,759	\$500,000	\$500,000	\$500,000	\$500,000	\$2,532,759	Yes
Half-Cent Sales Surtax GPS System for Buses	Location not specified	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$575,000	Yes



Half-Cent Sales Surtax Technology Improvements: Replacement Computers & CR Equipment	Location not specified	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000	Yes
Half-Cent Sales Surtax Security Improvements	Location not specified	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	Yes
Half-Cent Sales Surtax Maintaining Facilities	Location not specified	\$0	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$12,000,000	Yes
Districtwide Other Projects	Location not specified	\$65,000	\$0	\$0	\$0	\$0	\$65,000	Yes
Half-Cent Sales Surtax Roof Replacement (Phase 1)	OSCEOLA ELEMENTARY	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	Yes
Half-Cent Sales Surtax Roof Replacement (Phase 2)	ALICE B LANDRUM MIDDLE	\$950,000	\$0	\$0	\$0	\$0	\$950,000	Yes
Media Center Renovations	WEBSTER ELEMENTARY	\$300,000	\$0	\$0	\$0	\$0	\$300,000	Yes
Building K-12 CTE Infrastructure (CARES Act) Grant Match	Location not specified	\$28,750	\$0	\$0	\$0	\$0	\$28,750	Yes
Half-Cent Sales Surtax Technology Improvements: Teacher & Student Instructional Devices	Location not specified	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	Yes
		<b>\$10,906,192</b>	<b>\$23,190,000</b>	<b>\$23,190,000</b>	<b>\$23,190,000</b>	<b>\$18,582,210</b>	<b>\$99,058,402</b>	

### Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Project Description	Location	Num Classroom s	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total	Funded
K-8 School MM	Location not specified	73	\$49,000,000	\$0	\$0	\$0	\$0	\$49,000,000	Yes
Classroom Expansion	SOUTH WOODS ELEMENTARY	8	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000	Yes
K-8 School NN	Location not specified	73	\$11,000,000	\$12,432,192	\$16,301,260	\$9,266,548	\$0	\$49,000,000	Yes
High School III	Location not specified	86	\$80,000,000	\$0	\$0	\$0	\$0	\$80,000,000	Yes
K-8 School OO	Location not specified	73	\$0	\$0	\$0	\$0	\$49,000,000	\$49,000,000	Yes
Elementary School N	Location not specified	44	\$0	\$0	\$0	\$10,892,942	\$14,107,058	\$25,000,000	Yes
		<b>357</b>	<b>\$140,000,000</b>	<b>\$12,432,192</b>	<b>\$16,301,260</b>	<b>\$20,159,490</b>	<b>\$68,107,058</b>	<b>\$257,000,000</b>	

### Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

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## Capacity Tracking

Location	2020 - 2021 Sals Stu. Sta	Actual 2020 - 2021 FISH Capacity	Actual 2019 - 2020 COFTE	# Class Rooms	Actual Average 2020 - 2021 Class Size	Actual 2020 - 2021 Utilization	New Stu. Capacity	New Rooms to be Added/Re- moved	Projected 2024 - 2025 COFTE	Projected 2024 - 2025 Utilization	Projected 2024 - 2025 Class Size
CROOKSHANK ELEMENTARY	1,006	1,006	769	54	14	76.00 %	0	0	1,006	100.00 %	19
EVELYN HAMBLIN EDUCATION CENTER	511	511	142	23	6	28.00 %	0	0	150	29.00 %	7
KETTERLINUS ELEMENTARY	485	485	419	26	16	86.00 %	0	0	485	100.00 %	19
PONTE VEDRA-PALM VALLEY ELEMENTARY	648	648	468	36	13	72.00 %	-54	-3	594	100.00 %	18
R B HUNT ELEMENTARY	699	699	615	37	17	88.00 %	0	0	699	100.00 %	19
Palencia Elementary School	875	875	873	47	19	100.00 %	-152	-6	723	100.00 %	18
Patriot Oaks Academy	1,636	1,472	1,385	74	19	94.00 %	-348	-21	1,124	100.00 %	21
Valley Ridge Academy	1,750	1,575	1,355	79	17	86.00 %	-462	-21	1,113	100.00 %	19
PICOLATA CROSSING ELEMENTARY	829	829	757	44	17	91.00 %	0	0	829	100.00 %	19
VEDOM CROSSING ADEMY	2,077	1,869	1,493	97	15	80.00 %	-436	-20	1,433	100.00 %	
PALM VALLEY ACADEMY	2,495	2,245	1,865	117	16	83.00 %	-876	-40	1,433	105.00 %	19
Wards Creek Elementary	984	984	695	52	13	71.00 %	-224	-12	760	100.00 %	19
Pacelti Bay Middle School	1,754	1,578	1,364	74	18	86.00 %	-528	-26	1,050	100.00 %	22
Creeside High School	2,343	2,225	2,131	91	23	96.00 %	-650	-20	1,575	100.00 %	22
Ponte Vedra High School	1,743	1,655	1,745	74	24	105.00 %	-100	-4	1,555	100.00 %	22
Liberty Pines Academy	1,894	1,704	1,525	85	18	89.00 %	-168	-8	1,536	100.00 %	20
BARTRAM TRAIL SENIOR HIGH	2,671	2,537	2,684	108	25	106.00 %	-618	-26	1,919	100.00 %	23
FRUIT COVE MIDDLE	1,478	1,330	1,303	64	20	98.00 %	-286	-13	1,044	100.00 %	20
DURBIN CREEK ELEMENTARY	1,074	1,074	870	55	16	81.00 %	-216	-12	858	100.00 %	20
TIMBERLIN CREEK ELEMENTARY	1,138	1,138	1,030	61	17	90.00 %	-378	-18	760	100.00 %	18
SOUTH WOODS ELEMENTARY	850	850	658	45	15	77.00 %	-216	-12	634	100.00 %	19
HICKORY CREEK ELEMENTARY	796	796	753	42	18	95.00 %	-36	-2	760	100.00 %	19
CUNNINGHAM CREEK ELEMENTARY	806	806	611	41	15	76.00 %	-160	-8	646	100.00 %	20
GAMBLE ROGERS MIDDLE	1,005	904	918	47	20	101.00 %	0	0	904	100.00 %	19
OCEAN PALMS MENTARY	865	865	611	46	13	71.00 %	-198	-11	667	100.00 %	1

DRO MENENDEZ SENIOR HIGH	1,532	1,455	1,290	62	21	89.00 %	0	0	1,455	100.00 %	
MARJORIE KINNAN RAWLINGS ELEMENTARY	739	739	545	37	15	74.00 %	0	0	739	100.00 %	20
OTIS A MASON ELEMENTARY	695	695	661	37	18	95.00 %	-36	-2	659	100.00 %	19
W DOUGLAS HARTLEY ELEMENTARY	729	729	592	40	15	81.00 %	0	0	729	100.00 %	18
SEBASTIAN MIDDLE	906	815	746	44	17	92.00 %	0	0	815	100.00 %	19
ALICE B LANDRUM MIDDLE	1,290	1,161	1,177	59	20	101.00 %	-238	-11	923	100.00 %	19
SWITZERLAND POINT MIDDLE	1,185	1,066	1,264	55	23	120.00 %	-172	-8	894	100.00 %	19
OSCEOLA ELEMENTARY	856	856	636	46	14	74.00 %	0	0	856	100.00 %	19
MILL CREEK ACADEMY	1,679	1,679	1,265	76	17	75.00 %	0	0	1,679	100.00 %	22
MURRAY MIDDLE	1,093	983	720	49	15	73.00 %	0	0	983	100.00 %	20
SAINT AUGUSTINE SENIOR HIGH	1,901	1,805	1,737	79	22	96.00 %	0	0	1,805	100.00 %	23
WEBSTER ELEMENTARY	977	977	450	57	8	46.00 %	-18	-1	959	100.00 %	17
FIRST COAST TECHNICAL INSTITUTE	1,628	1,953	314	88	4	16.00 %	0	0	350	18.00 %	4
JULINGTON CREEK ELEMENTARY	1,172	1,172	985	63	16	84.00 %	-144	-6	1,028	100.00 %	18
ALLEN D NEASE SENIOR HIGH	3,059	2,906	2,702	123	22	93.00 %	-775	-33	2,131	100.00 %	24
	<b>51,853</b>	<b>49,651</b>	<b>42,142</b>	<b>2,434</b>	<b>17</b>	<b>84.88 %</b>	<b>-7,489</b>	<b>-344</b>	<b>40,262</b>	<b>95.49 %</b>	

The COFTE Projected Total (40,262) for 2024 - 2025 must match the Official Forecasted COFTE Total (49,158) for 2024 - 2025 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2024 - 2025	
Elementary (PK-3)	13,912
Middle (4-8)	19,927
High (9-12)	15,320
	<b>49,158</b>

Grade Level Type	Balanced Projected COFTE for 2024 - 2025
Elementary (PK-3)	2,004
Middle (4-8)	2,505
High (9-12)	4,388
	<b>49,159</b>

### Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	Year 5 Total
PONTE VEDRA-PALM VALLEY ELEMENTARY	0	0	0	0	3	3

BSTER ELEMENTARY	1	0	0	0	0	1
JULINGTON CREEK ELEMENTARY	0	2	0	0	6	8
ALLEN D NEASE SENIOR HIGH	0	25	8	0	0	33
ALICE B LANDRUM MIDDLE	0	0	0	0	11	11
SWITZERLAND POINT MIDDLE	0	0	0	0	8	8
OTIS A MASON ELEMENTARY	0	0	0	0	2	2
CUNNINGHAM CREEK ELEMENTARY	0	0	0	0	8	8
OCEAN PALMS ELEMENTARY	0	0	0	0	11	11
BARTRAM TRAIL SENIOR HIGH	0	0	18	8	0	26
FRUIT COVE MIDDLE	0	0	0	0	13	13
DURBIN CREEK ELEMENTARY	0	0	0	0	12	12
TIMBERLIN CREEK ELEMENTARY	0	0	0	0	18	18
SOUTH WOODS ELEMENTARY	0	0	0	0	12	12
HICKORY CREEK ELEMENTARY	0	0	0	0	2	2
Wards Creek Elementary	0	0	0	0	12	12
Pacetti Bay Middle School	0	0	0	0	26	26
Creekside High School	0	0	0	0	28	28
Ponte Vedra High School	0	0	0	0	4	4
Forty Pines Academy	0	0	0	0	8	8
Palencia Elementary School	0	0	0	0	6	6
Patriot Oaks Academy	0	0	0	0	17	17
Valley Ridge Academy	0	6	0	0	15	21
FREEDOM CROSSING ACADEMY	0	0	0	0	20	20
PALM VALLEY ACADEMY	0	28	12	0	0	40
<b>Total Relocatable Replacements:</b>	<b>1</b>	<b>61</b>	<b>38</b>	<b>8</b>	<b>242</b>	<b>350</b>

### Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2024 - 2025
Therapeutic Learning Center (TLC); PK; 2101 ARC Drive St. Augustine, FL 32084	2	PRIVATE	2000	20	14	4	36
St. Johns Community Campus; ESE Ages 18-22; 62 Cuna Street, St. Augustine, FL 32084	4	PRIVATE	2010	30	40	4	100

Augustine Public Montessori; Grades 1-6; 7A Williams St., St. Augustine, FL, 32084	7	PRIVATE	2012	130	116	1	*
	13			180	170		266

### Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
<b>Total Educational Classrooms:</b>		0	0	0	0	0	0

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
MILL CREEK ACADEMY	Co-Teaching	1	0	0	0	0	1
OTIS A MASON ELEMENTARY	Co-Teaching	5	0	0	0	0	5
OSCEOLA ELEMENTARY	Co-Teaching	3	0	0	0	0	3
JULINGTON CREEK ELEMENTARY	Co-Teaching	1	0	0	0	0	1
W DOUGLAS HARTLEY ELEMENTARY	Co-Teaching	4	0	0	0	0	4
KETTERLINUS ELEMENTARY	Co-Teaching	2	1	0	0	0	3
NTE VEDRA-PALM VALLEY ELEMENTARY	Co-Teaching	5	0	0	0	0	
TIMBERLIN CREEK ELEMENTARY	Co-Teaching	0	12	0	0	0	12
SOUTH WOODS ELEMENTARY	Co-Teaching	1	4	0	0	0	5
HICKORY CREEK ELEMENTARY	Co-Teaching	5	1	0	0	0	6
PEDRO MENENDEZ SENIOR HIGH	Co-Teaching	0	0	2	0	0	2
FRUIT COVE MIDDLE	Co-Teaching	0	1	0	0	0	1
DURBIN CREEK ELEMENTARY	Co-Teaching	1	0	0	0	0	1
CUNNINGHAM CREEK ELEMENTARY	Co-Teaching	0	1	0	0	0	1
GAMBLE ROGERS MIDDLE	Co-Teaching	0	16	0	0	0	16
OCEAN PALMS ELEMENTARY	Co-Teaching	0	1	0	0	0	1
Liberty Pines Academy	Co-Teaching	2	6	0	0	0	8
Palencia Elementary School	Co-Teaching	0	2	0	0	0	2
Patriot Oaks Academy	Co-Teaching	1	1	0	0	0	2
Valley Ridge Academy	Co-Teaching	1	2	0	0	0	3
PICOLATA CROSSING ELEMENTARY	Co-Teaching	6	0	0	0	0	6
PALM VALLEY ACADEMY	Co-Teaching	11	0	0	0	0	11

EDOM CROSSING ACADEMY	Co-Teaching	3	0	0	0	0	
<b>Total Co-Teaching Classrooms:</b>		<b>52</b>	<b>48</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>102</b>

### Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

New High School HHH: Water and Sewer line extensions and road improvements for access.

New K-8 School MM: Water and Sewer line extensions and road improvements for access.

New High School III: Water and Sewer line extensions and road improvements for access.

New K-8 School NN: Water and Sewer line extensions and road improvements for access.

Elementary Expansion at South Woods Elementary School: None. Existing Site

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

New High School HHH: International Golf Parkway

New K-8 School MM: Pine Island Road

New High School III: Beachwalk Blvd.

New K-8 School NN: Undetermined location.

Elementary Expansion at Existing South Woods Elementary School

Consistent with Comp Plan? Yes

### Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year

List the net new classrooms added in the 2019 - 2020 fiscal year					List the net new classrooms to be added in the 2020 - 2021 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2020 - 2021 should match totals in Section 15A.			
Location	2019 - 2020 # Permanent	2019 - 2020 # Modular	2019 - 2020 # Relocatable	2019 - 2020 Total	2020 - 2021 # Permanent	2020 - 2021 # Modular	2020 - 2021 # Relocatable	2020 - 2021 Total
Elementary (PK-3)	0	0	30	30	0	0	0	0
Middle (4-8)	20	0	30	50	0	0	0	0
High (9-12)	0	0	14	14	86	0	0	86
	20	0	74	94	86	0	0	86

### Relocatable Student Stations

number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	5 Year Average
OSCEOLA ELEMENTARY	108	108	108	108	108	108
Liberty Pines Academy	168	168	168	168	0	134
Palencia Elementary School	152	152	152	152	0	122
Patriot Oaks Academy	348	348	348	348	0	278
Valley Ridge Academy	462	462	462	462	0	370
PICOLATA CROSSING ELEMENTARY	0	0	0	0	0	0
PALM VALLEY ACADEMY	876	216	0	0	0	218
FREEDOM CROSSING ACADEMY	436	436	436	436	0	349
MILL CREEK ACADEMY	80	80	80	80	80	80
MARJORIE KINNAN RAWLINGS ELEMENTARY	0	0	0	0	0	0
OTIS A MASON ELEMENTARY	36	36	36	36	0	29
CUNNINGHAM CREEK ELEMENTARY	160	160	160	160	0	128
GAMBLE ROGERS MIDDLE	0	0	0	0	0	0
OCEAN PALMS ELEMENTARY	198	198	198	198	0	158
PEDRO MENÉNDEZ SENIOR HIGH	50	50	50	50	50	50
TRAM TRAIL SENIOR HIGH	618	618	200	0	0	287
FRUIT COVE MIDDLE	286	286	286	286	0	22
Creekside High School	650	650	650	650	0	520
Ponte Vedra High School	100	100	100	100	0	80
DURBIN CREEK ELEMENTARY	216	216	216	216	0	173
Wards Creek Elementary	224	224	224	224	0	179
Pacetti Bay Middle School	528	528	528	528	0	422
TIMBERLIN CREEK ELEMENTARY	378	378	378	378	0	302
SOUTH WOODS ELEMENTARY	216	216	216	216	0	173
HICKORY CREEK ELEMENTARY	36	36	36	36	0	29
CROOKSHANK ELEMENTARY	185	185	185	185	185	185
EVELYN HAMBLÉN EDUCATION CENTER	193	193	193	193	193	193
KETTERLINUS ELEMENTARY	0	0	0	0	0	0
PONTE VEDRA-PALM VALLEY ELEMENTARY	54	54	54	54	0	43
R B HUNT ELEMENTARY	144	144	144	144	144	144
MURRAY MIDDLE	0	0	0	0	0	0
SAINT AUGUSTINE SENIOR HIGH	25	25	25	25	25	25
WEBSTER ELEMENTARY	18	0	0	0	0	4



T COAST TECHNICAL INSTITUTE	352	352	352	352	352	352
JULINGTON CREEK ELEMENTARY	144	144	144	144	0	115
ALLEN D NEASE SENIOR HIGH	775	200	0	0	0	195
W DOUGLAS HARTLEY ELEMENTARY	0	0	0	0	0	0
SEBASTIAN MIDDLE	0	0	0	0	0	0
ALICE B LANDRUM MIDDLE	238	238	238	238	0	190
SWITZERLAND POINT MIDDLE	172	172	172	172	0	138

Totals for ST JOHNS COUNTY SCHOOL DISTRICT						
Total students in relocatables by year	8,626	7,373	6,539	6,339	1,137	6,003
Total number of COFTE students projected by year	43,880	45,399	46,606	47,965	49,158	46,602
Percent in relocatables by year	20 %	16 %	14 %	13 %	2 %	13 %

### Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2020 - 2021	FISH Student Stations	Owner	# of Leased Classrooms 2024 - 2025	FISH Student Stations
JULINGTON CREEK ACADEMY	0	0	Leased	0	0
CUNNINGHAM CREEK ELEMENTARY	8	160	Leased	0	0
OCEAN PALMS ELEMENTARY	11	198	Leased	0	0
BARTRAM TRAIL SENIOR HIGH	25	618	Leased	0	0
DURBIN CREEK ELEMENTARY	12	216	Leased	0	0
TIMBERLIN CREEK ELEMENTARY	21	378	Leased	0	0
CROOKSHANK ELEMENTARY	10	185	Leased	10	185
EVELYN HAMBLIN EDUCATION CENTER	0	0	Leased	10	193
R B HUNT ELEMENTARY	0	0	Leased	8	144
WEBSTER ELEMENTARY	1	18	Leased	0	0
JULINGTON CREEK ELEMENTARY	8	144	Leased	0	0
ALLEN D NEASE SENIOR HIGH	31	775	Leased	0	0
W DOUGLAS HARTLEY ELEMENTARY	0	0	Leased	0	0
ALICE B LANDRUM MIDDLE	11	238	Leased	0	0
OSCEOLA ELEMENTARY	6	108	Leased	6	108
KETTERLINUS ELEMENTARY	0	0		0	0
PONTE VEDRA-PALM VALLEY ELEMENTARY	3	54	Leased	0	0
MURRAY MIDDLE	0	0		0	0



INT AUGUSTINE SENIOR HIGH	0	0	Leased	1	25
FIRST COAST TECHNICAL INSTITUTE	10	248	Leased	10	248
SEBASTIAN MIDDLE	0	0		0	0
MARJORIE KINNAN RAWLINGS ELEMENTARY	0	0		0	0
OTIS A MASON ELEMENTARY	0	0		0	0
GAMBLE ROGERS MIDDLE	0	0		0	0
PEDRO MENENDEZ SENIOR HIGH	2	50	Leased	2	50
SOUTH WOODS ELEMENTARY	12	216	Leased	0	0
HICKORY CREEK ELEMENTARY	0	0	Leased	0	0
Wards Creek Elementary	12	224	Leased	0	0
Creekside High School	26	650	Leased	0	0
Ponte Vedra High School	0	0		0	0
Liberty Pines Academy	8	168	Leased	0	0
FRUIT COVE MIDDLE	13	286	Leased	0	0
Palencia Elementary School	0	0		0	0
Patriot Oaks Academy	0	0		0	0
Valley Ridge Academy	0	0		0	0
PICOLATA CROSSING ELEMENTARY	0	0		0	0
UTZERLAND POINT MIDDLE	0	0		0	0
Pacetti Bay Middle School	0	0		0	0
PALM VALLEY ACADEMY	40	876	Leased	0	0
FREEDOM CROSSING ACADEMY	0	0		0	0
	270	5,810		47	953

### Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

## Planning

### Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

The St. Johns County School District currently utilizes blended scheduling and co-teaching classrooms, along with class size averaging for Schools of Excellence, as appropriate.

### School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

None.

## Long Range Planning

### Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

### Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

### Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2019 - 2020 FISH Capacity	Actual 2019 - 2020 COFTE	Actual 2019 - 2020 Utilization	Actual 2020 - 2021 / 2029 - 2030 new Student Capacity to be added/removed	Projected 2029 - 2030 COFTE	Projected 2029 - 2030 Utilization
Elementary - District Totals	17,902	17,902	14,262.38	79.67 %	0	0	0.00 %

Idle - District Totals	18,563	16,702	15,133.23	90.61 %	0	0	0.00
High - District Totals	13,249	12,583	12,290.58	97.68 %	0	0	0.00 %
Other - ESE, etc	2,139	2,464	456.02	18.51 %	0	0	0.00 %
	<b>51,853</b>	<b>49,651</b>	<b>42,142.21</b>	<b>84.88 %</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

#### Ten-Year Infrastructure Planning

Nothing reported for this section.

#### Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

#### Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

#### Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level/Projections	FISH Student Stations	Actual 2019 - 2020 FISH Capacity	Actual 2019 - 2020 COFTE	Actual 2019 - 2020 Utilization	Actual 2020 - 2021 / 2039 - 2040 new Student Capacity to be added/removed	Projected 2039 - 2040 COFTE	Projected 2039 - 2040 Utilization
Elementary - District Totals	17,902	17,902	14,262.38	79.67 %	0	0	0.00 %
Middle - District Totals	18,563	16,702	15,133.23	90.61 %	0	0	0.00 %
High - District Totals	13,249	12,583	12,290.58	97.68 %	0	0	0.00 %
Other - ESE, etc	2,139	2,464	456.02	18.51 %	0	0	0.00 %
	<b>51,853</b>	<b>49,651</b>	<b>42,142.21</b>	<b>84.88 %</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

#### Twenty-Year Infrastructure Planning

Nothing reported for this section.

# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Ordinance No. 21-02  
**Date:** Wednesday, January 20, 2021

Please be advised at its regular monthly meeting held Tuesday, January 19, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve passage of Ordinance No. 21-02 on final reading.

~~Ordinance No. 21-02 adopts the St. Johns County School Board's Five-Year District~~  
Facilities Work Plan by reference to the Capital Improvements Element of the City's Comprehensive Plan, along with other Capital Improvement Element projects pertaining to Hammock Dunes Park, Ocean Hammock Park, Elevated Dune Walkovers at Certain Beach Accesses, Stormwater Master Plan Updates, and Drainage Improvements to Ocean Walk Subdivision.

The motion to recommend the City Commission approve passage of Ordinance No. 21-02 on final reading was made by Ms.Odom, seconded by Mr. Tisdall, and passed 6-0 by the Board by unanimous voice-vote.

## MEMORANDUM

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 23, 2021

**SUBJECT:** Proclamations:

- a. To Declare April 2021 as Water Conservation Month in Florida
- b. To Declare April 28, 2021, as Arbor Day in the City

The proclamations are attached. You can pass them both by a single motion, second, and vote.

## **Proclamation**

### **City of St. Augustine Beach, FL Water Conservation Month April 2021**

**WHEREAS**, water is a basic and essential need of every living creature; and

**WHEREAS**, the State of Florida, Water Management Districts, St. Johns County, and the City of St. Augustine Beach are working together to increase awareness about the importance of water conservation; and

**WHEREAS**, the City of St. Augustine Beach and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

**WHEREAS**, the City of St. Augustine Beach has always encouraged and supported water conservation, through various educational programs and special events; and

**WHEREAS**, every business, industry, school and citizen can make a difference when it comes to conserving water; and

**WHEREAS**, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and

***NOW, THEREFORE, BE IT PROCLAIMED*** by the Mayor and City Commission of the City of St. Augustine Beach, Florida that the month of April 2021 is hereby officially designated as:

### **Water Conservation Month**

St. Augustine Beach, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

***PASSED AND ADOPTED*** by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida this 5<sup>th</sup> day of April 2021.

**ATTEST**

\_\_\_\_\_  
Mayor Margaret England

\_\_\_\_\_  
City Manager Max Royle

## ***P R O C L A M A T I O N***

WHEREAS, the people of St. Augustine Beach gain great joy from trees, experiencing connections with them beyond gratitude for their utilitarian value; and

WHEREAS, the City will hold its annual Arbor Day celebration on April 28, 2021; and

WHEREAS, the City will host an Arbor Day event at the St. Johns County Pier with exhibits; and

WHEREAS, the City will plant a ceremonial tree to commemorate the 200<sup>th</sup> anniversary of St. Johns County; and

WHEREAS, the Sustainability & Environmental Planning Advisory Committee has continued its project to restore the City's tree canopy with the giveaway of trees; and

NOW, THEREFORE, the City Commission of the City of St. Augustine Beach, does hereby proclaim Wednesday, April 28, 2021 as

### **ARBOR DAY**

in the City of St. Augustine Beach and invite all our citizens to join me in appreciating the blessings of trees.

IN WITNESS WHEREOF I have hereunto set my hand and caused to be affixed the official seal of the City of St. Augustine Beach, Florida, this 5<sup>th</sup> day of April 2021.

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Mayor Margaret England

ATTEST:

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City Manager



**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 12, 2021

**SUBJECT:** Police Chief: Consideration of Appointing Interim Chief Dan Carswell as Permanent Chief

**INTRODUCTION**

At your October 5, 2020, meeting, you appointed Commander Carswell as Interim Chief for a period of six months. As the six-month period expires in April 2021, we are bringing to you consideration of removing the "Interim" title by appointing him as the City's permanent Chief.

To aid your discussion, we have attached the following:

- a. Pages 1-3, the minutes of your October 5, 2020, meeting when you made the Interim Chief appointment.
- b. Pages 4-5, a memo from Interim Chief Carswell, in which he outlines the accomplishments he has made during the time he has held the position.
- c. Page 6, the Interim Chief's resume.
- d. Pages 7-10, the job description for the Police Chief's position

**POINTS TO CONSIDER**

Though under the City Charter, the City Manager has no operational authority over the Police Department, the current Manager would like to offer four criteria based on his 40-plus years of experience in city government and when in another city he was responsible for hiring three police chiefs.

In deciding whether to appoint Chief Carswell, you may want to consider how the appointment would meet the following criteria:

- Institutional knowledge
- Stability
- Continuity
- Competence

Chief Carswell has been a police officer with the City for 15 years (since 2006). He thus clearly has extensive institutional knowledge about the City and the Department, and the City's law enforcement needs and challenges.

His appointment as permanent Chief would provide stability and continuity to the Department and the work it does to protect the residents and visitors. He knows the Department's employees and they know him, mutual knowledge that helps the Department do its work effectively; and he knows and is known by the area's other law enforcement agencies, the St. Augustine PD and the Sheriff's Department, and thus knows their policies and procedures and whom he can call for information and assistance.

His work record (page 6) shows a steady progression of training, skills, and promotions and thus competence attained over the past 15 years. He has worked for two different Police Chiefs (Richard Hedges and Robert Hardwick), each of whom had different standards and ways of doing tasks. Chief Carswell worked well with each and was recommended by now-Sheriff Hardwick for the position of interim Police Chief. Given Sheriff Hardwick's high-performance standards for his employees when he was the City's Police Chief, his recommendation is a strong indicator of Chief Carswell's competence.

#### ACTION REQUESTED

We suggest that you have Chief Carswell speak to you about his request that you remove the interim title and appoint him as the City's Police Chief.

If you do decide to appoint him, then you will need to set the salary for the position. As Interim Chief, his annual salary is \$90,000. After working for the city for seven years, the salary when Sheriff Hardwick was Chief was \$106,453. The proposed salary range for the Chief's position is \$90,894 - \$144,206.

However, if your decision is to look outside the City for Police Chief candidates, then you need to make decisions concerning the following:

- a. The qualifications for the position and the salary range
- b. Whether to hire an executive search firm, and, if so, whether to waive the bid requirements and hire a firm or have the City administration prepare a Request for Proposals and advertise for competitive bids from search firms.
- c. Whether to advertise the position state- or nation-wide
- d. Whether to have a citizen committee, the search firm, or the Commission review the applications and select several candidates to be interviewed.
- e. Whether you want in-person or Zoom interviews.

In 2012, when the City last looked for a Police Chief, the process to hire one took five months. For \$15,500, a Florida-based executive search firm conducted the search.

## Regular Commission Meeting

October 5, 2020 6:00 P.M.

### NEW BUSINESS

6. Police Chief: Discussion of Appointing Interim Chief and Scheduling a Workshop in November (Presenter: Police Chief Robert Hardwick)

Chief Hardwick stated that he sent the Commissioners memo with several recommendations, a letter of support for Cmdr. Daniel Carswell as Interim Chief, as well as his resume (Exhibit B). He won the primary election for St. Johns County Sheriff and he feels confident on winning that election, if so then he will begin the transition to the Sheriff's Office in mid-November. There was a succession plan with Cmdr. Lee Ashlock, but he is now at the Pentagon on military orders. Chief Hardwick recommends Cmdr. Carswell as Interim Chief. Cmdr. Carswell has worked under Chief Hardwick for eight years, with SABPD for sixteen years, and is highly recommended. Cmdr. Carswell has attended numerous training academies and leadership schools. He noted that several officers were in the audience to support Cmdr. Carswell.

Chief Hardwick further explained the other two options in his memo for a selection committee to choose applicants to be interviewed by the Commission or to openly advertise the position. He noted that when he was hired there were 224 applicants and paid around \$20,000 for advertising and background checks and he ended up being only a mile away, so there are plenty of qualified candidates in St. Johns County. He stated that a hiring firm from Boca Raton was used and they specialize in government positions. He noted that he will be there to support Cmdr. Carswell if he is appointed as Interim Chief.

Mayor England suggested a workshop to look at state of the agency and give Cmdr. Carswell an opportunity to act as Interim Chief for six months. Let Chief Hardwick settle into his new position and see where there may be benefits in working with the SJCSO before appointing a permanent Chief. She would like to fully understand what the agency currently has and will need to move forward.

Chief Hardwick noted that SABPD is due for re-accreditation at the end of this month and he will see it through. FDLE is sending six agents to audit the evidence room before he leaves, and Florida Police Chief's Association will review his budget. He noted that one officer is out on military leave, but the agency is fully staffed.

Mayor England confirmed with Chief Hardwick that the agency has enough staff for Cmdr. Carswell to run it on an interim basis.

Vice Mayor Kostka supports giving a little breathing room to explore all options. She has no concerns about Cmdr. Carswell.

Commissioner Samora noted that he met with Cmdr. Carswell and he approves acting quickly to fill the interim position, but taking time before filling it permanently. He asked what the official date for transfer of power would be.

Chief Hardwick stated that many of their duties are intertwined, so they are already familiar with many of each other's duties. He will remain in contact even after election and Cmdr. Carswell knows how to contact him for support if needed. His official start date as Sheriff would be January 4, 2021.

Commissioner George noted that she is very proud of Chief Hardwick. She stated that the Police Department is important to the Community and she wants to provide them with stability and continuity, so she strongly supports Chief Hardwick's recommendation of Cmdr. Carswell. She supports giving time for technical housekeeping issues getting sorted before a permanent Chief is appointed, but was concerned about the way it was communicated. She would like to make it clear for the record that there would have to be radical doubt for her to support dissolving the Police Department. She thinks that the Mayor's comments suggested that possibility and asked her to clarify further. She is okay with taking stock to see how SABPD and SJCSO can work together more efficiently.

Mayor England stated that she had no preconceived notions of the agency as a whole, but wants to delay the workshop until Chief Hardwick is settled in new position and can provide more data from SJCSO. She wants to make sure that the Commission and public are fully informed.

Chief Hardwick stated that any of his staff would always have a job with him, whichever agency he is with. He noted that 99.9% of this agency would like to stay right here. He sets the standards high. He has no intention of SJCSO absorbing SABPD; that they have worked too hard to get to where they are now.

Commissioner Rumrell echoed Commissioner George's comments and stressed that SABPD means a great deal to the community and tourists and that he is strongly opposed to defunding or dissolving SABPD at all. He noted that he also spoke with Cmdr. Carswell and supports him.

Mayor England clarified that the workshop she proposed would be primarily budgetary as well as further examining how SABPD and SJCSO could better work together.

Chief Hardwick noted that all employees at SJCSO had their pay increased this year based on a study to be able to continue living within St. Johns County and not have to commute from nearby counties with a lower cost of living.

Cmdr. Carswell stated that 2020 has been hard for him and he is appreciative to be here. He stated that this meeting has helped to sort out some of the expectations for him and the position. He stated that Chief Hardwick is leaving an amazing agency that is set for the future and he plans to continue that level of excellency and transparency with the community. He noted that they have some new staff, including Lt. Travis Harrell.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach. He been coming to meetings for 15 years and was on the last Charter Committee when they reviewed dissolving SABPD and it was overwhelmingly defeated by the voters. It was the only initiative that was voted down. He stated that Chief Hardwick has been wonderful, and he supports maintaining SABPD.

Natalie Gillespie, SABPD, 2300 A1A South, St. Augustine Beach. She has worked with Cmdr. Carswell since she started in March 2013 and you could not pick a better person to be Interim Chief. He has the respect of entire agency and their support 100%.

Frankie Hammonds, SABPD, 2300 A1A South, St. Augustine Beach. He has been here since 2003 and has served with Cmdr. Carswell since shortly after. Cmdr. Carswell has his full support.

Krissie Padgett, SABPD, 2300 A1A South, St. Augustine Beach. She fully supports Cmdr. Carswell. He is a familiar face to the agency and the community; everyone has known him for a long time, and he has done a great job.

**Motion:** To approve Cmdr. Daniel Carswell as Interim Chief of Police for a period of six months. **Moved by** Mayor England, **Seconded by** Commissioner George.

Roll call vote was as follows:

Mayor England	Yes
Vice Mayor Kostka	Yes
Commissioner Samora	Yes
Commissioner George	Yes
Commissioner Rumrell	Yes

Motion passed unanimously.

Mayor England reminded everyone that she wants to set up a workshop to examine the agency's budget, technology, appointing a permanent Chief of Police, and information that Chief Hardwick may bring from SJCSO. She suggested sometime in March.

Chief Hardwick stated that over the next 30 days, he would like to have Cmdr. Carswell shadow him.

Assistant City Attorney Taylor noted that Cmdr. Carswell would have been Interim Chief by default since he is the current next in command, so this is more a decision on how to move forward. The next step would be to decide whether to extend Cmdr. Carswell as Interim Chief; to appoint him permanently, or to conduct a search for the position, so the timing in March would work out perfectly.

Mayor England asked City Manager Royle to determine the date and agenda for a workshop in March.



# St. Augustine Beach Police Department

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## Memorandum

TO: City of St. Augustine Beach Commission  
RE: Chief of Police Position  
FROM: Daniel Carswell, Interim Chief of Police  
DATE: March 8<sup>th</sup>, 2021

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Commissioners,

As you are aware, I began serving as your Interim Chief of Police on November 9<sup>th</sup>, 2020. This came after a recommendation from your previous Chief of Police and current Sheriff of St. Johns County, Robert Hardwick. In discussions with you about your expectations, you highlighted some of the following topics;

1. **Maintaining Agency Accreditation-** Speaking with each one of you, the importance of maintaining our accreditation was emphasized. Since then, the agency was re-accredited for the second time on February 18<sup>th</sup>, 2021. The agency had a 100% compliance with all mandatory standards from the Commission for Florida Law Enforcement Accreditation. Additionally, our Accreditation Manager retired after the completion of our last re-accreditation. Since then, I have hired a new Accreditation Manager who previously served as a re-accreditation assessor and is well versed in our agency policy and required standards.
2. **Staffing Needs-** Since November I have had to make several staffing changes and additions due to personnel leaving. I have filled empty positions for key agency roles of Commander, Administrative Manager, Sergeant, Corporal, and Detective. I have additionally hired an Administrative Assistant and two Patrol Officer positions that were vacant.
3. **Communication-** You have all expressed the need for open and transparent communication between our agency, other city departments, and the commission. I have worked hard to keep each of you informed of major events occurring in the city and provide any information available to me on current issues such as COVID vaccines and protest/riot threats assessments. I have met no less than monthly with our Finance Director Patty Douylliez to review and plan our agency's budget and to complete existing grants that were awarded in 2020.

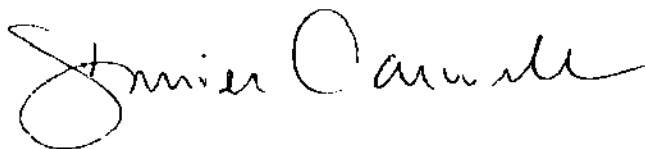
4. **Educational Requirements-** There was discussion of the Chief of Police job classification requiring a master's degree or completion of the FBINA. Since speaking with you, I have enrolled in a Master of Public Administration Degree program with Barry University and have completed my first two classes. I have a projected graduation date of January 2022. Again, the requirement of the master's degree or FBINA was a self-imposed policy, it is not required or an accreditation standard.

Additionally, some of the other tasks I have completed since November are the following:

- Completed our annual agency policy review and updated all agency policies to be in compliance with 2021 Commission for Florida Law Enforcement Accreditation Standards.
- Signed a Memorandum of Understanding (MOU) with the Florida Department of Law Enforcement to conduct an independent investigation of any officer involved death or shooting.
- Met with all SABPD personnel and had a one on one interview to discuss agency morale, personnel departures, and future direction.
- Met with Sheriff Robert Hardwick to ensure that the St. Johns County Sheriff's office will continue to support our agency with major crime investigations, dispatch, and assist on major events.
- Met with St. Augustine Police Chief Barry Fox and speak regularly with Commander Michaux and Commander Cuthbert while they transition leadership in their agency.
- Met with Managing Assistant State Attorney Ben Rich on updating submitted Arrest and Offense Reports from officers for better success during the judicial process.
- Completed research and pricing on agency implementation of body cameras.

I believe I have successfully met any expectations that were given to me. I have the full support of the St. Augustine Beach Police Department as well as the St. Johns County Sheriff's Office and St. Augustine Police Department. I am respectfully requesting that you now remove my interim status and allow me to continue to serve as your Chief of Police.

Respectfully,

A handwritten signature in black ink, appearing to read "Daniel Carswell". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Chief of Police, Daniel Carswell





# **Daniel Carswell, Chief of Police**

## **St. Augustine Beach Police Department**

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### **Agency Work History**

**2006-2012-** Patrol Officer

**2012-2017-** Patrol Sergeant

- Duties included- Supervising daily activities of assigned patrol shift.
- Coordinated 75+ law enforcement officers and developed traffic management plans for the 2015 and 2016 Divas Run Half Marathon
- Researched and created agency policy for the Field Training Program
- Implemented new officer training methods by creating: New Hire Training Checklist, agency standardized Training Manual, Orientation and classroom training phase, and updated the Daily Observation Reports (DOR).
- Coordinated safety and traffic management plans for Betty Griffin 5k Run and Santa Suits 5k

**2017-2020-** Patrol Operation Lieutenant

- Duties included- Supervision of all sworn personnel. Supervised Field Training Program, K9 Unit, Internal Affairs, and Off-Duty details
- Ran all agency operations in the absence of the Chief of Police and Commander during July-August of 2020
- Coordinated 100+ law enforcement officers and developed traffic and citizen safety plans for the 2018 and 2019 Beach Blast Off Events
- Researched and created current agency policies for: Internal Affairs, Juvenile Civil Citations, Civilian Ride Along Program, and the agency Mission Statement.

**2020- Current-** Interim Chief of Police

- Served as head of agency (see attached memo for details).

### **Education**

2002- Associate of Arts Degree, University of North Florida

2004- Jacksonville Sheriff's Office- Basic Law Enforcement Training Academy

2013- Bachelor's Degree in Public Administration, Flagler College

2018- Florida Department of Law Enforcement- Senior Leadership Graduate

2018- Federal Bureau of Investigations- Florida Executive Development Seminar

2021- Master of Public Administration, Barry University (current, projected graduation date 01/2022)

### **Relevant Training**

FEMA Incident Command Systems Management, Levels- 100, 200, 300, 400, 700, and 800

Public Information Officer Training (PIO)

Crisis Intervention Training (CIT)

Property and Evidence Association of Florida Evidence Specialist

Basic Life Saving and Ocean Rescue Instructor

General Instructor Techniques

Middle Management Training

Field Training Program Management

Internal Affairs Management





# 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.


**DISCLAIMER:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

The City of St. Augustine Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised 10/22/2014

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 25, 2021

**SUBJECT:** Light Up the Night Fireworks Show for December 31, 2021: Report by Ms. Melinda Conlon, Communication and Events Coordinator

**INTRODUCTION**

Attached for your review is the following:

- a. Pages 1-3 are the minutes from that part of your February 1<sup>st</sup> regular meeting when you last discussed the City's New Year's Eve fireworks show in the context of having holiday season events in December.
- b. Page 4, a summary of the event's costs for past fiscal years. The asterisk for FY 2017 and FY 2018 designates the years the City sold tickets for drinks, etc. The event did not happen in FY 2021. The costs listed are estimates of what the City would have paid had the fireworks show been held.
- c. Pages 5-6, an outline from Ms. Conlon of the proposed plan for the City's fireworks show on December 31, 2021. Please note the following from it:
  - Focus: It's to be on local businesses along A1A Beach Boulevard, not on outside food and drink vendors in pier park.
  - Simplicity: Instead of an event that in the past attempted to have "something for everyone" (kids' zone, bands, beer/wine tent, food vendors, rock-climbing walls, etc., all crammed into pier park), the event will have fireworks as the magnet to draw persons to the City and to the businesses along the Boulevard. Persons will have the length of the beach from Pope Road to the City's southern limit from which to see the fireworks.

What the proposed event will have: light towers, port-o-lets, law enforcement for traffic control, and enclosed and handicapped accessible shuttles to take persons to and from the Anastasia Baptist Church and city hall parking lots. The shuttles will drop off and pick up persons at A Street, 11<sup>th</sup> Street, and the pier area.

What the proposed event won't have: busses, bands, sound production company, kids' zone, etc., and their costs.

#### ACTION REQUESTED

It's that you discuss Ms. Conlon's proposed preliminary plan to make the City's New Year's Eve fireworks show one that not only provides entertainment for residents and visitors but also helps the businesses along the Boulevard.

While it may seem early to be planning an event that will happen eight months from now, Ms. Conlon needs your direction so that she can continue the planning

## **FEBRUARY 1<sup>ST</sup> REGULAR COMMISSION MEETING**

5. Holiday Season Events Sponsored by City: Review of Art Walks and Night Market and Preliminary Discussion Regarding Beach Blast Off for December 31, 2021 (Presenters: Max Royle, City Manager; Patricia Douylliez, Finance Director; and Melinda Conlon, Communication and Events Coordinator)

Mayor England introduced Item 5 and then asked City Manager Royle for a staff report.

City Manager Royle remarked that he broke this into two parts, first the Night Market and Art Walk and second the New Year's Eve Firework show. He asked Ms. Conlon to give an update on the two events.

Communications and Event Coordinator Conlon explained that Beach Blast Off was cancelled due to COVID-19 but wanted to still support the local businesses and continue with public safety. The Art Walk and the Night Market were partnered with people who have done these types of events before, whom she thanked. Everyone enjoyed the events and staff received all positive comments. Residents wanted more to be done. Businesses and artist had record breaking sales with these events. She is considering another Art Fair and a Luau at the pier in the summer.

Mayor England advised that the art events put the City in position for more grant funding.

Ms. Conlon advised that these events were put together very quickly because Beach Blast Off was cancelled and events will be improved in the future. She commented that on April 14<sup>th</sup> there will be Arbor Day, May there will be an Art Fair, and June there will be a Luau. She will keep the Commission updated.

Commissioner George asked that the Commission receive a post analysis for each event to see how the money and donations are being spent.

Ms. Conlon advised that the last events were sponsored by experts in the fields and had a low cost for the events.

City Manager Royle advised that staff has met several times regarding the fireworks show because it takes a lot of planning, such as traffic control, light towers, port-o-potties, etc. He advised that over the last 12 years that Beach Blast Off has evolved and has outgrown the space at Pier Park. He suggested having only a firework show, no food vendors, kids' zone, alcohol, etc. He said that there needs to be port-o-potties and light towers. There will be no busses because of the expense and he recently found out that TDC grant funding would not pay for fireworks, only events with arts and culture.

Commissioner George disagreed with TDC. She feels that fireworks are art, and they are a part of American culture for 4<sup>th</sup> of July or New Year's Eve.

City Manager Royle advised that there is a lot of competition for grant funding and the last grant from the TDC was \$17,000 that the City received. Now it would be a lot less due to COVID-19. He asked the Commission to decide on where to move forward or not. He advised that law enforcement would support the event, but we would have less Public Works Department employees because there would be less setup. He recommended a shorter show, such as 20 minutes.

Commissioner George advised that this should only be a one-year decision because of COVID-19 and the new COVID strains.

Mayor England asked if the City of St. Augustine made their decision on their 4<sup>th</sup> of July show.

Ms. Conlon advised no. It could be a couple of months before they decide.

Mayor England explained that she has worked with Ms. Conlon regarding maintaining the fireworks show. Mayor England said that it might not be possible this year, but she is not ready to give up yet. She discussed making it a smaller event and advertising would say local fireworks and what changes this year would be. She suggested shuttles being paid for by the pedestrians attending the event by appointment only with limited seats.

Commissioner George advised that the shuttles are a good idea.

Mayor England advised that the City's costs would be \$8,000.

Finance Director Douylliez advised that she believed that it would cost a minimum of \$20,000. She agreed with a rebranding and a smaller event could work. Suggested the name Light Up the Night. Suggested parking at the State Park for a fee. There are safety concerns.

Commissioner George asked if there is a budget for the overtime for Public Works Department and Police Department.

Finance Director Douylliez advised yes; overtime is in the budget. She mentioned that there could be cost to the City for reserving the busses or shuttle.

Commissioner Torres asked what the budget amount was for Beach Blast Off.

Finance Director Douylliez she advised that it would be in the budget for this fiscal year and she would have to know by May whether to include funds or not.

Commissioner Rumrell advised that the pier has been redone and St. Johns County may not allow the City to shoot fireworks off the pier. Suggests that the Commission be prepared that this might not happen. He suggested more events be done instead of one event a year. He supports the event.

Commissioner Torres supports the fireworks show and it has been a tradition for many residents. He explained that many of the residents did not come out to the other events like the Beach Blast Off event. He understood the concerns due to COVID but wants to move forward with the tradition and if it must be at a lesser scale, he understands that. Parking is an issue, but they have Uber and Lyft. He agreed that it is a burden on staff, but if St. Johns County does not allow the City to have the event at Pier Park, then staff will have to find a different location.

Vice Mayor Samora supported the fireworks show and wants to continue the other events as well. He advised that part of the City is to bring things to the community and keep growing and improving. He commented that Beach Blast Off is a tradition and has always improved over the years due to hard work for staff.

Mayor England feels that the event could be made more local and finding a way for this event to happen.

Commissioner George suggested applying for the same grants that the City has applied for in the past even if the funding is not as much. The advertising will have to be done regarding the changes.

Mayor England agreed. She commented that doing arts and cultural events will pay off as well.



Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and then asked if there were any further Commission discussion.

It was the consensus of the Commission to continue working on the smaller scaled down Beach Blast Off event for now.

	<u>FY21 Quotes</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18 *</u>	<u>FY17*</u>
Commercial Printing		\$395.83	\$803.87	\$1,554.05	\$7,737.62
Contracted Performances		\$1,350.00	\$1,500.00	\$1,250.00	\$2,900.00
Cost of Food/Beverage	\$500.00	\$734.38	\$499.99	\$499.99	\$969.27
Equipment Rentals					
Portalets	\$5,775.00	\$2,810.00	\$3,826.30	\$2,959.00	\$2,125.00
Stage Risers		\$227.00	\$0.00	\$0.00	\$0.00
Light Towers	\$2,104.00	\$1,943.44	\$2,672.11	\$3,311.30	\$1,739.00
Tables/Chairs-Comfort Zone	\$850.00	\$0.00	\$1,447.30	\$4,504.19	\$5,171.00
Miscellaneous		\$0.00	\$0.00	\$0.00	\$4,788.05
Miscellaneous		\$7,975.22	\$2,560.38	\$29,940.03	\$22,228.85
Paid Advertising		\$9,940.00	\$10,787.15	\$491.88	\$5,796.87
Production Services-Polk Bros		\$5,750.00	\$5,500.00	\$5,200.00	\$3,900.00
Professional Services					
Durham School-Buses	\$11,319-\$22,638	\$8,250.00	\$8,651.50	\$3,800.04	\$7,686.25
Wiseman Fence-Kid Zone Fencing		\$990.00	\$900.00	\$950.00	
William Barret-Parking Attendant		\$412.50	\$412.50	\$367.50	\$255.00
<b>Total Expenses</b>	<b>\$20,548-\$31,867</b>	<b>\$40,778.37</b>	<b>\$39,561.10</b>	<b>\$54,827.98</b>	<b>\$65,296.91</b>
Other Employee Payroll				\$695.70	\$187.49
Public Works Payroll	\$6,233.05	\$5,707.74	\$6,758.35	\$12,779.63	\$5,322.33
Police Department Payroll	\$6,043.51	\$9,783.01	\$2,304.00	\$2,775.33	\$2,732.36
<b>Total Wages</b>	<b>\$12,276.55</b>	<b>\$15,490.75</b>	<b>\$9,062.35</b>	<b>\$16,250.66</b>	<b>\$8,242.18</b>

\* Old Beach Blast Off

## **CoSAB NYE Fireworks Show – Light Up the Night - Preliminary Plan**

### **Goals of the City:**

Provide a spectacular New Year's Eve Fireworks show in a safe and responsible way.

Attract visitors and locals to patronize our local Beach businesses.

At the direction of the City Manager, and other Senior staff members, we are planning an event that will encourage visitors to enjoy all that our beach town has to offer in a socially responsible manner.

### **The Vision:**

Instead of having thousands of people in one small location, people will be able to spread out along the Blvd. and enjoy the fireworks from multiple locations.

LOCAL businesses will take the place of the many Non-local vendors that were crowded into Pier Park. While we will provide a fabulous fireworks show, we will encourage people to patronize our businesses for their food, beverages, and entertainment.

This will be a community-based celebration, offering a true taste of St. Augustine Beach.

Whether the plan is a weekend stay at one of our local hotels or are a local resident looking for a wonderful night out with family or friends – the Boulevard will offer something for everyone.

### **The Plan:**

Work with local hotels to have their own special event, such as musicians, private party, dinner etc. (Example: Embassy Suites)

Work with local Restaurants to encourage them to have their own special event, such as musicians, private party, dinner/drink specials etc. (Example: Salt Life/Panama Hattie's)

Work with local businesses (not generally open in the evening) to have their own special event, such as musicians, sidewalk sale, etc. (Example: Love Ya Mean It)

Work with and encourage local businesses (not generally open in the evening) to open their parking lots for visitor parking for the evening.

### **Next Steps:**

Meet with hotels, restaurants, and other local businesses to discuss our plan of action.

Create promotional material.

Update sponsor forms on our websites. Send forms to perspective sponsors.

Reach out to radio stations to possibly stream music during the fireworks.

Work with the Cultural Council on possible grants for the Light Up the BEACH! seasonal events.

**Logistics:**

Working with the PD and PW on safety plan, pick-up and drop-off locations, Light tower and port-a-let placement, signage placement, parking etc.

Secure parking for enclosed vehicle shuttles: Anastasia Baptist Church.

Secure parking areas for pedestrians: YMCA (already approved), Amici's, Ron Parker, City Hall.

**Costs:**

Estimated costs for Light Towers/Signage/Port-a-lets/food, miscellaneous etc.  
Approximately \$10,000. (No buses, stage set up, production company etc.)

Does NOT include any advertising costs associated with the TDC grant.

Estimated cost for overtime/labor is \$12,500.

Total estimated Cost: \$22,500.

**Revenue:**

Sponsors – working on sponsor forms/letters etc.

I am working with Old Town Trolley to provide five (5) – 30 passenger enclosed shuttles that are ADA compliant. This is an IN-KIND sponsorship.

Grants - At this time, there is no accurate estimate of what the TDC grant pool looks like or what we would qualify for. We will not know until May/June.

I am working with the Cultural Council on a possible grant that would encompass the series of events under our Light up the BEACH! Holiday season.

Vendors – If we decided to have to a few vendors in the parkettes on the Blvd., this would generate modest revenue.

## MEMORANDUM

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager df

**DATE:** March 26, 2021

**SUBJECT:** Mizell Road Retention Pond Weir Project: Request for Approval to Authorize the City Manager to Sign Revenue Agreement with the Florida Division of Emergency Management and Award of Bid for Construction of the Weir to Sawgrass, Inc., of Jacksonville for \$2,793,000

### INTRODUCTION

As described in its title, this agenda topic is in two parts. The information concerning the topic is provided as follows:

- a. Revenue agreement:
  - Pages 1-2, a memo from the Public Works Director, Mr. Tredik, in which he describes the background of the request for authorization for the City Manager to sign the agreement.
- b. Bid for the weir:
  - Pages 3-5, a memo from Mr. Tredik in which he describes the funding for the weir project, its costs, and his recommendation that the bid to construct the weir be awarded to Sawgrass Inc. of Jacksonville.
  - Pages 6-45 the bid for the weir project from Sawgrass.
  - Pages 46-67, the agreement between Sawgrass and the City

Mr. Tredik will explain each topic in more detail and will answer your questions.

### ACTIONS REQUESTED

There are two: First, that you authorize the City Manager to sign the agreement with the Florida Division of Emergency Management.

Second, that you award the bid for the construction of the weir to Sawgrass, Inc., of Jacksonville for \$2,793,000.

## **MEMORANDUM**

**TO:** Max Royle, City Manager

**FROM:** William Tredik, P.E. Public Works Director

**DATE:** March 25, 2021

**SUBJECT:** HMGP 4283-88-A  
City of St. Augustine Beach Stormwater and Pump Station Improvements  
Revenue Agreement with Florida Division of Emergency Management

### **BACKGROUND**

The City of St. Augustine Beach Stormwater Outfall was severely damaged during Hurricanes Matthew and Irma, resulting in a breach of the existing earthen/fabiform weir. This weir failure allowed daily tidal flow into and out of the lake and reduced the ability of the system to treat stormwater runoff. The City permitted and constructed a temporary sheet pile weir which remains in place to date, while pursuing funding for a permanent weir and pump station replacement and upgrade.

The City was successful in obtaining grants from the Florida Division of Emergency Management (FDEM), Federal Emergency Management Agency (FEMA) funded Hazard Mitigation Grant Program (HMGP) and the St. Johns River Water Management District (SJRWMD) District-Wide Cost Share Program for the construction and upgrade of the pump station and weir. The opinion of probable cost for the project, prior to bidding, was \$2,575,460, broken down as follows:

Phase 1 (design and permitting)	\$ 159,850
Phase 2 (construction)	\$ 2,415,610

Phase 1 is complete. The City advertised for bids on February 12, 2021 in anticipation of the FEMA approval of funding in March 2021. Bids were opened on March 16, 2021. On March 18, 2021 FDEM notified the City that the project was approved for funding from FEMA for the following amounts:

Federal Share (75%):	\$ 1,931,595
Local Share (25%):	\$ 643,865
Total	\$ 2,575,460

## **DISCUSSION**

Attached, is a Draft Revenue Agreement with FDEM for Phase 2 of the Project. The reimbursable amounts in the draft revenue agreement are based upon the engineer's opinion of probable cost, prior to bidding. The apparent low bid for the project was \$2,821,000 and exceeded the engineer's opinion of probable cost. The actual project costs thus exceed the current FEMA authorization. HMGP and FEMA rules allow the grantee to submit updated costs, and thus allow an increase in the approved FEMA funding. This process, however, requires submittal by the City – and approval by FEMA – of an updated Benefit Cost Analysis (BCA), showing that the project benefit continues to exceed the revised costs.

Though the attached FDEM draft agreement does not currently reflect the actual bid cost for the project, delay in its execution jeopardizes the project schedule, and may result in the Project not being complete prior to the 2022 hurricane season. In consultation with FDEM, it was agreed that the appropriate approach was to move forward with execution of the revenue agreement with the current authorized FEMA amount; then subsequent to its execution, submit an updated project budget and BCA, based upon the actual bid values. Attempting to update the approved FEMA funding at this juncture would result in project delays.

Note that the attached draft agreement has not yet received final approval by the FDEM legal department and may thus undergo incidental edits prior to its final version. In order to expedite construction, staff recommends that the City commission approve the draft agreement and authorize the City Manager to execute the final revenue agreement, with any incidental edits made by the City Attorney and the FDEM legal department.

## **RECOMMENDATION**

Authorize the City Manager to execute a revenue agreement with the Florida Division of Emergency Management for HMGP 4283-88-A, City of St. Augustine Beach Stormwater and Pump Station Improvements.

## **MEMORANDUM**

**TO:** Max Royle, City Manager

**FROM:** William Tredik, P.E. Public Works Director

**DATE:** March 25, 2021

**SUBJECT:** Bid 21-02  
City of St. Augustine Beach Stormwater and Pump Station Improvements  
Approval of Bids

### **BACKGROUND**

The City of St. Augustine Beach Stormwater Outfall was severely damaged during Hurricanes Matthew and Irma, resulting in a breach of the existing earthen/fabiform weir. This weir failure allowed daily tidal flow into and out of the lake and reduced the ability of the system to treat stormwater runoff. The City permitted and constructed a temporary sheet pile weir which remains in place to date, while pursuing funding for a permanent weir and pump station replacement and upgrade.

The City was successful in obtaining grants from the Florida Division of Emergency Management (FDEM), Federal Emergency Management Agency (FEMA) funded Hazard Mitigation Grant Program (HMGP) and the St. Johns River Water Management District (SJRWMD) District-Wide Cost Share Program for the construction and upgrade of the pump station and weir. The FDEM approved budget for the project, prior to bidding, was \$2,575,460, broken down as follows:

Phase 1 (design and permitting)	\$ 159,850
Phase 2 (construction)	\$ 2,415,610

The City advertised for bids on February 12, 2021 in anticipation of the FEMA approval of funding in March 2021. In order to ensure all bid respondents fully understood the project – and had constructed work of a similar type and magnitude – bidders were required to attend a mandatory pre-bid meeting, as well as submit documentation verifying their qualifications to construct the project. Four prospective bidders met the pre-qualification requirements. Of those four, the following three contractors bid on the project:

PBM Constructors, Inc.  
Petticoat-Schmitt civil Contractors, Inc.  
Sawcross, Inc.

Due to the unpredictability of bids for projects of this complexity and magnitude - and in consideration of the established project funding and the desire to compare alternatives



for construction of some project elements - the bids were divided into the following work elements:

Base Bid	Stormwater Pump Station and Outfall Improvements
Bid Alt #1	Generator and Installation
Bid Alt #2	Raise Elevation of Western Pond Berm
Bid Alt #3	Sheet Pile Bulkhead west of Fiddlers Point Drive
Bid Alt #4	Wood Canal Bulkhead west of Fiddlers Point Drive
Bid Alt #5	6" Limerock Stabilization of Pump Station Area Berm
Bid Alt #6	Temporary Canal Crossing

The Base Bid, Bid Alt #1, Bid Alt #2, and either Bid Alt #3 or Bid Alt #4 are critical components to the project. Bid Alt #5 and Bid Alt #6, though desirable, are not critical to the project. Bid Alt #3 and Bid Alt #4 are mutually exclusive as they represent two opposing construction techniques to achieve the same result. The tabulation of bids (rounded to the nearest dollar) is as follows:

<b>Bid Tabulation – Base Bid and all Alternates</b>							
<b>BIDDER</b>	<b>Base Bid</b>	<b>Bid Alt #1</b>	<b>Bid Alt #2</b>	<b>Bid Alt #3</b>	<b>Bid Alt #4</b>	<b>Bid Alt #5</b>	<b>Bid Alt #6</b>
Sawcross, Inc	\$2,326,000	\$137,000	\$40,000	\$860,000	\$290,000	\$14,000	\$14,000
Petticoat-Schmitt Civil Contractors	\$2,396,000	\$153,000	\$50,000	\$543,000	\$334,000	\$6,000	\$1,500
PBM Constructors, Inc.	\$3,298,000	\$220,000	\$20,000	\$560,000	\$490,000	\$15,000	\$25,000

For all three bids the cost for Bid Alt #4 was less than that for Bid Alt #3, therefore for the purposes of award Bid Alt #3 is excluded. As Bid Alt #5 and Bid Alt #6 are not critical to the project, staff recommends these also not be included in the contract award. The Tabulation of Bids, based upon the recommended work is as follows:

<b>Bid Tabulation – Base Bid and Recommended Alternates</b>					
<b>BIDDER</b>	<b>Base Bid</b>	<b>Bid Alt #1</b>	<b>Bid Alt #2</b>	<b>Bid Alt #4</b>	<b>TOTAL BID</b>
Sawcross, Inc	\$2,326,000	\$137,000	\$40,000	\$290,000	<b>\$2,793,000</b>
Petticoat-Schmitt Civil Contractors	\$2,396,000	\$153,000	\$50,000	\$334,000	<b>\$2,933,000</b>
PBM Constructors, Inc.	\$3,298,000	\$220,000	\$20,000	\$490,000	<b>\$4,028,000</b>

Staff and the Design Engineer have reviewed the bids for accuracy and found Sawcross, Inc to be the lowest priced qualified bidder with a total bid (excluding Bid Alt #3, Bid Alt #5 and Bid Alt #6) of \$2,793,000.

## **DISCUSSION**

The bids appear in order, however, the low bid exceeds the FEMA approved Phase 2 Construction Budget of \$2,415,610 by \$377,390. The current FEMA approved Phase 2 Budget of \$2,415,610 also includes \$49,500 for Construction Management and Observation, thus making the actual construction shortfall equal to \$426,890. HMGP and FEMA rules allow the grantee to submit an updated project budget based upon actual costs, provided the grantee can demonstrate that the project benefits are greater than the revised project cost.

Staff shall submit to FDEM an updated Project Budget and Benefit Cost Analysis (BCA), showing that the project benefit continue exceeds the revised costs. The updated project budget will request an adjustment to the Phase 2 Construction Budget as follows:

<b>Work Item</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>Increase</b>
Construction Contract	\$ 2,366,110	\$2,793,000	\$426,890
Construction Management and Observation	\$49,500	\$99,500	\$50,000
<b>TOTAL</b>	<b>\$2,415,610</b>	<b>\$2,892,500</b>	<b>\$476,890</b>

Upon approval of the revised Phase 2 Construction Budget by FEMA, the project will be funded as follows:

<b>FEMA</b>	<b>SJRWMD</b>	<b>Other</b>	<b>TOTAL COST</b>
\$ 2,169,375	\$632,070	\$91,055	\$2,892,500

The current year budget contains sufficient allocation to fund the work which will be complete by October 1<sup>st</sup>, 2021. The remainder of the project costs will be budgeted in the FY2022 budget. Staff will work with Sawcross, Inc to identify any modifications to the project which may result in a reduction to the Contract price. If any savings are realized they will be processed as a deductive change order to the Contract.

## **RECOMMENDATION**

Authorize the City Manager to execute a contract with the Sawcross, Inc., in the amount of \$2,793,000 for the construction of City of St. Augustine Beach Stormwater and Pump Station Improvements.

**CITY BID FORM  
ST. AUGUSTINE BEACH, FLORIDA**

**ORIGINAL**

**LUMP SUM BID PROPOSAL**

**PROJECT:** STORMWATER PUMP STATION AND OUTFALL IMPROVEMENTS

**TO:** THE CITY OF ST. AUGUSTINE BEACH

**DATE SUBMITTED:** 3/16/2021

**BID PROPOSAL OF**

Sawcross, Inc.

FULL LEGAL COMPANY NAME

10970 New Berlin Road, Jacksonville, FL 32226

(904) 751-7500

Address

Telephone No.

Commissioner's: Having become familiar with site conditions of the project, been pre-qualified to bid by the City and having carefully examined the Bidding requirements, including the Advertisement, Instructions to Bidders, and Contract Documents, including the General Conditions, Supplementary Conditions, Specifications, and Drawing entitled **STORMWATER PUMP STATION AND OUTFALL IMPROVEMENTS** in St. Johns County, Florida. The undersigned proposes to furnish all materials, labor and equipment, supervision, and all other requirements necessary to comply with the Contract Documents for the following base bids quoted in this Bid Proposal summarized as follows:

**BASE BID FOR: Stormwater Pump Station and Outfall Improvements (Excluding Additive Bid Alternates)**

\$ 2,326,000.

Total Lump Sum Price (Numerical)

Two Million Three Hundred Twenty-Six Thousand Dollars / 100 Dollars  
(Amount written or typed in words)

Bidder will enter written (in words) and numerically by the Lump Sum Price in the space provided above. In the event of a conflict, the written Lump Sum Price shall be considered as the Bidder correct bid.

**BID ALTERNATE #1:**

Additive Bid for Generator and Installation. (Dwg. E-1 and as specified) Concrete pad, Auto Transfer switch and conduit required in Base Bid.

\$ 137,000.

Total Lump Sum Price (Numerical)

One Hundred Thirty-Seven Thousand Dollars / 100 Dollars  
(Amount written or typed in words)

**BID ALTERNATE #2:**

Additive Bid to raise 1350 L.F. of the west pond bank to elevation 7.10 (as shown on Dwg. C-11)

\$ 40,000

Total Lump Sum Price (Numerical)

Forty Thousand Dollars / 100 Dollars  
(Amount written or typed in words)

**BID ALTERNATE #3:**

Additive Bid amount to install a Sheet Pile Bulkhead on the north side of the canal west of Fiddlers Point Dr. as shown on Dwg. OFD 1 & 2 and associated drainage inlets and piping:

\$ 860,000.00

Total Lump Sum Price (Numerical)

Eight hundred Sixty Thousand Dollars

/ 100 Dollars

(Amount written or typed in words)

**BID ALTERNATE #4:**

Additive bid for installation of Alternate Wood Canal Bulkhead in place of sheet pipe bulkhead, Alternate bid item #3 above and associated drainage inlets and piping:

\$ 290,000.00

Total Lump Sum Price (Numerical)

Two Hundred Ninety Thousand Dollars

/ 100 Dollars

(Amount written or typed in words)

**BID ALTERNATE #5:**

Additive bid amount to install 6" limerock drive (as shown on C-9):

\$ 14,000.00

Total Lump Sum Price (Numerical)

Fourteen Thousand Dollars

/ 100 Dollars

(Amount written or typed in words)

**BID ALTERNATE #6:**

Additive bid amount to install temporary canal crossing for construction as shown on Dwg. C-8:

\$ 14,000.00

Total Lump Sum Price (Numerical)

Fourteen Thousand Dollars

/ 100

Dollars

(Amount written or typed in words)

Time of Substantial Completion to be 330 consecutive calendar days from Notice to Proceed date from Owner.

Time of Final Completion is 30 consecutive calendar days from Substantial Completion.

During the preparation of the Bid, the following addenda, if any, were received: No.: 1 Dated: 2/18/2021

No.: 2 Dated: 2/23/2021 No.: 3 Dated: 3/4/2021 No.: 4 Dated: 3/12/2021 No.: Dated:

We, the undersigned, hereby declare that no person or persons, firm or corporation, other than the undersigned are interested, in this proposal, as principals, and that this proposal is made without collusion with any person, firm or corporation, and we have carefully and to our satisfaction examined the Project Specifications and form of Contract and Public Construction Bonds, together with the Plans.

We have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, and equipment and materials, fully understanding that any quantities shown therewith are approximate only, and that we will fully complete all requirements therein as prepared by Architect, within the same time limit specified in the Contract Documents for the following total sum price as indicated above.

If the Undersigned is notified of the acceptance of this Bid Proposal by the Board within sixty (60) calendar days for the time set for the opening of Bids, the Undersigned further agrees, to execute a contract for the above work within ten (10) days after notice that their Bid has been accepted for the above stated compensation in the form of a Contract presented by the Owner.

The Undersigned agrees, if awarded the Contract, to Substantially Complete all work in the time frames indicated on the prior page. Undersigned further agrees that from the compensation otherwise to be paid, the Owner may retain the liquidated damages as provided in the Contract, which sum is agreed upon as the proper measure of liquidated damages which the Owner will sustain each day by the failure of the Undersigned to complete the work in the time stipulated, and this sum is not to be construed as penalty.

The Undersigned further agrees that security in the form of a Bid Bond, certified or cashier's check in the amount of not less than five percent (5%) total Bid Price, payable to the Owner, accompanies this Bid; that the amount is not to be construed as a penalty, but as liquidated damages which said Owner will sustain by failure of the Undersigned to execute and deliver the Contract and Bond within ten (10) days of the written



notification of the Award of the Contract to them; thereupon, the security shall become the property of the Owner, but if this Bid is not accepted within sixty (60) days of the time set for the submission of Bids, or if the Undersigned delivers the executed Contract and Public Construction Bond upon receipt, the Security shall be returned to the Bidder within seven (7) working days.

Costs for unanticipated work will be established by the Bidders Unit Price Adjustments, RS Means, or FDOT statewide averages data at the discretion of the City of St. Augustine Beach Public Works Department or its representative.

**CORPORATE/COMPANY**

Company Name: Sawcross, Inc. (Seal)

By: [Signature] Mark Hickinbotham, President  
(Name typed or printed)

By: \_\_\_\_\_  
(Name typed or printed)

Address: 10970 New Berlin Road, Jacksonville, FL 32226

Telephone No. : (904) 751-7500 Fax Number: (904) 751-0600

DUNS Number: 79-130-9834

Federal I.D. Tax Number: 59-3136689

**INDIVIDUAL**

Name: N/A  
(Signature) (Name typed or printed) (Title)

Address: \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_

Federal I.D. Tax Number:

Bid Proposal attachments:

- "A" – Affidavit
- "B" – List of Proposed Subcontractors
- "C" – Certificate as to Corporate Principal
- "D" – Certificate of Compliance with Florida Trench Safety Act
- "E" – License/Certification List
- "F" – Unit Prices for Adjustment/Schedule of Values
- "G" – Bankruptcy Certification
- Bidder Pre-Qualifications Form (DUE BEFORE BID)
- Bid Bond
- Fully Acknowledged Addenda Applicable to this bid (if any)

Attachments "A","B", "C", "D", "E", "F", "G", and Bid Bond must be completed and attached to Bidder's bid proposal along with a fully acknowledged copy of each Addendum applicable to this Bid.  
Bidder Pre-Qualifications form is due before the bid date.

END OF SECTION

## ATTACHMENT A

AFFIDAVIT

**TO: ST AUGUSTINE BEACH CITY COMMISSIONERS  
CITY OF ST AUGUSTINE BEACH, FLORIDA**

At the time the proposal is submitted, the Bidder shall attach to this Bid a sworn statement.

This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Florida  
COUNTY OF Duval

Before me, the Undersigned authority, personally appeared Mark Hickinbotham  
(Print Name)  
who being duly sworn, deposes and says they are President  
(Title)  
of Sawcross, Inc.  
(Firm)

the Bidder submitting the attached proposal for the work covered by the Documents in Bid No. 21-02, Stormwater Pump Station and Outfall Improvements in the City of St. Augustine Beach, Florida.

The affiant further states that no more than one proposal for the above-referenced project will be submitted from the individual, their firm or corporation under the same or different name, and that such Bidder has no financial interest in the firm of another bidder for the same work. That they, their firm, association or corporation has neither directly, nor indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's Bid on the above-described project. Furthermore, neither firm nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

Mark Hickinbotham/ Sawcross, Inc.  
(Bidder Name)

By: [Signature]  
Signature

President  
Title

Sworn and Subscribed to me this 16th day  
of March, 2021.

Notary Public  
[Signature]  
Signature  
Christina L. Parker

Print or Type Name  
My commission Expires: 2/18/2023



NOTE: This form must be completed and attached to the Bidder's Bid Proposal

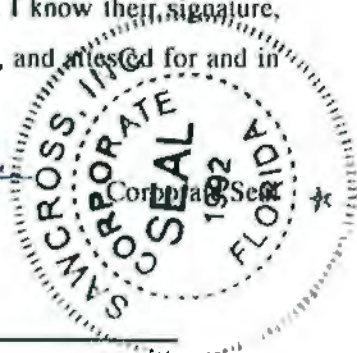


## ATTACHMENT C

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, Frances Hickinbotham, certify that I am the Secretary of the Corporation named as Principal in the attached bond; that Mark Hickinbotham who signed the said bond on behalf of the Principal, was then President of said Corporation; that I know their signature, and the signature hereto is genuine; and that said bond was duly signed, sealed, and attested for and in Behalf of said Corporation by authority of its governing body.

Secretary



(Contractor to complete upper portion)

(Surety to complete lower portion)

STATE OF FloridaCOUNTY OF Seminole

Before me, by means of ☒ physical presence or ☐ online notarization  
a Notary Public duly commissioned, qualified and acting, personally appeared Allyson Foss Wing to me well known, who being by me first duly sworn upon oath, says that they are the Attorney-In-Fact, for the Western Surety Company and that they have been authorized by Western Surety Company to execute the foregoing bond on behalf of the surety named therein in favor of the City of St. Augustine Beach, Florida.

Subscribed and sworn to me this 11th day of March, 2021, A.D.



Kelly Phelan  
NOTARY PUBLIC  
State of Florida-at-large  
My Commission Expires: 03/05/2022

(Attach Power of Attorney to original Bid Bond and Financial Statement of Surety Company)

END OF SECTION



**WESTERN SURETY COMPANY**  
**Sioux Falls, South Dakota**  
**Statement of Net Admitted Assets and Liabilities**  
**December 31, 2019**

**ASSETS**

Bonds	\$ 1,943,152,245
Stocks	27,166,227
Cash, cash equivalents, and short-term investments	27,903,793
Receivables for securities	-
Investment income due and accrued	17,854,019
Premiums and considerations	56,706,652
Amounts recoverable from reinsurers	1,307,522
Current federal and foreign income tax recoverable and interest hereon	2,678,469
Net deferred tax asset	11,798,536
Receivable from parent, subsidiaries, and affiliates	12,821,583
Other assets	601
<b>Total Assets</b>	<b>\$ 2,101,389,646</b>

**LIABILITIES AND SURPLUS**

Losses	\$ 206,051,147
Loss adjustment expense	52,124,445
Commissions payable, contingent commissions and other similar charges	9,862,381
Other expenses (excluding taxes, license and fees)	3,624
Taxes, License and fees (excluding federal and foreign income taxes)	3,875,999
Federal and foreign income taxes payable	-
Unearned premiums	248,521,840
Advance premiums	6,112,006
Ceded reinsurance premiums payable (net of ceding commissions)	1,673,524
Amounts withheld or retained by company for account of others	5,332,206
Provision for reinsurance	290,516
Payable to parent, subsidiaries and affiliates	2905
Payable on security transactions	-
Other liabilities	97,836
<b>Total Liabilities</b>	<b>\$ 533,948,430</b>

**Surplus Account:**

Common stock	\$ 4,000,000
Gross paid in and contributed surplus	280,071,837
Unassigned funds	1,283,369,380
Surplus as regards policyholders	\$ 1,567,441,217

**Total Liabilities and Capital** **\$ 2,101,389,646**

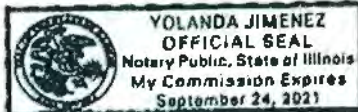
I, Amy Smith, Senior Vice President of Western Surety Company hereby certify that the above is an accurate representation of the financial statement of the Company dated December 31, 2019, as filed with the various Insurance Departments and is a true and correct statement of the condition of Western Surety Company as of that date.

Western Surety Company

By Amy Smith  
Senior Vice President

March , 2020.

By Yolanda Jimenez  
Notary Public



## ATTACHMENT D

**CERTIFICATE OF COMPLIANCE WITH FLORIDA TRENCH SAFETY ACT**

Bidder acknowledges that they are solely responsible for complying with the Florida Trench Safety Act and Occupational Safety and Health Administration excavation safety standard 29 CFR 1926.650 (Subpart P as amended). Bidder further acknowledges that included in the various items of the Proposal and in the Total Bid Price are cost for complying with the Florida Trench Safety Act (Florida Statutes, Title 63, Chapter 553, Part 3, ss. 553.70 - 553.898). The Bidder further identifies the costs to be summarized below:

1. Trench Safety System - OSHA Compliance:  
(Linear foot quantity to be identified by Bidder)

600 LF \$ 15.00 \$ 9,000.00

2. Trench Safety Special Shoring Requirements:  
(System and square foot quantity to be identified by Bidder.)

5000 SF \$ 20.00 \$ 100,000.00

System to be used: SHEET PILING

TRENCH SAFETY SYSTEM TOTAL \$ 109,000.00

Failure to complete the above may result in the Bid being declared non-responsive. The costs indicated above are provided to comply with the ACT and shall not constitute grounds for any additional compensation to that listed for the separate line items of the Bid Form.

By:  Mark Hickinbotham,  
Bidder President

END OF SECTION



## ATTACHMENT G

**BANKRUPTCY CERTIFICATION**

At the time the proposal is submitted, the Bidder shall attach to this Bid a sworn statement.

This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Florida

COUNTY OF Duval

Before me, the Undersigned authority, personally appeared Mark Hickinbotham  
(Print Name)

who being duly sworn, deposes and says they are President  
(Title)

of Sawcross, Inc. the Bidder  
(Firm)

submitting the attached proposal for the work covered by the Documents in Bid No. 21-02, **Stormwater Pump Station and Outfall Improvements** in the City of St. Augustine Beach, Florida.

The affiant states that the company nor owner/officer or principal of the firm either corporately or individually have filed for bankruptcy in the past seven (7) years.

Sawcross, Inc. / Mark Hickinbotham  
(Bidder Name)

By: [Signature]  
Signature

President  
Title

Sworn and Subscribed to me this 16th day  
of March, 2021.

Notary Public

[Signature]  
Signature

Christina L. Parker

Print or Type Name

My commission Expires: 2/18/2023



NOTE: This form must be completed and attached to the Bidder's Bid Proposal

END OF SECTION

**BID BOND**

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

KNOW ALL PERSONS BY THESE PRESENTS, that we the undersigned \_\_\_\_\_

\_\_\_\_\_ Sawcross, Inc. \_\_\_\_\_ as Principal,

and \_\_\_\_\_ Western Surety Company \_\_\_\_\_ as Surety are

hereby held and firmly bound unto the City of St. Augustine Beach, Florida, as Owner in the penal sum of five percent (5%) of Amount Bid for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns. Signed, this 11th day of March, 2021. The Condition of the above obligation is such that whereas the Principal has submitted to City of St. Augustine Beach a certain Bid attached hereto and hereby made a part hereof of enter into a Contract in writing for the:

Construction of

**Stormwater Pump Station and Outfall Improvements**  
City of St. Augustine Beach

NOW THEREFORE,

- (a) If the Principal shall not withdraw said Total Bid within Ninety (90) days after Total Bid Award date, and shall within ten (10) days after prescribed forms are presented to him for signature, enter into a written Contract with the City of St. Augustine Beach, Florida in accordance with the Total Bid as accepted, and give Bond with good and sufficient Surety or Sureties, as may be required, for the faithful performance and proper fulfillment of such Contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.
- (b) In the event of the withdrawal of said Total Bid within the period specified, or the failure to enter into such Contract and give such Bond within the time specified, if the Principal shall pay the City of St. Augustine Beach, Florida the difference between the amount specified, in said Total Bid and the amount for which the City of St. Augustine Beach may procure the required Work and supplies, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.



IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals, this 11th day of March A.D., 2021, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body

WITNESSES: \_\_\_\_\_

(If Sole Ownership or Partnership two (2) Witnesses required).  
(If Corporation, Secretary only will attest and affix seal).

WITNESSES: \_\_\_\_\_

(Sign) Frances Hickinbotham  
Corporate Secretary

(Print Name)

N/A

(Sign)

(Print Name)

Sawcross, Inc.

PRINCIPAL:

Sawcross, Inc.

NAME OF FIRM:

SIGNATURE OF AUTHORIZED OFFICER (AFFIX SEAL)

Mark Hickinbotham, President

TITLE

BUSINESS ADDRESS

10970 New Berlin Road, Jacksonville, FL 32226  
CITY STATE ZIP

Western Surety Company

SURETY:

Western Surety Company

CORPORATE SURETY

ATTORNEY-IN-FACT (AFFIX SEAL)

& FL Licensed Resident Agent  
Allyson Foss Wing

P.O. Box 5077

BUSINESS ADDRESS

Sioux Falls, SD 57117

CITY STATE

Guignard Company - Inquiries: (407) 834-0022  
NAME OF LOCAL INSURANCE AGENCY

END OF SECTION

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

**Know All Men By These Presents**, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Bryce R Guignard, Christine A Morton, Paul J Ciambriello, Deborah Ann DeFoe, M Gary Francis, April L Lively, Jennifer L Hindley, Margie L. Morris, Allyson Foss Wing, Kelly Phelan, Individually**

of Longwood, FL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 24th day of October, 2019.



WESTERN SURETY COMPANY

*Paul T. Bruflat*

Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 24th day of October, 2019, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021

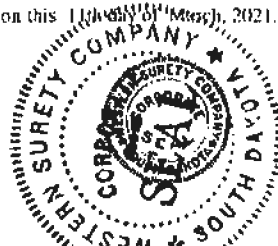


*J. Mohr*

J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 11th day of March, 2021.



WESTERN SURETY COMPANY

*L. Nelson*

L. Nelson, Assistant Secretary

Form F428U-7 2012

Go to [www.cnasurety.com](http://www.cnasurety.com) > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.



**March 2, 2021**

**To:                   Qualifying Bidders:**  
                          1. PBM Constructors, Inc.  
                          2. Sawcross, Inc  
                          3. Petticoat-Schmitt Civil Contractors, Inc.

**From:               Crawford, Murphy & Tilly, Inc.**

**Subject:            BID No. 21-02 – HMGP Project No. 4283-88-R**  
                          **Stormwater Pumping Station and Outfall Improvements**

This letter is to notify each of the qualifying contractors of their eligibility to submit a bid for the above referenced project. Each bidder's submittal was received by the engineer prior to the deadline and was reviewed for completeness and references checked. We look forward to receiving your bid for this very critical project.

**Sincerely,**

*Gary Sneddon*

Crawford, Murphy & Tilly, Inc.  
Gary L. Sneddon, P.E.  
Civil Engineering Project Manager

**Distribution: By Email**

City of Saint Augustine Beach

PBM Constructors, Inc.

Sawcross, Inc

Petticoat-Schmitt Civil Contractors, Inc.

Crawford, Murphy & Tilly

Centered In Value

7400 Baymeadows Way, Suite 220 Jacksonville, Florida 32256   PHONE 904.449.5300   FAX 904.449.0401   cmtengr.com   Engineers and Consultants



Bidder Pre-Qualification Form  
HMGP Project No. 4283-88-R  
Stormwater Pump Station and Outfall Improvements

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM WITH YOUR BID PACKAGE. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE CONTRACTOR MUST COMPLETE THE CONTRACTOR INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE CONTRACTOR MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM. COMPLETE FORM IN BLUE INK OR PDF.

**CONTRACTOR INFORMATION**

COMPANY NAME: Sawcross, Inc.

BUSINESS ADDRESS: 10970 New Berlin Road

CITY, STATE, ZIP CODE: Jacksonville, FL 32226

TELEPHONE: (904) 751-7500 Fax: (904) 751-0600

E-MAIL: markh@sawcross.com

NAME & TITLE OF AUTHORIZED REPRESENTATIVE: Mark Hickinbottom, President

SIGNATURE OF AUTHORIZED REPRESENTATIVE:   
(SIGN)

**MINIMUM EXPERIENCE PRE-QUALIFICATIONS FOR SUBMISSION** –Contractor shall have the following Minimum Experience Qualifications to be pre-evaluated for eligibility to submit a Bid in response to this Advertisement for Bid. It is the responsibility of the Contractor to provide evidence of previous multiple projects and certify that it meets the Minimum Qualifications stated below as a part of a Prequalification Process. A Contractor not meeting all the following criteria may be deemed ineligible to Bid the project. Contractor may provide subcontractors to meet specific minimum qualifications documenting subcontractors experience and name and contact information.

- Contractor shall have experience building concrete footers and walls of a minimum 6 feet high within waterways.

Project: Reclaimed Water Reservoir Outfall & Filtration System  
Owner: City of Port Orange  
Contact: Steve Parnell (386) 506-5786 sparnell@port-orange.org  
Contractor Project Status: Prime X or Subcontractor     

Project: Eastern Wastewater Treatment Plant Expansion  
Owner: City of Eustis, Purchasing Department, City Hall  
Contact: Rick Gierok, P.E. (352) 483-5480 gierokr@ci.eustis.fl.us  
Contractor Project Status: Prime X or Subcontractor

Bidder Pre-Qualification Form  
HMGP Project No. 4283-88-R  
Stormwater Pump Station and Outfall Improvements

Project: US-1 South Re-Pump & Booster Pump Station  
Owner: Jacksonville Electric Authority  
Contact: Brian Philips (904) 665-7625 philbr@jea.com  
Contractor Project Status: Prime X or Subcontractor    

- Contractor shall have experience erecting permanent sheet pile wall or alternate timber bulkhead.

Project: Wastewater Treatment Plant #1 Outfall Diffuser Repair  
Owner: City of St. Augustine, Purchasing Division  
Contact: Marcus Pinson, P.E. (904) 825-1005 mpinson@citystaug.com  
Contractor Project Status: Prime X or Subcontractor    

Project: Lenox Class III-IV Pump Station Replacement  
Owner: Jacksonville Electric Authority  
Contact: Elizabeth DiMeo, P.E. (904) 665-8139 dimeea@jea.com  
Contractor Project Status: Prime X or Subcontractor    

Project: McMillan Wastewater Class III/IV Pumping Station Rehabilitation  
Owner: Jacksonville Electric Authority  
Contact: Phil Maltese (904) 665-4337 maltpj@jea.com  
Contractor Project Status: Prime     or Subcontractor    

- Contractor shall have experience building or rehabilitating concrete tanks and/or wet wells larger than 120 sq ft of surface area

Project: McMillan Wastewater Class III/IV Pumping Station Rehabilitation  
Owner: Jacksonville Electric Authority  
Contact: Phil Maltese (904) 665-4337 maltpj@jea.com  
Contractor Project Status: Prime X or Subcontractor    

Project: Norwood Water Treatment Plant Reservoir Rehabilitation  
Owner: Jacksonville Electric Authority  
Contact: Steve Wiggins (904) 509-8293 wiggsc45@yahoo.com  
Contractor Project Status: Prime X or Subcontractor    

Project: Fairfax Water Treatment Plant Reservoirs Rehabilitation  
Owner: Jacksonville Electric Authority  
Contact: Steve Wiggins (904) 509-8293 wiggsc45@yahoo.com  
Contractor Project Status: Prime X or Subcontractor    

- Contractor shall have experience rehabilitating or installing Vertical Turbine Pumps larger than 20-inch diameter, or 100 horsepower motor capacity (or similar pumps)

Project: Eastern Wastewater Treatment Plant Expansion  
Owner: City of Eustis, Purchasing Department, City Hall  
Contact: Rick Gierok, P.E. (352) 483-5480 gierokr@ci.eustis.fl.us  
Contractor Project Status: Prime X or Subcontractor    

Project: Reclaimed Water Reservoir Outfall & Filtration System  
Owner: City of Port Orange  
Contact: Steve Parnell (386) 506-5786 sparnell@port-orange.org  
Contractor Project Status: Prime X or Subcontractor

Bidder Pre-Qualification Form  
HMGP Project No. 4283-88-R  
Stormwater Pump Station and Outfall Improvements

Project: JEA Wellhead Rehabilitations  
Owner: Jacksonville Electric Authority  
Contact: Andy May, P.E. (904) 665-4510 mayar@jea.com  
Contractor Project Status: Prime X or Subcontractor     

- Contractor shall have experience with installing and operating automated controls for remote operation of pumps, valve operators, electric controls and generators.

Project: DEP SRF Harbor Road Wastewater Treatment Facility, Phase 1  
Owner: City of Green Cove Springs  
Contact: Scott Shultz (904) 219-7540 sschultz@greencovesprings.com  
Contractor Project Status: Prime X or Subcontractor     

Project: Ponce De Leon WTP Pump Building and Reservoir Replacement  
Owner: Jacksonville Electric Authority  
Contact: Allan Boree, P.E. (904) 665-4468 boread@jea.com  
Contractor Project Status: Prime X or Subcontractor     

Project: Southeast Water Treatment Plant High Service Pump Upgrades  
Owner: Jacksonville Electric Authority  
Contact: Hai Vu, P.E. (904) 665-4028 vuhx@jea.com  
Contractor Project Status: Prime X or Subcontractor     

- Bidder must have access to and experience with facilities necessary to maintain a temporary construction shoring, sheet pile or cofferdam and operational outfall from the project

Project: Reclaimed Water Reservoir Outfall & Filtration System  
Owner: City of Port Orange  
Contact: Steve Parnell (386) 506-5786 sparnell@port-orange.org  
Contractor Project Status: Prime X or Subcontractor     

Project: McMillan Wastewater Class III/IV Pumping Station Rehabilitation  
Owner: Jacksonville Electric Authority  
Contact: Phil Maltese (904) 665-4337 maltpj@jea.com  
Contractor Project Status: Prime X or Subcontractor     

Project: Lenox Class III-IV Pump Station Replacement  
Owner: Jacksonville Electric Authority  
Contact: Elizabeth DiMeo, P.E. (904) 665-8139 dimeea@jea.com  
Contractor Project Status: Prime X or Subcontractor     

The above experience must be supported by projects completed within the last ten years and with personnel still employed by the company.

Additional projects may be submitted on a separate attachment, but the above qualifications must be supported by a minimum of three (3) projects.

## JEA Wellheads Rehabilitation

Jacksonville, FL



The project includes the construction of wellhead improvements at Fairfax WTP Wells 4 and 5, and up to 16 additional wells, at the Fairfax, McDuff, Highlands, Oakridge and possible other water treatment plant's wellfields. The additional wells are being investigated and designed under a separate engineering contract. The scope includes selective demolition, and furnishing and installing wellhead piping and associated appurtenances, pumps and motors, raw water pipeline, concrete well pads, instruments, controls, electrical equipment, and all necessary site improvements.

### OWNER

Jacksonville Electric Authority  
21 W. Church Street  
Jacksonville, FL 32202  
Andy May, P.E.  
(904) 665-4510  
mayar@jea.com

### ENGINEER

Jacobs Engineering Group, Inc.  
643 SW 4th Avenue  
Suite 400  
Gainesville, FL 32601  
Tim Ptak  
(352) 384-7159  
Tim.ptak@jacobs.com

### Project Type

Bid/Build

### Original Contract Amount

\$7,254,960.00

### Current Contract Amount

\$7,504,960.00

### Notice To Proceed Date

May, 2017

### Contract Substantial Completion

180 days per wellhead site

### Actual Substantial Completion

17 Wellheads have been completed thus far.



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)



# DEP SRF Harbor Road Wastewater Treatment Facility, Phase 1

Green Cove Springs, Florida



This project consisted of the successful construction of a 1.25 MG pre-stressed concrete ground storage tank, two (2) 1,300 split-case reclaimed water high service pumps with 10,000-gallon hydropneumatics tank, electrical and controls with backup power generation, SCADA system with integration into the city's existing system, process yard piping, precast electrical building, precast manholes, a pre-engineered aluminum canopy and various site improvements. Challenges of the job also included working near high traffic railway lines, environmentally sensitive ecosystem, and coordination to keep existing plant operations online and undisturbed. This project was funded through the State Revolving Funds (SRF) and had to adhere to certain requirements for domestic manufacturing and Davis -Bacon wage rates. The timely completion of Phase I allowed for city utility officials to successfully apply for additional funding for critical Phase 2 infrastructure work.

## OWNER

City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043  
Scott Schultz  
(904) 219-7540  
sschultz@greencovesprings.com

## ENGINEER

Mittauer & Associates, Inc.  
580-1 Wells Road  
Orange Park, FL 32073  
Jason Shepler  
(904) 392-9536  
jshepler@mittauer.com

## Project Type

Bld/Build

## Original Contract Amount

\$3,407,385.00

## Final Contract Amount

\$3,407,385.00

## Notice To Proceed

May, 2019

## Contract Substantial Completion

May, 2020

## Actual Substantial Completion

May, 2020



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road  
Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)

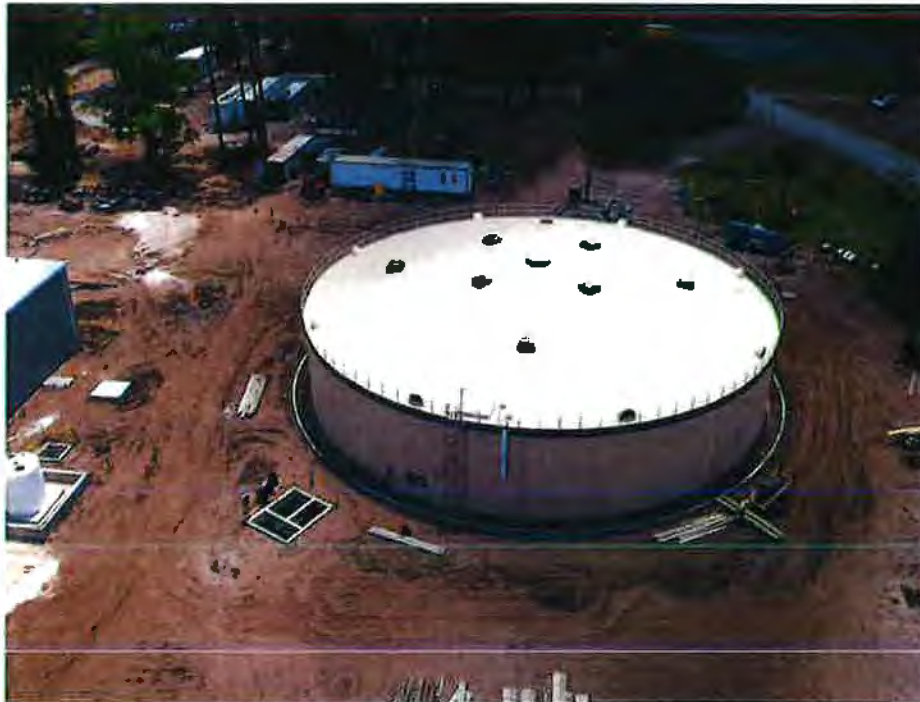
**PRECONSTRUCTION SERVICES**

**- 24 DESIGN BUILD**

**BID BUILD**

## US-1 South Re-Pump & Booster Pump Station

Jacksonville, Florida



Project consisted of the construction of a new 3,044 square foot split-face block building which will include a booster pump room booster pump building including electrical room, restroom, and storage room. Five 2,400 gpm horizontal split case pumps (2 re-pump and 3 booster pumps), duplex grinder pump station, sump pump, process piping, valves, and appurtenances, motor-operated 3-ton bridge crane, HVAC system including fans, louvers, and associated duct work, control panel/PLC, switchboard and VFDs, low voltage power distribution equipment, lighting and receptacles, automatic transfer controller, 750 kw generator, fuel storage tank, and concrete pads, security panel and controls, and lightning protection system. Construction of one (1) 1.5 MG prestressed concrete ground storage tank with tank fill assembly (pressure reducing and sustaining valves), tank appurtenances, tank instrumentation with lightning protection system. A sodium hypochlorite feed and storage system with a duplex chemical pump skid, concrete pad, containment, and a pre-engineered metal building, one (1) double walled 2,500-gallon storage tank and appurtenances, chemical feed piping, valves, and appurtenances, lightning protection system, remote I/O cabinet, low voltage power distribution equipment, lighting and receptacles. All instrumentation, programming and electrical components including conduit, wires, motors, control panels, cabling, and other field instruments for a fully functioning system.

### OWNER

Jacksonville Electric Authority  
21 W. Church Street  
Jacksonville, FL 32202  
Brian Phillips  
(904) 665-7625  
philbr@jea.com

### ENGINEER

Matt MacDonald  
10245 Centurion Parkway, North  
Suite 320  
Jacksonville, FL 32256  
Leslie Samel, P.E.  
(904) 203-1090  
leslie.samel@mottmac.com

### Project Type

Bid/Build

### Original Contract Amount

\$7,155,363.00

### Final Contract Amount

\$7,155,363.00

### Notice To Proceed Date

August, 2018

### Contract Substantial Completion

March, 2020

### Actual Substantial Completion

September, 2019



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 E88465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)



## JEA - Lenox Class III-IV Pump Station Replacement

Jacksonville, Florida



This project consists of furnishing all labor, materials, equipment, tools, services and incidentals to construct a new 9 MGD triplex submersible pump station. Work included a 28' x 28' x 30' deep sheeted cofferdam including a double stage wellpoint dewatering system and a complete 23' x 23' x 20' deep poured in place concrete wetwell. The owner (JEA) provided the three 50 H.P. submersible pumps, one submersible mixer, one 200 KW standby generator and one 12" Godwin diesel driven pony pump. All the equipment was installed and started up by Sawcross. All above ground piping was welded 316 stainless steel from 8" to 20". Sitework included all clearing, excavation, grading, paving and landscaping. Coatings inside the wetwell were GML-Green Manster elastomeric coating system. The project also included all electrical work. It was a major controls project complete with three VFD's, field instruments and all SCADA work. This project was a fast track project with completion in 180 days. Extensive overtime and detailed project management were implemented to reach this compressed schedule and substantial completion date. Additionally the pump station was centered in a sensitive residential urban neighborhood and required a very detailed MOT plan. Noise had to be held to near zero. The project was completed without one single complaint from any of the residents.

### OWNER

Jacksonville Electric Authority  
21 W. Church Street  
Jacksonville, FL 32202  
Elizabeth DiMeo, P.E.  
(904) 665-8139  
dimeea@jea.com

### ENGINEER

Mott MacDonald  
1024 Centurion Parkway  
Jacksonville, FL 32256  
Leslie Samel, P.E.  
(704) 249-6592  
Leslie.Samel@mottmac.com

### Project Type

Bid/Build

### Original Contract Amount

\$2,967,000.00

### Final Contract Amount

\$2,967,000.00 not including  
\$1,400,000.00 of owner supplied  
pumps, generator, fuel tank, diesel  
driven backup pump and mixers.

### Notice To Proceed Date

January, 2018

### Contract Substantial Completion

July, 2018

### Actual Substantial Completion

June, 2018



### SAWCROSS, INC.

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)

## Eastern Wastewater Treatment Plant Expansion

Eustis, FL



The project included the construction of a 1.0-MGD expansion to the existing 0.3-MGD Eastern Wastewater Treatment Plant for the City of Eustis. The project includes a 1.0-MGD parallel train including a Screening Structure, Master Submersible Influent Pump Station with two 1500 gpm submersible pumps, MLE Process Basins, Clarifiers, Filters, Chlorine Contact Chamber, Effluent Transfer Pump Station with two 1500 gpm vertical turbine reclaim water pumps, three (3) 6" return activated sludge pumps, Hypochlorite System, Blower/Electrical Building, and associated piping, site work, paving, grading, equipment, variable speed drives, electrical including service entrance and an emergency power generator and fuel storage tank, instrumentation and controls (I&C) including instruments and SCADA, and miscellaneous appurtenances necessary for system operation. Work consists of furnishing all labor, equipment, and materials for the construction of the facilities. Due to immediate need for additional capacity, a unique design approach was necessary to expedite the project schedule, which led to the project preliminary design and final design being completed within seven months. Additionally, the construction was required to be completed within one year and pre-purchase of long lead equipment was done to expedite the construction.

### OWNER

City of Eustis,  
Purchasing Department, City  
Hall  
10 North Grove Street,  
3rd Floor  
Eustis, FL 32726  
Rick Gierok, P.E.  
(352) 483-5480 office  
(321) 388-7485 mobile  
gierokr@ci.eustis.fl.us

### ENGINEER

Reiss Engineering, Inc.  
1016 Spring Villas Point  
Winter Springs, FL 32708  
Scott Hoxworth, P.E.  
(407) 679-5358  
swhoxworth@reisseng.com

### Project Type

Bid/Build

### Original Contract Amount

\$7,454,000.00

### Final Contract Amount

\$7,501,069.66

### Notice To Proceed Date

March 2017

### Contract Substantial Completion

July 2018

### Actual Substantial Completion

June 2018



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)



## JEA - McMillan Wastewater Class III/IV Pumping Station Rehabilitation

Jacksonville, Florida



This project consists of the rehabilitation at the existing McMillan Street Pump Station. This pump station project was performed in the middle of the City of Jacksonville in a very busy urban environment. MOT was extensive and involved all work being done within 150' of an elementary school. Community interface was and communication was very important. The project was completed with zero complaints and no incidents. The primary work on the tie-ins was completed over the schools Christmas break. Work included extensive dewatering utilizing 6" wells and vacuum well-points. A 30' deep sheeted cofferdam installation to accommodate two new precast bypass pump suction doghouse manholes over the existing twin 42" influent pipes. Complete installation and maintenance of a temporary bypass system to accommodate 31,000 gpm of peak influent sewage to the pump station. The bypass system consisted of five 18" CD400M Godwin bypass pumps. Once the pump station was taken offline, crews began extensive concrete rehabilitation to the existing screen channel, gate well and wet well surfaces which received a hydroblasting preparation, concrete and reinforcement repairs and a protective Spectrashield coating. Other improvements included a new 500kw generator and a 2,300 gallon fuel system with ATS, a complete BioAir odor control system, new FRP ductwork, exhaust and suction fans, four (4) new 24" knife gate valves, installation of a new Kusters mechanical bar screen and new screw conveyor, all new electrical and lightning package, new electrical gear, ATS and VFD's, and the replacement of four (4) Fairbanks-Morse owner pre-purchased vertical shaft 11,500 gpm pumps and a new skid mounted seal water system. Work also involved extensive large diameter stainless steel and ductile iron piping systems.

### OWNER

Jacksonville Electric Authority  
21 W. Church Street  
Jacksonville, FL 32202  
Phil Malrese  
(904) 665-4337  
maltpj@jea.com

### ENGINEER

Mott MacDonald  
11-C West 23rd St.  
Panama City, FL 32405  
Bill Perry  
(850) 763-9393  
Billy.perry@mottmac.com

### Project Type

Bid/Build

### Original Contract Amount

\$7,752,000

### Final Contract Amount

\$9,154,785.38 not including \$1.3 million for owner pre-purchased pumps and seal water system.

### Notice To Proceed Date

July 2017

### Contract Substantial Completion

February 2019

### Actual Substantial completion

February 2019



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 E88465

10970 New Berlin Road  
Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)

## SOUTHEAST WATER TREATMENT PLANT HIGH SERVICE PUMP UPGRADES

Jacksonville, FL



To construct a new high service pump building including electrical room, restroom, and workspace to serve the Southeast WTP. Clearing, grading, seeding, and sodding. Sedimentation and erosion control measures. Demolition of existing structures, electrical, piping, concrete, pavement, and appurtenances. Yard piping thru 36" DIP including yard valves, connections to existing piping, and sodium hypochlorite injection vault and injection quills. 3,538 square foot split-face block building which included a pump room, electrical room, operator work area, and restroom. Five 2,500 gpm horizontal split case high service pumps, Grinder pump station, Sump pump, Process piping, valves, and appurtenances, Motor-operated 3-ton bridge crane, HVAC system including fans, louvers, and associated duct work. Five (5) control panels with PLC's, MCC's with five (5) VFDs and ATS, 1000 KW Generator and fuel storage tank. All instrumentation and electrical components including conduit, wires, motors, control panels, cabling, and other field instruments for a fully functioning system. The existing high service pump station was the only water source for the Maya Clinic hospital and facilities and made the project a very high profile project. All of the mechanical and electrical tie-ins required very detailed planning and execution to prevent any disruption in the service to Maya Clinic.

### OWNER

Jacksonville Electric Authority  
21 W. Church Street  
Jacksonville, FL 32202  
Hai Vu, P.E.  
(904) 665-4028  
vuhx@jea.com

### ENGINEER

Hatch Mott MacDonald  
10245 Centurion Parkway N  
Suite 320  
Jacksonville, FL 32256  
Leslie Samel, P.E.  
(904) 203-1090  
Leslie.samel@mottmac.com

### Project Type

Bid/Build

### Original Contract Amount

\$3,018,000.00

### Final Contract Amount

\$3,078,108.00

### Notice To Proceed Date

June, 2016

### Contract Substantial Completion

July, 2017

### Actual Substantial Completion

June, 2017



### SAWCROSS, INC.

CONTRACTORS & ENGINEERS

CGC036203 E88465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

www.sawcross.com

PRECONSTRUCTION SERVICES

DESIGN BUILD

BID BUILD



## Norwood Water Treatment Plant Reservoir Rehabilitation

Jacksonville, Florida



This project consists of patching internal and external reservoir cracks. Forming and patching spalled areas inside each tank. Sealing external tank cracks. Applying cementitious coatings. Removing large rooftop areas and replacing these areas with lightweight concrete. Removal of large bore piping and valves and relocating air fans. Removal of internal and external piping will be included as well as electrical work.

### OWNER

Jacksonville Electric Authority  
21 W. Church Street  
Jacksonville, FL 32202-3139  
Stephen Wiggins  
(904) 509-8293  
wlgsc45@yahoo.com

### ENGINEER

Hazen and Sawyer  
4110 Southpoint Blvd  
Suite 219  
Jacksonville, FL 32216  
Caitlyn Klug, P.E.  
(904) 296-1503  
cklug@hazenandsawyer.com

### Project Type

Bid/Build

### Original Contract Amount

\$1,804,340.00

### Final Contract Amount

\$1,833,541.85

### Notice To Proceed Date

February, 2016

### Contract Substantial Completion

March, 2017

### Actual Substantial completion

March, 2017



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)

PRECONSTRUCTION SERVICES

DESIGN BUILD

BID BUILD

## PONCE DE LEON WTP PUMP BUILDING AND RESERVOIR REPLACEMENT

Ponte Vedra Beach, FL



Project work consisted of the construction of a .5MG pre-stressed concrete ground storage tank with aerator, the installation of three new high service pumps with VFD's, the construction of a new CMU high service pump building that includes an electrical room and NaOCL pump room, the installation of a new sodium hypochlorite storage and feed system, installation of a new CAT diesel generator. Work also included demolition of the existing .5MG steel ground storage tank, existing aerator, and other facility structures, engine generator and fuel tank, above grade flow meter, new yard piping, and all site work.

### OWNER

Jacksonville Electric Authority  
21 W. Church Street  
Jacksonville, FL 32202  
Allan Boree, P.E.  
(904) 665-4468  
BoreAd@jea.com

### ENGINEER

CPH Corp.  
5200 Belfort Road  
Jacksonville, FL 32256  
Wade Olszewski, P.E.  
(904) 332-0999  
wolszewski@cphcorp.com

### Project Type

Bid/Build

### Original Contract Amount

\$2,084,000.00

### Final Contract Amount

\$2,134,567.40

### Notice To Proceed

September, 2015

### Contract Substantial Completion

August, 2016

### Actual Substantial Completion

August, 2016



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

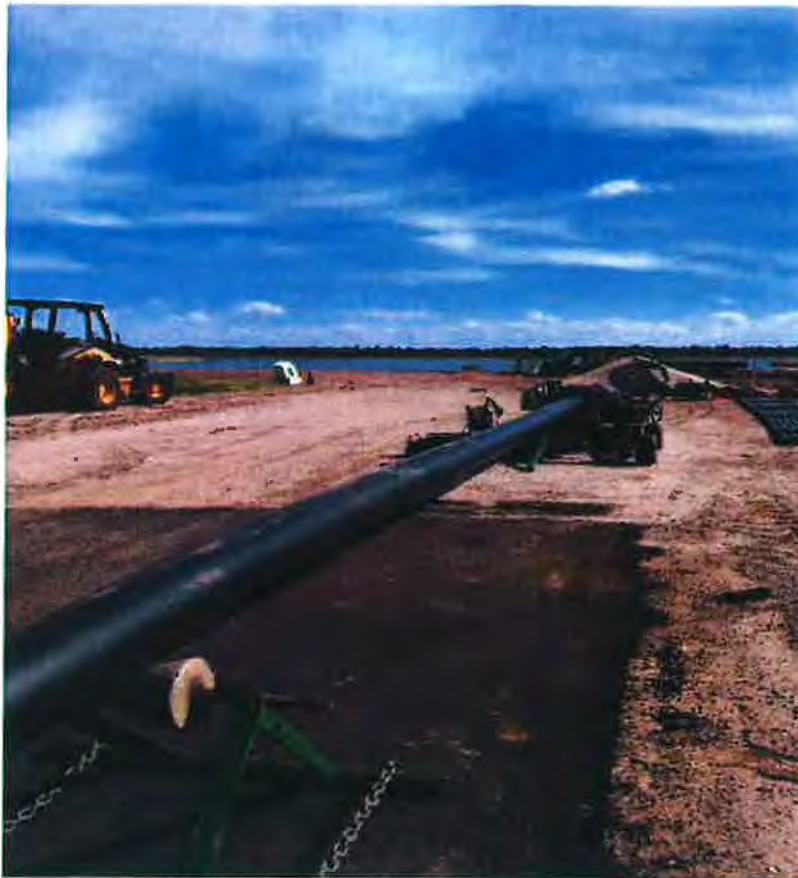
FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)



## Reclaimed Water Reservoir Outfall & Filtration System

Port Orange, Florida



Project consisted of constructing a complete new reclaim water system that involved a sheeted cofferdam in the existing lake and the installation of a new operable water concrete intake structure complete with motor operated gates and valves. The project included the installation of over 2000' of 16" DIP water piping and 600' of underwater diver installed 30" HDPE for the pump station intake piping. Project required heavy groundwater dewatering and sitework of the installation of the piping and structures. Project also included new pump station and new waterway (lake) concrete intake and outfall structures with motor operated water gates and valves. Two new automatic backwash filters were installed along with a chemical (alum) injection system. Extensive SCADA programming and instrumentation and all electrical work were completed within budget and on time.

### OWNER

City of Port Orange  
1000 City Center Circle  
Port Orange, FL 32129  
(386) 506-5704 Fax: (386) 506-5711  
Steve Parnell  
(386) 506-5786  
sparnell@port-orange.org

### ENGINEER

Quentin L. Hampton Associates, Inc.  
4401 Eastport Parkway  
P.O. Drawer 290247  
Port Orange, FL 32129

### Project Type

Bid/Build

### Original Contract Amount

\$3,070,000.00

### Final Contract Amount

\$3,077,000.00 (incl. owner equip.)

### Notice To Proceed Date

April, 2015

### Contract Substantial Completion

February, 2016

### Actual Substantial Completion

January, 2016



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)

## Fairfax Water Treatment Plant Reservoirs Rehabilitation

Jacksonville, Florida



This project consists of providing construction services including labor, materials and all associated equipment required to the rehabilitation of patching internal and external reservoir cracks; forming and patching spalled areas inside each tank; sealing external tank cracks; applying cementitious coatings and removing large rooftop areas and replacing these areas with lightweight concrete. Other work will include removal of large bore piping and valves and relocating air fans. Removal of internal and external piping will be included as well as electrical and mechanical work.

### OWNER

Jacksonville Electric Authority  
21 W. Church Street  
Jacksonville, FL 32202  
Steve Wiggins  
(904) 509-8293  
wiggsc45@yahoo.com

### ENGINEER

Hazen and Sawyer Environmental  
Engineers & Scientists  
6675 Corporate Center Pkwy  
Suite 330  
Jacksonville, FL 32216  
Jean Paul Silva, P.E.  
(904) 296-1503

### Project Type

Bid/Build

### Original Contract Amount

\$1,477,000.00

### Final Contract Amount

\$1,477,000.00

### Notice To Proceed

April, 2014

### Contract Substantial Completion

July, 2015

### Actual Substantial Completion

July, 2015



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road

Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)

**PRECONSTRUCTION SERVICES**

**DESIGN BUILD**

**BID BUILD**

## Wastewater Treatment Plant #1 Outfall Diffuser Repair

St. Augustine, Florida



This project consisted of furnishing all labor, materials and equipment necessary to complete modifications to the Waste Water Treatment Plant's effluent outfall line diffuser, including but not limited to, new prestressed concrete pilings, supporting hardware, removal of diffuser outlet pipes, examination of the existing outfall diffuser to ascertain the extent of any damage and new hazard warning signs.

### OWNER

City of St. Augustine  
Purchasing Division  
P.O. Box 210  
St. Augustine, FL 32085-0210  
75 King Street  
4th Floor, Lobby D  
St. Augustine, FL 32084  
(904) 825-1005  
Marcus Pinson, P.E.  
(904) 823-2204  
mpinson@citystaug.com

### ENGINEER

J. Collins Engineering Associates  
11516-3 San Jose Blvd.  
Jacksonville, FL 32223  
(904) 262-4121

### Project Type

Bid/Build

### Original Contract Amount

\$187,000.00

### Final Contract Amount

\$187,000.00

### Notice To Proceed Date

December, 2014

**Contract Substantial Completion**  
February, 2015

**Actual Substantial Completion**  
February, 2015



**SAWCROSS, INC.**

CONTRACTORS & ENGINEERS

CGC036203 EB8465

10970 New Berlin Road  
Jacksonville, FL 32226

OFFICE: (904) 751-7500

FAX: (904) 751-0600

[www.sawcross.com](http://www.sawcross.com)

**PRECONSTRUCTION SERVICES**

**DESIGN BUILD**

**BID BUILD**







**ATTACHMENT E**

**LICENSE/CERTIFICATION LIST**

In the space below, the Bidder shall list all **current** licenses and certifications held.

*The bidder shall attach a copy of each current license or certification listed below to this form.*

License Name	License #	Issuing Agency	Expiration Date
Certified General Contractor	CGC036203	Florida	8/31/2022
Certified Underground Utilities & Excavation	CUC056787	Florida	8/31/2022

END OF SECTION



Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**HICKINBOTHAM, MARK EDWARD**

SAWCROSS INC  
10970 NEW BERLIN ROAD  
JACKSONVILLE FL 32226-2270

**LICENSE NUMBER: CGC036203**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**HICKINBOTHAM, MARK EDWARD**

SAWCROSS INC  
10970 NEW BERLIN ROAD  
JACKSONVILLE FL 32226-2270

**LICENSE NUMBER: CUC056787**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Sawcross, Inc.**

2 Business name/disregarded entity name, if different from above  
**Same As Above**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 2):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**10970 New Berlin Road**

6 City, state, and ZIP code  
**Jacksonville, Florida 32226**

7 List account number(s) here (optional)

8 Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-				-				
--	--	--	---	--	--	--	---	--	--	--	--

or

Employer identification number

5	9	-	3	1	3	6	6	8	9
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## Part II Certification

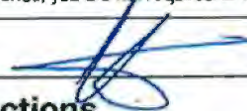
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ▶



Mark Hickinbotham Date ▶ 2/18/2021

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

## ***City of St. Augustine Beach, Florida***

2200 A1A South  
St. Augustine Beach, Florida 32080

City Manager (904) 471-2122  
Fax (904) 471- 4108

Public Works (904) 471-1119  
Fax (904) 471-4191

February 19, 2021

### **ADDENDUM #1**

**To: Prospective Bidders**

**From: City of St. Augustine Beach**

**Subject: BID No. 21-02 – HMGP Project No. 4283-88-R  
Stormwater Pumping Station and Outfall Improvements**

This Addendum #1 is issued for further bidder's information and is hereby incorporated into the bid documents. Each bidder will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addenda with proposal.**

#### **CLARIFICATION/CHANGE:**

1. Reference Drawings OFD-3: LUMBER PROPERTIES, Change requirement for Boards and Round Pilings treatment requirements to AWWA, UC5C.
2. Drawing E-2 indicates a 600kW generator required. This has been modified to a 450kW generator. (See drawing issued.)
3. Specifications section 16620 pages 497 and 498 were revised to include the 450kW generator reference. (see attached pages issued)
4. To clarify submittal of pre-qualifications in Bidding Requirements pages 24-27, please submit via email to [gsheddon@cmtengr.com](mailto:gsheddon@cmtengr.com) w/ read receipt request. You will receive acknowledgement of your submittal and will receive approval or disapproval to bid no later than March 3, 2021.

**THE BID DUE DATE REMAINS March 11, 2021 AT 2:00 P.M.**

#### **Acknowledgment**

Sincerely,

  
2/19/2021  
Signature and Date

**Mark Hickinbotham, President**  
Printed Name/Title

**Sawcross, Inc.**  
Company Name (Print)

**End of Addendum No. 1**

## ***City of St. Augustine Beach, Florida***

2200 A1A South  
St. Augustine Beach, Florida 32080

City Manager (904) 471-2122  
Fax (904) 471-4108

Public Works (904) 471-1119  
Fax (904) 471-4191

**February 23, 2021**

### **ADDENDUM #2**

**To: Prospective Bidders**

**From: City of St. Augustine Beach**

**Subject: BID No. 21-02 – HMGP Project No. 4283-88-R  
Stormwater Pumping Station and Outfall Improvements**

This Addendum #2 is issued for further bidder's information and is hereby incorporated into the bid documents. Each bidder will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addenda with proposal.**

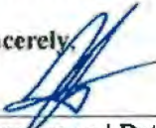
#### **CLARIFICATION/CHANGE:**

1. This addendum is issued to extend the Bidder Pre-Qualifications submittal date from February 24, 2021 to February 26, 2021. Submittals shall be addressed to Gary Sneddon [gsneddon@cmtengr.com](mailto:gsneddon@cmtengr.com) and request read receipt, under Options.

**THE BID DUE DATE REMAINS March 11, 2021 AT 2:00 P.M.**

#### **Acknowledgment**

Sincerely,

  
2/23/2021  
Signature and Date

Mark Hickinbotham, President  
Printed Name/Title

Sawcross, Inc.  
Company Name (Print)

**End of Addendum No. 2**

# ***City of St. Augustine Beach, Florida***

2200 A1A South  
St. Augustine Beach, Florida 32080

City Manager (904) 471-2122  
Fax (904) 471- 4108

Public Works (904) 471-1119  
Fax (904) 471-4191

**March 4, 2021**

## **ADDENDUM #3**

**To: Prospective Bidders**

**From: City of St. Augustine Beach**

**Subject: BID No. 21-02 – HMGP Project No. 4283-88-R  
Stormwater Pumping Station and Outfall Improvements**

This Addendum #3 is issued for further bidder's information and is hereby incorporated into the bid documents. Each bidder will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addenda with proposal.**

### **CLARIFICATION/CHANGE:**

1. The project bid date has been extended to **March 16, 2021**, 2 PM @ City Hall 2200 S.R. A-1-A, Saint Augustine Beach, Fl. 32080.
2. Non-woven filter fabric shall be FDOT Type D3
3. Woven geotextile fabric shall be FDOT Type D2
4. Pond bank armoring at Bar screens: Use 3 tendons per GW section and space tendon clips every 3rd cell, downslope.
5. Pond bank armoring at Canal Banks: Use 3 tendons per GW section and space tendon clips every 4th cell, downslope.
6. Pond bank armoring at Stem Wall: Use 2 tendons per GW section and space tendon clips every 4th cell, downslope.
7. MWI Pumps meeting the specified pumping rate and head conditions may be bid on in addition to the identified Cascade Pumps. The contractor must identify any additional changes to specified equipment as a result of proposing MWI Pumps.
8. In section 16903 of the project specifications, page 518, change paragraph "B" to read as follows: System Integrator: The Contractor will be responsible and shall provide all integration services including PLC's, supervisory SCADA computers, radio telemetry and related equipment into a fully functional control system.
9. On drawing sheet OFD-3, change spacing between the 10" piles from 24" to 60".
10. The generator to be used must have sound attenuation, lowering the total dBA at 50' distance must be less than 60 dBA.
11. Please refer to Specifications Division 2 SITE WORK, Part 3 – EXECUTION, 3.05 Establishment of all seeded areas, item 3- Treatment of Insects, Disease, Fungus. Under 3b the contractor is required to have a State of Florida Applicators License.



**THE BID DUE DATE HAS BEEN EXTENDED. THE NEW BID OPENING DATE IS NOW  
March 16, 2021 AT 2:00 P.M.**

**Acknowledgment**

Sincerely,

 3/4/2021  
Signature and Date

**Mark Hickinbotham / President**  
Printed Name/Title

Sawcross, Inc.  
Company **Name (Print)**

**End of Addendum No. 3**



## ***City of St. Augustine Beach, Florida***

2200 A1A South  
St. Augustine Beach, Florida 32080

City Manager (904) 471-2122  
Fax (904) 471-4108

Public Works (904) 471-1119  
Fax (904) 471-4191

March 12, 2021

### **ADDENDUM #4**

**To: Prospective Bidders**

**From: City of St. Augustine Beach**

**Subject: BID No. 21-02 – HMGP Project No. 4283-88-R  
Stormwater Pumping Station and Outfall Improvements**

This Addendum #4 is issued for further bidder's information and is hereby incorporated into the bid documents. Each bidder will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addenda with proposal.**

#### **CLARIFICATION/CHANGE:**

1. Non-woven filter fabric (FDOT Type D3) shall be placed between the timber bulkhead and the soil for the full height of the retaining wall.
2. Please refer to plan sheet S-2. Place 60A Neoprene Rubber Bearing surface 0.5" thick x 5" wide x length of W14x22 Galv. "I" Beam. Provide for both beams between Concrete and steel surfaces.
3. To better inform the potential bidders we are offering the following to clarify the stormwater by-pass pumping that may be necessary for the project construction.
  - a. The stormwater pond overflow weir and pump station controls stormwater flow within the 1100-acre master City drainage system.
  - b. The SJRWMD permit authorizing operation of the system is based upon an outflow in a 25-year 24-hour storm event of 270 plus CFS. Consisting of a 220 cfs weir, two 24inch drawdown pipes with valve control and two 25 cfs pumps
  - c. The successful contractor will be responsible to maintain the operation of the stormwater management system pursuant to the SJRWMD permit and prevent undue upstream flooding.
  - d. The current operation is a combination of temporary overflow weir from the pond, set at approx. 3.4 NAVD with the backup operation of two existing pumps. The two pumps are capable of pumping down the entire City pond system and canals to an elevation of approximately 0.0, providing a significant storage volume below the NWL of 2.3 NAVD.

- e. The sequence of construction has been suggested as building the new protective wall with the three automated slide gates to emulate the current overflow weir and once operational to remove the two 24-inch drawdown pipes and two 25 cfs pumps from operation to replace with the three new pumps. In this sequence, no stormwater backup pumping may be needed, unless a large rainstorm event would occur exceeding the new gate capacity. However, the construction contractor needs to be prepared to secure a single or multiple pumps as bypass, should a significant storm event, something like a 5 to 7.5 inch rain event in 24 hours occurring between the time of the new wall construction starting but before being finished and operational.
  - f. Separate coffer dam and dewatering pumping should be considered for drying out areas requiring field construction potentially impacted by the normal water level of the stormwater system pond or tidal condition of the outfall canal.
  - g. The means and methods of water transmission of the incoming stormwater flow of the master stormwater system into the outfall canal without upstream flooding will be considered a selected contractor's means and method. Flexibility and assistance will be granted by the owner and engineer to the contractor in helping achieve the contractor's selected means and methods.
4. The generator, 60 dBA at 50' distance, has been repealed. To reduce the sound to a comfortable level, use a level 2 enclosure. The generator cannot exceed 66.0 dBA at a distance of 50 feet.

**THE BID DUE DATE REMAINS: March 16, 2021 AT 2:00 P.M.**

**Acknowledgment**

**Sincerely**

  
Signature and Date

3/12/2021

**Mark Hickinbotham / President**  
Printed Name/Title

Sawcross, Inc.  
Company Name (Print)

**End of Addendum No. 4**

# 00500 STANDARD AGREEMENT BETWEEN OWNER AND CONTRACTOR 2021 EDITION

These Contract Documents should be used only after consultation with counsel. The documents are not intended as legal advice appropriate to any specific situation, nor do they purport to address all issues which may arise between the contracting parties. The documents should be amended or supplemented where appropriate in order to address contractual concerns.

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between the St. Augustine Beach City Commissioners 2200 SR A1A, St. Augustine Beach, Florida 32080 (hereinafter referred to as the Owner) and \_\_\_\_\_ (hereinafter referred to as the Contractor) under seal for construction of Stormwater Pump Station and Outfall Improvements (hereinafter referred to as the Project), the Owner and the Contractor hereby agreeing as follows:

## ARTICLE 1 - THE CONTRACT AND THE CONTRACT DOCUMENTS

### 1.1 The Contract

1.1.1 The Contract between the Owner and the Contractor, of which this Agreement is a part, consists of the Contract Documents. It shall be effective on the date this Agreement is executed by the last party to execute it.

### 1.2 The Contract Documents

1.2.1 The Contract Documents consist of this Agreement, the Bid Documents and Bid Forms, Specifications, all Change Orders and Field Orders issued hereafter and executed by the parties and the Engineers, any other amendments hereto executed by the parties hereafter, together with the following (if any):

Documents not enumerated in this Paragraph 1.2.1 are not Contract Documents and do not form part of this Contract.

### 1.3 Entire Agreement

1.3.1 This Contract, together with the Contractor's Public Construction Bond for the Project, constitutes the entire and exclusive agreement between the Owner and the Contractor with reference to the Project. Specifically, but without limitation, this Contract supersedes any Bid Documents not listed among the Contract Documents described above and all prior written or oral communications, representations, and negotiations, if any, between the Owner and Contractor.

### 1.4 No Privity with Others

1.4.1 Nothing contained in this Contract shall create or be interpreted to create privity or any other contractual agreement between the Owner and any person or entity other than the Contractor.

### 1.5 Intent and Interpretation

1.5.1 The intent of this Contract is to require complete, correct, and timely execution of the work. Any work that may be required, implied, or inferred by the Contract

Documents, or any one or more of them, as necessary to produce the intended result shall be provided by the Contractor for the Contract Price.

- 1.5.2 This Contract is intended to be an integral whole and shall be interpreted as internally consistent. What is required by any one Contract Document shall be considered as required by the Contract.
- 1.5.3 When a word, term or phrase is used in this Contract, it shall be interpreted or construed, first, as defined herein; second, if not defined, according to its generally accepted meaning in the construction industry; and third, if there is no generally accepted meaning in the construction industry, according to its common and customary usage.
- 1.5.4 The words include, includes or including, as used in this Contract, shall be deemed to be followed by the phrase without limitation.
- 1.5.5 The specification herein of any act, failure, refusal, omission, event, occurrence, or condition as constituting a material breach of this Contract shall not imply that any other, non-specified act, failure, refusal, omission, event, occurrence, or condition shall be deemed not to constitute a material breach of this Contract.
- 1.5.6 Words or terms used as nouns in this Contract shall be inclusive of their singular and plural forms unless the context of their usage clearly requires a contrary meaning.
- 1.5.7 The Contractor shall have a continuing duty to read, carefully study and compare each of the Contract Documents, the Shop Drawings and the Product Data and shall give written notice to the Engineer and the Owner of any inconsistency, ambiguity, error, or omission which the Contractor may discover with respect to these documents before proceeding with the affected Work. The issuance, or the express or implied approval by the Owner or the Engineer of the Contract Documents, Shop Drawings, or Product Data shall not be evidence of the Contractor's compliance with this Contract. The Owner has requested the Engineer to only prepare documents for the Project, including the Drawings and Specifications for the Project, which are accurate, adequate, consistent, coordinated, and sufficient for construction. **HOWEVER, THE OWNER MAKES NO REPRESENTATION OR WARRANTY OF ANY NATURE WHATSOEVER TO THE CONTRACTOR CONCERNING SUCH DOCUMENTS.** By the execution hereof, the Contractor acknowledges and represents that it has received, reviewed, and carefully examined such documents, has found them to be complete, accurate, adequate, consistent, coordinated, and sufficient for construction, and that the Contractor has not, does not, and shall not rely upon any representation or warranties by the Owner concerning such documents as no such representation or warranties have been or are hereby made.
- 1.5.8 As between numbers and scaled measurements on the Drawings and in the Design, the numbers shall govern; as between larger scale and smaller scale drawings, the larger scale shall govern.

- 1.5.9 Neither the organization of any of the Contract Documents into divisions, sections, paragraphs, articles, (or other categories), nor the organization or arrangement of the Design, shall control the Contractor in dividing the Work or in establishing the extent or Scope of Work to be performed by Subcontractors.

## 1.6 Ownership of Contract Documents

- 1.6.1 The Contract Documents shall remain the property of the Owner. The Contractor shall have the right to keep one record set of the Contract Documents upon completion of the Project; provided, however, that in no event shall Contractor use, or permit to be used, any or all of such Contract Documents on other projects without Owner's prior written authorization.

## ARTICLE 2 - THE WORK

- 2.1 The Contractor shall perform all the Work required, implied or reasonably inferable from, this Contract.

- 2.2 The term Work shall mean whatever is done by or required of the Contractor to perform and complete its duties under this Contract, including the following: construction of the whole or a designated part of the Project in the manner set forth in the Contract Documents; furnishing of any required Surety Bonds and insurance; and the provision or furnishing of labor, supervision, services, materials, supplies, equipment, fixtures, appliances, facilities, tools, transportation, storage, power, permits and licenses required of the Contractor, fuel, heat, light, cooling and all other utilities as required by this Contract. The Work to be performed by the Contractor is generally described as follows:

Construction of **Stormwater Pump Station and Outfall Improvements** and shall include furnishing the Owner with as-built drawings for the description of Work which City desires as-builts.

## ARTICLE 3 - CONTRACT TIME

### 3.1 Time and Liquidated Damages

- 3.1.1 The Contractor shall commence the Work within ten (10) calendar days from the date of the Notice to Proceed and shall Substantially Complete all Work within **three hundred thirty (330)** consecutive calendar days from the date of the Notice to Proceed. Final Completion shall be **thirty (30)** consecutive calendar days after Substantial Completion. The number of calendar days from the date on which the Work is permitted to proceed, through the date set forth for Final Completion, shall constitute the Contract Time. The Contract time has considered normal rainfall conditions and storm events as well as equipment, production and delivery times.
- 3.1.2 The Contractor shall pay the Owner the sum of **\$1,500.00** (as per Instructions to Bidders section) per day for each and every calendar day of unexcused delay in achieving Substantial Completion beyond the date set forth herein for Substantial Completion of the Work. Any sum due and payable hereunder by the Contractor shall be payable, not as a penalty, but as liquidated damages representing an estimate of delay damages likely to be sustained by the Owner, estimated at or before the time of executing this Contract. When the Owner reasonably believes that Substantial Completion shall be inexcusably delayed the Owner shall be

entitled, but not required, to withhold from any amounts otherwise due the Contractor an amount then believed by the Owner to be adequate to recover liquidated damages applicable to such delays. If and when the Contractor overcomes the delay in achieving Substantial Completion, or any part thereof, for which the Owner has withheld payment, the Owner shall promptly release to the Contractor those funds withheld, but no longer applicable, as liquidated damages.

**3.2 Substantial Completion**

3.2.1 Substantial Completion shall mean that stage in the progression of the Work when the Work is sufficiently complete in accordance with this Contract that the Owner can enjoy beneficial use or occupancy of the Work and can fully utilize the Work for its intended purpose.

**3.3 Time is of the Essence**

3.3.1 All limitations of time set forth in the Contract Documents are of the essence of this Contract.

**ARTICLE 4 - CONTRACT PRICE**

**4.1 The Contract Price**

4.1.1 The Owner shall pay, and the Contractor shall accept, as full and complete payment for all the Work required herein the fixed sum of \$\_\_\_\_\_. The sum set forth in the Paragraph 4.1 shall constitute the Contract Price which shall not be modified except by Change Order as provided in this Contract.

**ARTICLE 5 - PAYMENT OF THE CONTRACT PRICE**

**5.1 Schedule of Values**

5.1.1 Within ten (10) calendar days of the effective date hereof, the Contractor shall submit to the Owner and to the Project Manager a Schedule of Values allocating the Contract Price to the various portions of the Work. The Contractor's Schedule of Values shall be prepared in such form, with such detail, and supported by such data as the Project Manager or the Owner may require substantiating its accuracy. The Contractor shall not imbalance its Schedule of Values nor artificially inflate any element thereof. The violation of this provision by the Contractor shall constitute a material breach of this Contract. The Schedule of Values shall be used only as a basis for the Contractor's Applications for Payment and shall only constitute such basis after it has been agreed upon in writing by the Project Manager and the Owner. The Owner may terminate this Contract without liability of any kind if the Schedule of Values is not agreed upon within fifteen (15) calendar days of the effective date hereof.

**5.2 Payment Procedure**

5.2.1 The Owner shall pay the Contract Price to the Contractor as provided below.

5.2.2 Progress Payments – Based upon the Contractor's Applications for Payment submitted to the Project Manager and upon certificates for Payment subsequently issued to the Owner by the Project Manager, the Owner shall make progress payments to the Contractor on account of the Contract Price.



- 5.2.3 On or before the fifteenth (15th) day of each month after commencement of the Work, the Contractor shall submit an Application for Payment for the period ending the thirtieth (30th) day of the previous month to the Project Manager in such form and manner, and with such supporting data and content, as the Project Manager may require. Therein, the Contractor may request payment for ninety percent (90%) of that portion of the Contract Price properly incorporated in the Work less the total amount of previous payments received from the Owner.

Such Application for Payment shall be signed by the Contractor and shall constitute the Contractor's representation that the Work has progressed to the level for which payment is requested that the Work has been properly installed or performed in full accordance with this Contract, and that the Contractor knows of no reason why payment should not be made as requested. Thereafter, the Engineer shall review the Application for Payment and may also review the Work at the project site or elsewhere to determine whether the quantity and quality of the Work is as represented in the Application for Payment and is as required by this Contract. The Project Manager shall determine and certify to the Owner the amount properly owing to the Contractor. The Owner shall make partial payments on accounts of the Contract Price within thirty (30) days following the Project Managers certification of each Application for Payment. The amount of each partial payment shall be the amount certified for payment by the Project Manager less such amounts, if any, otherwise owing by the Contractor to the Owner or which the Owner shall have the right to withhold as authorized by this Contract. The Project Managers certification of the Contractor's Application for Payment shall not preclude the Owner from the exercise of any of its rights as set forth in Paragraph 5.3 herein below.

- 5.2.4 The Contractor warrants that title to all Work covered by an Application shall pass to the Owner no later than time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which payments have been received from the Owner shall be free and clear of liens, claims, security interest or other encumbrances in favor of the Contractor or any other person or entity whatsoever.
- 5.2.5 The Contractor shall promptly pay each Subcontractor out of the amount paid to the Contractor on account of such Subcontractor's Work, the amount to which such Subcontractor is entitled. In the event the Owner becomes informed that the Contractor has not paid a Subcontractor as herein provided, the Owner shall have the right, but not the duty, to issue future checks in payment to the Contractor of amounts otherwise due hereunder naming the Contractor and such Subcontractor as joint payees. Such joint check procedure, if employed by the Owner, shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit the Owner to repeat the procedure in the future.
- 5.2.6 No progress payment, nor any use or occupancy of the Project by the Owner, shall be interpreted to constitute an acceptance of any Work not in strict accordance with this Contract.

**5.3 Withheld Payment**

5.3.1 Owner may decline to make payment, may withhold funds and, if necessary, may demand the return of some or all of the amounts previously paid to the Contractor, to protect the Owner from loss because of:

- a) Defective Work not remedied by the Contractor nor, in the opinion of the Owner, likely to be remedied by the Contractor.
- b) Claims of third parties against the Owner or the Owner's property.
- c) Failure by the Contractor to pay Subcontractors or others in a prompt and proper fashion.
- d) Evidence that the balance of the Work cannot be completed in accordance with the Contract for unpaid balance of the Contract Price.
- e) Evidence that the Work shall not be completed in the time required for Substantial or Final Completion.
- f) Persistent failure to carry out the Work in accordance with the Contract.
- g) Damage to the Owner or a third party to whom the Owner is, or may be, liable.

In the event that the Owner makes written demand upon the Contractor for amounts previously paid by the Owner as contemplated in this Subparagraph 5.3.1, the Contractor shall promptly comply with such demand.

**5.4 Unexcused Failure to Pay**

5.4.1 If within ten (10) days after the date established herein for payment to the Contractor by the Owner, the Owner, without cause or basis hereunder, fails to pay the Contractor any amount due and payable to the Contractor, then the Contractor may after seven (7) additional days written notice to the Owner and the Project Manager and without prejudice to any other available rights or remedies it may have, stop the Work until payment of those amounts due from the Owner have been received. Any payment not made within ten (10) days after the date due shall bear interest at the rate of 12 percent (12%) per annum.

**5.5 Substantial Completion**

5.5.1 When the Contractor believes the Work is Substantially Complete, including testing, verification data evidencing substantial, operational, completion. The Contractor shall submit to the Project Manager a list of items to be completed or corrected and shall include any required submittal information and documentation to close out the project. When the Project Manager, on the basis of an inspection, determines that the Work is in fact Substantially Complete, he shall prepare a Certificate of Substantial Completion which shall establish the date of Substantial Completion, shall state the responsibilities of the Owner and the Contractor for Project security, maintenance, heat, utilities, damage to the Work, and insurance, and shall fix the time within which the Contractor shall complete the items listed therein. Guarantees required by the Contract shall commence on the date of Substantial Completion of the Work. Unless those instruments and equipment of guaranties remain of the "To Be Completed" list. Accordingly the guarantees shall coincide with final completion date. The Certificate of Substantial Completion shall be submitted to the Owner and the



Contractor for their written acceptance of the responsibilities assigned to them in such certificate.

Until Final Completion and acceptance of the Work by the Owner, the Owner shall pay the Contractor an amount equal to ninety percent (90%) of the Contract price. Ten percent (10%) of the Contract Price shall be retained until Final Completion, acceptance of the Work by the Owner and Final Payment to the Contractor.

## **5.6 Final Completion and Final Payment**

5.6.1 When all the Work is finally complete and the Contractor is ready for a Final Inspection, it shall notify the Owner and the Project Manager thereof in writing. Thereupon, the Project Manager shall make Final Inspection of the Work and, if the Work is complete in full accordance with this Contract and this Contract has been fully performed, the Project Manager shall promptly issue a Final Certificate for Payment and if required to repeat its Final Inspection of the Work, the Contractor shall bear the cost of such repeat Final Inspection(s) which cost may be deducted by the Owner and all other Authorities having jurisdiction under Florida Laws or regulations.

5.6.1.1 If the Contractor fails to achieve Final Completion within the time fixed therefor by the Engineer in its Certificate of Substantial Completion, the Contractor shall pay the Owner the sum of **\$1500.00** per day for each and every calendar day of unexcused delay in achieving Final Completion beyond the date set forth herein for Final Completion of the Work. Any sums due and payable hereunder by the Contractor shall be payable, not as penalty, but as liquidated damages representing an estimate of delay damages likely to be sustained by the Owner, estimated at or before the time of executing the Contract. When the Owner reasonably believes that Final Completion shall be inexcusably delayed, the Owner shall be entitled, but not required, to withhold from any amounts otherwise due the Contractor an amount then believed by the Owner to be adequate to recover liquidated damages applicable to such delays. If and when the Contractor overcomes the delay in achieving Final Completion, or any part thereof, for which the Owner has withheld payment, the Owner shall promptly release to the Contractor those funds withheld, but no longer applicable, as liquidated damages.

5.6.2 The Contractor shall not be entitled to Final Payment unless and until it submits to the Project Manager its affidavit that all payrolls, invoices for materials and equipment, warranty, Bill of Sale, Record Drawings, test performance data and other liabilities connected with the Work for which the Owner, or the Owner's property might be responsible, have been fully paid or otherwise satisfied; releases and waivers of claims and lien from all Subcontractors of the Contractor and of any and all other parties required by the Project Manager or the Owner; consent of Surety, if any, to Final Payment. If any third party fails or refuses to provide a release of claim or waiver of a lien as required by Owner, the Contractor shall furnish a bond satisfactory to the Owner to discharge any such lien or indemnify the Owner from liability.

- 5.6.3 The Owner shall make Final Payment of all sums due the Contractor within thirty (30) days of the Project Managers execution of a Final Certificate for Payment.
- 5.6.4 Acceptance of Final Payment shall constitute a waiver of all claims against the Owner by the Contractor except for those claims previously made in writing against the Owner by the Contractor, pending at the time of Final Payment, and identified in writing by the Contractor as unsettled at the time of its request for Final Payment.

## ARTICLE 6 - THE OWNER

### 6.1 Information, Services and Things Required from Owner

- 6.1.1 The Owner shall furnish to the Contractor, at the time of executing this Contract, any and all written and tangible material in its possession concerning conditions below ground at the site of the Project. Such written and tangible material is furnished to the Contractor only in order to make complete disclosure of such material and for no other purpose. By furnishing such material, the Owner does not represent, warrant, or guarantee its accuracy either in whole, in part, implicitly, or at all, and shall have no liability therefor. The Owner shall also furnish surveys, legal limitations, and utility locations (if known), and a legal description of the Project site. Copies may be provided instead of originals.
- 6.1.2 Excluding permits and fees normally the responsibility of the Contractor, the Owner shall obtain all approvals, easements, and the like required for construction.
- 6.1.3 The Owner shall furnish the Contractor, free of charge, electronic copies of the Contract Documents for execution of the Work. The Contractor shall be charged a fee by the Owner of \$50.00 per additional printed set of Contract Documents if they require any.

### 6.2 Right to Stop Work

- 6.2.1 If the Contractor persistently fails or refuses to perform the Work in accordance with this Contract, the Owner may order the Contractor to stop the Work, or any described portion thereof, until the cause for stoppage has been corrected, no longer exists, or the Owner orders that Work be resumed. In such event, the Contractor shall immediately obey such order.

### 6.3 Owner's Right to Perform Work

- 6.3.1 If the Contractor's Work is stopped by the Owner under Paragraph 6.2, and the Contractor fails within seven (7) days of such stoppage to provide adequate assurance to the Owner that the cause of such stoppage shall be eliminated or corrected, the Owner may, without prejudice to any other rights or remedies the Owner may have against the Contractor, proceed to carry out the subject Work.

In such a situation, an appropriate Change Order shall be issued deducting from the Contract Price the cost of correcting the subject deficiencies, and compensation for the Owner's additional services and expenses necessitated thereby, if any. If the unpaid portion of the Contract Price is insufficient to cover the amount due the Owner, the Contractor shall pay the difference to the Owner.

## ARTICLE 7 - THE CONTRACTOR

7.1 The Contractor is again reminded of its continuing duty set forth in Subparagraph 1.5.7. The Contractor shall perform no part of the Work at any time without adequate Contract Documents or, as appropriate, approved Shop Drawings, Product Data or Samples for such portion of the Work. If the Contractor performs any of the Work where Contractor knows or should know such work involves a recognized error, inconsistency, or omission in the Contract Documents without such notice to the Project Manager and the Owner, the Contractor shall bear responsibility for such performance and shall bear the cost of correction.

7.2 The Contractor shall perform the Work strictly in accordance with this Contract.

7.3 The Contractor shall supervise and direct the Work using the Contractor's best skill, effort, and attention. The Contractor shall be responsible to the Owner for any and all acts or omissions of the Contractor, its employees and other engaged in the Work on behalf of the Contractor.

### 7.4. Warranty

7.4.1 The Contractor warrants to the Owner that all labor furnished to progress the Work under this Contract shall be competent to perform the tasks undertaken, that the product of such labor shall yield only first-class results, that materials and equipment furnished shall be of good quality, free from faults and defects and in strict conformance with this Contract. This warranty shall survive termination of this Contract and shall not be affected by Final Payment hereunder. All Work not conforming to these requirements may be considered defective. The warranty period will be for **two (2) years** from the final completion certified date or such other agreed upon completion date.

7.5 Contractor shall obtain and pay for all permits, fees and licenses necessary and ordinary for the Work. The Contractor shall comply with all lawful requirements applicable to the Work and shall give and maintain any and all notices required by applicable law pertaining to the Work.

### 7.6 Supervision

7.6.1 The Contractor shall employ and maintain at the Project site only competent supervisory personnel. Absent written instruction from the Contractor to the contrary, the superintendent shall be deemed the Contractor's authorized representative at the site and shall be authorized to receive and accept any and all communications from the Owner or Assignees.

7.6.2 Key supervisory personnel assigned by the Contractor to this Project are as follows:

Name	Function
_____	_____
_____	_____
_____	_____

So long as the individuals named above remain actively employed or retained by the Contractor, they shall perform the functions indicated next to their names unless the Owner agrees to the contrary in writing. In the event one or more individuals not listed above subsequently assume one or more of those functions listed above, the Contractor shall be bound by the provisions of this Subparagraph 7.6.2 as though such individuals have been listed above.

- 7.7** The Contractor, prior to commencing the Work, shall submit to the Project Manager for his information, the Contractor's schedule for completing the Work. The Contractor's schedule shall be revised no less frequently than monthly (unless the parties otherwise agree in writing) and shall be revised to reflect conditions encountered from time to time and shall be related to the entire Project. Each sum revision shall be furnished to the Project Manager. Failure by the Contractor to strictly comply with the provisions of this Paragraph 7.7 shall constitute a material breach of this Contract.
- 7.8** The Contractor shall continuously maintain at the site, for the benefit of the Project Manager, one record copy of this Contract marked to record on a current basis changes, selections and modifications made during construction. Additionally, the Contractor shall maintain at the site for the Project Manager the approved Product Data, Samples, and other similar required submittals. Upon Final Completion of the Work, all of these record documents shall be delivered to the Owner.
- 7.9 Product Data and Samples**  
 7.9.1 Product Data, Samples and other submittals from the Contractor do not constitute Contract Documents. Their purpose is merely to demonstrate the manner in which the Contractor intends to implement the Work in conformance with the information received from the Contract Documents. All Product Data, Samples and other submittals shall belong to the Owner and shall be delivered, or returned to Owner, as applicable, prior to Substantial Completion.
- 7.10 Cleaning the Site and the Project**  
 7.10.1 The Contractor shall keep the site reasonably clean during performance of the Work. Upon Substantial Completion of the Work, the Contractor shall clean the site and the Project and remove all waste, together with all of the Contractor's property therefrom.
- 7.11 Access to Work**  
 7.11.1 The Owner, Project Manager, and any designee of the Owner, shall have access to the Work at all times from commencement of the Work through Final Completion. The Contractor shall take whatever steps necessary to provide access when requested.
- 7.12 Indemnity**  
 7.12.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, or anyone directly or

indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

- 7.12.2 In claims against any person or entity indemnified under this Paragraph 7.12 by an employee of the Contractor, a Subcontractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph 7.12 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers compensation acts, disability benefits acts or other employee benefit acts.

**7.13 Safety**

- 7.13.1 The Contractor shall be responsible for supervising all safety precautions, including initiating, and maintaining such programs in connection with the performance of the Contract and for adequate site maintenance and function for the intended purpose.

- 7.13.2 The Contractor shall designate a member of the on-site construction team whose duty shall be the prevention of accidents. Unless otherwise in writing by the Contractor to the Owner and the Engineer, this person shall be the Contractor's Superintendent.

**ARTICLE 8 - CONTRACT ADMINISTRATION**

**8.1 Project Manager**

- 8.1.1 The Project Manager unless otherwise directed by the Owner shall perform those duties and discharge those responsibilities allocated to the Project Manager as set forth in this Contract. The Project Manager shall be the Owner's representative from the effective date of this Contract until Final Payment has been made. The Project Manager shall be authorized to act on behalf of the Owner only to the extent provided in this Contract.
- 8.1.2 The Owner and the Contractor shall communicate with each other in the first instance through the Project Manager.
- 8.1.3 The Project Manager shall be the initial interpreter of the requirements of the drawings and specifications and the judge of the performance thereunder by the Contractor. The Project Manager shall render written or graphic interpretations necessary for the proper execution or progress of the Work with reasonable promptness on request of the Contractor.
- 8.1.4 The Project Manager shall review the Contractor's Applications for Payment and shall certify to the Owner for payment to the Contractor, those amounts then due to the Contractor as provided in this Contract.
- 8.1.5 The Project Manager shall have authority to reject Work which is defective or does not conform to the requirements of this Contract. If the Project Manager deems it necessary or advisable, the Project Manager shall authority to require additional inspection or testing of the Work for compliance with Contract requirements at Contractor's expense.

- 8.1.6 The Project Manager shall review and approve, or take other appropriate action as necessary, concerning the Contractor's submittals including Product Data and Samples. Such review, approval or other action shall be for the sole purpose of determining conformance with the design concept and information given through the Contract Documents.
- 8.1.7 The Project Manager shall prepare Change Orders and may authorize minor changes in the Work by field order as provided elsewhere herein.
- 8.1.8 The Project Manager shall, upon written request from the Contractor, conduct inspections to determine the date of Substantial Completion and the date of Final Completion, shall receive and forward to the Owner for the Owner's review and records, written warranties and related documents required by this Contract and shall issue a Final Certificate for Payment upon compliance with the requirements of this Contract.
- 8.1.9 The Project Managers decision in matters relating to aesthetic effect shall be final if consistent with the intent of this Contract.

**8.2 Claims by the Contractor**

- 8.2.1 All Contractor claims shall be initiated by written notice and claim to the Project Manager. Such written notice and claims must be furnished within seven (7) days after occurrence of the event, or the first appearance of the condition, giving rise to the claim.
- 8.2.2 Pending final resolution of any claim of the Contractor, the Contractor shall diligently proceed with performance of this Contract and the Owner shall continue to make payments to the Contractor in accordance with this Contract. The resolution of any claim under this Paragraph 8.2 shall be reflected by a Change Order initiated by the Project Manager and the Contractor.
- 8.2.3 Claims for Concealed and Unknown Conditions - Should concealed and unknown conditions encountered in the performance of the Work (a) below the surface of the ground or (b) in an existing structure be at variance with the conditions indicated by this Contract, or should unknown conditions of an usual nature differing materially from those ordinarily encountered in the area and generally recognized as inherent in Work of the character provided for in this Contract, be encountered, wherein the Contract Documents or Standard Construction industry practices have not placed the responsibility of discovering such concealed and unknown conditions upon the Contractor prior to the Contractor submitting his Bid for the Work, the Contract Price shall be equitably adjusted by Change Order upon the written notice and claim by either party made within seven (7) days after the first observance of the condition. As a condition precedent to the Owner observance of the condition. As a condition precedent to the Owner having any liability to the Contractor for concealed or unknown conditions, the Contract must give the Project Manager written notice of, and an opportunity to observe, the condition prior to disturbing it. The failure by the Contractor to make the written notice and claim as provided in this Subparagraph shall constitute a waiver by the Contractor of any claim arising out of or relating to such concealed or unknown condition.



- 8.2.4 Claims for Additional Costs - If the Contractor wishes to make a claim for an increase in the Contract Price, as a condition precedent to any liability of the Owner therefor, the Contractor shall give the Project Manager written notice of such claim within seven (7) days after the occurrence of the event, or the first appearance of the condition, giving rise to such claim. Such notice shall be given by the Contractor before proceeding to execute any additional or changed Work. The failure by the Contractor to give such notice prior to executing the Work shall constitute a waiver of any claim for additional compensation.

- 8.2.4.1 In connection with any claim by the Contractor against the Owner for compensation in excess of the Contract Price, any liability of the Owner for the Contractor's costs shall be strictly limited to direct costs incurred by the Contractor and shall in no event include indirect costs or consequential damages of the Contractor.

The Owner shall not be liable to the Contractor for claims of third parties, including Subcontractors, unless and until liability of the Contractor has been established therefore in a court of competent jurisdiction.

- 8.2.5 Claims for Additional Time - If the Contractor is delayed in progressing any task which at the time of the delay is then critical or which during the delay becomes critical, as the sole result of any act or neglect to act by the Owner or someone acting in the Owner's behalf, or by changes ordered in the Work, unusual delay in transportation, unusually adverse weather conditions not reasonably anticipated, fire or any causes beyond the Contractor's control, then the date for achieving Substantial Completion of the Work shall be extended upon the written notice and claim of the Contractor to the Project Manager, for such reasonable time as the Project Manager may determine.

Any notice and claims for an extension of time by the Contractor shall be made not more than seven (7) days after the occurrence of the event or the first appearance of the condition giving the rise to the claim and shall set forth in detail the Contractor's basis for requiring additional time in which to complete the Project. In the event the delay to the Contractor is a continuing one, only one notice and claim for additional time shall be necessary. If the Contractor fails to make such claim for an extension shall be waived. This paragraph shall not be deemed to waive any damages for delay that are covered by insurance.

- 8.2.5.1 Delays and Extensions of Time – An extension of Contract Time will not be given due to weather conditions unless such weather conditions (wind and rain) for any 30-day period are, on the average for that 30 days, more severe than average for the same 30 days for the previous ten years and caused delay. In requesting extensions of time for weather conditions, Contractor shall present complete records and averages referred to above, and such requests shall document how weather conditions delays progress of the Work. Hurricane and Tropical Storm weather conditions may warrant extension based upon the level of damage and the disruption of the contractor's work.

**8.3 Field Orders**

8.3.1 The Project Manager shall have authority to order minor changes in the Work not involving a change in the Contract Price or in Contract Time and not inconsistent with the intent of the Contract. Such changes shall be affected by field order and shall be binding upon the Contractor. The Contractor shall carry out such field orders promptly.

**ARTICLE 9 - SUBCONTRACTORS**

**9.1 Definition**

9.1.1 A Subcontractor is an entity that has a direct Contract with the Contractor to perform a portion of the Work.

**9.2 Award of Subcontracts**

9.2.1 Upon execution of the Contract, the Contractor shall furnish the Project Manager, in writing, the names of persons or entities proposed by the Contractor to act as a Subcontractor on the Project. The Project Manager shall promptly reply to the Contractor, in writing, stating any objections the Project Manager may have to such proposed Subcontractor. The Contractor shall not enter into a Subcontract with a proposed Subcontractor with reference to whom the Project Manager has made a timely objection.

9.2.2 All subcontracts shall afford the Contractor rights against the Subcontractor which correspond to those rights afforded to the Owner by Subparagraph 12.2.1 below.

**ARTICLE 10 - CHANGES IN THE WORK**

**10.1 Changes Permitted**

10.1.1 Changes in the Work within the general scope of this Contract, consisting of additions, deletions, revisions, or any combination thereof, may be ordered without invalidating this Contract, by Change Order or by Field Order.

10.1.2 Changes in the Work shall be performed under applicable provisions of this Contract and the Contractor shall proceed promptly with such changes.

**10.2 Change Order Defined**

10.2.1 Change Order shall mean a written order to the Contractor executed by the Project Manager, issued after execution of this Contract, authorizing and directing a change in the Work or an adjustment in the Contract Price or the Contract Time, or any combination thereof. The Contract Price and the Contract Time may be changed only by the Change Order.

**10.3 Changes in the Contract Price**

10.3.1 Any change in the Contract Price resulting from a Change Order shall be determined as follows: (a) by mutual agreement between the Owner and the Contractor as evidenced by (1) the change in the Contract Price being set forth in the Change Order, (2) such change in the Contract Price, together with any conditions or requirements related thereto, being initialed by both parties and (3) the Contractor's execution of the Change Order, or (b) if no mutual agreement



occurs between the Owner and the Contractor, then, as provided in Subparagraph 10.3.2 below.

10.3.2 If no mutual agreement occurs between the Owner and the Contractor as contemplated in Subparagraph 10.3.1 above, the change in the Contract Price, if any, shall than be determined by the Project Manager based on the reasonable expenditures or savings of those performing, deleting or revising the Work attributable to the change, including, in the case of an increase or decrease in the Contract Price, a reasonable allowance for direct job site overhead and profit. In such case, the Contractor shall present, in such form and with such content as the Owner or the Project Manager requires, an itemized accounting of such expenditures or savings shall be limited to the following: reasonable costs of materials, supplies, or equipment including delivery costs, reasonable costs of labor, including social security, old age and unemployment insurance, fringe benefits required by a pre-existing agreement or by custom, and workers compensation insurance, reasonable costs of premiums for all Bonds and insurance, permit fees, and sales, use or other taxes related to the Work and paid by the Contractor, and reasonable costs of directly attributable to the change. In no event shall any expenditure or savings associated with the Contractors home office or other non-jobsite overhead expenses be included in any change in the Contract Price. Pending final determination of reasonable expenditures or savings to the Owner, payments on account shall be made to the Contractor on the Owner's Certificate of Payment.

10.3.3 Unit Prices for adjustments are provided in the Contract, and if the quantities contemplated are so changed in proposed Change Order that application of such Unit Prices to the quantities of Work proposed shall cause substantial inequity to the Owner or to the Contractor, that applicable Unit Prices shall be equitable adjusted.

#### **10.4 Minor Changes**

10.4.1 The Project Manager shall have authority to order minor changes in the Work not involving a change in the Contract Price or an extension of the Contract Time and not inconsistent with the intent of this Contract. Such minor changes shall be made by written Field Order and shall be binding upon the Owner and the Contractor. The Contractor shall promptly carry out such written Field Orders.

#### **10.5 Effect of Executed Change Order**

10.5.1 The execution of a Change Order by the Contractor shall constitute conclusive evidence of the Contractor's agreement to the ordered changes in the Work, this Contract as thus amended, the Contract Price and the Contract Time. The Contractor, by executing the Change Order, waives and forever releases any claim against the Owner for additional time or compensation for matters relating to or arising out or resulting from the Work included within or affected by the executed Change Order.

#### **10.6 Notice to Surety; Consent**

10.6.1 The Contractor shall notify and obtain the timely consent and approval of the Contractor's surety with reference to all Change Orders if such notice, consent, or approval is required by the Contractor's surety or by law. The Contractor's warranty to the Owner that the surety has been notified of and consents to, such

Change Order and the surety shall be conclusively deemed to have been notified of such Change Order and to have expressly consented thereto.

## **ARTICLE 11 - UNCOVERING AND CORRECTING WORK**

### **11.1 Uncovering Work**

11.1.1 If any of the Work is covered contrary to the Project Managers request or is subject of additional work as part of a change order or to any provision of this Contract, it shall, if required by the Project Manager, be uncovered for the Project Managers inspection and concurrence of the work acceptability and shall be properly replaced at the Contractor's expense without change in the Contract Time.

11.1.2 If any of the Work is covered in a manner not described in Subparagraph 11.1.1 above, it shall, if required by the Project Manager or Owner, be uncovered for the Project Managers inspection. If such Work conforms strictly with this Contract, costs of uncovering and proper replacement shall by Change Order be charged to the Owner. If such Work does not strictly conform with this Contract, the Contractor shall pay the costs of uncovering and proper replacement.

### **11.2 Correcting Work**

11.2.1 The Contractor shall immediately proceed to correct Work rejected by the Project Manager as defective or failing to conform to this Contract. The Contractor shall pay all costs and expenses associated with correcting such rejected Work, including any additional testing and inspections, and reimbursement to the Owner for the Project Manager's services and expenses made necessary thereby.

11.2.2 If within one (1) year after Substantial Completion of the Work, if any of the Work is found to be defective or not in accordance with this Contract, the Contractor shall correct it within seven (7) days at the Contractor's expense upon receipt of written notice from the Owner. This obligation shall survive Final Payment by the Owner and termination of this Contract. With respect to Work first performed and completed after Substantial Completion, this one (1) year obligation to specifically correct defective and nonconforming Work shall be extended by the period of time which elapses between Substantial Completion and completion of the subject Work.

11.2.3 Nothing contained in this Paragraph 11.2 shall establish any period of limitation with respect to other obligations which the Contractor has under this Contract. Establishment of the one (1) year time period in Subparagraph 11.2.2 relates only to the duty of the Contractor to specifically correct the Work and has no relationship to the time which the obligation to comply with the Contract Documents may be sought to be enforced.

### **11.3 Owner May Accept Defective or Nonconforming Work**

11.3.1 If the Owner chooses to accept defective or nonconforming Work, the Owner may do so. In such events, the Contract Price shall be reduced by the greater of (a) the reasonable cost of removing and correcting the defective or nonconforming Work, and (b) the difference between the fair market value of the Project had it not been constructed in such manner as to include defective or

nonconforming Work. If the remaining portion of the unpaid Contract Price, if any, is insufficient to compensate the Owner for its acceptance or defective or nonconforming Work, the Contractor shall, upon written demand from the Owner, pay the Owner such remaining compensation for accepting defective or nonconforming Work.

## ARTICLE 12 - CONTRACT TERMINATION

### 12.1 Termination by the Contractor

12.1.1 If the Work is stopped for a period of ninety (90) days by an order of any court or as a result of an act of the Government, through no fault of the Contractor or any person or entity working directly or indirectly for the Contractor, the Contractor may, upon ten (10) days written notice to the Owner, terminate performance under this Contract and recover from the Owner's payment for the actual reasonable expenditures of the Contractor (as limited in Subparagraph 10.3.2 above) for all Work executed and for materials, equipment, tools, construction equipment and machinery actually purchased or rented solely for the Work, less any salvage value of any such items.

12.1.2 If the Owner shall persistently or repeatedly fail to perform any material obligation to the Contractor for a period of fifteen (15) days after receiving written notice from the Contractor of its intent to terminate if such failure is not substantially corrected within fifteen (15) days, the Contractor may terminate performance under this Contract by written notice to the Project Manager. In such event, the Contractor shall be entitled to recover from the Owner as though the Owner had terminated the Contractor's performance under this Contract for convenience pursuant to Subparagraph 12.2.1 hereunder.

### 12.2 Termination by the Owner

#### 12.2.1 For Convenience

12.2.1.1 The Owner may for any reason whatsoever terminate performance under this Contract by the Contractor for convenience. The Owner shall give written notice of such termination to the Contractor specifying when termination becomes effective.

12.2.1.2 The Contractor shall incur no further obligations in connection with the Work and the Contractor shall stop Work when such termination becomes effective. The Contractor shall also terminate outstanding orders and subcontracts. The Contractor shall settle liabilities and claims arising out of the termination of subcontracts and orders. The Owner may direct the Contractor to assign the Contractor's right, title and interest under terminated orders or subcontracts to the Owner or its designee.

12.2.1.3 The Contractor shall transfer title and deliver to the Owner such completed or partially completed Work and materials, equipment, parts, fixtures, information, and Contract rights as the Contractor has.

12.2.1.4 (a) The Contractor shall submit a termination claim to the Project Manager specifying the amounts due because of the termination

for convenience together with costs, pricing or other data required by the Project Manager. If the Contractor fails to file a termination claim within one (1) year from the effective date of termination, the Owner shall pay the Contractor, an amount derived in accordance with subparagraph (c) below.

- (b) The Owner and the Contractor may agree to compensation, if any, due to the Contractor hereunder.
- (c) Absent agreement to the amount due to the Contractor, the Owner shall pay the Contractor the following amounts.
- (d) Contract prices for labor, materials, equipment and other services accepted under this Contract.
- (e) Reasonable costs incurred in preparing to perform and in performing a portion of the Work prior to termination and not included in (d) or (e), and in terminating the Contractor's performance, plus a fair and reasonable allowance for overhead and profit thereon (such profit shall not include anticipated profit or consequential damages); provided, however, that if it appears that the Contractor would have not profited or would have sustained a loss if the entire Contract had been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any.
- (f) Reasonable costs of settling and paying claims arising out of the termination of Subcontracts or orders pursuant to Subparagraph 12.2.1.2 of this Paragraph. These costs shall not include amounts paid in accordance with other provisions hereof.

The total sum to be paid the Contractor under this Subparagraph 12.2.1 shall not exceed the total Contract Price, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

#### **12.2.2 For Cause**

- 12.2.2.1 If the Contractor persistently or repeatedly refuses or fails to prosecute the Work in a timely manner, supply enough properly skilled Workers, supervisory personnel or proper equipment or materials, or if it fails to make prompt payment to Subcontractors, or for materials or labor, or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a material provision of this Contract, then the Owner may, by written notice to the Contractor, without prejudice to any other right or remedy, terminate the employment of the Contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor and may finish the Work by whatever methods it may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the Work is finished.

- 12.2.2.2. If the unpaid balance of the Contract Price less any liquidated damages due under this Contract, exceeds the cost of finishing the Work, including compensation for the Project Managers additional services and expenses made necessary thereby, such exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive the termination of the Contract.
- 12.2.2.3 In the event the employment of the Contractor is terminated by the Owner for cause pursuant to Subparagraph 12.2.2 and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause; such termination shall thereupon be deemed a Termination for Convenience under Subparagraph 12.2.1 and the provisions of Subparagraph 12.2.1 shall apply.

## ARTICLE 13 - INSURANCE

### 13.1 Contractor's Insurance:

13.1.1 The successful Bidder shall indemnify and hold the Owner harmless against all loss, damage, or expense by reason of injury to person or damage to property arising out of the use of or activities on any said premises by the successful Bidder, its agents, representatives, Contractors, Subcontractors, or employees. Prior to commencement of services under this Contract the successful Bidder's insurance coverage shall comply with the following insurance requirements:

- a. Worker's Compensation/Employer's Liability Insurance as required by the Worker's Compensation Laws of the State of Florida.
- b. General Liability Insurance on the Comprehensive form for all operations of the successful Bidder under the Contract, including coverage for, but not limited to Personal Injury Broad Form Property Damage and Project Liability for a minimum limit of \$1,000,000 per occurrence.
- c. Automobile/Truck Injury and Property Damage Liability Insurance covering all vehicles, whether owned, non-owned, leased or hired, with not less than \$100,000 per person/\$300,000 per occurrence combined single limits.

Insurance companies providing the required insurance coverages for the successful Bidder must be rated into the current issue of "Bests" Insurance Key Rating Guide at "A" for the policyholder's category and XIII for the financial category to be specifically approved by the Owner.

### 13.2 Insurance Certificate

13.2.1 A Certificate of Insurance, naming St. Augustine Beach City Commissioners as additional insured, shall be required at the signing of the Contract by the successful Bidder. Certificates of Insurance are to be authorized in writing by an officer of the insurance company or companies, identifying their agent and executed by the agent with a copy of the agent's license by the insurance company attached. The Certificate must reflect the required coverages and guarantee the City of St. Augustine Beach Commissioners. Certified copies of all

policies must accompany the Certificate of Insurance when requested by the City.

#### **ARTICLE 14 - MISCELLANEOUS**

##### **14.1 GOVERNING LAW**

14.1.1 The Contract shall be governed by the law of the place where the Project is located.

##### **14.2 Successors and Assigns**

14.2.1 The Owner and Contractor bind themselves, their successors, assigns and legal representatives to the other party hereto and to successors, assigns and legal representatives of such other party in respect to covenants, agreements and obligations contained in this Contract. The Contractor shall not assign this Contract without written consent of the Owner.

##### **14.3 Surety Bonds**

14.3.1 The Contractor shall furnish a separate Public Construction Bond to the Owner. Such Bonds shall set forth a penal sum in an amount not less than the Contract Price. The Bond furnished by the Contractor shall incorporate by reference the terms of this Contract as fully as though they were set forth verbatim in such Bonds. The Public Construction Bond shall provide that in the event the Contract Price is adjusted by Change Order executed by the Contractor. The Public Construction Bond furnished by the Contractor shall be in form suitable to the Owner and shall be executed by a Surety, or Sureties, reasonably suitable to the Owner.

##### **14.4. Safety of Persons and Property**

14.4.1 When existing utility lines shown on the Drawings are to be removed or relocated, the Contractor shall notify the Engineer in ample time for taking measures for prevention of the interruption of any required services prior to the beginning of operations. If the Contractor damages any existing utility lines not shown on the Drawings, the location of which is not known to the Contractor, report thereof shall be made immediately to the Engineer.

14.4.2 Locations of existing utility lines shown on the Drawings are based on the best information available to the Engineer but shall not be considered exact either as to location or number of such lines.

14.4.3 Contractor shall protect utility lines constructed under terms of the agreement and those discovered or shown on Drawings to be existing. Damage occurring to utility lines due to Contractor's operations shall be repaired at no cost to the Owner.



## **ARTICLE 15 - EQUAL EMPLOYMENT OPPORTUNITY**

### **15.1 Contractor's Employment Opportunity**

15.1.1 The Contractor and all Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or age.

The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, national origin, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertisement, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

15.1.2 The Contractor and all Subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, sex, national origin or age.

## **ARTICLE 16 - ELECTRONIC DOCUMENT SUBMISSIONS**

16.1 All final documents/work products must be delivered in Adobe "pdf" format in one "pdf" file. The purpose of this file format is for electronic transmittal and publishing of final work products. Any plans, specifications, reports, or other documents regulated by Chapters 471 and 472, Florida Statutes, or by any other Federal or State law rule or regulation are exempted from this requirement.

16.2 For Documents regulated by Chapters 471 and 472, Florida Statutes, the Contractor/Consultant shall provide a flash drive with the digital files of any plans, specifications, reports or other deliverable documents for informational purposes only or archive a digital copy of such files which shall be retained by the Contractor Consultant for a period of ten (10) years following the acceptance of the final work product, and which shall be made available to the City upon request from an authorized City official/employee, and payment by the City of the cost of reproduction. For documents regulated by any other Federal or State law, rule, or regulation, the Contractor/Consultant shall abide by, and comply with, the provisions contained in the applicable Federal/State law/rule/regulation.

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Contract No. 21-02 Stormwater Pump Station and Outfall Improvements

Owner: City of St. Augustine Beach

Contractor:

\_\_\_\_\_  
Type or Print Name Seal

\_\_\_\_\_  
Type or Print Name Seal

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

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**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 2, 2021

**SUBJECT:** Strategic Plan: Review of Information Concerning Goal of Transparent Communication with Residents and Property Owners

**INTRODUCTION**

At your February 8<sup>th</sup> meeting, you reviewed the proposed strategic plan. The outcome of your discussion was for Commissioner George to work with the City Manager on some options for the Vision Statement. Otherwise, you made no suggestions for changes to other parts of the plan.

In order to prevent the plan from becoming a stagnant document on a shelf, we will bring proposals to you from time to time to implement specific goals. This first proposal is also the first goal on the plan: transparent communication with residents and property owners.

**TRANSPARENT COMMUNICATION**

Under this goal, there are five tasks:

1. Keep up-to-date on latest social media trends and platforms and utilize those that are most beneficial to City residents and visitors.
2. Individual Commissioners or the entire Commission have yearly town hall meetings, either for specific topics or for matters of general interest.
3. Upgrading when necessary and financially feasible video and related equipment for media production and the streaming of Commission/Planning Board meetings.
4. Conduct an annual survey, the topic to be determined by the Commission.
5. Provide relevant and accurate information regarding pressing issues, e.g., City-provided programs and services, upcoming significant projects, responding to the Census, environmental concerns, such as sea level rise, stormwater management, water quality and illicit discharges to receiving waters.

**ATTACHMENT**

Attached from the Finance Director is a single-page outline of the communication tools that the City currently is using for communication with its residents and property owners, as well as three recommendations. We would add to the list two other tools: First, the privately-owned, monthly print

newspaper, The St. Augustine Beaches News Journal, that is mailed to every resident and has news items about City matters; second, the mobile flashing roadside sign that was bought with CARES Act money to provide public information about matters concerning the pandemic. It can also be used to inform the public about City matters, such as the announcement of the vulnerability study public meeting that was held on February 24<sup>th</sup>.

### RECOMMENDATIONS

At the bottom of the attached page are three recommendations to improve transparent communication with residents and property owners:

1. Direct mailer to all residents and businesses in the City to gather email contacts to add to groups.
2. Phone hotline message added to the City Hall phone line that the public frequently calls.
3. Electronic message board in front of City Hall by the state highway. It would take the place of the marque sign that is there now to inform the public of City meetings. The wording on this sign must be changed manually for each meeting.

Ms. Douylliez will explain these recommendations in more detail.

### ACTIONS REQUESTED

There are two: First, that you decide whether some of the five tasks under the goal of transparent communication should be deleted or changed, and/or whether there are additional tasks that you think should be added. If there are, we ask that you keep staffing and financial limitations in mind.

Second, that you approve including money for the electronic message board in the FY 22 budget. Ms. Douylliez estimates that the cost of the board will be \$40,000. In the proposed budget for several past fiscal years, we have initially included money for the message board, but in order to reduce expenditures, the money has been removed from the final draft of the budget.



## City of St. Augustine Beach

2200 A1A South  
St. Augustine Beach, FL 32080  
[www.staugbch.com](http://www.staugbch.com)

City Mgr. (904) 471-2122  
Fax (904) 471-4108

Bldg. & Zoning (904) 471-8758  
Fax (904) 471-4470

February 8, 2021

### **Strategic Plan:**

#### **A – Transparent Communication with Residents and Property Owners**

##### Primary Communication Tools:

City Website – [www.staugbch.com](http://www.staugbch.com)

St Augustine Beach Police Department Website – <https://sabpd.org>

City Events Website – [www.sabevents.com](http://www.sabevents.com)

Facebook Pages – <https://www.facebook.com/CityofStAugustineBeach>

<https://www.facebook.com/sabeachpolice>

Instagram – <https://www.instagram.com/cityofsab>

Newsletter – Emailed to individuals who have signed up, posted on the website. We currently have 448 people receiving the newsletter.

Email Groups – Transient rentals, HOA group, hotels.

Facebook – 10,253 followers.

Instagram – 1,718 followers

Press Releases – sent to all local news outlets as needed.

##### Recommendations:

- Direct mailer to all residents/businesses in the City to gather email contact to add to groups.
- Phone hotline message added to City Hall phone line.
- Electronic message board in front of City Hall

**City of St. Augustine Beach Building and Zoning Department**

**TO: Max Royle**  
**FROM: Brian Law**  
**SUBJECT: Small Platted Lots setbacks**  
**DATE: 2-8-2021, 3-4-2021**

During the City Commission meeting on the 1<sup>st</sup> of February 2021 a conversation ensued regarding the small platted lots in relation to the current setbacks. The mayor asked that this topic be brought back to them at the March Commission meeting. Included with this memo are 2 different drafts regarding proposed setback changes. The proposal "draft 1" is a simple reduction in current setbacks for small platted lots and the reduction of all single family residence setbacks to 20 feet. The proposal "draft 2" limits the total height of the structure to 27 feet for the reduced setbacks on the 50' x 93' lots. The proposed changes are in red for ease of viewing. If the City Commission decides to move forward with a modification of the City setbacks the Building & Zoning Department asks that the city attorney drafts an ordinance for the April Commission meeting.

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During the City Commission meeting on the 1<sup>st</sup> of March 2021 the City Commission instructed staff to proceed with the Draft 1 changes to the code and modify the flexible setbacks to save trees. Enclosed is the proposed draft code with the changes in red, identified as Draft 3. The ordinance included was prepared by the City Attorney. In addition, in the event that this ordinance is adopted it is prudent to remove section 3.08.00 Overlay Districts as the only benefit of the overlay was for reduced setbacks on small platted lots, as both overlay districts include the statement "Approval is not required if all other sections of the Land Development Regulations are adhered to nor is a comprehensive planning and zoning review required". This statement would clearly negate the overlay districts. I recommend that the section 3.08.00 be reserved for future use.

Brian W Law CBO, CFM, MCP  
City of St. Augustine Beach  
Director of Building and Zoning  
2200 A1A South  
St. Augustine Beach, FL 32080  
(904) 471-8758  
[blaw@cityofsab.org](mailto:blaw@cityofsab.org)

**ORDINANCE NO. 21- 04**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA AMENDING THE LAND DEVELOPMENT CODE OF THE CITY OF SAINT AUGUSTINE BEACH PROVIDING FOR A CHANGE TO THE SETBACKS AND REMOVAL OF THE OVERLAY DISTRICTS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WITNESSETH:**

**WHEREAS**, the City Commission reviewed the setbacks and finds that providing more flexibility with the setbacks may save trees and allow development consistent with the past and future visions for the City;

**WHEREAS**, the City Commission finds that by changing the setbacks, the City will no longer have a need for Overlay Districts; and

**WHEREAS**, the City Commission hereby finds that adoption of this ordinance serves the best interest and welfare of the residents of the City of St Augustine Beach.

**NOW THEREFORE BE IT ORDAINED BY THE PEOPLE OF THE CITY OF SAINT AUGUSTINE BEACH:**

**SECTION 1.** Recitals Adopted: The recitals set forth above are true and correct and incorporated herein by this reference.

**SECTION 2.** Amend Section 6.01.03 of the City's Land Development Code Section 6.01.03 as follows:

Sec. 6.01.03. - Building setback requirements.

- A. Subject to paragraph B. and any other provisions of this section, no portion of any building may be located on any lot closer to any lot line or to the street right-of-way line than authorized in the table set forth in this section. This will apply to any subdivision that does not have setback modifications approved by the City Commission, and by approval of respective Homeowner's Associations.

Land Use	Front Yard	Side Yard	Rear Yard	Street Side
Single-family	25 ft.	10 ft.	<del>25</del> 20 ft.	<del>15</del> 12 ft.

<u>*Single-family on 50' x 93' platted lots</u>	<u>20 ft</u>	<u>7.5 ft</u>	<u>20 ft.</u>	<u>12 ft.</u>
Multifamily (2 to 8 units)	25 ft.	10 ft.	20 ft.	15 ft.
Multifamily (8 units or more)	35 ft.	15 ft.	20 ft.	15 ft.
Commercial	20 ft.	10 ft.	20 ft.	15 ft.
Other uses (same as commercial)	20 ft.	10 ft.	20 ft.	15 ft.

1. Single family setbacks in the overlay districts as described in section 3.08.00 shall be per the applicable overlay requirements.
2. Roof overhangs for single family land use may project past the setbacks up to 18 inches.
3. Flexible setback to save trees for single family land use:
  - a. In all cases, the justification for a change in a setback requirement must be to save a significant tree, which per the Board's motion to approve this Application is defined as being eight (8) inches in diameter at breast height (DBH) or greater, as demonstrated on a site plan with a tree and topography survey.
  - b. ~~Front and rear yard setbacks, currently required to be 25 feet in the front and 25 feet in the rear, shall be allowed to be moved forward or backward 7.5 feet as long as a total of 50 feet total for combined front and rear yard setbacks is maintained. Flexible setbacks shall be as per the table below:~~
  - c. ~~Side yard setbacks, currently required to be 10 feet on each side, shall be allowed to be moved five feet to either side as long as a total of 20 feet total for combined side yard setbacks is maintained and a minimum of 15 feet is maintained between adjacent structures.~~

	<u>Setbacks as per section</u> <u>6.01.03</u>	<u>Flexible Adjustment</u>	<u>Combined Total</u>
<u>Front/Rear</u> <u>Yard</u>	<u>25 ft/20 ft</u>	<u>7.5 ft/2.5 ft</u>	<u>Front and Rear = 45</u> <u>ft</u>
<u>Front/ Rear</u> <u>Yard</u>	<u>20 ft/20 ft</u>	<u>2.5 ft/2.5 ft</u>	<u>Front and Rear = 40</u> <u>ft</u>
<u>Side/Side Yard</u>	<u>10 ft/10 ft</u>	<u>5 ft/5 ft</u>	<u>Combined side = 20</u> <u>ft</u>
<u>Side/Side Yard</u>	<u>7.5/7.5 ft</u>	<u>2.5 ft/2.5 ft</u>	<u>Combined side = 15</u> <u>ft</u>

~~c. d.~~—All requests for flexible setbacks to save trees must have the approval of the City's Building Official, the applicable Homeowners Association (if required) and the Comprehensive Planning and Zoning Board.

~~e.~~—~~Flexible setbacks are not applicable to the small-platted lots described in section 3.08.00 Overlay Districts.~~

4. Certain architectural features, such as roofs over exterior doors, bump outs, bay windows, etc. may project no more than 2.5 feet including overhangs into the required 10 foot side, 15 foot street side and the 25 rear and front setbacks. These architectural features shall not exceed 25% of the wall that they are serving nor shall they be supported by the earth.

5. Any lot with a width of 50 ft. or less shall have a 7.5 ft. side setback.

B. Minimum setbacks for non-structural components of a structure.

1. *Decks:* Any deck less than twelve (12) inches above finished grade is not subject to setbacks requirements. However, this type of deck is not allowed within two (2) feet of an adjacent property line.
  - a. Any deck exceeding thirty (30) inches in height is subject to the setback requirements as specified in the table and is required to be permitted by the Building Department. If the main structure is built to the twenty (20') foot setback line, a deck less than thirty (30) inches is exempt from permitting and may encroach into the rear yard setback a distance not to exceed eight (8) feet from the principal structure and may encroach into the front setback a distance of five (5) feet from the principal structure. If the main structure is built to the twenty-five (25') foot setback line, a deck may extend twelve (12') feet into the rear setback and for the front, the deck may extend ten (10') feet into the front setback. Any requested extension exceeding the setback encroachment allowed in this paragraph will require proof of a hardship, not self created, to apply for a variance to the Comprehensive Planning and Zoning Board of the City.
  - b. For second and third level decks, the allowable extension from the main structure built at the twenty (20') foot setback is five (5) feet into the front or rear setback from the main structure. For a structure built at the twenty-five (25') foot setback, the allowable extension is ten (10') feet into the front or rear setback. Any extension greater than what is allowed in this paragraph will require proof of a hardship, not self-created, to apply for a variance to the Comprehensive Planning and Zoning Board.
2. *Auxiliary structures:*
  - a. This applies to features such as open-air arbors, trellises and free-standing tiki hars that do not exceed twelve (12) feet in height. These structures shall have a minimum setback of five (5) feet from the rear and side lot lines. Tiki bars are not allowed in front yards.
  - b. Screen rooms and patio covers are allowed to encroach a maximum often (10) feet into the rear yard setback providing the roof line for the enclosure does not exceed twelve (12) feet in height and the addition to new or existing construction does not



exceed the allowed impervious surface coverage as specified in the city's land development regulations. The screen room shall comply with the allowed side setbacks as established by these land development regulations.

- c. Swimming pools and screen enclosures (regardless of whether or not enclosing a pool) shall be, at a minimum five (5) feet from the rear and side setbacks. This applies to the water line or the screen enclosure.
- d. Storage sheds not exceeding eight (8) feet in width and twelve (12) feet in length shall be allowed a five (5) foot rear and side setback. Any storage shed exceeding ninety-six (96) square feet shall meet the same setbacks as specified in the table for new and existing construction. Storage sheds are not allowed in the front setback area.
- e. Application for a variance to any sub-section in this paragraph is allowed providing a self-created hardship is not the basis for the application.

3. *Minimum setbacks between buildings:*

- a. The minimum setback between adjacent structures shall be ten (10) feet except that no setback is required where an attachment easement has been created.
- b. Distance shall be measured at the narrowest point between structures of the main living unit, principal structure, an allowable attachment or an accessory use or to the ordinary projections of chimneys or flues, not exceeding two feet (2) feet. The measurement shall be taken from the structures walls, not including overhangs.
- c. Dry cleaning establishments must meet the required commercial setbacks and cannot be located in a shopping center where zero (0) setbacks are allowed between adjacent stores. The exception shall be where a facility is for pick-up only with no actual dry-cleaning performed within the facility.

(Ord. No. 18-08, § 1(Exh. 1), 7-2-18; Ord. No. 20-02, § 6(Exh. 1), 3-2-20; Ord. No. 21- , § 6(Exh. 1), \_\_\_\_\_)

**SECTION 3.** Repealing of City's Overlay Districts. The City Commission repeals and amends Section 3.08.00:

**Sec. 3.08.00. Overlay districts. Reserved.**

~~A. — *Beachside medium density overlay district:* There is hereby created an overlay district within that portion of medium density land use districts located East of A1A Beach Boulevard and lying between 16<sup>th</sup> Street and those portions South of F Street and North of Ponce Landing.~~

- ~~1. — *Purpose:* The overlay will provide for the enhancement or replacement of existing non-conforming structures located within the medium density land use district. The overlay also provides for new construction on the vacant, platted lots within the district. Structures currently deemed non-conforming in accordance with the current land development regulations will lose non-conforming designation by the overlay.~~



2. ~~Approval: The comprehensive planning and zoning board of the city shall be responsible for reviewing all applications. The board shall be required to approve any and all applications that clearly meet the requirements set forth in this section. Consequently, the board shall be required to deny any and all applications that do not meet the requirements of this section. Applications that do not meet the requirements can be addressed by the variance process or the city's appeal process. Approval is not required if all other sections of the Land Development Regulations are adhered to nor is a comprehensive planning and zoning review required.~~

a. ~~Upon review by the comprehensive planning and zoning board of an overlay application, if the application does not meet the requirements of this section, the board shall advise the applicant which items are found to be non-conforming and the applicant shall be provided the opportunity to correct the non-conformities and schedule a second hearing before the board. There shall be no additional fees for the second hearing.~~

b. ~~If the second review is not approved, the board shall advise the applicant of the non-conformities and advise the applicant of their right to appeal the board's decision, as well as their right to apply for a variance if the non-conformity can not be corrected. Any appeal by the applicant shall be in the same manner as appeals from approvals or denials of a final development approval. Any and all fees shall apply to the appeal and shall be paid by the applicant.~~

c. ~~Situations that conform to the overlay:~~

(1) ~~New construction is allowable using the setbacks requirements within this section with the caveat that construction shall conform to applicable building codes set forth by local, state and federal agencies that dictate construction in this geographical area.~~

(2) ~~The re-building or re-modeling of structures located within the overlay district on the footprint for the existing structure.~~

(3) ~~Expansion defined by the city is any increase in square footage of a structure and must meet all applicable building codes and shall be within the setback allowances set forth by this section.~~

d. ~~Situations that do not conform to the overlay: Situations that can not meet the requirements of this section will require the owner to use the city's variance procedure with applicable fees paid by the applicant.~~

3. ~~Construction requirements:~~

a. ~~Code: All applicable requirements within the current edition of the State of Florida adopted Building Codes and Federal flood requirements and Florida Department of Environmental Protection requirements will mandate new, re-construction or re-modeling work. This section also sets specific requirements for property seaward of the coastal construction line and specific requirements based on the flood insurance maps for the city.~~

b. ~~Footprint definition: For purposes of re-construction or re-modeling proposals that involve additional square footage being added to a structure, "building footprint"~~



means the total foundation area for an existing structure, not including decks, patios or stairways outside the living area(s). Non-living space such as detached garages, carports and storage sheds shall not be given consideration as part of the footprint calculation for expansion of a existing structure in the overlay district. Should an applicant request from the board, approval to construct over a questionable space, the applicant must have evidence that a roof existed over the floor space that is in question in order to re-build over that footprint.

- e. ~~Building height: The building height shall be measured in accordance with Section 6.01.03 B.4.~~
- 4. ~~Setbacks: For residential Lots, the setbacks shall be twenty-five (25') front and rear, side ten (10) feet, and street side fifteen (15) feet for new construction.~~
  - a. ~~For an existing structure, the existing footprint shall be considered acceptable and its location referred to as "deemed acceptable" for renovation and re-building.~~
  - b. ~~Second and third level decks will be allowed to extend to the engineered width of a structure and encroach five (5') into the front and rear setback. Second and third level articulations will be allowed to encroach into side setbacks three (3') feet but in no case may be closer than five (5') feet from the property line. Enclosed articulations are limited to twenty-five (25%) per cent of the width of the elevation they are located on.~~
  - c. ~~Screened porches will be allowed a five (5') rear setback and a ten (10') side setback providing impervious surface coverage does not exceed 50% of the total lot square footage and the maximum height is less than twelve (12') feet.~~
  - d. ~~Swimming pools or screened pool enclosures will be allowed a five (5') rear and side setback. Note if a pool is built to the five (5') foot setback and later the owner desires to screen the pool, the screen will not be permitted into the five (5') foot setback.~~
  - e. ~~For oceanfront homes, the East side of a property is considered as the front.~~
  - f. ~~Vacated alleyways will be considered part of the property but no construction shall be allowed in this vacated portion of the lot. Setbacks on a vacated alleyway will be measured from the centerline of the alley. Setbacks on an open alleyway shall be measured from the alley line.~~
  - g. ~~Flexible setbacks to save trees~~
    - 1. ~~In all cases, the justification for a change in a setback requirement must be to save a significant tree, which per the Board's motion to approve this Application is defined as being eight (8) inches in diameter at breast height (DBH) or greater, as demonstrated on a site plan with a tree and topography survey.~~
    - 2. ~~Front and rear yard setbacks, currently required to be 25 feet in the front and 25 feet in the rear, shall be allowed to be moved forward or backward 7.5 feet as long as a total of 50 feet total for combined front and rear yard setbacks is maintained.~~



3. ~~Side yard setbacks, currently required to be 10 feet on each side, shall be allowed to be moved five feet to either side as long as a total of 20 feet total for combined side yard setbacks is maintained and a minimum of 15 feet is maintained between adjacent structures.~~
  4. ~~All requests for flexible setbacks to save trees must have the approval of the City's Building Official and the applicable Homeowners Association (if required) and the Comprehensive Planning and Zoning Board.~~
  5. ~~Architectural requirements:~~
    - a. ~~The use of detail will be encouraged by the city to assist in architectural styling.~~
    - b. ~~Exterior colors shall be in accordance with the color palettes adopted by the city for community standards.~~
    - c. ~~All structures exceeding two (2) levels are required to reduce the third level living space to be a maximum of seventy percent (70%) of the first floor space including conditioned space, garages, unconditioned enclosed space but in no case, shall be larger than the second level. Porches are not included in the calculation of living space nor are porches included in the third level seventy percent (70%) calculation.~~
  6. ~~Site Requirements:~~
    - a. ~~Landscaping shall be at the owner's discretion. The city shall require that landscaping enhances the aesthetics of the streets and neighborhoods. The city recommends the use of native or Florida friendly plants. An inter-mixing of grasses, xeriscape plants and ground cover such as mulches, gravel, pine straw is required.~~
    - b. ~~Connection to St. John's County Utility is required.~~
    - c. ~~For lots located in the Velocity Zones, any fill added to the lot will require a professional engineer to design the fill procedure and materials. The procedure will be acceptable to the city and approved by the Florida Department of Environmental Protection.~~
- B. ~~Overlay for residential lots platted prior to the adoption of the Land Development Regulations:~~ There is hereby created an overlay district encompassing residential lots platted before the date of this Code.
1. ~~Purpose:~~ The overlay will provide for the enhancement or replacement of existing non-conforming structures located within the Platted Lots District. The overlay also provides for new construction on the vacant, platted lots within the district. Structures currently deemed non-conforming in accordance with the current land development regulations will lose non-conforming designation by the overlay.
  2. ~~Approval:~~ The comprehensive planning and zoning board of the city shall be responsible for reviewing all applications. The board shall be required to approve any and all applications that clearly meet the requirements set forth in this section. Consequently, the board shall be required to deny any and all applications that do not meet the requirements of this section. Applications that do not meet the requirements



can be addressed by the variance process or the city's appeal process. Approval is not required if all other sections of the Land Development Regulations are adhered to nor is a comprehensive planning and zoning review required.

- a. ~~Upon review by the comprehensive planning and zoning board of an overlay application, if the application does not meet the requirements of this section, the board shall advise the applicant which items are found to be non-conforming and the applicant shall be provided the opportunity to correct the non-conformities and schedule a second hearing before the board. There shall be no additional fees for the second hearing.~~
- b. ~~If the second review is not approved, the board shall advise the applicant of the non-conformities and advise the applicant of their right to appeal the board's decision, as well as their right to apply for a variance if the non-conformity can not be corrected. Any appeal by the applicant shall be in the same manner as appeals from approvals or denials of a final development approval. Any and all fees shall apply to the appeal and shall be paid by the applicant.~~
- c. ~~Situations that conform to the overlay:~~
  - (1) ~~New construction is allowable using the setbacks requirements within this section with the caveat that construction shall conform to applicable building codes set forth by local, state and federal agencies that dictate construction in this geographical area.~~
  - (2) ~~The re-building or re-modeling of structures located within the overlay district on the footprint for the existing structure.~~
  - (3) ~~Expansion defined by the city is any increase in square footage of a structure and must meet all applicable building codes and shall be within the setback allowances set forth by this section.~~
- d. ~~Situations that do not conform to the overlay: Situations that can not meet the requirements of this section will require the owner to use the city's variance procedure with applicable fees paid by the applicant.~~

~~3. Construction requirements:~~

- a. ~~Code: All applicable requirements within the current edition of the State of Florida adopted Building Codes and Federal flood requirements and Florida Department of Environmental Protection requirements will mandate new, re-construction or re-modeling work.~~
- b. ~~Footprint definition: For purposes of re-construction or re-modeling proposals that involve additional square footage being added to a structure, "building footprint" means the total foundation area for an existing structure, not including decks, patios or stairways outside the living area. Non-living space such as detached garages, carports and storage sheds shall not be given consideration as part of the footprint calculation for expansion of a existing structure in the overlay district. Should an applicant request from the board, approval to construct over a questionable space, the applicant must have evidence that a roof existed over the floor space that is in question in order to re-build over that footprint.~~



c. ~~Building height: The building height shall be measured in accordance with and not exceed thirty-five (35') feet above the requirements of Section 6.01.03.B.~~

4. ~~Setbacks by minimum lot size:~~

a. ~~Small Platted Lots:~~

1. ~~For residential Lots with a maximum lot size of 4,650 square feet, maximum lot depth of 93' feet and lot width of 50' or less, the setbacks shall be twenty (20') front and rear and sides are allowed seven and a half (7.5') feet for new construction.~~
2. ~~For an existing structure, the existing footprint shall be considered acceptable and its location referred to as "deemed acceptable" for renovation and re-building.~~
3. ~~Second and third level decks will be allowed to extend to the engineered width of a structure and encroach five (5') into the front and rear setback. Second and third level articulations will be allowed to encroach into side setbacks three (3') feet but in no case may be closer than five (5') feet from the property line. Enclosed articulations are limited to twenty-five (25%) percent of the width of the elevation they are located on.~~
4. ~~Screened porches will be allowed a five (5') rear setback and a ten (10') side setback providing impervious surface coverage does not exceed ratio by district for the total lot square footage and the maximum height is less than twelve (12') feet.~~
5. ~~Swimming pools or screened pool enclosures will be allowed a five (5') rear and side setback. Note if a pool is built to the five (5') foot setback and later the owner desires to screen the pool, the screen will not be permitted into the five (5') foot setback.~~
6. ~~Vacated alleyways will be considered part of the property but no construction with a permanent foundation shall be allowed in this vacated portion of the lot. Setbacks on a vacated alleyway will be measured from the centerline of the alley. Setbacks on an open alleyway shall be measured from the alley line.~~

b. ~~Standard Platted Lots~~

1. ~~For residential Lots with a lot size greater than 4,650 square feet, minimum lot depth of 93' feet and lot width greater than 50' feet, the setbacks shall be twenty-five (25') front and rear, side ten (10) feet, and street side fifteen (15) feet for new construction.~~
2. ~~For an existing structure, the existing footprint shall be considered acceptable and its location referred to as "deemed acceptable" for renovation and re-building.~~
3. ~~Second and third level decks will be allowed to extend to the engineered width of a structure and encroach five (5') into the front and rear setback. Second and third level articulations will be allowed to encroach into side~~



~~setbacks three (3') feet but in no case may be closer than five (5') feet from the property line. Enclosed articulations are limited to twenty-five (25%) per cent of the width of the elevation they are located on.~~

- ~~4. Screened porches will be allowed a five (5') rear setback and a ten (10') side setback providing impervious surface coverage does not exceed 50% of the total lot square footage and the maximum height is less than twelve (12') feet.~~
- ~~5. Swimming pools or screened pool enclosures will be allowed a five (5') rear and side setback. Note if a pool is built to the five (5') foot setback and later the owner desires to screen the pool, the screen will not be permitted into the five (5') foot setback.~~
- ~~6. Vacated alleyways will be considered part of the property but no construction shall be allowed in this vacated portion of the lot. Setbacks on a vacated alleyway will be measured from the centerline of the alley. Setbacks on an open alleyway shall be measured from the alley line.~~
- ~~7. Flexible setback to save trees for single family land use~~
  - ~~a. In all cases, the justification for a change in a setback requirement must be to save a significant tree, which per the Board's motion to approve this Application is defined as being eight (8) inches in diameter at breast height (DBH) or greater, as demonstrated on a site plan with a tree and topography survey.~~
  - ~~b. Front and rear yard setbacks, currently required to be 25 feet in the front and 25 feet in the rear, shall be allowed to be moved forward or backward 7.5 feet as long as a total of 50 feet total for combined front and rear yard setbacks is maintained.~~
  - ~~c. Side yard setbacks, currently required to be 10 feet on each side, shall be allowed to be moved five feet to either side as long as a total of 20 feet total for combined side yard setbacks is maintained and a minimum of 15 feet is maintained between adjacent structures.~~
  - ~~d. All requests for flexible setbacks to save trees must have the approval of the City's Building Official, the applicable Homeowners Association (if required) and the Comprehensive Planning and Zoning Board.~~

~~5. Site Requirements:~~

- ~~a. Landscaping shall be at the owner's discretion. The city shall require that landscaping enhances the aesthetics of the streets and neighborhoods. The city recommends the use of native or Florida friendly plants. An inter-mixing of grasses, xeriscape plants and ground cover such as mulches, gravel, pine straw is required.~~
- ~~b. Connection to St. John's County Utility is required if available.~~

~~e. For lots located in the Velocity Zones, any fill added to the lot will require a professional engineer to design the fill procedure and materials. The procedure must be acceptable to the city and approved by the Florida Department of Environmental Protection.~~

~~(Ord. No. 18-07, § 1(Exh. 1), 5-7-18)~~

**SECTION 4.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

**SECTION 5.** If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

**SECTION 6.** This Ordinance shall take effect ten (10) days after passage, pursuant to Section 166.041(4), Florida Statutes

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Commission of the City of Saint Augustine Beach, Florida this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK


EXAMINED AND **APPROVED** by me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2020. Posted on [www.staugbch.com](http://www.staugbch.com) on the \_\_\_\_ day of \_\_\_\_\_, 2020.

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 15, 2021

**SUBJECT:** Limited Use of City Meeting Facilities: Review of Recommendations and Fees

**INTRODUCTION**

The City's public meeting facilities consist of Building C on the west side of the city hall parking lot, where the post office was located, and the room on the west side of city hall, which has a moveable center partition so that the room can be made into two meeting areas. Because of the pandemic, the facilities were closed in the spring of 2020 to the public.

Recently, the City staff has received several requests to open the facilities for public use. As the rate of vaccination is increasing and the number of Covid-19 cases in St. Johns County isn't rising, now may be the time to allow limited use of the facilities.

**ATTACHED INFORMATION**

Attached is an email from the Public Works Director, in which he breaks down the per-hour costs for cleaning and supplying each facility.

What is not included in the costs are time for the staff to process the applications, maintain a calendar of meetings and enforce the regulations for the use of the facilities.

**RECOMMENDATIONS**

They are:

1. That the use of the meeting facilities be allowed in two-hour time blocks for a maximum of four hours a day.
2. That the time blocks be 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.
3. That evening use of the facilities not be allowed.
4. That weekend use be allowed only for a two-hour period on Saturday morning.

You may remember from another meeting when you discussed the meeting facilities, a resident, Mr. Nicolas Binder, asked that you allow Saturday meetings because that is when homeowner associations may meet.



We suggest allowing Saturday meetings only during the morning, 9:00 a.m. to 11:00 a.m. because the City has a Public Works employee who works on weekends to open and clean the City's 10<sup>th</sup> and A Street public restrooms and do other work. This employee could clean the meeting facility after 11:00 a.m. on Saturdays.

5. That the following occupancy limits be adopted: no more than 12 occupants in Building C; no more than 26 occupants in the city hall meeting room. If the latter room were partitioned by the center divider, then the occupancy limit would be 12 persons on each side.
6. That persons or groups found violating the occupancy limits would lose the privilege to use the facilities.
7. That persons or groups using the facilities be charged the following: \$30 an hour for Building C plus an administrative charge of \$20, and \$50 an hour for the city hall meeting room with an administrative charge of \$20.

Thus, for Building C, the charge to use the room for two hours would be \$80:  $\$30 \times 2$  plus \$20, while the charge to use the city hall room four two hours would be \$120:  $\$50 \times 2$  plus \$20.

Up to the time the facilities were closed in early 2020, the City didn't charge neighborhood associations, AA chapters, and other non-profit groups any fees to use the facilities. The only groups charged were citizens having private functions, such as a wedding reception, and businesses having classes or an orientation for their sales staff.

You could charge condo and neighborhood associations located in the City a flat fee, e.g., \$50 a meeting, because the owners who are members are already paying City property taxes.

#### ACTION REQUESTED

It is that you discuss the recommendations. On the basis of what you decide, a resolution to adopt the limited use of the meeting facilities would be prepared for your May 3<sup>rd</sup> meeting.

## Max Royle

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**From:** Bill Tredik  
**Sent:** Friday, March 12, 2021 4:55 PM  
**To:** Max Royle  
**Subject:** RE: Meeting Rooms

Max:

To maintain 6' separation the occupancy of the meeting rooms is as follows:

Building C	12
City Hall Meeting room (west side of partition)	12
City Hall meeting room (east side of partition)	11
City Hall meeting room (no partition used)	26

\*Note that three extra people can fit in the combined City Hall room due to the lack of the dividing wall.

The information below is from my November 13, 2020 email regarding how much it costs to clean the rooms:

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

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

*Supplies include: Toilet Paper, paper towels, soap hand sanitizer, cleaning supplies, etc.*

*Staff time also includes mobilization to and from the meeting room from the Public Works Facility.*

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


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

The lower fees would apply if the rooms can be cleaned the following Monday.

Bill

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 11, 2021

**SUBJECT:** Upcoming Workshops: Discussion of When to Hold Them

**INTRODUCTION**

At your February 8<sup>th</sup> continuation meeting, you discussed selecting topics for workshops and when to hold them. You decided that your first workshop would be held on March 8<sup>th</sup> for the following topics:

- a. Review of employee salaries and pay ranges
- b. Restructuring of the Building Department
- c. History of the Police Department's budgets
- d. Review of repair and replacement of assets, such as vehicles, and projects, such as parking improvements
- e. Succession planning for the various departments and for the Police Chief and the City Manager

Other possible workshop topics discussed at your February 8<sup>th</sup> meeting were:

- Holding a joint meeting with the Comprehensive Planning and Zoning Board
- Holding a joint meeting with the Sustainability and Environmental Planning Advisory Committee
- Holding a joint meeting with St. Augustine's City Commission
- Holding a joint meeting with the St. Johns County Commission
- Reviewing the City's solid waste operations and recycling
- Discussing adopting a stormwater utility fee to pay for drainage projects and the maintenance of existing drainage facilities

The outcome of the discussion was:

1. That continuation of the review of employee salaries, pay ranges, and related matters is on the agenda for your April 5<sup>th</sup> regular meeting.
2. Because of the length of the agenda for your April 5<sup>th</sup> meeting, Mayor England's suggestion that the topics concerning solid waste/recycling and the stormwater utility fee can be scheduled for a workshop in May.

3. Commissioner George's suggestion that there needs to be an agenda for the joint meetings with St. Augustine's Commission and the County Commission and with the Planning Board and SEPAC.

Concerning a workshop for solid waste/recycling and the stormwater utility fee: We ask that you schedule a workshop in May for both of these topics. Sixty to 90 minutes could be devoted to one, with 60 to 90 minutes for the second. By the date of the May workshop, the vulnerability study will be done, and it could have a bearing on the stormwater utility fee discussion. Also, it is important that you give the City administration guidance on each topic before the Finance Director prepares the FY 2022 budget in June.

Concerning a joint meeting with the Planning Board and SEPAC: We have asked each board to provide suggested topics for the agenda. City staff will consolidate the suggestions. You could hold a joint meeting or workshop in late April with representatives from each board. Because space is limited in your meeting room, we suggest that only two representatives from each board be in the room. Other members are welcome to attend the meeting but would have to sit in the adjoining meeting room.

Concerning joint meetings with the County and St. Augustine: It would help if you discussed amongst yourselves topics for them and agree on the specific purpose for each joint meeting, i.e., why are you proposing it, what do you want it to accomplish. We suggest that your topics be few in number, perhaps three that you consider are most significant for each governmental agency. It's been our past experience with the County Commission that it prefers fewer rather than many topics.


#### ACTION REQUESTED

There are three:

1. That you decide whether to want to hold a workshop meeting in April with the Planning Board and SEPAC and, if so, the date of that workshop.
2. That you decide the date for a workshop in May to discuss the City's solid waste/recycling operations and whether to levy a stormwater utility fee.
3. That you discuss the topics you want for separate joint meetings with the County Commission and St. Augustine's City Commission. You could suggest to each that the joint meeting be held in June and leave it up to each commission to propose a date and location for the meeting.

## MEMORANDUM

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 25, 2021

**SUBJECT:** Decisions for Fiscal Year 2022 Budget: Review of Pay Ranges for Employees and Adjustments to the Pay for the City Commission

### INTRODUCTION

The attached information is in three parts:

- a. Pages 1-6, the minutes of that part of your March 8<sup>th</sup> workshop when you discussed pay-related matters.
- b. Page 7, a memo from the Finance Director, Ms. Patty Douylliez, in which she explains the information that accompanies her memo.
- c. Pages 1-30, the information she has provided with her memo.

### ACTION REQUESTED

It is that you discuss with Ms. Douylliez her memo and the information and that you decide whether to approve the updated pay ranges and adjustments to the pay for the City Commission.

PLEASE NOTE: The Commission pay was increased on October 1, 2020, by a 1.6% cost-of-living-adjustment

IV. TOPICS FOR WORKSHOP

A. Review of Employee Salaries and Pay Ranges (Presenter: Patricia Douylliez, Finance Director)

Mayor England introduced Item IV.A. and advised that City Manager Royle would explain the rules of the workshop.

City Manager Royle advised that there will be public comments for the agenda items only. Any items not on the agenda will not be heard because the Commission is limited to these five topics only. He then introduced Finance Director Douylliez via Zoom.

Mayor England stated how she would like to approach the information provided. She explained that the Commission would first research the pay ranges. She commented that in some of the pay ranges there were outliers, which should not be included in the average pay ranges.

Finance Director Douylliez showed her PowerPoint presentation. She explained the methodology that was used by saying that employees generally do not relocate when looking for a new position; however, they would be willing to drive one hour back and forth to a new position for better pay and benefits. She remarked that managers may relocate for a better position, but not the regular worker usually. She commented that the cities in the Commission's book that were selected were one hour from our City and those salaries were used to analyze the pay ranges. She went over the Commissioner's and the managers' positions and average pay and how they were calculated. She explained that the City Clerk's position was a hybrid position because the City Clerk also is the Human Resources Director and Risk Manager currently and weighted each position as the City Clerk 50%, Human Resources Director at 25%, and Risk Manager at 25% to come up with a hybrid number for pay ranges. She identified what regular positions were below the \$15 an hour rate, which the State of Florida requires employees to make \$15 an hour by 2026 and how she was increasing the pay so by January 1, 2026 they would be making \$15 an hour. She advised that if the City does step increases every year, all the regular positions under \$15 an hour would be up to state mandate as required. The Deputy City Clerk should have an increase because she is not in the pay ranges and suggested that the City bring this position up to the first step in the ranges at a one-time cost of \$1,183.43.

Mayor England asked if there was only one employee who would be less than minimum in the new pay ranges.

Finance Director Douylliez advised in the regular position categories, yes, but that does not include the Police Department. She commented that the Police Department has six Police Officers who do not meet the minimum new salary ranges.

Commissioner George asked how the \$15 an hour is calculated. She asked if it is calculated to regular time only or does it include time off.

Finance Director advised that the calculation is 2080 hours a year and that includes vacation time. She explained that the state standard would be the full 52 weeks. She then explained

the Police Department's salary ranges. She commented that local agencies such as the St. Johns County Sheriff's Department and the City of St. Augustine have increased their Police Officers' salaries to attract more officers and explained that the calculations for beginning Police Officers should be on step one at \$42,000 and it would be a \$20,992 cost to the City.

Mayor England advised that she thought the new employees were above the first step rate, even for proposed minimum for FY 2022.

Finance Director Douylliez advised not within the Police Department. She asked if Interim Police Chief Carswell could answer that.

Interim Police Chief Carswell advised that until they pass their Field Training and Telecommunications Training and are released on their own, they start under \$40,000.

Finance Director Douylliez advised currently the officers start at \$40,700.93 and staff is requesting to bring them up to \$42,000 to be in line with the other local agencies.

Commissioner George advised that this increase would be based on the new pay scale.

Finance Director Douylliez said yes, the officers are not currently making what a starting officer would make in other agencies. She advised this would help with succession planning. She continued to say that her last slide was her proposals. She commented that she felt the Commissioners' salaries should be reviewed and requested that the Commission put this item on the agenda for April and make the changes in FY 2022 budget. She advised also that there are two managers who are not on the new pay scales and that should be discussed regarding succession planning for the future. She advised that when the Finance Director position was opened, the applicants were looking for significantly higher pay.

Mayor England advised that some positions have outliers and should not be included in the analysis. She asked the Commission if they agreed to delete the outliers.

Commissioner George asked why the counties were included in this analysis because it is not relevant to the tasks of a smaller city and the employee oversight is lower in a small city. She advised that positions like Service Workers or Equipment Operators could be included, but not the upper positions.

Mayor England agreed.

Vice Mayor Samora agreed with Commissioner George. He asked how many managers fall outside of the new pay ranges.

Finance Director Douylliez advised only two, the Finance Director and IT Manager.

Vice Mayor Samora asked what the overall budget impact would be if the recommendation would be adopted.

Finance Director Douylliez advised that there would be an increase of \$20,992 for the six Police Officers, an increase for the Deputy City Clerk of \$1,183.43. She explained that the rest

of the employees fall within the ranges. She advised that the new step plans are roughly three percent each year and whatever the COLA is each year. The only significant adjustments would be the \$22,000 to the FY 2022 budget.

Mayor England agreed with bringing the new Police Officers up to the new hire rate to be competitive but explained that through her experience with the banking industry she had to review salaries every year because long-term employees could get behind from the new employees coming into the industry to be competitive. She explained that it can be expensive to maintain everyone's salary fairly. She asked to delete from the analysis the counties, the City of Jacksonville, or other odd salaries, high or low, within a position. All positions should be reviewed for outliers.

Finance Director Douylliez asked if it should be done for just the managers or all employees.

Mayor England advised she thought all the positions should be done.

Commissioner Rumrell asked whether the change should be by population or salary range.

Mayor England advised she would like the salary range to be adjusted.

Commissioner George advised that counties have different set of job tasks and oversight and agreed to remove the City of Jacksonville and the counties.

Finance Director Douylliez advised that she would remove the City of Jacksonville, St. Johns County and Flagler County.

Vice Mayor Samora advised that if there are low outliers like Beverly Beach, take them out as well.

Finance Director Douylliez advised that she would rework the numbers and bring it to the April 5, 2021 Regular Commission meeting.

Commissioner George asked if the Police Department increase included the salary and benefits.

Finance Director Douylliez advised that the salary was what the approximate \$22,000 includes. She also advised that the City would have to pay more taxes and Florida Retirement System benefits with the increase.

Commissioner George asked for a cost impact analysis for the other positions. She asked to cover how the new pay ranges would be handled, such as, over time or in one lump sum.

Finance Director Douylliez advised that that would be up to the Commission how they want to handle the increases. She advised that for the Police Officers and the Deputy City Clerk increases of the \$22,000 there would be more taxes to be paid by the City and to the Florida Retirement Plan, but not to any other employees. She remarked that the Commission would have to decide if they want to give those positioning increase over a period of time or in a



lump sum. She explained that during the budget cycle when all is decided, the Commission could then decide on a lump sum or over a period of time.

Mayor England advised when pay ranges are granted, usually the positions that are under the pay range should be increased first and then employees who are below mid-point, they are be increased next, instead of an employee who is at the maximum and in the 4<sup>th</sup> percentile. Each department should follow this scenario and not give the same step amount to everyone.

Vice Mayor Samora advised that there were three recommendations that were made by staff. One that was not discussed is whether to increase the salary of the Commission. He asked the Commission's thoughts on a salary increase.

Commissioner Rumrell advised that he appreciates the time and effort that the Commissioner do for the City and it is on top of their regular positions in the City; he does not support a pay increase for the Commission.

Mayor England advised that she would support the Commission's decision, but the Mayor should not get an increase.

Commissioner George advised that the Mayor position puts in more time than the Commissioners and should get an increase in salary because it is justified. She explained that she has been an advocate of a salary increase for a long time. She remarked that unless you have resources, you cannot afford this job. It is not fair to future Commissions to put them in the same position. We have staff telling the Commission what their salaries should be so why is it any different for the Commission. She would like a policy to have an increase in place to do the Commission job.

Mayor England asked how many years it has been since an increase.

Commissioner George advised that the people voted to allow the Commission to set a salary for themselves and that vote took place in 2006. No increase has been done since. She advised that she thought running for office for the community was the right thing to do.

Mayor England asked if there were any strong objections to place two items on the April 5<sup>th</sup> agenda. One would be to have the Commission concern and vote on a reasonable increase for Commissioners and the second would be to discuss whether there should be a cost-of-living increase every year, example one percent.

Commissioner Torres agreed with Mayor England's suggestion.

Vice Mayor Samora advised that there is a consensus that the Commission needs to talk about this further at on April 5<sup>th</sup> Commission meeting. He asked staff to recommend a maximum, minimum for the Mayor and Commission positions like staff's and based on the salary survey.

Commissioner George asked about if hybrid positions are weighted on the pay scales.

Finance Director Douylliez advised that she weighted them as manager positions at 50% for City Clerk, 25% for HR Director, and 25% as Risk Manager. She explained that City Clerk

Raddatz hold three top positions for the City and felt that would be a correct way to analysis it.

Commissioner George advised that she does not agree with the weighted pay scale for sub positions because this is a smaller City and asked what the Commission feels about it.

Finance Director Douylliez advised that when the counties and larger cities are adjusted, it will reduce the City Clerk's pay scale average.

Commissioner George used the City of St. Augustine as a reference and said the City of St. Augustine's City Clerk probably does the same three positions.

City Clerk Raddatz advised that the City of St. Augustine has three different employees for those positions.

Discussion ensued regarding whether the Assistant Public Works Director should have a civil engineer degree.

Public Works Director Tredik advised that in the future after Mr. Gatchell, Assistant Public Works Director, retires he will be discussing bringing a new civil engineer into the Public Works Department.

Finance Director Douylliez advised that Mr. Gatchell falls within a civil engineer's salary, so there is room in the budget to hire a civil engineer.

Public Works Director Tredik advised that in some cities a Public Works Director does not need to be an engineer because that is a separate position within the city. He advised that Mr. Gatchell is a very seasoned Assistant Public Works Director.

Finance Director Douylliez advised that City Clerk Raddatz listed the benefits from all the cities and counties.

Commissioner George advised that the dependent coverage that the City is paying is more than other cities pay. She asked for the information on the City of Palatka.

After looking in the book, City Clerk Raddatz advised that there was a page missing.

Mayor England asked to be consistent with the cities that will be worked up in the upcoming meeting.

Commissioner George asked about the sick time and vacation time for employees.

City Clerk Raddatz advised that on vacation leave the first year the employees received 40 hours, from two to three years they get 80 hours, and it continues to go up as the employee stays with the City.

Finance Director Douylliez stated the vacation and sick leave policy.

Discussion ensued regarding sick time being one day per month with a cap of 960 hours, vacation leave is capped at 240 hours, and giving employees 29 days of compensation per year with sick and vacation leave.

Finance Director Douylliez commented that the Department Heads have had discussions regarding making all sick and vacation leave as Paid Time Off (PTO) and reducing the caps for vacation and sick time.

Discussion ensued regarding employees must bring a doctor's note if sickness is over three days and the employee is counselled if they are continually absent or abusing sick time.

Mayor England opened the Public Comment section. Being none, Mayor England closed the Public Comment section and then moved on to Item VI.B.

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## M E M O R A N D U M

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** PAY RANGES-UPDATE  
**DATE:** 3/24/2021

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In response to the discussions during the Workshop on March 8<sup>th</sup>, I have provided the updated pay ranges by position and benefit information. As requested, I have removed the counties and City of Jacksonville from the pay study and recalculated the pay ranges for each position.

I was also requested to provide the additional cost of benefits for those positions under the new minimum. I have included this additional information to show the added costs, plus payroll taxes and FRS. The total cost to the City would amount to \$27,576.93.

During the workshop there was also some discussion regarding pay for the Commission and perhaps implementing an annual COLA. A review of the records indicates a COLA has been applied to the Commissioner's pay over the past ten years. Effective 10/1/2020, the current rate was increased based on a 1.6% COLA, taking the annual salary from \$6,588.84 to \$6,694.26 for Commissioner and \$7,907.65 to \$8,034.17 for the Mayor.

Please let me know if more information is needed.

## 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		\$500 stipend a month.	400	
City of Bunnell	Flagler County	\$10,908		2,820	
City of Flagler Beach	Flagler County	\$8,663		5,081	<b>Average \$8,285</b>
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	
<b><u>Avg Actual Salary</u></b>					
<b>\$17,898</b>					

## Agency Commissioner/Council Member

Employer Name	County	Actual Salary	Comments	Population	
Town of Beverly Beach	Flagler County		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	<b>Average \$7,679</b>
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		No Ranges	115,081	
St. Johns County	St. Johns County		Milage Stipend	264,672	
<b><u>Avg Actual Salary</u></b>					
<b>\$12,472</b>					
<b><u>Avg Without SJC</u></b>					
<b>\$12,472</b>					

## Manager Job Descriptions

Job Code	Job Title/Job Description
<b>101</b>	<b>Agency Manager</b>
	Top level administrative officer. Directs and coordinates administration of Agency or county government in accordance with policies determined by Agency/county council/commission.
<b>102</b>	<b>Deputy Agency Manager</b>
	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.
<b>105</b>	<b>City Clerk</b>
	Maintains official records, records action of the Council, and handles elections. Thorough knowledge of ordinances, policies and procedures.
<b>106</b>	<b>Finance Director/Chief Financial Officer</b>
	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.
<b>110</b>	<b>Human Resources Director</b>
	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.
<b>111</b>	<b>Risk Manager</b>
	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.
<b>113</b>	<b>Public Works Director</b>
	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.
<b>115</b>	<b>Agency Engineer</b>
	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.
<b>116</b>	<b>Chief Building Official</b>
	Plans and directs Agency's inspection programs relative to construction, maintenance, and safety.
<b>118</b>	<b>Director of Planning and Zoning</b>
	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.
<b>123</b>	<b>IT Director/Chief Information Officer</b>
	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.

**2020 PEPIE ANNUAL SALARY**

<b>Agency Manager</b>									
<b>Employer</b>	<b>County</b>	<b>Your Title</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Actual Salary</b>	<b>Other Cash Remuneration</b>	<b>Comments</b>	
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			Contract/Salary decided by BOCC	
Town of Orange Park	Clay County	Town Manager	\$79,888	\$101,857	\$123,826	\$116,699			
			<b>AVERAGE SALARY COMPARISON</b>						
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>			
		Average:	<b>\$102,287</b>	<b>\$131,099</b>	<b>\$159,911</b>	\$144,717			
<b>Deputy Agency Manager</b>									
<b>Employer</b>	<b>County</b>	<b>Your Title</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Actual Salary</b>	<b>Other Cash Remuneration</b>	<b>Comments</b>	
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)							
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		
			<b>AVERAGE SALARY COMPARISON</b>						
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>			
		Average:	<b>\$93,851</b>	<b>\$126,849</b>	<b>\$159,846</b>	\$155,901			



**2020 PEPIE ANNUAL SALARY**

<b>City Clerk</b>									
Employer	County	Your Title	Min	Mid	Max	Actual Salary	Other Cash Remuneration	Comments	<u>HYBRID-CITY</u>
City of Bunnell	Flagler County	City Clerk	\$60,307	\$72,072	\$88,734				
City of Atlantic Beach	Duval County	City Clerk				\$87,402			<b>\$60,989.20</b>
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						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		
	<b>AVERAGE SALARY COMPARISON</b>								
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>			
<b>Average:</b>	<b>\$60,475</b>	<b>\$77,091</b>	<b>\$95,178</b>			<b>\$70,962</b>			
<b>Human Resources Director*</b>									
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							
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							
	<b>Average Salary Comparison</b>								
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>						
<b>Average:</b>	<b>\$61,885</b>	<b>\$80,947</b>	<b>\$100,925</b>						

**2020 PEPIE ANNUAL SALARY**

<b>Risk Manager*</b>									
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							
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							
	<b>Average Salary Comparison</b>								
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>						
Average:	<b>\$61,121</b>	<b>\$86,882</b>	<b>\$112,644</b>						
<b>Finance Director/Chief Financial</b>									
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							
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					n/a		
St. Johns County	St. Johns County	Finance Director					\$3,900.00		
Town of Orange Park	Clay County	Finance Director	\$65,212	\$82,606	\$100,000	\$88,615			
		<b>Average Salary Comparison</b>							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>			
	Average:		<b>\$77,693</b>	<b>\$100,610</b>	<b>\$124,138</b>	<b>107,703.07</b>			

**2020 PEPIE ANNUAL SALARY**

<b>Public Works Director</b>									
<b>Employer</b>	<b>County</b>	<b>Your Title</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Actual Salary</b>	<b>Other Cash Remuneration</b>	<b>Comments</b>	
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							
Flagler County	Flagler County	Public Works Director / County Engineer							
St. Johns County	St. Johns County	Public Works Director							
			<b>Average Salary Comparison</b>						
		Average:	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>			
			<b>\$76,138</b>	<b>\$97,968</b>	<b>\$120,787</b>	<b>\$104,459</b>			

## 2020 PEPIE ANNUAL SALARY

## Agency Engineer

[illegible]

**2020 PEPIE ANNUAL SALARY**

<b>Chief Building Official</b>									
<b>Employer</b>	<b>County</b>	<b>Your Title</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Actual Salary</b>	<b>Other Cash Remuneration</b>	<b>Comments</b>	
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							
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							
Flagler County	Flagler County	Growth Management Director							
St. Johns County	St. Johns County	Building Official							
			<b>Average Salary Comparison</b>						
			<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>	<b><u>Avg Actual Salary</u></b>			
			\$65,850	\$85,987	\$106,687	\$95,533			

**2020 PEPIE ANNUAL SALARY**

<b>Director of Planning and Zoning</b>									
<b>Employer</b>	<b>County</b>	<b>Your Title</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Actual Salary</b>	<b>Other Cash Remuneration</b>	<b>Comments</b>	
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							
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							
Flagler County	Flagler County	Growth Management Director							
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			
			<b>Average Salary Comparison</b>						
		Average:	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>			
			<b>\$74,748</b>	<b>\$99,434</b>	<b>\$124,120</b>	<b>\$124,545</b>			

**2020 PEPIE ANNUAL SALARY**

<b>IT Director/Chief Information</b>									
<b>Employer</b>	<b>County</b>	<b>Your Title</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Actual Salary</b>	<b>Other Cash Remuneration</b>	<b>Comments</b>	
City of Atlantic Beach	Duval County	Systems Engineer IT	\$57,209	\$75,802	\$94,395				
City of Bunnell	Flagler County	IT Director	\$55,523	\$66,355	\$81,696				
City of Daytona Beach	Volusia County	Manager-Info Systems & Services	\$73,704	\$105,658	\$137,612	\$110,113	\$ 4,647	Auto Allow/Cell Phone	
City of Green Cove Springs	Clay County	Network Admin.	\$64,697	\$83,976	\$103,355	\$64,605	\$ 3,706	100 hours Adm & Auto Allowance.	
City of Jacksonville	Duval County	CHIEF OF INFORMATION TECHNOLOGIES							
City of New Smyrna Beach	Volusia County	Director of Info Technology	\$71,912	\$91,495	\$111,077	\$110,270			
City of Ormond Beach	Volusia County	MIS Mananger	\$68,997	\$87,784	\$106,571	\$108,079	\$975.00		
City of Palm Coast	Flagler County	IT System Admin. II				\$82,886			
City of St. Augustine	St. Johns County	IT Manager	\$68,347	\$84,550	\$100,753	\$68,347		Employee recently promoted to position	
City of St. Augustine Beach	St. Johns County	IT Manager	\$55,971	\$69,964	\$83,956	\$66,973	n/a	Under Fin / Adm	
Clay County BOCC	Clay County	Information Services Director							
Flagler County	Flagler County	Chief Information Officer							
St. Johns County	St. Johns County	MIS Director							
Town of Orange Park	Clay County	N/A							
			<b>Average Salary Comparison</b>						
		Average:	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Avg Actual Salary</u>			
			<b>\$64,545</b>	<b>\$83,198</b>	<b>\$102,427</b>	<b>\$87,325</b>			

## 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							
St. Johns County Clerk of Courts	St. Johns County	Scanning/Index Clerk							
St. Johns County	St. Johns County	Records Management Clerk							
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Full-time	\$31,507	\$40,429	\$49,659			\$24,298	
		Part-time (30 Hours)	\$23,631	\$30,322	\$37,244				
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							
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$39,280	\$50,399	\$61,853			\$46,101	

## 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							
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							
St. Johns Clerk of Courts	St. Johns County	Accounts Payable Clerk							
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	<b>\$35,648</b>	<b>\$46,492</b>	<b>\$55,136</b>			\$42,506	

HYBRID-FINANCE ASST

\$33,034.03    \$43,109.50    \$52,085.06

## 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							
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							
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:	<b>\$30,420</b>	<b>\$39,727</b>	<b>\$49,034</b>			\$34,693	

## 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							
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							
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:	<b>\$35,373</b>	<b>\$45,704</b>	<b>\$56,034</b>			\$42,744	

## 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							
St. Johns County Clerk of Courts	St. Johns	Senior Information Tech. Specialist							
St. Johns County	St. Johns County	System Support Tech							
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$44,289	\$57,132	\$70,531			\$46,243	

## 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							
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							
Flagler County	Flagler County	Administrative Assistant							
St. Johns County Clerk of Courts	St. Johns County	Clerk of Court							
St. Johns County	St. Johns County	Administrative Assistant							
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:	\$30,178	\$39,150	\$48,131			\$36,972	
Executive Assistant									
Organization	County	Your Title	Minimum	Midpoint	Maximum	Budgeted Positions	Filled Positions	Average Salary	Comments
City of Atlantic Beach	Duval County	Executive Asssant-CM	\$36,664	\$46,747	\$56,829				
City of Bunnell	Flager 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							
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							
Flagler County	Flagler County	Executive Administrative Assistant							
St. Johns County	St. Johns County	Administrative Coordinator							
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:	\$37,226	\$47,988	\$59,021			\$51,282	

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							
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							
Flagler County	Flagler County	Central Permitting Technician							
St. Johns County	St. Johns County	Permit Technician							
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:	\$31,328	\$40,197	\$49,213			\$37,536	
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							
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							
Flagler County	Flagler County	Building Inspector II							
St. Johns County	St. Johns County	Building Inspector 1-III							
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$43,868	\$56,484	\$69,099			\$54,937	



## 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							
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							
Flagler County	Flagler County	Code Enforcement Sup/ Insp							
St. Johns County	St. Johns County	Code Enforcement Officer							
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:	\$37,602	\$48,605	\$58,455			\$44,366	
<b>Planner</b>									
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							
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							
Clay County BOCC	Clay County	Senior Planner							
St. Johns County	St. Johns County	Planner							
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$44,309	\$56,608	\$69,564			\$49,106	

## 2020 PEPIE SALARY SURVEY

### 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							
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							
Flagler County	Flagler County	Administrative Assistant							
St. Johns County Clerk of Courts	St. Johns County	Clerk of Court							
St. Johns County	St. Johns County	Administrative Assistant							
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:	\$30,178	\$39,150	\$48,131			\$36,972	
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							
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							
Flagler County	Flagler County	County Engineer							
St. Johns County	St. Johns County	Engineer (PE)							
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$57,942	\$77,661	\$97,381			\$83,944	

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							
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							
Flagler County	Flagler County	Chief of Trades							
St. Johns County	St. Johns County	Public Works Supervisor							
Town of Orange Park	Clay County	N/A							
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			<u>Avg Actual Salary</u>	
		Average:	\$42,599	\$58,223	\$71,731			\$56,710	
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							
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								
Flagler County	Flagler County	Equipment Operator 1							
St. Johns County	St. Johns County	Heavy Equipment Operator 1							
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:	\$28,427	\$36,434	\$44,740			\$33,634	

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							
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							
Clay County BOCC	Clay County	Maintenance Technician							
St. Johns County	St. Johns County	Maintenance Worker							
Town of Orange Park	Clay County	Laborer	\$22,863	\$29,149	\$35,435				
			Minimum	Midpoint	Maximum			Avg Actual Salary	
		Average:	\$28,057	\$34,047	\$41,394			\$55,301	

Position	Base Salary	# Yrs w/City	New Pay Plan		% INCR	Adjustment Cost to bring to 1st Step			
			Pay Year	Quartile		\$\$ Difference	Taxes	FRS	Total
City Manager	122,421.23	31.57	7	2					
IT Specialist	45,916.90	7.95	2	1					
Records Clerk	27,907.64	11.54	7	2					
Events Coordinator/comm	39,121.25	1.02	4	1					
Finance Director	73,910.99	6.51	0	0	5.12%	3,782.01	289.32	1,032.11	5,103.44
Deputy City Clerk	37,055.57	4.76	0	0	6.00%	2,224.43	170.17	222.44	2,617.04
IT Manager	66,972.83	18.38	2	1					
Finance Asst	34,297.52	1.37	2	1					
City Clerk	69,642.44	5.41	5	1					
Executive Asst/Planner	63,119.42	22.47	15	3					
Sergeant	60,030.67	4.88	1	1					
Admin Assistant	33,796.20	1.51	3	1					
Officer	42,579.31	1.41	0	0	3.34%	1,420.69	108.68	347.36	1,876.73
Chief	90,000.00	14.58	1	1					
Officer	54,918.86	7.57	9	3					
Admin Assistant	31,000.00	0.00	1	1					
Officer	42,279.31	1.25	0	0	4.07%	1,720.69	131.63	420.71	2,273.03
Officer	43,094.67	2.12	0	0	2.10%	905.33	69.26	221.35	1,195.94
Officer	45,197.74	3.17	2	1					
Sergeant	62,616.55	7.92	2	1					
Officer	43,800.34	2.44	0	0	0.46%	199.66	15.27	48.82	263.75
Sergeant	60,517.82	17.38	1	1					
Commander	76,000.00	0.43	1	1					
Sergeant	58,500.00	5.36	0	0	2.56%	1,500.00	114.75	366.75	1,981.50
Officer	39,500.00	0.17	0	0	11.39%	4,500.00	344.25	1,100.25	5,944.50
Corporal	58,200.00	12.04	11	3					
Officer	45,706.72	5.30	2	1					
Officer	52,933.93	15.07	7	2					
Officer/Detective	42,100.00	0.77	0	0	4.51%	1,900.00	145.35	464.55	2,509.90

Position	Base Salary	# Yrs w/City	New Pay Plan		% INCR	Adjustment Cost to bring to 1st Step			
			Pay Year	Quartile		\$\$ Difference	Taxes	FRS	Total
Admin Manager	45,900.00	3.98	1	1	3.53%	1,500.00	114.75	366.75	1,981.50
Officer	42,500.00	0.48	0	0					
Officer	44,000.00	0.00	0	0					
Building Inspector	60,309.73	15.90	13	3					
Director Building/Zoning	84,777.00	3.21	7	1					
Permit Specialist	43,031.06	2.59	13	3					
Code Enforcement	39,838.30	1.94	3	1					
Permit Tech	37,923.51	0.54	3	1					
Equipment Operator	37,156.35	8.07	8	3					
Equipment Operator	33,592.99	5.36	4	2					
Service Worker I	28,492.09	0.00	1	1					
Service Worker I	28,944.35	1.63	1	1					
Asst Director Public Works	77,682.21	31.48	10	2					
Foreman Sanitation	54,815.51	30.38	9	2					
Admin Assistant	42,606.79	8.74	14	3					
Foreman Roads & Streets	53,559.68	27.76	8	2					
Foreman Grounds	53,563.80	27.24	8	2					
Service Worker I	28,492.09	0.00	1	1					
Foreman Drainage	54,767.64	29.94	9	2					
Service Worker II	31,343.00	3.11	2	1					
Service Worker I	32,480.45	4.72	7	2					
Equipment Operator	40,831.23	15.83	12	3					
Service Worker I	28,471.25	0.31	1	1					
Service Worker II	36,826.43	7.47	11	3					
Service Worker I	28,492.09	0.00	1	1	3.79%	1,555.11	118.97	155.51	1,829.59
Foreman Buildings	41,043.89	9.22	0	0					
Director Public Works	101,125.13	1.80	12	2					
Total Cost of Adjustments						21,207.92	1,622.41	4,746.60	27,576.93

2022 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	39,280.00	40,468.05	41,656.11	42,844.16	44,032.21	45,220.26	46,408.32	47,596.37	48,784.42	49,972.47	51,160.53	52,348.58	53,536.63	54,724.68	55,912.74	57,100.79	58,288.84	59,476.89	60,664.95	61,853.00
Finance Assistant	33,034.03	34,036.72	35,039.40	36,042.09	37,044.77	38,047.46	39,050.14	40,052.83	41,055.52	42,058.20	43,060.89	44,063.57	45,066.26	46,068.95	47,071.63	48,074.32	49,077.00	50,079.69	51,082.37	52,085.06
IT Specialist	44,289.00	45,670.16	47,051.32	48,432.47	49,813.63	51,194.79	52,575.95	53,957.11	55,338.26	56,719.42	58,100.58	59,481.74	60,862.89	62,244.05	63,625.21	65,006.37	66,387.53	67,768.68	69,149.84	70,531.00
Records Clerk-PT (30 Hours)	23,631.00	24,347.47	25,063.95	25,780.42	26,496.89	27,213.37	27,929.84	28,646.32	29,362.79	30,079.26	30,795.74	31,512.21	32,228.68	32,945.16	33,661.63	34,378.11	35,094.58	35,811.05	36,527.53	37,244.00
Communications & Events Coordinator	35,373.00	36,460.42	37,547.84	38,635.26	39,722.68	40,810.11	41,897.53	42,984.95	44,072.37	45,159.79	46,247.21	47,334.63	48,422.05	49,509.47	50,596.89	51,684.32	52,771.74	53,859.16	54,946.58	56,034.00
Executive Assistant (Planner/Zoning)	44,309.00	45,638.21	46,967.42	48,296.63	49,625.84	50,955.05	52,284.26	53,613.47	54,942.68	56,271.89	57,601.11	58,930.32	60,259.53	61,588.74	62,917.95	64,247.16	65,576.37	66,905.58	68,234.79	69,564.00
Building Inspector	43,868.00	45,195.95	46,523.89	47,851.84	49,179.79	50,507.74	51,835.68	53,163.63	54,491.58	55,819.53	57,147.47	58,475.42	59,803.37	61,131.32	62,459.26	63,787.21	65,115.16	66,443.11	67,771.05	69,099.00
Permit Technician	31,328.00	32,269.32	33,210.63	34,151.95	35,093.26	36,034.58	36,975.89	37,917.21	38,858.53	39,799.84	40,741.16	41,682.47	42,623.79	43,565.11	44,506.42	45,447.74	46,389.05	47,330.37	48,271.68	49,213.00
Code Enforcement Officer	37,602.00	38,699.53	39,797.05	40,894.58	41,992.11	43,089.63	44,187.16	45,284.68	46,382.21	47,479.74	48,577.26	49,674.79	50,772.32	51,869.84	52,967.37	54,064.89	55,162.42	56,259.95	57,357.47	58,455.00
Administrative Assistant	30,178.00	31,122.89	32,067.79	33,012.68	33,957.58	34,902.47	35,847.37	36,792.26	37,737.16	38,682.05	39,626.95	40,571.84	41,516.74	42,461.63	43,406.53	44,351.42	45,296.32	46,241.21	47,186.11	48,131.00
Asst PW Director-Engineer/Proj Eng	57,942.00	60,017.74	62,093.47	64,169.21	66,244.95	68,320.68	70,396.42	72,472.16	74,547.89	76,623.63	78,699.37	80,775.11	82,850.84	84,926.58	87,002.32	89,078.05	91,153.79	93,229.53	95,305.26	97,381.00
Administrative Assistant	30,178.00	31,122.89	32,067.79	33,012.68	33,957.58	34,902.47	35,847.37	36,792.26	37,737.16	38,682.05	39,626.95	40,571.84	41,516.74	42,461.63	43,406.53	44,351.42	45,296.32	46,241.21	47,186.11	48,131.00
Drainage Specialist/Foreman	42,599.00	44,132.26	45,665.53	47,198.79	48,732.05	50,265.32	51,798.58	53,331.84	54,865.11	56,398.37	57,931.63	59,464.89	60,998.16	62,531.42	64,064.68	65,597.95	67,131.21	68,664.47	70,197.74	71,731.00
Foreman	42,599.00	44,132.26	45,665.53	47,198.79	48,732.05	50,265.32	51,798.58	53,331.84	54,865.11	56,398.37	57,931.63	59,464.89	60,998.16	62,531.42	64,064.68	65,597.95	67,131.21	68,664.47	70,197.74	71,731.00
Equipment Operator	31,466.54	32,294.63	33,122.73	33,950.82	34,778.91	35,607.01	36,435.10	37,263.19	38,091.29	38,919.38	39,747.47	40,575.56	41,403.66	42,231.75	43,059.84	43,887.94	44,716.03	45,544.12	46,372.22	47,200.31
Service Worker II	30,395.36	31,044.97	31,694.59	32,344.20	32,993.82	33,643.43	34,293.05	34,942.66	35,592.28	36,241.89	36,891.51	37,541.12	38,190.74	38,840.35	39,489.97	40,139.58	40,789.20	41,438.81	42,088.43	42,738.04
Service Worker I	28,492.09	29,134.77	29,777.45	30,420.13	31,062.81	31,705.48	32,348.16	32,990.84	33,633.52	34,276.20	34,918.88	35,561.56	36,204.24	36,846.92	37,489.60	38,132.27	38,774.95	39,417.63	40,060.31	40,702.99
Minimum Wage Effective 9/30/26																				

2022 Pay Step Plan Ranges		1st Quartile					2nd Quartile					3rd Quartile					4th Quartile				
Police Department		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					

2022 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		77,693.00	80,137.53	82,582.05	85,026.58	87,471.11	89,915.63	92,360.16	94,804.68	97,249.21	99,693.74	102,138.26	104,582.79	107,027.32	109,471.84	111,916.37	114,360.89	116,805.42	119,249.95	121,694.47	124,139.00
City Clerk/HR/Risk		60,989.20	63,094.05	65,198.91	67,303.76	69,408.61	71,513.46	73,618.32	75,723.17	77,828.02	79,932.87	82,037.73	84,142.58	86,247.43	88,352.28	90,457.14	92,561.99	94,666.84	96,771.69	98,876.55	100,981.40
IT Manager		64,545.00	66,538.79	68,532.58	70,526.37	72,520.16	74,513.95	76,507.74	78,501.53	80,495.32	82,489.11	84,482.89	86,476.68	88,470.47	90,464.26	92,458.05	94,451.84	96,445.63	98,439.42	100,433.21	102,427.00
Director of Building/Planning/Zoning		70,299.43	72,673.31	75,047.20	77,421.08	79,794.97	82,168.85	84,542.74	86,916.62	89,290.51	91,664.39	94,038.28	96,412.16	98,786.05	101,159.93	103,533.82	105,907.70	108,281.59	110,655.47	113,029.36	115,403.24
Director of Public Works		76,138.00	78,487.95	80,837.89	83,187.84	85,537.79	87,887.74	90,237.68	92,587.63	94,937.58	97,287.53	99,637.47	101,987.42	104,337.37	106,687.32	109,037.26	111,387.21	113,737.16	116,087.11	118,437.05	120,787.00



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 (30 Hours)	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			
Finance Asst-50% Acct Tech, 50% Fin Asst			

\*Ranges adjusted in FY20 and recommended to remain the same.

FY22 Suggested		
Current Minimum	Current Mid	Current Maximum
39,280.00	50,399.00	61,853.00
33,034.03	43,109.50	52,085.06
44,289.00	57,132.00	70,531.00
23,631.00	30,322.00	37,244.00
35,373.00	45,704.00	56,034.00
44,309.00	56,608.00	69,564.00
43,868.00	56,484.00	69,099.00
31,328.00	40,197.00	49,213.00
37,602.00	48,605.00	58,455.00
30,178.00	39,150.00	48,131.00
57,942.00	77,661.00	97,381.00
30,178.00	39,150.00	48,131.00
42,599.00	58,223.00	71,731.00
42,599.00	58,223.00	71,731.00
31,466.54	39,333.42	47,200.31
30,395.36	36,566.70	42,738.04
28,492.09	34,597.54	40,702.99

\* Pay range not changed based on avg.

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


City Clerk Position=50% City Clerk, 25% HR, 25% Risk  
Building Official/Dir. Planning/Zoning-50/50

FY22 Suggested		
Current Minimum	Current Mid	Current Maximum
102,287.00	131,099.00	159,911.00
77,693.00	100,610.00	124,139.00
60,989.20	80,502.66	100,981.40
64,545.00	83,198.00	102,427.00
70,299.43	92,710.56	115,403.24
73,138.00	97,968.00	120,787.00

	Atlantic Beach	Bunnell	Daytona Beach	Flagler Beach	Green Cove Springs	Jacksonville Beach	New Smyrna Beach	Orange Park	Ormond Beach	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
<b>HEALTH INSURANCE - EMPLOYER COST PERCENTAGE</b>																
Employee Only	96%	100%	96%	100%	86.5-98.5%	100%	100%	100%	100%	75%	100%	100%	100%	100%	100%	90%
% of Dependent Cost																
Spouse	78%	0%	76%	18%	63-86%	83%	80%	65%	75%	75%	62%	62%	35%-55%	70%	0%	0%
Children	82%	0%	76%	20%	63-76%	73%	80%	73%	75%	74%	51%	51%	35%-55%	70%	0%	0%
Family	77%	0%	74%	23%	65-78%	62%	80%	58%	75%	79%	78%	78%	35%-55%	70%	0%	0%
* Bundled with prescription, dental and vision																
** Multiple plans available, base plan used for calculation																
<b>DENTAL INSURANCE - EMPLOYER COST PERCENTAGES</b>																
Employee Only	0%	100%	0%	80%	0%	0%	80%	100%	100%	75%	82%-95%	N/A	100%	50%	Bundled with Health	
% of Dependent Cost																
Spouse	0%	0%	0%	50%	0%	0%	50%	50%	90%	60%	0%	N/A	0%	0%		
Children	0%	0%	0%	59%	0%	0%	25%	34%	90%	N/A	0%	N/A	0%	0%		
Family	0%	0%	0%	60%	0%	0%	25%	25%	90%	N/A	0%	N/A	0%	0%		
<b>VISION INSURANCE - EMPLOYER COST PERCENTAGES</b>																
Employee Only	0%	100%	0%	0%	0%	0%	100%	26%	100%	0%	89%	N/A	N/A	50%	Bundled with Health	
% of Dependent Cost																
Spouse	0%	0%	0%	0%	0%	0%	0%	13%	90%	0%	0%	N/A	N/A	0%		
Children	0%	0%	0%	0%	0%	0%	0%	14%	90%	0%	0%	N/A	N/A	0%		
Family	0%	0%	0%	0%	0%	0%	0%	9%	90%	0%	0%	N/A	N/A	0%		
<b>HOLIDAYS, VACATION, SICK/PAID TIME OFF, PERSONAL DAYS, BEREAVEMENT</b>																
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
Personal 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

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 18, 2021

**SUBJECT:** Drug and Alcohol Rehabilitation Clinics: Consideration of Where They Can Be Located

**INTRODUCTION**

In light of the reaction of some Sea Grove residents to what may be a drug rehabilitation clinic in the Sea Grove Town Center, Commissioner Rumrell has suggested that you consider whether to regulate where such clinics can be located.

He forwarded to us information about the success that the City of Costa Mesa, California, has with regulating sober-living homes. We have attached (pages 1-7) some of that information.

If you are in favor of regulating the location of drug and alcohol rehabilitation clinics, we suggest that crucial to your discussion are answers to such questions as:

1. What's the definition of such clinics?
2. Does state or federal law pre-empt cities from regulating their location?
3. Is there a difference between residential rehabilitation/counseling clinics and non-residential rehab/counseling clinics?

The City Attorney can answer these questions and any that you may have.

Also, for your discussion, please note the following:

- a. In the Housing Element of the City's Comprehensive Plan, there's an objective under the heading "Placement of Group Homes and Foster Care Facilities." The objective states: "The City shall allow the placement of group homes and foster care facilities in residential areas consistent with the provisions of Chapter 19, Florida Statutes."
- b. Chapter 19 (copy attached as pages 8-10) defines "community residential home" as "a dwelling unit licensed to serve residents who are clients of the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, or the Department of Children and Families, or licensed by the Agency of Health Care Administration, which provides a living environment for 7 to 14 unrelated residents who operate as the functional equivalent of a family, including such supervision and care by support as may be necessary to meet the physical, emotional and social needs of the residents."

- c. Table 3.02.02 of the Land Development Code requires that adult congregate living facilities (i.e., community homes) are allowed by conditional use permit in low density, medium-low density, medium and high-density residential land use districts, but not in commercial, institutional, recreation and conservation land use districts.
- d. Table 3.02.02 also states that medical clinics are permitted only in commercial and institutional land use districts.

#### KEY QUESTIONS

- Can a non-residential drug/alcohol rehabilitation facility be defined as a medical clinic? If yes, then such a facility would be a permitted use in the commercial part of the Sea Grove subdivision. According to Table 3.02.02 of the Land Development Code, the answer is yes.
- If a drug/alcohol rehabilitation facility were a community residential home, could it be located in the Sea Grown Town Center. No, as such a facility isn't permitted in a commercial land use district. It could be located only by an approved conditional use permit in a residential land use district.

#### POSSIBLE REGULATIONS

If the City Attorney advises you that there are no state laws pre-empting your authority as to where drug/alcohol rehabilitation can be located in the City, then we suggest you regulate such facilities as you have done for medical marijuana dispensing facilities

Attached behind Chapter 419 is information that the Commission reviewed at its March 4, 2019, meeting, when a public hearing was held on Ordinance 19-01. It restricts the location of medical marijuana dispensing facilities to the commercial area along State Road A1A from Pope Road to the City's southern limit, and to the Anastasia Shopping Plaza. Ordinance 19-01 was passed on final reading at that meeting. The City now has one such facility. It is located on the northeast corner of SR-A1A and 16<sup>th</sup> Street.

PLEASE NOTE: Any business located in the Sea Grove Town Center would not have a State Road address, as the businesses are located along Sea Grove Main Street. The address of the alleged clinic in the Center is 120 Sea Grove Main Street.

#### ACTION REQUESTED

It is that you discuss with the City Attorney the definition of drug and alcohol rehabilitation clinics and whether State law pre-empts the City from regulating their location.

If a satisfactory definition can be decided and there is no pre-emption, the City Attorney could prepare an ordinance for first reading at your May 3<sup>rd</sup> meeting. You can also decide whether approval of such facilities should require a conditional use permit.



**Daily Pilot**

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NEWS

## Costa Mesa notches fourth legal win in challenges to its sober-living home regulations



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APRIL 15, 2020 5:09 PM PT



In a pattern that has become familiar in Costa Mesa, the city won a judgment in a lawsuit brought by a local sober-living home operator.

U.S. District Judge James Selna granted the city summary judgment Friday against Southern California Recovery Centers, a system of recovery homes that operated sites at 783 Hudson Ave., 208 Cecil Place and 175 E. 21st St.

“This is Costa Mesa’s fourth consecutive victory against the unscrupulous operators of sober-living homes in our city,” Mayor Katrina Foley said Wednesday. “We urge them to drop these lawsuits so our focus and funds can prioritize resident needs, public health and safety during this COVID-19 crisis.”

The SoCal Recovery case follows similar rulings against sober-living operators [Pacific Shores Recovery](#), [Casa Capri Recovery](#) and [Yellowstone Recovery](#).

SoCal Recovery sued the city in July 2018, alleging that Costa Mesa’s ordinances governing sober-living homes violated the federal Fair Housing Act, which prohibits discrimination against people with disabilities.

The two ordinances that limit how sober-living homes can operate in the city require them to apply for permits and be no closer than 650 feet from another sober-living home in residential areas. The intent of the ordinances was to prevent institutionalization of neighborhoods, according to the city.

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The homes continued to operate, so the city sued SoCal Recovery alleging it was creating a public nuisance by violating city co

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Selna said in court documents that SoCal Recovery was unable to show that its clients were disabled.

“Plaintiffs have produced no evidence that the individuals at issue have a physical or mental impairment that substantially limits one or more major life activities,” according to the judge’s ruling.

Earlier in the case, SoCal Recovery’s lawyers asked Selna for a preliminary injunction ordering Costa Mesa to hold off on enforcing its regulations until the lawsuits concluded. Selna denied the request in September.

Garrett Prybylo, attorney for SoCal Recovery, was not immediately available for comment Wednesday. He said in September that he and his client “believe the law is on our side.”

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NEWS

## Tougher rules for sober homes, addiction treatment centers coming to Orange County

Costa Mesa officials ask county to put more teeth into regulations; tweaks expected



Residents smoking in the yard of a sober house on Via Lampara in San Clemente. (Courtesy of Orange County Superior Court case file of Hurwitz et al v. Scolari)

By **TERI SFORZA** | [tsforza@scng.com](mailto:tsforza@scng.com) | Orange County Register

PUBLISHED: September 24, 2019 at 4:09 p.m. | UPDATED: September 25, 2019 at 2:14 p.m.





A raft of new rules and regulations is coming to addiction treatment and sober living centers in Orange County's unincorporated areas, with a goal of protecting single-family neighborhoods from disruptive or illegal behavior that often accompanies the industry.

The new rules, from mandatory "good neighbor" policies to a formal application process that will allow officials to know much more about where and how they operate, were approved Tuesday, Sept. 24, by the Board of Supervisors.

Over the coming weeks, those rules may be expanded to apply to treatment facilities and sober homes operating in multi-family neighborhoods as well.

As it stands, group homes with more than six residents, including sober living homes, will have to get a permit. They will have to be at least 650 feet apart to limit concentration. Permits won't be granted to owners or managers with less than one year of sobriety.

Centers also must agree to respect the character of their neighborhoods; have a manager on duty 24 hours a day; require all residents to be actively participating in legitimate recovery programs; forbid alcohol and non-prescription drug use; and bar visitors who are under the influence, among other new requirements.

"This protects the neighbors who are out there concerned about the changing neighborhoods in which they're raising their families," said Supervisor Don Wagner, who pushed the changes. "The courts have said that's a very viable concern, and we have the right, as representatives of those citizens, to consider that in making our decisions. The character of a neighborhood matters.

"But there is a countervailing consideration which I think this ordinance takes very well into consideration — that there are men and women out there trying to put their lives back together, learning to live in an environment that respects rules, rights, neighbors," Wagner added.

Several speakers asked the board to embrace the changes, saying that businesses often run roughshod over residential neighborhoods and exploit vulnerable people for profit. No one spoke in opposition.

"We found a balance that has some legal weight behind it," said Chairwoman Lisa Bartlett. "This has been several years in the making."

## **Good start, but ....**

The county's new rules are modeled after Costa Mesa's, which faced ferocious legal challenges before being upheld by the courts.



Costa Mesa, along with Malibu and several south Orange County cities, continues to be ground zero of the Rehab Riviera, as Southern California has come to be known in the addiction treatment industry. Costa Mesa, a city of about 114,000, has 86 state-licensed or certified addiction treatment facilities and many more sober living homes.

"We've spent \$5 million defending our ordinances," Costa Mesa Mayor Katrina Foley said Tuesday. "We're so grateful you're bringing this up."

But Foley said the county should go farther, applying the rules not only to facilities in single-family neighborhoods, but to those in multi-family neighborhoods as well.

She asked the board to include penalties for patient brokering — i.e., centers paying recruiters to get insured customers, a practice sometimes known as "heads in beds" — such as fines and permit revocation.

More detail is needed about what happens when residents are evicted from centers for being high, or are "kicked to the curb" when their insurance benefits run out, Foley said, as those people often wind up homeless. Costa Mesa requires treatment operators to provide transportation for their customers, back to where they were prior to seeking treatment, or to another facility, and Foley said the county should do the same.

Costa Mesa City Attorney Kimberly Barlow said she'd work with the county to refine the rules going forward.

"We feel strongly they're legal, proper and necessary. And we are very excited and happy to work with the county on making sure implementation of yours and ours together will improve things for this community, as well as for the neighborhoods they're located in," Barlow said.

Laurie Girand, of Advocates for Responsible Treatment in San Juan Capistrano, urged the county to increase the required separation between facilities to 1,000 feet, rather than just 650. She noted that because lots in the unincorporated pockets of the county are typically larger, a 650-foot separation could mean that every other house in a neighborhood is a sober living or treatment facility.

These details will be sorted out in coming weeks, officials said.

## **Ground zero**



Los Angeles County, with a population of 10 million, has 494 addiction treatment centers licensed or certified by the state, according to figures from the Department of Health Care Services.

Orange County, with about a third of L.A.'s population, has 428 addiction treatment centers licensed or certified by the state.

San Diego County, with about the same population as Orange County but more than quadruple the space, has just 134.

Riverside County has 123. San Bernardino County has 60.

None of those numbers include sober living homes, which are not licensed and difficult to count.

The rules approved Tuesday will apply only to facilities in unincorporated parts of the county. There were 158 alcohol and drug recovery beds in 21 licensed and/or certified treatment programs in county-controlled residential zones, the county said.

All told, the four SoCal counties have the capacity to treat 9,089 people, according to the DHCS figures.

"We strongly support what you're finally doing," said Ann Parker of Take Back Our Neighborhoods Costa Mesa. "A little late, but we're glad you're doing it."

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Tags: [Rehab Riviera](#), [SoCal Watchdog](#), [Top Stories OCR](#)

## Teri Sforza | Reporter

Teri Sforza is one of the lead reporters on the OCR/SCNG probe of fraud, abuse and death in the Southern California addiction treatment industry. Our "Rehab



## The 2020 Florida Statutes

### Title XXX

#### SOCIAL WELFARE

### Chapter 419

#### COMMUNITY RESIDENTIAL HOMES

### [View Entire Chapter](#)

#### **419.001 Site selection of community residential homes.—**

(1) For the purposes of this section, the term:

(a) “Community residential home” means a dwelling unit licensed to serve residents who are clients of the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, or the Department of Children and Families or licensed by the Agency for Health Care Administration which provides a living environment for 7 to 14 unrelated residents who operate as the functional equivalent of a family, including such supervision and care by supportive staff as may be necessary to meet the physical, emotional, and social needs of the residents.

(b) “Licensing entity” or “licensing entities” means the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, the Department of Children and Families, or the Agency for Health Care Administration, all of which are authorized to license a community residential home to serve residents.

(c) “Local government” means a county as set forth in chapter 7 or a municipality incorporated under the provisions of chapter 165.

(d) “Planned residential community” means a local government-approved, planned unit development that is under unified control, is planned and developed as a whole, has a minimum gross lot area of 8 acres, and has amenities that are designed to serve residents with a developmental disability as defined in s. [393.063](#) but that shall also provide housing options for other individuals. The community shall provide choices with regard to housing arrangements, support providers, and activities. The residents’ freedom of movement within and outside the community may not be restricted. For the purposes of this paragraph, local government approval must be based on criteria that include, but are not limited to, compliance with appropriate land use, zoning, and building codes. A planned residential community may contain two or more community residential homes that are contiguous to one another. A planned residential community may not be located within a 10-mile radius of any other planned residential community.

(e) “Resident” means any of the following: a frail elder as defined in s. [429.65](#); a person who has a disability as defined in s. [760.22\(3\)\(a\)](#); a person who has a developmental disability as defined in s. [393.063](#); a nondangerous person who has a mental illness as defined in s. [394.455](#); or a child who is found to be dependent as defined in s. [39.01](#) or s. [984.03](#), or a child in need of services as defined in s. [984.03](#) or s. [985.03](#).

(f) “Sponsoring agency” means an agency or unit of government, a profit or nonprofit agency, or any other person or organization which intends to establish or operate a community residential home.

(2) Homes of six or fewer residents which otherwise meet the definition of a community residential home shall be deemed a single-family unit and a noncommercial, residential use for the purpose of local laws and ordinances. Homes of six or fewer residents which otherwise meet the definition of a community residential home shall be allowed in single-family or multifamily zoning without approval by the local government, provided that such homes are not located within a radius of 1,000 feet of another existing such home with six or fewer residents or within a radius of 1,200 feet of another existing community residential home. Such homes with six or fewer residents are not required to comply with the notification provisions of this section; provided that, before licensure, the sponsoring agency provides the local government with the most recently published data compiled from the

licensing entities that identifies all community residential homes within the jurisdictional limits of the local government in which the proposed site is to be located in order to show that there is not a home of six or fewer residents which otherwise meets the definition of a community residential home within a radius of 1,000 feet and not a community residential home within a radius of 1,200 feet of the proposed home. At the time of home occupancy, the sponsoring agency must notify the local government that the home is licensed by the licensing entity. For purposes of local land use and zoning determinations, this subsection does not affect the legal nonconforming use status of any community residential home lawfully permitted and operating as of July 1, 2016.

(3)(a) When a site for a community residential home has been selected by a sponsoring agency in an area zoned for multifamily, the agency shall notify the chief executive officer of the local government in writing and include in such notice the specific address of the site, the residential licensing category, the number of residents, and the community support requirements of the program. Such notice shall also contain a statement from the licensing entity indicating the licensing status of the proposed community residential home and specifying how the home meets applicable licensing criteria for the safe care and supervision of the clients in the home. The sponsoring agency shall also provide to the local government the most recently published data compiled from the licensing entities that identifies all community residential homes within the jurisdictional limits of the local government in which the proposed site is to be located. The local government shall review the notification of the sponsoring agency in accordance with the zoning ordinance of the jurisdiction.

(b) Pursuant to such review, the local government may:

1. Determine that the siting of the community residential home is in accordance with local zoning and approve the siting. If the siting is approved, the sponsoring agency may establish the home at the site selected.
2. Fail to respond within 60 days. If the local government fails to respond within such time, the sponsoring agency may establish the home at the site selected.
3. Deny the siting of the home.

(c) The local government shall not deny the siting of a community residential home unless the local government establishes that the siting of the home at the site selected:

1. Does not otherwise conform to existing zoning regulations applicable to other multifamily uses in the area.
2. Does not meet applicable licensing criteria established and determined by the licensing entity, including requirements that the home be located to assure the safe care and supervision of all clients in the home.
3. Would result in such a concentration of community residential homes in the area in proximity to the site selected, or would result in a combination of such homes with other residences in the community, such that the nature and character of the area would be substantially altered. A home that is located within a radius of 1,200 feet of another existing community residential home in a multifamily zone shall be an overconcentration of such homes that substantially alters the nature and character of the area. A home that is located within a radius of 500 feet of an area of single-family zoning substantially alters the nature and character of the area.

(4) Community residential homes, including homes of six or fewer residents which would otherwise meet the definition of a community residential home, which are located within a planned residential community are not subject to the proximity requirements of this section and may be contiguous to each other. A planned residential community must comply with the applicable local government's land development code and other local ordinances. A local government may not impose proximity limitations between homes within a planned residential community if such limitations are based solely on the types of residents anticipated to be living in the community.

(5) All distance requirements in this section shall be measured from the nearest point of the existing home or area of single-family zoning to the nearest point of the proposed home.

(6) If agreed to by both the local government and the sponsoring agency, a conflict may be resolved through informal mediation. The local government shall arrange for the services of an independent mediator. Mediation shall be concluded within 45 days of a request therefor. The resolution of any issue through the mediation process shall not alter any person's right to a judicial determination of any issue if that person is entitled to such a determination under statutory or common law.

(7) The licensing entity shall not issue a license to a sponsoring agency for operation of a community residential home if the sponsoring agency does not notify the local government of its intention to establish a

program, as required by subsection (3). A license issued without compliance with the provisions of this section shall be considered null and void, and continued operation of the home may be enjoined.

(8) A dwelling unit housing a community residential home established pursuant to this section shall be subject to the same local laws and ordinances applicable to other noncommercial, residential family units in the area in which it is established.

(9) Nothing in this section shall be deemed to affect the authority of any community residential home lawfully established prior to October 1, 1989, to continue to operate.

(10) Nothing in this section shall permit persons to occupy a community residential home who would constitute a direct threat to the health and safety of other persons or whose residency would result in substantial physical damage to the property of others.


(11) The siting of community residential homes in areas zoned for single family shall be governed by local zoning ordinances. Nothing in this section prohibits a local government from authorizing the development of community residential homes in areas zoned for single family.

(12) Nothing in this section requires any local government to adopt a new ordinance if it has in place an ordinance governing the placement of community residential homes that meet the criteria of this section. State law on community residential homes controls over local ordinances, but nothing in this section prohibits a local government from adopting more liberal standards for siting such homes.

*History.*—s. 1, ch. 89-372; s. 1, ch. 90-192; s. 4, ch. 91-429; s. 36, ch. 93-206; s. 6, ch. 95-152; s. 42, ch. 96-169; s. 222, ch. 97-101; s. 46, ch. 98-280; s. 14, ch. 98-338; s. 53, ch. 99-193; s. 23, ch. 99-284; s. 7, ch. 2000-135; s. 93, ch. 2004-267; s. 34, ch. 2006-86; s. 110, ch. 2006-120; s. 1, ch. 2006-177; s. 99, ch. 2007-5; s. 30, ch. 2008-245; s. 3, ch. 2010-193; s. 237, ch. 2014-19; s. 29, ch. 2015-30; s. 1, ch. 2016-74; s. 3, ch. 2020-76.

**MEMORANDUM**

**TO:** Mayor George  
Vice Mayor England  
Commissioner O'Brien  
Commissioner Kostka  
Commissioner Samora

**FROM:** Max Royle, City Manager 

**DATE:** February 6, 2019

**SUBJECT:** Ordinance 19-01, Second Public Hearing and Final Reading: to Allow Pharmacies Within Certain Areas of the City's Commercial Land Use District

**BACKGROUND**

This ordinance has been proposed as a way to allow medical marijuana dispensing facilities in the City, though only in the commercial areas along State Road A1A and in the Anastasia Shopping Plaza. State law requires that such facilities be regulated the same way as local governments regulate pharmacies. At this time in the City, within the City's limits there is a pharmacy on State Road A1A (Walgreens) and in Publix at the shopping plaza. There are no pharmacies along A1A Beach Boulevard, nor can there be any because of the restrictions in Ordinance 19-01.

At your January 7<sup>th</sup> meeting, you discussed the Ordinance with the City Attorney and passed it on first reading.

Ordinance 19-01 was then reviewed by the Comprehensive Planning and Zoning Board at its January 15, 2019, meeting. The Board by a 7-0 vote made the following recommendation to you:

That you approve Ordinance 19-01.

You reviewed Ordinance 19-01 at your February 4<sup>th</sup> meeting, when it had a public hearing. You passed it on second reading.

**ATTACHMENTS**

Attached for your review is the following:

- a. Pages 1-2, the minutes of that part of your January 7<sup>th</sup> meeting, when you discussed the Ordinance.

- b. Page 3, a memo from the Building Department's Executive Assistant, Ms. Bonnie Miller, in which she states the Board's recommendation that you approve the Ordinance.
- c. Pages 4-5, Ordinance 19-01.

#### ACTIONS REQUESTED

There are two:

1. That you hold the second public hearing and then adopt Ordinance 19-01 on its third reading.
2. That you ask the City Attorney to prepare for your April 1<sup>st</sup> meeting an ordinance to repeal Ordinance 18-04, which prohibits for one year medical marijuana dispensing facilities in the City. You adopted Ordinance 18-14 on September 10, 2018.



FROM MINUTES OF CITY COMMISSION MEETING, JANUARY 7, 2019

XIII. OLD BUSINESS

3. Regulating Locations of Medical Marijuana Dispensing Facilities: Review of Proposal (Presenters: Mr. Jim Wilson, City Attorney; Mr. Max Royle, City Manager)

Mayor George introduced Item 3 and asked for a staff report from City Attorney Wilson.

City Attorney Wilson advised that medical marijuana dispensaries cannot be regulated differently than any type of pharmacy. He commented that he researched how the State of Florida regulates pharmacies and found that under Florida Statutes 465, they essentially defined a pharmacy as a place that sells drugs that must be sold by a doctor's prescription only. He followed the definition of the Florida Statutes and made the location for dispensaries on State Road A1A commercial district from Publix to Pope Road. He explained that it prevents any medical marijuana dispensaries on A1A Beach Boulevard or any other commercial areas within the City.

Discussion ensued regarding annexation areas on State Road A1A would be included in the ordinance; all existing pharmacies within the City would be conforming; if ordinance was adopted, the City Attorney would abolish the moratorium ordinance currently in place; and no standalone dispensaries would be allowed on A1A Beach Boulevard.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, advised that he does not support medical marijuana being sold in the City; did not want dispensaries being allowed near schools; and whether this would address recreational marijuana dispensaries.

At Mayor George's request, City Attorney Wilson advised that he did not address dispensaries near schools because there is a school near Walgreens and did not want to make Walgreens non-conforming. He explained that the ordinance was drafted to not make any pharmacies non-conforming, which would affect the operations of those

businesses. He commented that if the State of Florida allows recreational marijuana, the City would have to research the regulations at that time.

John Grapsas, 7 16<sup>th</sup> Street, St. Augustine Beach, FL, advised that he supports medical marijuana within the City limits and asked if Publix was sold, would the new business be allowed to sell medical marijuana.

City Attorney Wilson advised that if the business was sold it would be under the same definition or umbrella.

Mayor George closed the Public Comments section and asked for any further Commission discussion. Being none, Mayor George asked City Attorney Wilson to read the title of the ordinance.

City Attorney Wilson read the title of the ordinance of 19-01.

Mayor George asked for a motion.

**Motion:** to approve Ordinance 19-01. **Moved by** Commissioner Samora, **Seconded by** Commissioner Kostka. Motion passed unanimously.

Mayor George moved on to Item 4.

# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Ordinance No. 19-01  
**Date:** Wednesday, January 16, 2019

Please be advised at its regular monthly meeting held Tuesday, January 15, 2019, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve passage of Ordinance No. 19-01 on final reading.

Passed on first reading by the City Commission at its January 7, 2019 regular monthly meeting, Ordinance No. 19-01 amends the City's Land Development Regulations to allow pharmacies in certain areas of the City's commercial land use district where medicinal drugs which are required by federal or state law to be dispensed only by prescription issued by a licensed medical professional are sold or provided and licensed under Chapter 465, Florida Statutes and medical marijuana treatment center dispensing facilities as defined in Section 381.986, Florida Statutes.

The motion to recommend the City Commission approve passage of Ordinance No. 19-01 on final reading was made by Ms. Sloan, seconded by Ms. Odom, and passed 7-0 by the Board by unanimous voice-vote.

**ORDINANCE NO. 19 -01**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODES OF THE CITY AS CONTAINED WITHIN ARTICLE II, RELATING TO DEFINITIONS; CREATING A DEFINITION FOR PHARMACY; AND AMENDING SECTION 3.02.02 TO ALLOW PHARMACIES WITHIN CERTAIN AREAS OF THE CITY'S COMMERCIAL DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission for the City of St. Augustine Beach has no definition of the term pharmacy within its code or land development regulations; and

**WHEREAS**, the City Commission desires to limit the location of pharmacies and medical marijuana dispensing facilities within the city's commercial district; and

**WHEREAS**, City Commission has determined that pharmacies and medical marijuana dispensary facilities should be located along the major state highway A1A located within the city's commercial land-use district.

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

Section 1      Article II of the Land Development Regulations for the city of St. Augustine Beach, Florida, Definitions, is hereby amended by creating a definition of the word pharmacy, as follows:

Pharmacy shall be a business located within the city's commercial land-use district where medicinal drugs which are required by federal or state law to be dispensed only by prescription issued by a licensed medical professional are sold or provided and licensed under Chapter 465, Florida Statutes and medical marijuana treatment center dispensing facilities as defined in Section 381.986, Florida Statutes.

Section 2      Article III, Section 3.02.02, Uses, shall be amended by subdividing the section into subsections A. and B. and the creation of Section 3.02.02 B., as follows:

Sec. 3.02.02. A. Except as provided in subsection B. herein, the permitted and conditional uses for all land use districts except mixed

use districts are listed in Table 3.02.02. Uses for mixed use districts are listed in section 3.02.02.01. The list of uses contained in said table are exclusive, and any use not included under permitted or conditional uses shall be prohibited in such districts.

Section 3.02.02 B. pharmacies may be located only in those commercial areas located within the city of St. Augustine Beach along State Road A1A from Pope Road south along the State Highway to the city's southern limits, including the area located within the Anastasia Plaza.

Section 3 SEVERABILITY. It is the intent of the City Commission of the City of St. Augustine Beach, and is hereby provided, that if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

Section 4 CODIFICATION. This ordinance shall be incorporated into the Code of the City of St. Augustine Beach and a copy hereof shall be maintained in the office of the City Clerk.

Section 5 EFFECTIVE DATE. This ordinance shall take effect upon its being adopted and filed with the Department of the State of Florida.

**PASSED** by the City Commission of the City of St. Augustine Beach, Florida upon Second Reading this 4<sup>th</sup> day of March, 2019.

**CITY COMMISSION OF THE  
CITY OF ST. AUGUSTINE BEACH**

ATTEST

  
City Manager, Max Royle

BY:

  
Undine C. George, Mayor


First Reading: January 7, 2019

Second Reading: February 4, 2019

Third Reading: March 4, 2019

**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** March 8, 2021

**SUBJECT:** Resolutions to Support or Oppose Proposed State Legislation: a) Consideration of Resolution 21-12, to Support House Bill 315 and Senate Bill 514, to Establish the State-Wide Office of Resiliency; b) Resolution 21-13, to Support House Bill 1379 and Senate Bill 1186, to Prevent Increase in Assessed Value of Homesteaded and Non-Homesteaded Residential Property That is Voluntarily Elevated; c) Resolution 21-14, to Oppose House Bill 403 and Senate Bill 266 that Preempt Local Regulations of Home-Based Businesses.

INTRODUCTION

We have attached the resolutions and the proposed legislation as follows:

- Pages 1-6, Resolution 21-12 and House Bill 315
- Pages 7-14, Resolution 21-13 and House Bill 1379
- Pages 15-19, Resolution 21-14 and House Bill 403

The first resolution, 21-12, supports a proposal by Governor DeSantis to have state leadership and attention on resiliency, a key state-wide issue. Proposed legislation will establish an Office of Resiliency, the appointment of a Chief Resilience Officer by the Governor, the creation of a state-wide sea level rise task force and require the Environmental Regulation Commission to take action on the task force's recommendations.

The second resolution, 21-13, supports a carrot approach to reward measures taken to protect residential property from flooding. The carrot is that the assessed value of homesteaded and non-homesteaded residential properties will not be increased if the properties are voluntarily elevated.

The third resolution, 21-14, states that the City opposes proposed legislation that diminishes home rule by pre-empting to the State some regulations for home-based businesses.

**RESOLUTION 21-12**

**CITY OF ST. AUGUSTINE BEACH**

**ST. JOHNS COUNTY**

**FLORIDA**

**RE: SUPPORTING SENATE BILL 514 AND HOUSE BILL 315 ESTABLISHING THE STATEWIDE OFFICE OF RESILIENCY WITHIN THE EXECUTIVE OFFICE OF THE GOVERNOR; PROVIDING FOR THE APPOINTMENT OF A CHIEF RESILIENCE OFFICER BY THE GOVERNOR; CREATING A STATEWIDE SEA-LEVEL RISE TASK FORCE; AND REQUIRING THE ENVIRONMENTAL REGULATION COMMISSION TO TAKE CERTAIN ACTION ON THE TASK FORCE'S RECOMMENDATIONS.**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Monday, April 5, 2021, resolves as follows:

**WHEREAS**, Florida faces significant risks from flooding and sea level rise. With over 1,300 miles of coastline, the state is particularly exposed to the effects of sea level rise. Florida has seen 3 inches of sea level rise since 2000, with projections of at least 6 inches in the next 15 years, or more than 1 inch every 3 years; and

**WHEREAS**, coordinating a statewide response is key to creating a more resilient Florida. Cities and counties in Florida have already invested over \$4 billion in sea level rise solutions; and

**WHEREAS**, sea level rise, hurricane storm surge, and flooding currently threaten millions of homes in Florida alone; and

**WHEREAS**, it is important to have statewide consensus on projections of the anticipated sea-level rise and flooding impacts along the Florida coastline in order to develop future plans, projects, and programs.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of St. Augustine Beach:

Section 1: The City Commission of the City of St. Augustine Beach, Florida hereby urges the Florida Legislature and Cabinet to support Senate Bill 315 and House Bill 514.

Section 2: The City Commission of the City of St. Augustine Beach, Florida, hereby authorizes the City Clerk to transmit this Resolution to the Florida Legislature and Cabinet.

**RESOLVED AND DONE**, this 5<sup>th</sup> day of April 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

---

Margaret England, Mayor

---

Max Royle, City Manager

HB 315

2021

1                   A bill to be entitled  
2     An act relating to resiliency; creating s. 14.2031,  
3     F.S.; establishing the Statewide Office of Resiliency  
4     within the Executive Office of the Governor; providing  
5     for appointment of the Chief Resilience Officer by the  
6     Governor; creating the Statewide Sea-Level Rise Task  
7     Force adjunct to the office; specifying the purpose of  
8     the task force; providing for the membership of the  
9     task force; providing timeframes for initial  
10    appointments and the task force's initial meeting;  
11    specifying duties of the task force; authorizing the  
12    Department of Environmental Protection to contract for  
13    specified services, upon request of the task force;  
14    requiring the Department of Environmental Protection  
15    to serve as the task force's contract administrator  
16    and to provide administrative support; authorizing the  
17    designation of technical advisory groups for specified  
18    purposes; prescribing reporting requirements;  
19    requiring the Environmental Regulation Commission to  
20    take certain action on the task force's  
21    recommendations; specifying the function of the  
22    consensus baseline projections; providing for future  
23    repeal of the task force; providing an appropriation;  
24    providing an effective date.  
25

Page 1 of 5

CODING: Words stricken are deletions; words underlined are additions.

hb0315-00



HB 315

2021

26 Be It Enacted by the Legislature of the State of Florida:

27  
28 Section 1. Section 14.2031, Florida Statutes, is created  
29 to read:

30 14.2031 Statewide Office of Resiliency.—The Statewide  
31 Office of Resiliency is established within the Executive Office  
32 of the Governor. The office shall be headed by a Chief  
33 Resilience Officer, who is appointed by and serves at the  
34 pleasure of the Governor. The Chief Resilience Officer shall  
35 perform duties and responsibilities assigned by the Governor.

36 (1) The Statewide Sea-Level Rise Task Force, a task force  
37 as defined in s. 20.03(8), is created adjunct to the Statewide  
38 Office of Resiliency. Except as otherwise provided in this  
39 section, the task force shall operate in a manner consistent  
40 with s. 20.052. The purpose of the task force is to recommend  
41 consensus projections of the anticipated sea-level rise and  
42 flooding impacts along this state's coastline.

43 (2) The task force is composed of the following members:

44 (a) The Chief Resilience Officer, who shall serve as  
45 chair.

46 (b) The Chief Science Officer of the Department of  
47 Environmental Protection, who shall serve as vice chair.

48 (c) One member appointed by the President of the Senate.

49 (d) One member appointed by the Speaker of the House of  
50 Representatives.

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51 (e) One representative each from the Department of  
52 Transportation, the Division of Emergency Management, the  
53 Department of Agriculture and Consumer Services, the Fish and  
54 Wildlife Conservation Commission, and the Department of Economic  
55 Opportunity, each appointed by his or her respective agency  
56 head, division director, executive director, or commission  
57 chair.

58  
59 All appointments to the task force must be made no later than  
60 August 1, 2021. Any vacancy on the task force shall be filled in  
61 the same manner as the original appointment.

62 (3) The Chief Resilience Officer shall convene the task  
63 force by no later than October 1, 2021. The task force shall  
64 meet thereafter upon the call of the chair.

65 (4) (a) The task force shall develop official scientific  
66 information, from appropriate sources as determined by the task  
67 force, necessary to make recommendations on consensus baseline  
68 projections, or a range of projections, of the expected rise in  
69 sea level along the state's coastline for planning horizons  
70 designated by the task force. The projections may address  
71 various geographic areas of the state, as determined by the task  
72 force.

73 (b) The task force may request the Department of  
74 Environmental Protection to contract for services to assist the  
75 task force in developing the recommended official baseline

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76 projections. The Department of Environmental Protection shall  
77 serve as the contract administrator for any such contracts.

78 (c) The Department of Environmental Protection shall  
79 provide administrative support to the task force.

80 (d) The task force may designate technical advisory  
81 groups, as it deems necessary, to assist in the gathering of  
82 scientific data to inform the task force's decisionmaking.

83 (5) By January 1, 2022, the task force shall submit its  
84 recommended consensus baseline projections to the Environmental  
85 Regulation Commission, created pursuant to s. 20.255(6). The  
86 commission shall adopt or reject the task force's recommended  
87 projections. Following adoption by the commission, these  
88 projections serve as the state's official estimate of sea-level  
89 rise and flooding impacts along the state's coastline and must  
90 be used for the purpose of developing future state projects,  
91 plans, and programs. In its report, the task force must include  
92 supporting data and assumptions used by the task force in  
93 developing the recommended projections. The task force shall  
94 review the adopted consensus baseline projections as it deems  
95 appropriate, and shall submit any recommended revisions to the  
96 projections to the commission.

97 (6) Subsections (1) through (5) and this subsection are  
98 repealed July 1, 2024.

99 Section 2. For the 2021-2022 fiscal year, the sum of  
100 \$500,000 in nonrecurring funds is appropriated from the General

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101   Revenue Fund to the Department of Environmental Protection for  
102   the purpose of funding any contracts for services entered into  
103   by the department to assist the Statewide Sea-Level Rise Task  
104   Force in developing its recommended official baseline  
105   projections and for the administrative expenses of the task  
106   force.

107       Section 3.   This act shall take effect July 1, 2021.

RESOLUTION 21-13

CITY OF ST. AUGUSTINE BEACH

ST. JOHNS COUNTY

FLORIDA

RE: SUPPORTING SENATE BILL 1186 AND HOUSE BILL 1379 ON PROPERTY ASSESSMENTS FOR ELEVATED PROPERTIES; SPECIFYING THAT CHANGES TO HOMESTEAD & NON HOMESTEAD RESIDENTIAL PROPERTY DO NOT INCREASE ASSESSED VALUE OF PROPERTY; REQUIRING PROPERTY OWNERS TO PROVIDE CERTIFICATION FOR SUCH PROPERTY; PROHIBITING CERTAIN AREAS FROM BEING INCLUDED IN SQUARE FOOTAGE CALCULATION.

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Monday, April 5, 2021, resolves as follows:

**WHEREAS**, adverse weather phenomena has increased in the United States in recent years with more violent storms and heavier rainfall; and

**WHEREAS**, Florida coastal cities and their residents are especially vulnerable to the effects of flooding; and

**WHEREAS**, measures must be taken to encourage residents to protect their property; and

**WHEREAS**, the Florida Legislature in its 2021 session is considering Senate Bill 1186 and House Bill 1379 that will protect from an increase in the assessment of those homesteaded residential properties that are voluntarily elevated to comply with the Federal Emergency Management Agency's National Flood Insurance Program requirements.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of St. Augustine Beach:

Section 1: The City Commission of the City of St. Augustine Beach, Florida, hereby urges the Florida Legislature and Cabinet to support Senate Bill 1186 and House Bill 1379.

Section 2: The City Commission of the City of St. Augustine Beach, Florida, hereby authorizes the City Clerk to transmit this Resolution to the Florida Legislature and Cabinet.

**RESOLVED AND DONE**, this 5<sup>th</sup> day of April 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

---

Margaret England, Mayor

---

Max Royle, City Manager

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1                   A bill to be entitled  
2       An act relating to property assessments for elevated  
3       properties; amending ss. 193.155 and 193.1554, F.S.;  
4       specifying that changes to elevate certain homestead  
5       and nonhomestead residential property, respectively,  
6       do not increase the assessed value of the property;  
7       requiring property owners to provide certification for  
8       such property; defining the term "voluntary elevation"  
9       or "voluntarily elevated"; prohibiting certain areas  
10      from being included in square footage calculation;  
11      making clarifying revisions; providing an effective  
12      date.

13  
14   Be It Enacted by the Legislature of the State of Florida:

15  
16       Section 1. Subsection (4) of section 193.155, Florida  
17   Statutes, is amended to read:

18       193.155 Homestead assessments.—Homestead property shall be  
19   assessed at just value as of January 1, 1994. Property receiving  
20   the homestead exemption after January 1, 1994, shall be assessed  
21   at just value as of January 1 of the year in which the property  
22   receives the exemption unless the provisions of subsection (8)  
23   apply.

24       (4)(a) Except as provided in paragraph (b) and s. 193.624,  
25   changes, additions, or improvements to homestead property shall

be assessed at just value as of the first January 1 after the changes, additions, or improvements are substantially completed.

(b) Changes, additions, or improvements that replace all or a portion of homestead property ~~damaged or destroyed by misfortune or calamity~~ shall not increase the homestead property's assessed value when the square footage of the homestead property as changed or improved does not exceed 110 percent of the square footage of the homestead property before ~~the damage, or destruction,~~ or voluntary elevation of the homestead property if:

1. The homestead property was damaged or destroyed by misfortune or calamity; or

2. Before the voluntary elevation, the homestead property did not comply with the Federal Emergency Management Agency's National Flood Insurance Program requirements and Florida Building Code elevation requirements and was elevated in compliance with such requirements. The property owner must provide elevation certificates for both the original and elevated homestead property. For purposes of this subsection, the term "voluntary elevation" or "voluntarily elevated" means the elevation of an existing nonconforming homestead property or the removal and rebuilding of a nonconforming homestead property. Conforming areas below an elevated structure designated only for parking, storage, or access may not be included in the 110 percent calculation unless the area exceeds

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110 percent of the square footage before the voluntary elevation.

Additionally, the homestead property's assessed value may ~~shall~~ not increase if the total square footage of the homestead property as changed, ~~or~~ improved, or elevated does not exceed 1,500 square feet.

(c) Changes, additions, or improvements that do not cause the total to exceed 110 percent of the total square footage of the homestead property before the qualifying damage, ~~or~~ destruction, or voluntary elevation or that do not cause the total to exceed 1,500 total square feet shall be reassessed as provided under subsection (1). The homestead property's assessed value shall be increased by the just value of that portion of the changed or improved homestead property which is in excess of 110 percent of the square footage of the homestead property before the qualifying damage, ~~or~~ destruction, or voluntary elevation or of that portion exceeding 1,500 square feet. Homestead property damaged, ~~or~~ destroyed, or voluntarily elevated ~~by misfortune or calamity~~ which, after being changed or improved, has a square footage of less than 100 percent of the homestead property's total square footage before the qualifying damage, ~~or~~ destruction, or voluntary elevation shall be assessed pursuant to subsection (5). This section ~~paragraph~~ applies to changes, additions, or improvements commenced within 3 years



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after the January 1 following the qualifying damage, ~~or~~  
destruction, or voluntary elevation of the homestead property.

~~(d)(e)~~ Changes, additions, or improvements that replace  
all or a portion of real property that was damaged, ~~or~~  
destroyed, or voluntarily elevated ~~by misfortune or calamity~~  
shall be assessed upon substantial completion as if such  
qualifying damage, ~~or~~ destruction, or voluntary elevation had  
not occurred and in accordance with paragraph (b) if the owner  
of such property:

1. Was permanently residing on such property when the  
qualifying damage, ~~or~~ destruction, or voluntary elevation  
occurred;

2. Was not entitled to receive homestead exemption on such  
property as of January 1 of that year; and

3. Applies for and receives homestead exemption on such  
property the following year.

~~(e)(d)~~ Changes, additions, or improvements include  
improvements made to common areas or other improvements made to  
property other than to the homestead property by the owner or by  
an owner association, which improvements directly benefit the  
homestead property. Such changes, additions, or improvements  
shall be assessed at just value, and the just value shall be  
apportioned among the parcels benefiting from the improvement.

Section 2. Subsection (6) of section 193.1554, Florida  
Statutes, is amended to read:

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193.1554 Assessment of nonhomestead residential property.-

(6)(a) Except as provided in paragraph (b) and s. 193.624, changes, additions, or improvements to nonhomestead residential property shall be assessed at just value as of the first January 1 after the changes, additions, or improvements are substantially completed.

(b) Changes, additions, or improvements that replace all or a portion of nonhomestead residential property ~~damaged or destroyed by misfortune or calamity~~ shall not increase the property's assessed value when the square footage of the property as changed or improved does not exceed 110 percent of the square footage of the property before ~~the damage, or~~ destruction, or voluntary elevation of the property if:

1. The property was damaged or destroyed by misfortune or calamity; or

2. Before the voluntary elevation, the property did not comply with the Federal Emergency Management Agency's National Flood Insurance Program requirements and Florida Building Code elevation requirements and was elevated in compliance with such requirements. The property owner must provide elevation certificates for both the original and the elevated property. For purposes of this subsection, the term "voluntary elevation" or "voluntarily elevated" means the elevation of an existing nonconforming nonhomestead residential property or the removal and rebuilding of a nonconforming nonhomestead residential

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property. Conforming areas below an elevated structure  
designated only for parking, storage, or access may not be  
included in the 110 percent calculation unless the area exceeds  
110 percent of the square footage before the voluntary  
elevation.

Additionally, the property's assessed value may ~~shall~~ not  
increase if the total square footage of the property as changed,  
~~or~~ improved, or elevated does not exceed 1,500 square feet.

(c) Changes, additions, or improvements that do not cause  
the total to exceed 110 percent of the total square footage of  
the property before the qualifying damage, or destruction, or  
voluntary elevation or that do not cause the total to exceed  
1,500 total square feet shall be reassessed as provided under  
subsection (3). The property's assessed value shall be increased  
by the just value of that portion of the changed or improved  
property which is in excess of 110 percent of the square footage  
of the property before the qualifying damage, or destruction, or  
voluntary elevation or of that portion exceeding 1,500 square  
feet. Property damaged, ~~or destroyed, or voluntarily elevated by~~  
~~misfortune or calamity~~ which, after being changed or improved,  
has a square footage of less than 100 percent of the property's  
total square footage before the qualifying damage, or  
destruction, or voluntary elevation shall be assessed pursuant  
to subsection (8). This section ~~paragraph~~ applies to changes,

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additions, or improvements commenced within 3 years after the January 1 following the qualifying damage, ~~or~~ destruction, or voluntary elevation of the property.

(d)~~(e)~~ Changes, additions, or improvements include improvements made to common areas or other improvements made to property other than to the nonhomestead residential property by the owner or by an owner association, which improvements directly benefit the property. Such changes, additions, or improvements shall be assessed at just value, and the just value shall be apportioned among the parcels benefiting from the improvement.

Section 3. This act shall take effect on the effective date of the amendment to the State Constitution proposed by HJR 1377 or a similar joint resolution having substantially the same specific intent and purpose, if such amendment to the State Constitution is approved at the general election held in November 2022 or at an earlier special election specifically authorized by law for that purpose.

## RESOLUTION 21-14

CITY OF ST. AUGUSTINE BEACH

ST. JOHNS COUNTY

FLORIDA

RE: OPPOSING SENATE BILL 266 AND HOUSE BILL 403 ON HOME-BASED BUSINESSES; SPECIFYING CONDITIONS UNDER WHICH A BUSINESS IS CONSIDERED A HOME-BASED BUSINESS; AUTHORIZING A HOME-BASED BUSINESS TO OPERATE IN A RESIDENTIAL ZONE UNDER CERTAIN CIRCUMSTANCES; PREEMPTING TO THE STATE THE ABILITY TO REGULATE OR LICENSE HOME-BASED BUSINESSES; PROHIBITING A LOCAL GOVERNMENT FROM CERTAIN ACTIONS RELATING TO THE LICENSURE AND REGULATION OF HOME-BASED BUSINESSES, ETC.

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Monday, April 5, 2021, resolves as follows:

**WHEREAS**, SB 266 and HB 403 would preempt to the State of Florida the licensure and regulation of home-based businesses and prohibit local governments from enacting or enforcing any ordinance, regulation, or policy or taking any action to license or otherwise regulate a home-based business; and

**WHEREAS**, although SB 266 and HB 403 imposes some limitations on home-based businesses, those limitations are more open-ended compared to the City's regulations, which may result in home occupations disturbing the residential character of their surrounding areas and becoming more challenging to enforce; and

**WHEREAS**, although SB 266 and HB 403 provides that parking related to the business activities of a home-based business must comply with local zoning requirements, SB 266 prohibits the City from enforcing those requirements; and

**WHEREAS**, local government is the level of government closest to the people, and local governments are therefore best positioned to regulate zoning in their communities; and

**WHEREAS**, stripping local governments of their home rule authority to regulate home-based businesses and preempting those powers to the state may result in a proliferation of home-based businesses that generate excessive noise and traffic and do not conform to residential neighborhood aesthetics, thereby degrading the character of residential neighborhoods and reducing residents' quality of life; and

**WHEREAS**, to protect the health, safety, and welfare of residents and to preserve the City's home rule powers, this Commission wishes to oppose SB 266 and HB 403 or similar legislation that would preempt local governments from regulating home-based businesses.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of St. Augustine Beach:

Section 1: The City Commission of the City of St. Augustine Beach, Florida, hereby urges the Florida Legislature and Cabinet to oppose Senate Bill 266 and House Bill 403.

Section 2: The City Commission of the City of St. Augustine Beach, Florida, hereby authorizes the City Clerk to transmit this Resolution to the Florida Legislature and Cabinet.

**RESOLVED AND DONE**, this 5<sup>th</sup> day of April 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

---

Margaret England, Mayor

---

Max Royle, City Manager

CS/HB 403

2021

A bill to be entitled  
An act relating to home-based businesses; creating s.  
559.955, F.S.; specifying conditions under which a  
business is considered a home-based business;  
authorizing a home-based business to operate in a  
residential zone under certain circumstances;  
prohibiting a local government from certain actions  
relating to the licensure and regulation of home-based  
businesses; authorizing specified business owners to  
challenge certain local government actions;  
authorizing the prevailing party to recover specified  
attorney fees and costs; providing that certain  
existing and future residential association  
declarations and documents are not superseded by this  
act; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 559.955, Florida Statutes, is created  
to read:

559.955 Home-based businesses; local government  
restrictions.-

(1) For purposes of this section, a business is considered  
a home-based business if it operates, in whole or in part, from  
a residential property and meets the following criteria:

26        (a) The employees of the home-based business who work at  
27 the residential dwelling also reside in the residential  
28 dwelling, except that up to two employees who do not reside at  
29 the residential dwelling may work at the residential dwelling.  
30 However, employees of the home-based business who do not  
31 primarily work at the residential dwelling are not required to  
32 reside in the dwelling.

33        (b) Parking related to the business activities of the  
34 home-based business complies with local zoning requirements.

35        (c) As viewed from the street, the use of the residential  
36 property is consistent with the uses of the residential areas  
37 that surround the property. However, incidental and short-term  
38 business uses and activities may be conducted at the residential  
39 property.

40        (d) The activities of the home-based business are  
41 secondary to the property's use as a residential dwelling.

42        (2) A home-based business that operates from a residential  
43 property as provided in subsection (1):

44            (a) May operate in an area zoned for residential use.

45            (b) May not be prohibited, restricted, regulated, or  
46 licensed in a manner that is different from other businesses in  
47 a local government's jurisdiction.

48            (c) Is only subject to applicable business taxes under  
49 chapter 205 in the county and municipality in which the home-  
50 based business is located.



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51       (3) Local governments may not enact or enforce any  
52 ordinance, regulation, or policy, or take any action to license  
53 or otherwise regulate a home-based business in violation of this  
54 section.

55       (4) Any adversely affected current or prospective home-  
56 based business owner may challenge any local government action  
57 in violation of this section. The prevailing party in a  
58 challenge may recover reasonable attorney fees and costs  
59 incurred in challenging or defending the action, including  
60 reasonable appellate attorney fees and costs.

61       Section 2. The application of this act shall not supersede  
62 any current or future declaration or declaration of condominium  
63 adopted pursuant to chapter 718, Florida Statutes, cooperative  
64 document adopted pursuant to chapter 719, Florida Statutes, or  
65 declaration or declaration of covenant adopted pursuant to  
66 chapter 720, Florida Statutes.

67       Section 3. This act shall take effect July 1, 2021.

**City of St. Augustine Beach Building and Zoning Department****TO:** Max Royle**FROM:** Brian Law**SUBJECT:** Building & Zoning Fee Schedule**DATE:** 3-16-2021

During the City Commission workshop on the 8<sup>th</sup> of March 2021, staff was directed to modify the City Fee Schedule to realign the amount of zoning fees being directed to the Tree & Landscape Fund. Currently Zoning fees are \$400.00 for new buildings and additions with \$150.00 being directed to the Tree & Landscape Fund, in an attempt to help offset the costs of the Zoning Department it seems prudent to only relocate \$50.00 of the \$400.00 to the Tree & Landscape Fund. This reallocation of revenue will help increase total revenue of the Zoning Department thus helping to cover operational costs. In addition to the previously mentioned change, we are providing clarification to the reduced swimming pool permit fees that they apply to single family residences only. The construction of any new commercial pools would be as per the City fee schedule as it was before. Page 4 shows a new fee for the zoning review for Business Tax Receipts, currently zoning reviews are being done for no cost. These reviews verify that the type of usage proposed is allowed as per the Cities Land Development Regulations, PUD orders, etc. This is a proposed \$20.00 one time fee for new business that would go directly to the Comprehensive Planning budget. Included with this memo is the draft fee schedule and a resolution prepared by the City attorney.

Brian W Law CBO, CFM, MCP  
City of St. Augustine Beach  
Director of Building and Zoning  
2200 A1A South  
St. Augustine Beach, FL 32080  
(904) 471-8758  
[blaw@cityofsab.org](mailto:blaw@cityofsab.org)

**RESOLUTION NO. 21-15**

**CITY OF ST. AUGUSTINE BEACH  
ST. JOHNS COUNTY**

**TAX RECEIPT APPLICATIONS,  
CLEARANCE SHEET FEE,  
SWIMMING POOL PERMITS**

**RE: ESTABLISHING FEES FOR  
ZONING REVIEWS OF BUSINESS**

**WHEREAS**, the City Commission of the City of Saint Augustine Beach, Florida has passed an ordinance authorizing that fees be established by Resolution;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA IN REGULAR SESSION ASSEMBLED:**

The City Commission of the City of St. Augustine Beach, St. Johns County, Florida hereby establishes and adopts the fees for building permits, applications, inspections, tree removal, plans and applications, comprehensive plan amendments, file developments, mixed use developments, overlay districts, stormwater management plan review and driveway connections within the City's rights-of-way as contained within **Exhibit "A"**, which is attached hereto.

**RESOLVED AND DONE**, this \_\_\_ day of March 2021, by the City Commission of the City of Saint Augustine Beach, Saint Johns County, Florida.

---

Margaret England, Mayor

ATTEST:

---

Max Royle, City Manager

## EXHIBIT "A"

### City of St. Augustine Beach Schedule of Fees and Services Building and Zoning Department

Impact Fees As established by ordinance of St. Johns County and interlocal agreement.

#### BUILDING PERMIT FEES

Issuance of a permit-----\$15.00

Total Valuation -----Fees

\$1,000 or less \$27.00

\$1,001 to \$50,000 \$33.00 for the first \$1,001.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$50,000.

\$50,001 to \$100,000 \$376.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00

\$100,001 to \$500,000 \$719.00 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00.

\$500,001 and up \$3,119.00 for the first \$500,000 plus \$5.00 for each additional \$1,000.00 or fraction thereof.

Note: Those projects that elect to use private provider services receive a 10% reduced permit fee (reduction must be claimed prior to permit issuance)

Basic valuations for permitting fees. Valuations for permitting fees shall be determined as follows:

**Single Family Residential and Multifamily Residential**-----\$125.00 per square foot for living space,\$64.00 per square foot for garages,\$40.00 per square foot for patio and open space

**Residential, hotels, assisted care facilities**---As per the current ICC Building Code Valuation Table

**Mercantile**-----\$106.00 per square foot

**Business**-----\$150.00 per square foot

**Assembly: Restaurants, Bars**-----\$160.00 per square foot

**Single Family Residential Swimming Pools**----- \$300.00

**Multi Family or Commercial Swimming Pools**----- As per Building Valuation table

Any use not shown will be based on current ICC Building Code Valuation Table

**Revision fee**-----\$53.00 minimum or \$53.00 per hour

**New House on lot after permit issuance**-----Full plan review fee

**Pre-built storage sheds**-----Based on cost using Total Valuation Table

**Moving of any structure**-----\$100.00

**Demolition (interior/exterior)**-----\$100.00

**Plan Review**-----½ of Building Permit Fee

Note: Those projects that elect to use private provider services receive a 15% reduced plan review fees.

**State Surcharge**-----Based on current State Requirements

**Clearance Sheet Fee**-----**(Applies to new buildings, additions, etc.)**\$400.00 with ~~\$150.00~~ \$50.00 of the fee going to the City's Tree and Landscape Fund

**Clearance Sheet Fee for Swimming Pools**---- \$250.00

**Clearance Sheet Fee for Screen Enclosures**---- \$100.00

**Clearance Sheet Fee for Commercial Renovations**----\$100.00

**Transfer Permit to New Contractor**-----\$100.00

**Safety Inspection**-----\$53.00

**Occupancy/Use Classification Evaluation**-----\$53.00

**Project Status Verification/Technical Assistance**-----Actual cost

**Temporary Certificate of Occupancy/Completion**

**Residential**-----\$53.00

**Commercial**-----\$106.00

**Penalties (Building, Mechanical, Electric, Plumbing, Gas) :**

- a. Working with no permit-----\$100.00 and double permit fee
- b. Not updating sub list when required-----\$25.00
- c. Sub-contractors not registered with City-----\$25.00
- d. Reinspection Fees----- \$53.00
- e. Extra inspection (uncorrected re-inspection items)----- Double the re-inspection fee.

**After Hours Inspection with Building Official Approval**-----\$200.00 & Building Official Approval

**DEP zoning confirmation letters**-----\$53.00

**Photocopies** ----as per Florida Statute 119.07

- a. Over 11' x 17"-----\$5.00 per sheet

**Refund for Active Permits:**

- a. Prior to first inspection-----50% of Permit Fee
- b. After first inspection-----0% Refund

---

## MECHANICAL

**Issuance of permit**-----\$15.00

**Residential Single System (new)**----- \$60.00

**Each Additional System (new)**-----\$40.00

**Change outs (per system)**-----\$50.00

**Repairs, Alterations, Additions-----\$50.00**

**Commercial (A/C's, Refrigeration Units)-----Based on Job Cost using Total Valuation Table**

**Gas Piping, new and additions (per system)-----\$40.00**

---

#### **ELECTRICAL**

**Issuance of permit-----\$15.00**

**Amps—per main service panel/upgrade**

**0-150 amps-----\$60.00**

**151-400 amps-----\$100.00**

**401-1,000 amps-----\$150.00**

**1,001 amps and over-----\$0.15 per amp**

**Amps-- per feeder panel (exempt single family and two family structures only)**

**0-150 amps-----\$60.00**

**151-400 amps-----\$100.00**

**401-1000 amps-----\$150.00**

**1001 amps and over-----\$0.15 per amp**

**Temporary pole-----\$40.00**

**Service Change-----\$40.00**

**Additions and Repairs (per dwelling or unit)-----\$40.00**

**Sign Lighting-----\$30.00**

**Swimming Pool Electrical-----\$30.00**

**Generator ----\$40.00**

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#### **SOLAR PERMIT FEES**

**Permit Issuance-----\$15.00**

**Photovoltaic/Thermal Permit---- based on cost using Total Valuation Table**

---

#### **PLUMBING**

**Issuance of permit-----\$15.00**

**Base permit fee-----\$15.00**

**Each fixture including floor drains, traps, etc.**

**Residential-----\$5.00**

**Commercial-----\$6.00**

**Sewer replacement-----\$40.00**

**Sprinkler systems (landscaping)-----\$40.00**

**Re-pipe (per dwelling or unit)-----\$40.00**

---

## **TREE REMOVAL**

**Dead Tree(s)**-----No charge

**Damaged or deemed a hazard**-----\$45.00 per inspection for trees over 6" DBH

**Replacement and mitigation**-----See section 5.01.03 of the Land Development Regulations

**After the fact permits**-----See section 5.01.05 of the Land Development Regulations

---

## **PLANNING & ZONING APPLICATIONS**

**Advertising Sign**-----\$10.00

**Application for Variance or Conditional Use**-----\$ 400.00 plus advertising sign and all other costs except legal advertising

**Appeal Application (Building Official or Planning & Zoning Board)**-----\$300.00

**Alley Vacating**-----\$300.00 plus advertising sign

**Home Occupation application**-----\$ 100.00 plus advertising sign

**Land Use Map**-----Actual Production Cost

**Land Development Code**-----\$0.15 per page

**Comprehensive Plan**-----\$0.15 per page

**Zoning Certification Letters for title search, Open Permit search, Code Enforcement Search**-----\$50.00

**Mixed Use Development Review**-----\$300.00 plus advertising sign

**Concept Review**-----\$300.00 plus advertising sign

**Overlay Districts**-----\$300.00 plus advertising sign

**Application for review of proposed final development plans**-----\$350.00 if under 2.0 acres; \$500.00 if 2.0 acres or more.

**Tree removals 30" or greater requiring Planning and Zoning Board approval**---- \$50.00

**Flexible setbacks to save trees requiring Planning and Zoning Board Approval**----\$50.00

**Zoning Review for Business Tax Receipt Applications** ---- \$20.00

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## **CONTRACTOR LICENSING**

**Issuance/Renewal of Construction Contractor License-Biennial**-----\$80.00

**Issuance/Renewal of Tree Contractor License-Biennial**-----\$80.00

**Duplicate Card**-----\$20.00

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## **COMPREHENSIVE PLAN AMMENDMENTS**

**Small Scale**-----\$500.00

A small-scale amendment must be consistent with all the following characteristics.

1. Encompass the use of 10 or fewer acres of any land use category.

2. Residential densities are limited to 10 or fewer units per acre.
3. Does not involve the same property more than once a year.
4. Does not involve the same owner's property within 200' of the property granted a land use change within the past 12 months.
5. Does not include any text change to the plans, goals, objectives and policies.
6. Is not located within an area of critical state concern.
7. The local government can approve the amendment without exceeding its yearly maximum of 60 acres of small scale amendments.

**Large Scale-----\$1000.00**

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#### **PLAT APPROVAL**

**Review of Preliminary Plat-----\$150.00 plus \$2.00 per lot with a \$400.00 minimum**

**Application for Final Plat Approval-----\$5.00 per lot together with the cost of review for conformity with Chapter 177 F.S. by a professional Surveyor and mapper either employed by or under contract to the City of St. Augustine Beach. The estimated cost shall be deposited with the City at the time of application and any costs in excess of the estimated amounts shall be paid by the applicant prior to execution of the plat by the City.**

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#### **STORMWATER MANAGEMENT**

**Stormwater management plan review by Section 6.05.03-----For conformity with applicable statutes, rules and regulations by the City and State of Florida, by a professional engineer either employed by the City or under contract to the City of St. Augustine Beach by the applicant. The estimated fees shall be deposited with the City at the time of application and any fees in excess of the estimated costs shall be paid by the applicant prior to the execution of the development order by the city.**

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#### **TRANSIENT LODGING ESTABLISHMENTS**

**Business Tax Receipts (Payable at the City Manager's Office)-----As per section 12-67 of the City of St. Augustine Beach Code**

**Application Fee (Payable at the Building & Zoning Department)-----\$96.25**

**Initial Inspection (per dwelling or unit) (Payable at the Building & Zoning Department)-----\$125.00**

**Annual Re-inspection (per dwelling or unit)-----\$125.00**

**Reinspection Fees-----\$53.00**

**Extra inspection (uncorrected re-inspection items)----- Double the re-inspection fee**

#### **DRIVEWAY CONNECTIONS WITHIN CITY RIGHTS-OF-WAYS**

##### **Residential Driveways**

1. Construction of a residential driveway within a city right-of-way associated with an active building and/or zoning permit  
--- No Fee.
2. Construction or modification of a residential driveway within a city right-of-way not associated with an active building and/or zoning permit-----\$100.00.



3.Working with no permit-----\$100.00 and double permit fee

**Commercial Driveways**

1.Construction of a commercial driveway within a city right-of-way associated with an active building and/or zoning permit  
---- \$125.00.

2.Construction or modification of a commercial driveway within a city right-of-way not associated with an active building  
and/or zoning permit-----\$250.00.

3.Working with no permit-----\$100.00 and double permit fee

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**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING  
APRIL 5, 2021**

**CODE ENFORCEMENT/BUILDING/ZONING**

Please see pages 1-20.

**COMPREHENSIVE PLANNING AND ZONING BOARD**

The minutes of the Board's February 16, 2021, meeting are attached as pages 21-25.

**SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE**

The minutes of the Committee's February 10, 2021, meeting are attached as pages 26-37.

**POLICE DEPARTMENT**

Please see page 38.

**PUBLIC WORKS DEPARTMENT**

Please see pages 39-43.

**FINANCE/ADMINISTRATION**

Please see page 44.

**CITY MANAGER**

**1. Complaints**

**A. Vehicles Ignoring Pedestrians in Crosswalks**

In response to a resident's complaint, Chief Carswell wrote that Commissioner Rumrell and he were working with the County to have flashing signals on A1A Beach Boulevard at certain pedestrian crossings. The Chief also wrote that there'll be more police patrols in the vicinity of the pier parking lot, especially on weekends.

**B. Parking Disrupting Residential Neighborhood**

The neighborhood is located west of 2<sup>nd</sup> Avenue, between 3<sup>rd</sup> and 7<sup>th</sup> Streets. Parking by beach goes along the 2<sup>nd</sup> Avenue right-of-way, especially on weekends, is disturbing the neighborhood. No Parking signs will be posted by the Public Works Department.

**C. Signage for New Driveway**

A Versaggi Drive resident that signs for the new Alvin's Island driveway be erected and that Alvin's have a dumpster enclosure and a new fence. The request was forwarded to the Public Works Director and the Building Official.

## 2. Major Projects

### A. Road/Sidewalk Improvements

#### 1) Opening 2nd Street West of 2<sup>nd</sup> Avenue

There has been no action by the owners of the lots on 2<sup>nd</sup> Street west of 2<sup>nd</sup> Avenue to open that street. The owners would have to sign an agreement and pay in advance the costs to construct the utilities and the road, just as the owners of the lots adjacent to 8<sup>th</sup> Street between the Boulevard and 2<sup>nd</sup> Avenue did. The Public Works Director has sent a letter to the owners of the lots along this section of 2<sup>nd</sup> Street, asking them if they would support the opening of 2<sup>nd</sup> Street and providing the utilities, knowing that they would be assessed the costs for the project. Thus far, the owners of 11 out of 16 lots have agreed to pay the costs, the owners of two lots have said no, and the remaining three owners haven't responded. A possible solution may be for the City to construct the road and charge the property owners a special assessment in accordance with the long-standing policy that adjacent property owners must pay the cost of a new road that will benefit their properties. The Commission discussed this option at its September 14, 2020, meeting as well as the request of two property owners that their lots have a dedicated conservation easement on them administered by the North Florida Land Trust. Though the Commission did not approve a motion, the general consensus was for the City to proceed with plans for opening this section of 2<sup>nd</sup> Street, with the lot owners paying two-thirds of the cost and the City paying the remaining third. On October 21<sup>st</sup>, the City Manager met with representatives of the North Florida Land Trust about the conservation easement for the three lots. The representatives brought the proposal to their Board of Directors in November. It declined to provide the easement for the lots. At its November 9<sup>th</sup> meeting, the City Commission passed a resolution stating the City's intent to levy a non-ad valorem assessment as the means to get money from the lot owners to pay their share of the costs to open the street. At its December 7<sup>th</sup> meeting, the Commission reviewed cost estimates and other information provided by the Public Works Director and decided to have a hybrid plan: some lot owners could pay their share of the costs now or in the near future; owners of other lots would pay the costs by means of an assessment on their yearly property tax bills. The public hearing for the assessment was advertised for the Commission's December 7<sup>th</sup> meeting and the resolution stating the Commission intent to levy the assessment was passed again. At the Commission's February 1, 2021, meeting, the Commission approved an amendment to the contract with the City's civil engineering consultant for it to do design work and approved a budget resolution to appropriate money for the consultant's services. The design phase was started in March and will be completed by the end of September or earlier.

#### 2) Sidewalk on A Street

A resident has suggested that a sidewalk is needed on A Street between the beach and the Boulevard because of the traffic and number of pedestrians and bicyclists along that section of A Street. This project may become part of the one to solve the flooding problem along the north side of the street.

### B. Beach Matters

#### 1) Off-Beach Parking

As the City Commission has decided for the time being not to have paid parking in the City, the focus concerning off-beach parking has shifted to improving the City's existing rights-of-way and plazas to

improve the rights-of-way and areas where people can park. At its March 2, 2020, meeting, the Commission reviewed a report prepared by the Public Works Director of City-owned streets and plazas where parking improvements could be made. The Public Works Director and the City Manager asked the Tourist Development Council at its March 16<sup>th</sup> meeting for funding to improve three parking areas. However, as one TDC member said, revenue from the bed tax will likely decline significantly because of the coronavirus pandemic and the City is not likely to receive at this time any bed tax funds for the improvements. Possibly, road impact fees may be used for improving the right-of-way of certain streets for visitor parking. At a workshop in the spring of 2021, the Commission will again discuss a parking plan and whether to have paid parking.

### C. Parks

#### 1) Ocean Hammock Park

This Park is located on the east side of A1A Beach Boulevard between the Bermuda Run and Sea Colony subdivisions. It was originally part of an 18-acre vacant tract. Two acres were given to the City by the original owners for conservation purposes and for where the boardwalk to the beach is now located. The City purchased 11.5 acres in 2009 for \$5,380,000 and received a Florida Communities Trust grant to reimburse it for part of the purchase price. The remaining 4.5 acres were left in private ownership. In 2015, The Trust for Public Land purchased the 4.5 acres for the appraised value of \$4.5 million. The City gave the Trust a down payment of \$1,000,000. Thanks to a grant application prepared by the City's Chief Financial Officer, Ms. Melissa Burns, and to the presentation by then-Mayor Rich O'Brien at a Florida Communities Trust board meeting in February 2017, the City was awarded \$1.5 million from the state to help it pay for the remaining debt to The Trust for Public Land. The City received the check for \$1.5 million in October 2018. For the remaining amount owed to The Trust for Public Land, the Commission at public hearings in September 2018 raised the voter-approved property tax debt millage to half a mill. What remains to be done are improvements to the Park, such as restrooms. The Public Works Director is applied to the state for a Florida Recreation Development Assistance Program grant to pay half the costs of the restrooms. The City has received the grant. Construction of the restrooms will begin in early 2021. The City also requested money from the County's \$15.5 million surplus. However, the County Commission at its November 5, 2020 meeting decided to use the surplus money for County capital projects that have been delayed from previous fiscal years. For other improvements to the park, the City has applied for funding from a state grant and from a Federal grant from the National Oceanic and Atmospheric Administration. The Public Works Director's master plan for improvements to the Park was reviewed and by the Commission at its October 5, 2020, regular meeting. The plans for the interior park improvements (observation deck, picnic pavilion and trails) are now in the design and permitting phase.

#### 2) Hammock Dunes Park

This 6.1-acre park is on the west side of A1A Beach Boulevard between the shopping plaza and the Whispering Oaks subdivision. The County purchased the property in 2005 for \$2.5 million. By written agreement, the City reimbursed the County half the purchase price, or \$1,250,000, plus interest. At its July 26, 2016, meeting, the County Commission approved the transfer of the property's title to the City, with the condition that if the City ever decided to sell the property, it would revert back to the County. Such a sale is very unlikely, as the City Charter requires that the Commission by a vote of four members approve the sale, and then the voters in a referendum must approve it. At this time, the City does not have the money to develop any trails or other amenities in the Park.

#### D. Changes to Land Development Regulations

The first is to allow mobile food vending or sales, such as food trucks, in the City. A new state law requires that cities and counties allow such sales. At this time, food trucks are allowed in the City only in connected with City-sponsored events, such as Beach Blast Off. The ordinance to amend the regulations was discussed at the Commission's January 4<sup>th</sup> meeting. As a result of the discussion, the City Attorney prepared a new draft, which the Commission passed on first reading at its February 1<sup>st</sup> meeting. The Comprehensive Planning and Zoning Board reviewed the ordinance at its February 16<sup>th</sup> meeting and recommended its approval, subject to three changes. The Commission held a public hearing and second reading at its March 1<sup>st</sup> meeting and approved it on second reading. The second public hearing and final reading is scheduled for the Commission's April 5<sup>th</sup> meeting.

The second is to change building setbacks in the older subdivisions and to delete the overlay district from the Regulations. An ordinance for these changes is on the agenda for the Commission's April 5<sup>th</sup> meeting.

#### 3. Finance and Budget

##### A. Fiscal Year 2020 Budget

September 30, 2020, marked the end of Fiscal Year 2020. The audit report will be presented to the Commission at its April 5, 2021, meeting.

##### B. Fiscal Year 2021 Budget

FY 21 began on October 1, 2020 and will end on September 30, 2021. The monthly financial report for February 2021, shows that for the General Fund, the City had received \$4,790,725 during the first five months of the fiscal year and had spent \$2,568,275. The year-to-date surplus is \$2,222,450. At the end of February 2020, the surplus was \$1,212,268. The surplus will gradually diminish over the remaining months of the fiscal year as money from the City's major revenue source, property taxes, declines. The City receives most of the revenue from property taxes between November and April. By the end of February, the City had received \$3,124,774 from property taxes, or 92% of the total projected for the entire fiscal year. Also, other significant revenue sources by the end of February were communication services tax (\$353,059), electric utility tax (\$221,531), building permits (\$142,372), half-cent sales tax (\$99,371) electric franchise fee (\$102,219) and solid waste fee (\$431,637).

##### C. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. At its October 5<sup>th</sup> meeting, the Commission discussed a preliminary proposal from the Public Works Director to levy a stormwater fee. The Commission decided not to levy the fee but to review the proposal again at a workshop in the spring of 2021. At the October 5<sup>th</sup> meeting, a Commissioner suggested considering paid parking again. The topic could be discussed at a workshop meeting this spring.

#### 4. Miscellaneous

##### A. Permits for Upcoming Events

In late February and in March, the City Manager approved the following permits: a. Eastern Surfing Association's Surfing Camps on various dates in 2021; b. Nease High School Beach Cleanup on April 17, 2021; c. Surfers Healing Foundation's Surf Camp, April 17 and 18, 2021; d. Pink Stork Company Event for its employees on April 30, 2021; e. WSMS Surf Art Camp from June 14 to October 15, 2021; f. TNT's Arts and Crafts Show on February 19-20, 2022; and g. TNT's Arts and Crafts Show on March 12-13, 2022.

#### B. Strategic Plan

The Commission decided at its January 7, 2019, meeting that it and the City staff would update the plan. The Commission agreed with the City Manager's suggestions for goals at its June 10<sup>th</sup> meeting and asked that the Planning Board and the Sustainability and Environmental Planning Advisory Committee be asked to provide their suggestions for the plan. The responses were reviewed by the Commission at its August 5<sup>th</sup> meeting. The Commission decided to have a mission statement developed. Suggestions for the statement were provided to the Commission for consideration at its September meeting. By consensus, the Commission asked the City Manager to develop a Mission Statement and provide it at a future meeting. This has been done along with a Vision Statement, a Values Statement and a list of tasks. The City Commission reviewed the proposed plan at its January 14, 2020, continuation meeting, provided comments and asked that the plan be submitted for another review at the City Commission's April 6<sup>th</sup> meeting. However, because of the need to shorten the Commission meetings because of the pandemic, review of the strategic plan was postponed. The Commission reviewed the plan at its February 8<sup>th</sup> continuation meeting. Commissioner George suggested changes to the Vision Statement. She will work with the City Manager on the wording.

In the meantime, the City administration will propose from time to time that the Commission review specific strategic plan goals. The first review will be the goal, Transparent Communication with Residents and Property Owners. This will be done at the Commission's April 5, 2021, meeting.

#### C. Workshops

On March 8, 2021, the Commission held a workshop on the following topics: 1) review of employee salaries and pay ranges, 2) restructuring of the Building Department; 3) history of the Police Department budgets; 4) repair and replacement of City assets, such as vehicles; 5) succession planning for the departments and for the positions of Police Chief and City Manager. One outcome will be a request by the City staff for the Commission to make decisions at its April 5<sup>th</sup> meeting that concern the City's budget for the next fiscal year. The Commission will review pay ranges for employees and will consider a pay increase for Commissioners and whether to increase Commissioner pay annually by a cost-of-living adjustment.

Range: First to Last  
Violation Date Range: First to 03/24/21  
Ordinance Id Range: First to Last  
Use Type Range: First to Last  
User Code Range: First to Last  
Open: Y  
Completed: N  
Void: N  
Pending: Y  
Customer Range: First to Last  
Inc Violations With waived Fines: Yes

Violation Id: V1900065 Prop Loc: 720 A1A BEACH BLVD  
Viol Date: 07/30/19 Status: Open Comp Name:  
Comp Phone: Comp Email:

Ordinance Id	Description
LDR 3.09	Sec. 3.09.00. - Transient lodging establishments within medium density land use districts.
6.07.06	Sec. 6.07.06. - Care of premises.
FBC 105.1	PERMITS 105.1 Required.

Description: This violation(s) was generated through code enforcement relative to multiple complaints concerning specific building violations as specified below. These violations which are outlined within the International Property Maintenance Code (section304) and the FBC are specific to structural maintenance and requirements of an exterior structure.  
The following needs to be addressed:  
1. Remove the blue tarp on the top of the structure.  
2. Execute the roof permit (P1914794) and repair the same.(presently the permit has expired).  
3. Obtain proper permits (roof, stairs and landing etc and determine the possibility of enroachment of the raised deck/landing. Building Inspector Glenn Brown has conversed with Ms. Johnson in the many months prior relative to correction of this stair and deck landing modification scenario.  
4. Modify the conditional use permit to include use of the ground floor for residential use. See conditional use permit dated Aug 4 2003.  
5. Bring into compliance the violations as specified. After the building compliance is met, complete those requirements pretaing to a transient lodging facility renewal (Code 3.09).

Created	Modified	Note
03/15/21	03/15/21	Certified Mail, regular mail, and hand delivered letter sent 3/15/21 Notice to appear for March 31st, 2021 meeting. Attached.
12/11/20	12/11/20	The copy of the lien was returned as unclaimed on 12/11/2020.
11/17/20	11/17/20	A copy of the lien was sent via certified mail 7018-1130-0002-0083-3427 and regular USPS mail on 11-17-2020
11/16/20	11/16/20	A lien in the amount of 22,250.00 was recorded with St. Johns County Clerk of the Courts office on 11-16-2020 @ 1:32 PM. See attachments.
06/01/20	06/01/20	5-27-2020 The CEB made a motion to file a lien for \$22,500 (the roof fine total). Other fines will continue.
05/20/20	05/20/20	Notice to appear emailed 5-20-20.
05/19/20	05/20/20	Notice to appear sent on 5-18-2020 and hand delivered, see attached.

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05/06/20	05/20/20	Ms. Johnson called and left a voicemail on 5-5-20, to say that she is planning on applying for a permit on Monday May 11th. In the message, she stated she was having trouble finding an architect to design the deck.
05/04/20	05/04/20	Certified Mail Sent 5-1-20 Letter, hand delivered on 5-4-20. Ms. Johnson was at the home when I delivered the letter. She told me that rather going to the post office to pick up the letter, she would just sign for it in person. See attached.
04/27/20	04/27/20	EMAILED MS. JOHNSON 4/27/2020 TO REMIND HER OF THE CODE BOARD MEETING SCHEDULED FOR 4/29/20 AT 2PM. SEE ATTACHED.
04/22/20	04/22/20	HAND DELIVERED & MAILED CERTIFIED MAIL CITATION TO APPEAR, SEE ATTACHED. WHILE I WAS DELIVERING THE LETTER, I SAW SOME REMOVED SIDING, AND A REMOVED WINDOW. SEE ATTACHED PICTURES. --JT
04/16/20	04/16/20	FINAL INSPECTION FOR ROOF PERMIT WAS APPROVED BY GLENN BROWN ON 4-15-2020 (SEE ATTACHED CERTIFICATE OF COMPLETION)
04/02/20	04/02/20	Certified Mail signature card received on 4-1-20. signed by Crystal. See attached.
03/26/20	03/26/20	Certified Mail and a Hand Delivered letter were sent to Ms. Johnson regarding the code enforcement board meeting on 3/26/20. The letter and a photo of it being hand delivered to her residence are attached.
03/16/20	03/16/20	Spoke with Ms. Johnson this am relative to the circumstances of events that surround her code enforcement case. There were excuses presented by Ms. Johnson concerning the compliance issue but no resolution was given. We reaffirmed the next code enforcement meeting (3/25 @ 1400hrs) in order to discuss the matter(s) pending. I advised Ms. Johnson to attend the meeting. A certified mailing was issued prior on 3/10 to Ms. Johnson @ her private address. A separate reg mailing was issued on 3/16 and a copy of that doc (notice to appear) was also emailed accordingly.
03/10/20	03/10/20	Certified mail sent relative to Citation to Appear for 3/25 to follow-up on non-compliance.
02/10/20	02/10/20	Staff notified the code enforcement officer this morn that Ms. Johnson inquired about permitting friday of last week. The staff advised Ms. Johnson of the pending code enforcement action against her and further stated that she contact this office. As of 0340 hrs this date, no contact has been made.
02/10/20	02/10/20	Certified mail dated 12/18 was returned by the USPS as undelivered. Last service attempt was 1/16/2020. Certified mail # 7018 1130 0002 0083 2918.
01/29/20	01/29/20	As of this date, no communication has been rec'd from Ms Johnson. Multiple letters have been issued concerning the scenario(s).
01/22/20	01/22/20	Contact Info for the contractor that Ms. Johnson hired: Richard Sean Construction @ 352 639-1060
01/22/20	01/22/20	Spoke with the contractor, Richard Fulmer on 1/21 relative to pulling permits on the deck. He advised that a building permit would be aquired. This is the second request. Also requested was info pretaining to the re-roof. Mr. Fulmer also stated that this project had a current estimate for the roof and the roofer (unk) was to pull their own permit. No action has occurred. As of this date there has been no communication with the property owner (Liv Johnson) to answer



for the code enforcement action. The penalty phase sanctioned by the code board went into effect midnight 1/19 @ 250.00/day for non-compliance to violations of the SAB Building Code.

12/19/19	12/19/19	LETTER HAND DELIVERED ON 12-19-19 AT 245PM, LEFT IN DOOR. -JT (SEE ATTACHED PHOTO)
12/17/19	12/17/19	As of this date, no communication has commenced relative to compliance of this scenario concerning the building violations. Ms. Johnson further has ignored a correction her conditional use permit relative to the multi-use property @ the stated address. Bonnie Miller (Building Dept Admin Sec) offered assistance to Ms. Johnson in weeks past relative to applying for a revision through the PZB. Ms. Johnson never responded.
12/02/19	12/02/19	Ms. Johnson contacted this office @ 0830hrs to relay info concerning needed repairs relative to code enforcement case. Ms. Johnson advised that a contractor was being hired to complete all issues. Permits are pending TBA. If permits are not acquired prior to the Dec board meeting, a notice to appear will be issued.
10/29/19	10/29/19	Certified Mail notice sent this date
08/26/19	08/26/19	Second notice sent this date. Regular mail.
08/26/19	12/17/19	Certified Letter issued Aug 1st returned.

Violation Id: V2000043	Prop Loc: 645 A1A BEACH BLVD	
Viol Date: 03/23/20	Status: Open	Comp Name: City Manager's Office
Comp Phone:	Comp Email:	

Ordinance Id    Description

Description: Complaint was called in to the City Manager's office regarding Drifters bike rentals operating without a conditional use permit.  
On 3-13-20 Code Enforcement hand delivered a CUP application to the business owner Ian Guthrie. He was informed that he had 30 days to apply for the permit.  
  
On 3-25-20, Mr. Guthrie's lawyer contacted the city. (see attached)  
The letter was forwarded to the city attorney Lex Taylor.

<u>Created</u>	<u>Modified</u>	<u>Note</u>
03/25/20	03/25/20	See attached email, sent to the City on 03/25/2020
03/23/20	05/15/20	LDR SEC 3.02.03 PROHIBITED USES A. 2. DISPLAY OF MERCHANDISE OUTSIDE.

Violation Id: V2000141	Prop Loc: 2572 A1A S	
Viol Date: 12/07/20	Status: Open	Comp Name: Building Department
Comp Phone:	Comp Email:	

<u>Ordinance Id</u>	<u>Description</u>
SEC.5.00.00	Removal of Trees

Description: The Building Official drove past the property on 12/7/2020 and noticed that the lot to the south was being cleared, parcel #1668200000. The owners at 2572 A1A S own this property.

The Building Official and Code Enforcement later visited the property.

Florida's Tree Masters is the contractor removing the trees. They stated that they were unaware that they could not clear the lot and stated that they had an arborist on staff who will provide us a letter regarding the trees. Florida Tree Masters will provide the building department with a tree survey and arborist's letter.

Created	Modified	Note
03/15/21	03/15/21	Certified Mail Sent 3-15-21 to appear a second time for Code Enforcement Board Meeting on 3-31-21 Attached email also sent to owner Laura Smith.
03/10/21	03/10/21	Attorney's Letter to Florida Tree Masters Attached.
03/01/21	03/01/21	Code Board Meeting on February 24th. Board Motioned to meet again March 31, 2021 for the owners to give an update on their progress. The City Attorney, Lex Taylor will be sending a letter to Florida's Tree Masters revoking their City license.  On 3/1/2021, JT sent Laura Smith an email with the replacement tree list.
02/17/21	02/17/21	The fees for the trees removed have been calculated. See attached spreadsheet.
02/09/21	02/09/21	Code Enforcement Case set for February 24, 2021 at 2pm.
02/08/21	02/08/21	Certified mail sent 2-8-2021 Notice to appear. See attached. Mail also sent regular USPS.
02/05/21	02/05/21	Contacts: Laura Smith (homeowner)- 317-402-8426 Chris Smith (homeowner)- 317-557-1312 John (Florida's Tree Masters)- 386-444-0428 Jason (Florida's Tree Masters)- 412-477-4743 Chris Abdalla (Florida's Tree Masters)- 386-307-5048
02/05/21	02/05/21	On 2/4/2021 Laura Smith, the other homeowner called to inquire what exactly was needed in order to resolve the code enforcement case. I let her know that we needed: 1. A site plan with the type and size of the trees that were removed. 2. An arborists letter (that Florida Tree Masters claims to have) that explains why certain trees were removed. OR If the arborists letter could not be provided, the city would go ahead and assess what trees needed to be replaced & the cost of the mitigation fees.
02/02/21	02/02/21	On 2-2-2021 at 4pm, Chris Smith, the homeowner called. He stated that he did not know that Florida's Tree Masters did not pull proper permits etc. He stated he would call Floridas Tree Masters and ask them to reach out to us. I let him know that if we do not receive a site plan and arborists letter that we will have to take him to the code board.
01/28/21	01/28/21	Certified Mail Sent on 1-28-2021 See attached.
01/15/21	01/15/21	Florida Tree Masters has yet to submit a survey or arborists letter. However, John came in and applied for a City license. 1/15/2021
01/12/21	01/12/21	Florida Tree Master's called on 1/12/2021 and said that he would be sending in a tree survey and an arborists letter later today.

Viol Date: 12/07/20      Status: Open      Comp Name: Building Official  
Comp Phone:      Comp Email:

Ordinance Id      Description

Description: The building official noticed a new porch, siding, and metal roof being installed at 307 A St on 12/4/2020.

Code Enforcement visited the property and spoke to the contractor Richard Dickens. He later pulled a permit for siding on 12/7/2020 P2001935.

As of 4pm on 12/7/2020 permits for the roof and porch had not been applied for. Code Enforcement visited the property and spoke with the owner. He then came into the office and picked up paperwork to apply for the permits.

Violation Id: V2000143      Prop Loc: 11 7TH ST  
Viol Date: 12/11/20      Status: Open      Comp Name: Connie Oberman  
Comp Phone: (904)460-0099      Comp Email: sidandconnie@bellsouth.net

Ordinance Id      Description

FBC 105.1      PERMITS 105.1 Required.

6.01.03      Building Setback Requirements

Description: The homeowner at 13 7th St called the office on 12-4-2020 to report an unpermitted structure on the property at 11 7th St.  
From the aerial imagery from St. Johns County, the structure appeared sometime between 2016 and 2019. The structure was not permitted according to our records.

Created	Modified	Note
03/15/21	03/15/21	Code Enforcement spoke to the owner Steve on 3/15/2021. He did not receive the initial notice of violation, so I have decided to give him an extension to come into compliance by the end of March. He stated he would remove the roof and move the deck 2 feet from the south and west property lines. His phone number is 904-234-4450. The number that he and his lawyer were calling from was 904-660-0451. I let him know to give me an update in a week and call back with anymore questions. -JT
03/10/21	03/10/21	Final Notice of Violation Sent on 3/10/2021 via Cert mail \$6.96 and regular mail .55 cents
02/16/21	02/16/21	Certified Mail sent 2/16/21 Notice of Violation. See attached. \$6.96
02/09/21	02/09/21	Permit application 3206 turned down for a swimming pool for zoning. The site plan and ISR worksheet did not show the illegal structure.  The contractor, Russell Builders claims that the structure will be removed soon.
01/07/21	02/16/21	Certified letter sent on 1/7/2021 \$6.96

Violation Id: V2100007      Prop Loc: 109 1ST ST UNIT C  
Viol Date: 01/05/21      Status: Open      Comp Name: Public Works  
Comp Phone:      Comp Email:

---

Ordinance Id	Description
CC-12-51	12-51 LOCAL BUSINESS TAX REGULATIONS

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Description: On December 17, 2020 Public Works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRs or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
03/10/21	03/10/21	The certified Mail was returned (See attached) with the message No Mail Receptacle. Code Enforcement will send another certified letter to the violation address. 3/10/2021
01/05/21	01/05/21	Certified Mail Sent on 1-5-2021 7018-0360-0002-1999-2025

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Violation Id: V2100011	Prop Loc: 31 OCEAN TRACE RD	
Viol Date: 01/06/21	Status: Open	Comp Name: Building Official
Comp Phone:	Comp Email:	

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Ordinance Id	Description
IPMC SEC 303	SWIMMING POOLS, SPAS, AND HOT TUBS

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Description: On 12-31-2020, the Building Official performed a roof inspection at the property. While there, he noticed that the swimming pool on the property did not have any barrier or fence.

IPMC 303.2 ENCLOSURES- SWIMMING POOLS SHALL BE COMPLETELY SURROUNDED BY A FENCE OR BARRIER NOT LESS THAN 48 INCHES IN HEIGHT.

Created	Modified	Note
02/05/21	02/05/21	A permit was obtained for a screen enclosure P2100099. Once the inspection has been completed, the case will be closed.
01/12/21	01/12/21	Home owner called on 1-12-2021, she stated that her screen contractor had the permit application and was going to apply for a permit soon.
01/07/21	01/07/21	Certified Mail sent on 1-7-2021 / 7018-1130-0002-0083-3397  Requests correction be made by 1-17-2021

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Violation Id: V2100016	Prop Loc: 721 A1A BEACH BLVD	
Viol Date: 01/25/21	Status: Open	Comp Name: Building Dept
Comp Phone:	Comp Email:	

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Ordinance Id	Description
IPM SEC 304	EXTERIOR STRUCTURE
6.07.02	Structural Requirements

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Description: While on site for a change of business/Fire Dept inspection, Code Enforcement noticed the

exterior east wall of the property was in disrepair. See attached.

According to a tenant, Action Management Group manages the property. Code enforcement located their facebook page and found information for April Johnston. Her email is ajohnstonmgr@outlook.com and her phone is 904-377-9605. Code Enforcement emailed on 1/25/2021 and is awaiting an email or call back.

Created	Modified	Note
02/08/21	02/08/21	John Flint from SJC Fire has also been trying to reach the property management company. When contact is made, give John Flint's info: jflint@sjcfl.us / 904-829-7212
02/05/21	02/08/21	Code enforcement has not received an email or phone call from Action Management.  According to Sunbiz website, FORD SURF PLAZA, INC's registered agent is: Stephen D. Hinkle 721 A1A Beach Blvd Ste 4  Code Enforcement sent cert mail to Mr. Hinkle on 2-8-21. Cert Mail: 7018-0360-0002-1999-2100
02/05/21	02/05/21	Diane Leonard 904-540-0314

Violation Id: V2100020      Prop Loc: 731 A1A BEACH BLVD  
Viol Date: 02/05/21      Status: Open      Comp Name:  
Comp Phone:      Comp Email:

Ordinance Id      Description

Description: While on an inspection next door, Code Enforcement noticed the signage for 731 A1A Beach Blvd was in disrepair and may exceed the sign height of 12 feet.

Violation Id: V2100023      Prop Loc: 120 SEA GROVE MAIN ST  
Viol Date: 02/25/21      Status: Open      Comp Name: Allyson Chambers / Erin Burnett  
Comp Phone:      Comp Email: allysonm@me.com

Ordinance Id      Description

CC-12-51      12-51 LOCAL BUSINESS TAX REGULATIONS

Description: Allyson Chambers and Erin Burnett called on 2/23/2021 to lodge a complaint regarding a new business at 120 Sea Grove Main. Ms. Chambers and Ms. Burnett claimed that this business is operating as a drug/rehab clinic and asserted that it is not an allowable use in the Seagrove PUD. I asked them to please send over a code enforcement complaint form. See attached.

On 2-24-2021, the Building Official and Code Enforcement visited the property. We spoke with Amanda, the office manager. She stated that she was unsure if they had a BTR. I told her this would be required asap. She picked up a BTR application later that day.

The rest of our conversation can be found in the attached email.  
This email also contains correspondence between Doug Burnett and the City attorney from DEC 2020.

Created      Modified      Note

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03/17/21	03/17/21	Nathan from Resurgence in CA called on 3/16/2021 to ask about the deadline which was 3/15/2021. I let him know that I had sent out the Notice to Appear and the legal advertisement. He stated that they were still awaiting the "good standing confirmation from the state of CA" so that they could register with Sunbiz here in Florida. His number is 909-910-3364
03/16/21	03/16/21	Sent notice to appear to CA Resurgence Office, 120 Sea Grove Main Location, and an FYI Memo to the building Owner, Thousand Enterprises. See attached.
03/05/21	03/05/21	On 3/4/2021, code enforcement and the CEO's assistant had correspondence regarding the BTR application and the Coded Enforcement Board's next meeting on Mar. 31, 2021. See attachments.
03/03/21	03/03/21	On 3/2/2021, the assistant to the CEO of Resurgence sent over the BTR application. On 3/2/2021, Code enforcement sent an email back asking to elaborate the business description.  See both emails, attached and BTR application
02/25/21	02/25/21	Since the initial complaint, the City Commissioners have been receiving phone calls and emails regarding this matter. 2/25/21 Once we receive the BTR application, we will go ahead and inspect with the fire department.

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Violation Id: V2100024      Prop Loc: 7 9TH ST  
Viol Date: 03/10/21      Status: Open      Comp Name: Public Works  
Comp Phone:      Comp Email:

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Ordinance Id	Description
CC 18-7	Sec. 18-7. - Construction within rights-of-way.

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Description: The Public Works Director Bill Tredik alerted code enforcement that there are white poles constructed in the City's ROW at 7 9th St which are difficult for city vehicles to maneuver around and may in the future cause an accident. Because these poles are on City property, the Public Works Director has asked that code enforcement instruct the owners to move the poles back further on their property.

Created	Modified	Note
03/16/21	03/16/21	Code enforcement spoke with the homeowner over the phone on 3/16/21. She stated that the posts were in place when she purchased the home and that she agreed, they were a nuisance. She stated that she would remove them, but may need more time than 7 days. I told her just to keep me updated. JT
03/10/21	03/10/21	Certified Mail sent on 3/10/2021 JT See attached.

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Violation Id: V2100025      Prop Loc: 23 LAKE SHORE OR  
Viol Date: 03/16/21      Status: Open      Comp Name: Building Department  
Comp Phone:      Comp Email:

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Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

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Description: While walking by 23 Lake Shore Drive on 3/15/2021, the Building Official noticed that there was drywall and other building materials out by the road for collection. See attached picture.  
Code enforcement went by the property around 2:30 on 3-15-21, and no one was home, so we

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left a door hanger.

The homeowner called back later in the day around 4:30 pm. I let her know that permits were required for drywall removal/replacement. The owner stated that she had removed a wall and I told her she would need to apply for an after the fact permit. I later sent her an email, see attached, with all items needed to obtain a permit.

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Violation Id: V2100026	Prop Loc: 608 SEAGRAPE CIR	
Viol Date: 03/18/21	Status: Open	Comp Name: Lindsay Lanier
Comp Phone:	Comp Email: llanier@mayresort.com	

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Ordinance Id    Description

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Description: On 2-24-21 Code Enforcement received complaint from Lindsay Lanier from May Management. See attached complaint.  
This complaint claims that the homeowner at 608 Sea Grape Circle has cleared the lot into the upland buffer.  
According to the plat map notes (see attached) #6:  
No construction filling or removal shall take place in the upland buffer or wetland areas.

Since code enforcement cannot access the upland buffer, certified mail notifying the owner was sent regarding the alleged complaint. See attached.

<u>Created</u>	<u>Modified</u>	<u>Note</u>
03/19/21	03/19/21	Certified Mail Sent on 3/19/2021 7018-0040-0000-4244-0686

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# COSAB COMMERCIAL CONSTRUCTION LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
594	12 13TH STREET	P1915242	COMMERCIAL NEW	9/9/2019		MIXED USE BUILDING--2 OFFICE SUITES BOTTOM FLOOR WITH 2 RESIDENTIAL SUITES ON THE SECOND FLOOR	COM
1740	116 SEA GROVE MAIN ST	P2000906	COM BUILD OUT	6/9/2020		COMMERCIAL INTERIOR BUILD-OUT FOR OFFICE SPACE/FUTURE TENANT SPACE	COM
1827	681 A1A BEACH BLVD	P2000843	COMMERCIAL NEW	4/7/2020		BUILDING-COMMERCIAL NEW BUILDING--BREWERY 1ST FLOOR AND STORAGE 2ND FLOOR	COM
1842	300 A1A BEACH BLVD	P2001952	COMMERCIAL NEW	12/14/2020		LATERAL ADDITION FOR 42 ROOMS TO AN EXISTING 175 UNIT OCEAN FRONT HOTEL	COM
2141	3930 A1A SOUTH	P2001353	COMMERCIAL NEW	8/7/2020		BUILDING ADDITION - SHELL CONSTRUCTION 4987 SQUARE FEET 6 UNITS	COM
2766	300 A1A BEACH BLVD	P2001725	COMMERCIAL NEW	10/23/2020		DEVELOPMENT OF SOUTH EAST PARKING LOTS AND OTHER IMPROVEMENTS AS PER FINAL DEVELOPMENT ORDER 2019-02	COM

Application Id Range: First to Last

Issue Date Range: 10/05/19 to 03/24/21

Expiration Date Range: First to 09/07/23

Applied For: Y Open: Y

Application Date Range: First to 03/24/21

Use Type Range: First to Last

Hold: Y

Building Code Range: BUILDING to BUILDING

Contractor Range: First to Last

Completed: Y

Work Type Range: COM BUILD OUT to COMMERCIAL NEW

User Code Range: COM to COM

Denied: Y

Void: Y

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Surcus to Include: None: Y

All: Y

User Selected: Y



# COSAB NEW CONSTRUCTION SFR LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Certificate Date 1	Description	User Code 1
814	612 OCEAN PALM WAY	P1915252	SFR-D	9/10/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
924	108 8TH ST	P1915316	SFR-D	9/23/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1312	0000 A1A SOUTH	SFR00001	SFR-D	12/4/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1341	1004 ISLAND WAY	P2000359	SFR-D	2/4/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1414	473 OCEAN FOREST DR	P2000426	SFR-D	1/14/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1419	196 RIDGEWAY RD	P2000430	SFR-D	1/3/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1619	77 HIGH DUNE DR	P2000615	SFR-D	2/27/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1775	101 SPANISH OAKS LN	P2000766	SFR-D	6/15/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1955	522 A ST	P2000944	SFR-D	10/5/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1965	392 RIDGEWAY RD	P2000954	SFR-D	6/4/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1966	378 RIDGEWAY RD	P2000955	SFR-D	5/21/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2049	202 A ST	P2001396	SFR-D	8/14/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2095	138 WHISPERING OAKS CIR	P2001973	SFR-D	12/18/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2177	339 RIDGEWAY RD	P2001288	SFR-D	7/30/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2221	24 EWING ST	P2001260	SFR-D	7/17/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2339	434 RIDGEWAY RD	P2001477	SFR-D	9/3/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2372	26 SABOR DE SAL RD	P2001362	SFR-D	8/6/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2480	14 5TH STREET	P2001691	SFR-D	10/15/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2598	7 6TH ST	P2100089	SFR-D	1/28/2021			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2635	314 B ST	P2001690	SFR-D	10/15/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2826	138 RIDGEWAY RD	P2001927	SFR-D	12/4/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2827	394 OCEAN FOREST DR	P2001921	SFR-D	12/4/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2956	31 VERSAGGI DR	P2002022	SFR-D	1/26/2021			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3066	484 OCEAN FOREST DR	P2100066	SFR-D	1/21/2021			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3070	115 D ST	P2100133	SFR-D	2/4/2021			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3173	534 RIDGEWAY RD	P2100306	SFR-D	3/16/2021			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

Application Id Range: First to Last

Issue Date Range: 10/05/18 to 03/24/21

Expiration Date Range: First to 09/07/23

Applied For: Y Open: Y

Application Date Range: First to 03/24/21

Use Type Range: First to Last

Hold: Y

Building Code Range: BUILDING to BUILDING

Contractor Range: First to Last

Completed: Y

Work Type Range: SFR-A to SFR-M

User Code Range: RES to RES

Denied: Y

Void: Y

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y

All: Y

User Selected: Y

## COSAB FY '21 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Description of Work 1	Work Type	Issue Date	Description
2754	1144 OVERDALE RD	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	TREE REMOVAL	10/16/2020	RESIDENTIAL-TREE REMOVAL INSPECTION
2802	3900 A1A SOUTH	TREE	TREE REMOVAL INSPECTION	TREE REMOVAL	11/2/2020	RESIDENTIAL-TREE REMOVAL INSPECTION
2803	1200 MAKARIOS DR	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	TREE REMOVAL	10/29/2020	RESIDENTIAL-TREE REMOVAL INSPECTION
2900	685 POPE RD	TREE	19 INCH OAK TREE AND 18 INCH MAGNOLIA	TREE REMOVAL	11/16/2020	19 INCH OAK TREE AND 18 IN MAGNOLIA
3167	115 14TH ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	TREE REMOVAL	1/15/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
3465	703 POPE RD	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	TREE REMOVAL	3/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
3481	24 DEANNA DR	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	TREE REMOVAL	3/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
<b>Totals</b>						

Application Id Range: First to Last  
 Issue Date Range: 10/01/20 to 03/24/21      Expiration Date Range: First to 09/07/23      Applied For: Y Open: Y  
 Application Date Range: First to 03/24/21      Use Type Range: First to Last      Hold: Y  
 Building Code Range: TREE to TREE      Contractor Range: First to Last      Completed: Y  
 Work Type Range: TREE REMOVAL to TREE REMOVAL      User Code Range: First to Last      Denied: Y  
                                          Void: Y  
 Customer Range: First to Last      Inc Permits With Permit No: Yes      Inc Permits With Certificate: Yes  
 Waived Fee Status to Include: None: Y      All: Y      User Selected: Y  
 Activity Date Range: 10/01/20 to 03/24/21      Activity Type Range: T-TREE REMOVAL to T-TREE REMOVAL  
                                  Inspector Id Range: First to Last  
 'SENT LETTER': Y Open With No Date: N

# COSAB FY '21 ZONING REPORT

Application Id	Parcel Id	Property Location	Owner Name	Building Code	Activity Type	Inspector	Date	Status
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	ZONING	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	ZONING	Z-COND USE	BONNIE M	11/9/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-COND USE	BONNIE M	11/9/2020	APPROVED
2626	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2627	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	ZONING	Z-VACATE ALLEY	BONNIE M	12/15/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	ZONING	Z-VACATE ALLEY	BONNIE M	1/4/2021	APPROVED
2753	1699000000	7 4TH ST	MARZIANI PAUL J, CHERYL	ZONING	Z-VARIANCE	BONNIE M	11/17/2020	APPROVED
2762	1698800000	7 6TH ST	PAUL DONALD, LINDA	ZONING	Z-VARIANCE	BONNIE M	10/19/2020	APPROVED
2847	1629610940	455 HIGH TIDE DR	CULLOTTA PETER D, LAURIE L	ZONING	Z-VARIANCE	BONNIE M	12/15/2020	APPROVED
2897	1676600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	ZONING	Z-COND USE	BONNIE M	12/15/2020	APPROVED
2897	1676600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	ZONING	Z-COND USE	BONNIE M	1/4/2021	APPROVED
2908	1629610950	459 HIGH TIDE DR	TAMMS ERIC VICTOR	ZONING	Z-VARIANCE	BONNIE M	12/15/2020	APPROVED
2981	1641730020	23 OCEAN PINES DR	RHYS MARK AND KELLY RENEE SLAUGHTER	ZONING	Z-TREE REMOVAL	BONNIE M	12/15/2020	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	BONNIE M	3/16/2021	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	BONNIE M	4/5/2021	OPEN
3044	1684000000	9 11TH ST	KLING PROPERTIES LLC	ZONING	Z-VARIANCE	BONNIE M	1/19/2021	DENIED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-COND USE	BONNIE M	1/19/2021	APPROVED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-COND USE	BONNIE M	2/1/2021	APPROVED
3073	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-VARIANCE	BONNIE M	1/19/2021	DENIED
3175	1631510351	2 QUAIL CT	GLASGOW, JAMES LESLIE, CATHERINE JANE	ZONING	Z-TREE REMOVAL	BONNIE M	2/16/2021	APPROVED
3261	1687700000	12 6TH ST	KAIN JEFFREY, MARCIA	ZONING	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3261	1687700000	12 6TH ST	KAIN JEFFREY, MARCIA	ZONING	Z-COND USE	BONNIE M	4/5/2021	OPEN
3298	1693000090	104 3RD ST	BRADLEY LEHAN IRA/DEBORAH RODRIGUES	ZONING	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3298	1693000090	104 3RD ST	BRADLEY LEHAN IRA/DEBORAH RODRIGUES	ZONING	Z-COND USE	BONNIE M	4/5/2021	OPEN
3308	1709300000	103 E STREET AND 104 F STREET	LEONARD AND RENEE TRINCA	ZONING	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3308	1709300000	103 E STREET AND 104 F STREET	LEONARD AND RENEE TRINCA	ZONING	Z-COND USE	BONNIE M	4/5/2021	OPEN
3316	1700400001	ALLEY BETWEEN A AND B STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	BONNIE M	3/16/2021	APPROVED
3316	1700400001	ALLEY BETWEEN A AND B STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	BONNIE M	4/5/2021	OPEN
3347	1628201030	109 KINGS QUARRY LN	PAWLOWSKI MICHEL S	ZONING	Z-VARIANCE	BONNIE M	3/16/2021	DENIED
3458	1705200010	2-B F ST	CANEEL CAPITAL GROUP LLC	ZONING	Z-VARIANCE	BONNIE M	3/15/2021	OPEN

Application Id Range: First to Last Range of Building Codes: ZONING to ZONING

Activity Date Range 09/01/20 to 04/06/21 Activity Type Range Z-APPEAL to Z-VARIANCE

Inspector Id Range: First to Last

Included Activity Types: Both

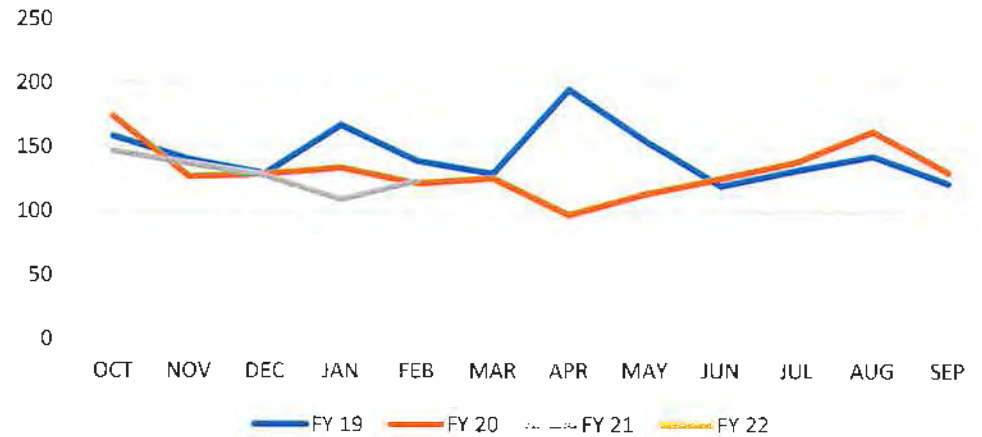
Sent Letter: Y

# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # OF PERMITS ISSUED

	FY 19	FY 20	FY 21	FY 22
OCT	158	174	147	
NOV	140	127	137	
DEC	129	129	128	
JAN	167	134	110	
FEB	139	122	124	
MAR	129	126		
APR	195	98		
MAY	155	114		
JUN	120	126		
JUL	132	139		
AUG	143	163		
SEP	122	131		
<b>TOTAL</b>	<b>1729</b>	<b>1583</b>	<b>646</b>	

## # OF PERMITS ISSUED



## # OF INSPECTIONS PERFORMED

	FY 19	FY 20	FY 21	FY 22
OCT	424	298	268	
NOV	255	341	250	
DEC	262	272	315	
JAN	426	383	311	
FEB	334	348	293	
MAR	377	294		
APR	306	246		
MAY	308	289		
JUN	288	288		
JUL	312	259		
AUG	275	225		
SEP	250	281		
<b>TOTAL</b>	<b>3817</b>	<b>3524</b>	<b>1437</b>	

## # OF INSPECTIONS PERFORMED



CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

**ELECTRICAL PERMIT FEE REPORT**

	FY 19	FY 20	FY 21	FY 22
OCT	\$1,860.32	\$1,765.00	\$1,718.00	
NOV	\$1,872.66	\$1,475.00	\$2,115.00	
DEC	\$1,622.32	\$1,495.00	\$1,770.00	
JAN	\$2,151.66	\$1,380.00	\$2,418.00	
FEB	\$1,425.32	\$1,375.00	\$1,413.00	
MAR	\$1,203.33	\$1,843.00		
APR	\$743.00	\$600.00		
MAY	\$1,805.00	\$1,215.00		
JUN	\$1,065.00	\$955.00		
JUL	\$690.00	\$1,443.00		
AUG	\$1,460.00	\$1,910.00		
SEP	\$1,310.00	\$895.00		
<b>TOTAL</b>	<b>\$17,208.61</b>	<b>\$16,351.00</b>	<b>\$9,434.00</b>	

**ELECTRICAL PERMIT FEE REPORT**

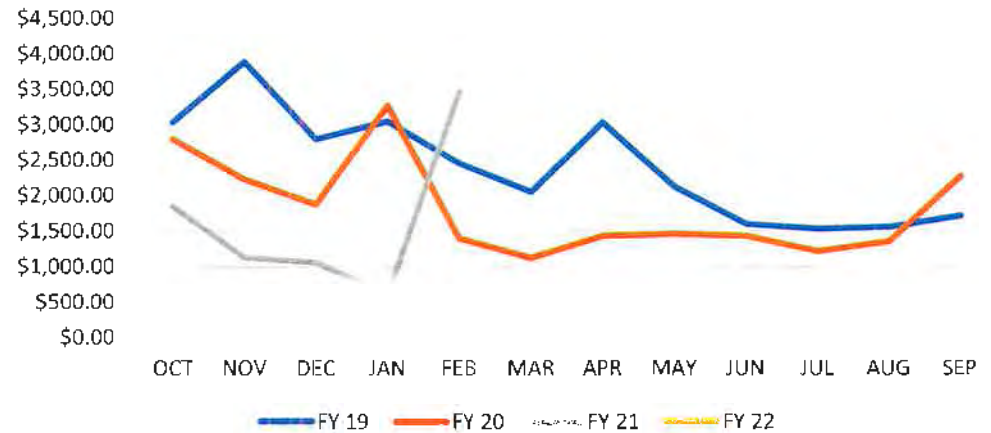


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**PLUMBING PERMIT FEE REPORT**

	FY 19	FY 20	FY 21	FY 22
OCT	\$3,016.37	\$2,786.00	\$1,844.00	
NOV	\$3,867.41	\$2,221.00	\$1,133.00	
DEC	\$2,783.10	\$1,869.00	\$1,062.00	
JAN	\$3,031.40	\$3,256.00	\$628.00	
FEB	\$2,440.44	\$1,395.00	\$3,449.00	
MAR	\$2,037.24	\$1,125.00		
APR	\$3,015.00	\$1,430.00		
MAY	\$2,110.00	\$1,459.00		
JUN	\$1,590.00	\$1,432.00		
JUL	\$1,525.00	\$1,218.00		
AUG	\$1,550.00	\$1,356.00		
SEP	\$1,706.00	\$2,270.00		
<b>TOTAL</b>	<b>\$28,671.96</b>	<b>\$21,817.00</b>	<b>\$8,116.00</b>	

**PLUMBING PERMIT FEE REPORT**

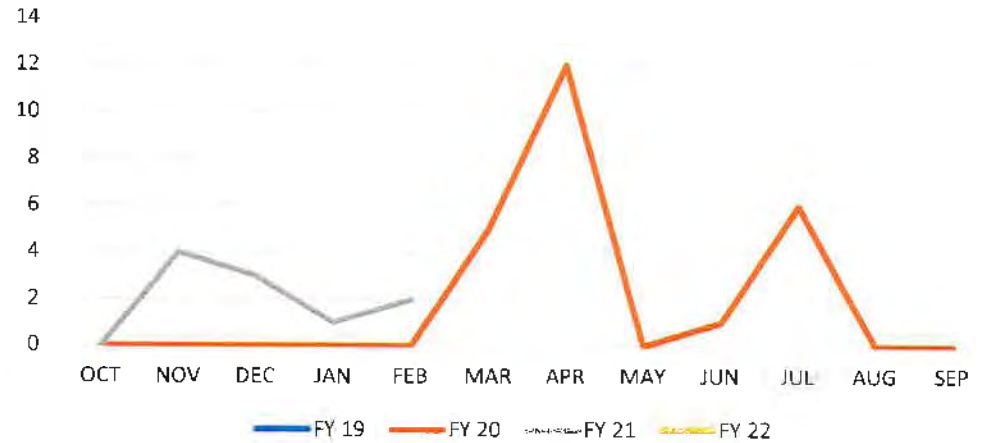


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT		0	0	
NOV		0	4	
DEC		0	3	
JAN		0	1	
FEB		0	2	
MAR		5		
APR		12		
MAY		0		
JUN		1		
JUL		6		
AUG		0		
SEP		0		
<b>TOTAL</b>	<b>0</b>	<b>24</b>		

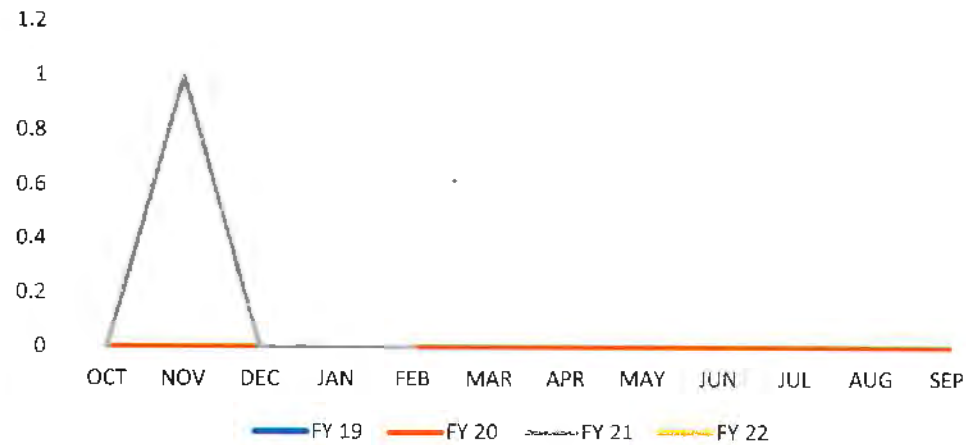
## # OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



## # OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT	0	0	0	
NOV	0	0	1	
DEC	0	0	0	
JAN	0	0	0	
FEB	0	0	0	
MAR	0	0		
APR	0	0		
MAY	0	0		
JUN	0	0		
JUL	0	0		
AUG	0	0		
SEP	0	0		
<b>TOTAL</b>	<b>0</b>	<b>0</b>		

## # OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

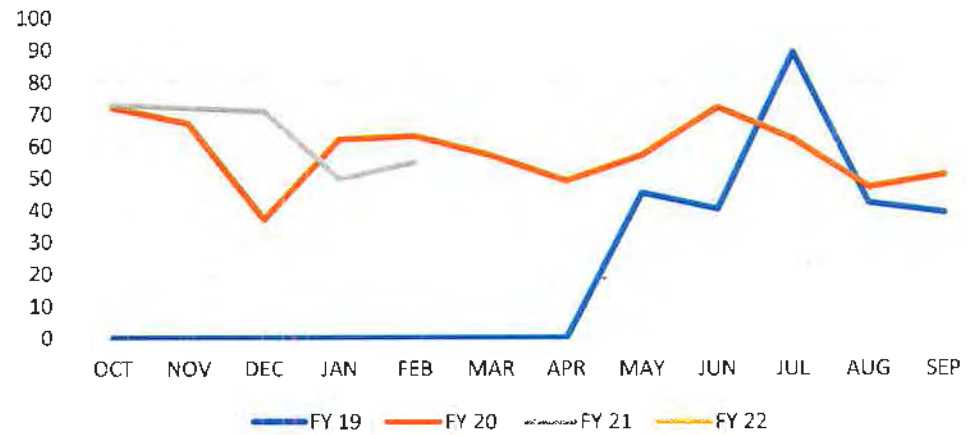


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

# OF PLAN REVIEW ACTIVITIES PERFORMED BY BLDG. DEPT.

	FY 19	FY 20	FY 21	FY 22
OCT	0	72	73	
NOV	0	67	72	
DEC	0	37	71	
JAN	0	62	50	
FEB	0	63	55	
MAR	0	57		
APR	0	49		
MAY	45	57		
JUN	40	72		
JUL	89	62		
AUG	42	47		
SEP	39	51		
<b>TOTAL</b>	<b>255</b>	<b>696</b>	<b>321</b>	

# OF PLAN REVIEW ACTIVITIES

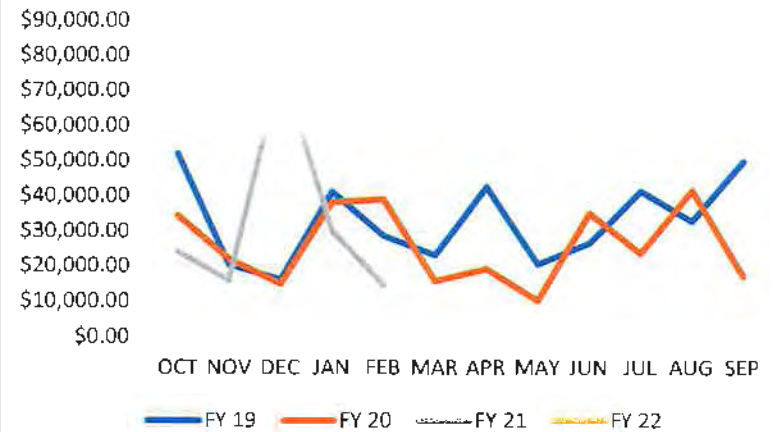


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## BUILDING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$51,655.01	\$34,277.62	\$24,139.90	
NOV	\$20,192.42	\$21,844.58	\$15,910.52	
DEC	\$16,104.22	\$14,818.54	\$76,639.68	
JAN	\$40,915.31	\$37,993.58	\$30,011.51	
FEB	\$28,526.70	\$38,761.13	\$14,706.76	
MAR	\$22,978.53	\$15,666.80		
APR	\$42,292.91	\$19,092.61		
MAY	\$20,391.12	\$10,194.02		
JUN	\$26,445.26	\$34,939.40		
JUL	\$41,120.86	\$23,555.36		
AUG	\$32,714.82	\$41,455.38		
SEP	\$49,543.66	\$17,169.56		
<b>TOTAL</b>	<b>\$392,880.82</b>	<b>\$309,768.58</b>	<b>\$161,408.37</b>	

## BUILDING PERMIT FEE GRAPH

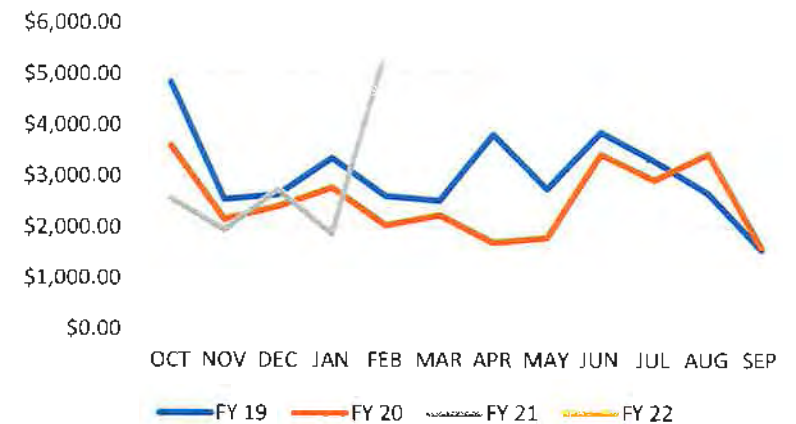


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## MECHANICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$4,819.09	\$3,593.67	\$2,574.62	
NOV	\$2,541.44	\$2,160.00	\$1,963.00	
DEC	\$2,633.64	\$2,409.62	\$2,738.04	
JAN	\$3,338.69	\$2,768.47	\$1,891.99	
FEB	\$2,601.00	\$2,044.08	\$5,505.00	
MAR	\$2,515.33	\$2,237.73		
APR	\$3,801.26	\$1,716.00		
MAY	\$2,736.33	\$1,809.00		
JUN	\$3,844.54	\$3,417.00		
JUL	\$3,286.00	\$2,917.93		
AUG	\$2,663.49	\$3,430.11		
SEP	\$1,579.42	\$1,621.00		
<b>TOTAL</b>	<b>\$36,360.23</b>	<b>\$30,124.61</b>	<b>\$14,672.65</b>	

## MECHANICAL PERMIT FEE REPORT





# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## ALTERATION COST

	FY 19	FY 20	FY 21	FY 22
OCT		\$3,657,414.56	\$2,313,298.53	
NOV		\$2,242,421.52	\$1,440,841.88	
DEC		\$1,449,915.40	\$9,160,479.89	
JAN		\$3,789,363.81	\$3,088,758.57	
FEB		\$5,519,900.00	\$2,010,259.40	
MAR		\$1,321,570.04		
APR	\$6,338,617.35	\$1,803,157.19		
MAY	\$2,731,410.75	\$1,003,140.58		
JUN	\$2,792,442.43	\$3,519,844.50		
JUL	\$4,717,293.00	\$2,300,478.87		
AUG	\$3,393,250.74	\$5,175,949.96		
SEP	\$4,502,737.63	\$1,475,857.57		
<b>TOTAL</b>	<b>\$24,475,751.90</b>	<b>\$33,259,014.00</b>		

## ALTERATION COST

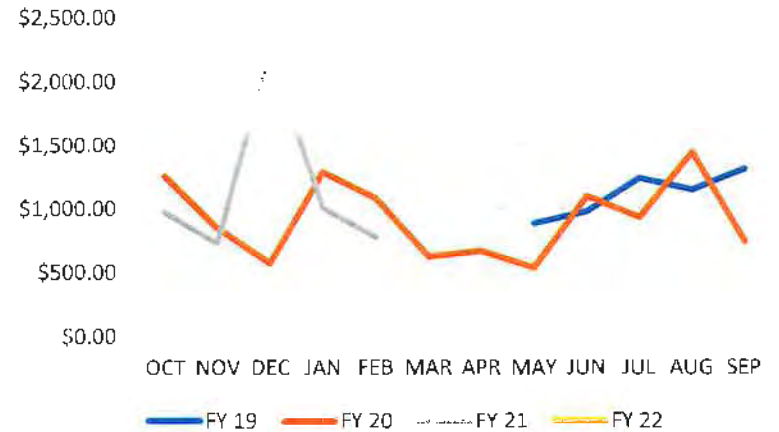


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## STATE SURCHARGE PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT		\$1,247.45	\$973.01	
NOV		\$845.65	\$729.40	
DEC		\$569.37	\$2,225.95	
JAN		\$1,277.63	\$1,006.45	
FEB		\$1,079.31	\$776.87	
MAR		\$623.46		
APR		\$666.54		
MAY	\$881.45	\$537.83		
JUN	\$972.50	\$1,093.02		
JUL	\$1,230.25	\$928.44		
AUG	\$1,141.48	\$1,437.49		
SEP	\$1,303.66	\$740.55		
<b>TOTAL</b>	<b>\$5,529.34</b>	<b>\$11,046.74</b>		

## STATE SURCHARGE PERMIT FEE REPORT



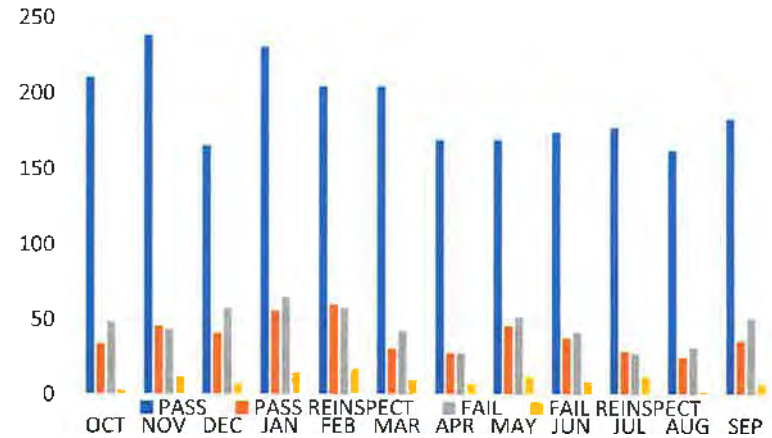
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

**FY 20 INSPECTION RESULTS**

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	210	34	49	3
NOV	238	46	44	12
DEC	165	41	58	7
JAN	230	56	65	15
FEB	204	60	58	17
MAR	204	31	43	10
APR	169	28	28	7
MAY	169	46	52	12
JUN	174	38	42	9
JUL	177	29	28	12
AUG	162	25	32	2
SEP	183	36	51	7
<b>TOTAL</b>	<b>2285</b>	<b>470</b>	<b>550</b>	<b>113</b>

**RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS**

**FY 20 INSPECTION RESULTS**



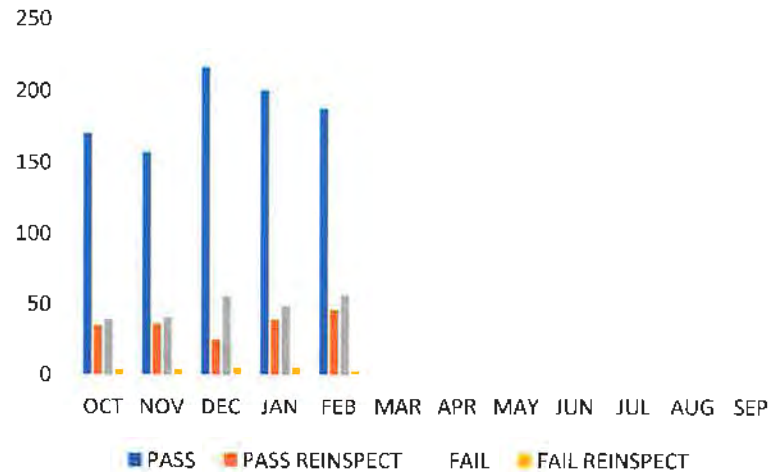
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**FY 21 INSPECTION RESULTS**

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	170	35	40	5
NOV	157	36	41	5
DEC	216	25	56	6
JAN	200	39	49	6
FEB	187	46	57	3
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
<b>TOTAL</b>	<b>930</b>	<b>181</b>	<b>243</b>	<b>25</b>

**RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS**

**FY 21 INSPECTION RESULTS**





## MINUTES

### PLANNING AND ZONING BOARD MEETING

TUESDAY, FEBRUARY 16, 2021 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

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#### I. CALL TO ORDER

Chairperson Kevin Kincaid called the meeting to order at 6:01 p.m.

#### II. PLEDGE OF ALLEGIANCE

#### III. ROLL CALL

BOARD MEMBERS PRESENT: Chairperson Kevin Kincaid, Vice-Chairperson Berta Odom, Hester Longstreet, Dennis King, Chris Pranis, Victor Sarris, Junior Alternate Scott Babbitt.

BOARD MEMBERS ABSENT: Larry Einheuser, Senior Alternate John Tisdale.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, Recording Secretary Lacey Pierotti.

#### IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF JANUARY 19, 2021

**Motion:** to approve the minutes of the December 15, 2020 meeting. **Moved** by Mr. Pranis, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

#### V. PUBLIC COMMENT

There was no public comment on any issue or item not on the agenda.

#### VI. NEW BUSINESS

- A. Request for approval to remove a 32-inch diameter-at-breast-height (DBH) oak tree adjacent to the building footprint and within the paver pool deck of proposed new construction of a single-family residence in a low density residential land use district on Lot 35, Block 1, Woodland Estates Unit Two Subdivision, at 2 Quail Court, Matthew Conner, ML Conner Construction LLC, Agent for James and Catherine Glasgow, Applicants

Mr. Law said several months ago, the Board approved the removal of a 60-inch DBH oak tree in the building footprint of a proposed new single-family residence at this same address. Since then, the site plan for the new residence has been modified with the addition of a pool and pool deck, and the property owners are asking to remove a 32-inch DBH oak tree that is within the footprint of the brick paver pool deck. The tree is also only a couple of feet from the rear building wall of the new home, so it is too close to the building footprint to survive.

Matt Conner, ML Conner Construction LLC, 1093 A1A Beach Boulevard, PMB 378, St. Augustine Beach, Florida, 32080, agent for the property owners and building contractor for the new single-family residence to be built at 2

Quail Court, said when the request to remove the 60-inch DBH oak tree came before the Board a few months ago, his clients probably should have asked to remove the 32-inch DBH oak tree as well, as this tree is located right off the back corner of the home. However, it was overlooked at the time, but with the redesign of the site plan to include the pool and pool deck, the property owners are now asking for permission to remove this tree as well.

Ms. Longstreet asked if there are any other large trees that will be saved on this lot.

Mr. Conner said yes, there is a 30-inch DBH oak tree that will be saved, as the new site plan shifts the footprint of the house away from this tree. There is also a 24-inch DBH oak tree on the other side of the house that will be saved and protected by a bulkhead, and several magnolia and oak trees on the southeast, or front side of the lot near the front porch, will be preserved, as they are trying to save as many trees as possible. They moved the footprint of the house around several times based on the location of existing trees and the elevations of the lot, and settled on the current site plan, as it impacts the least number of trees and best suits the lot elevations.

Mr. Kincaid said he appreciates the fact that rather than asking to remove all of the big trees, the property owners have carefully considered the footprint of their new home with the intention to save as many trees as possible.

**Motion:** to approve the removal of the 32-inch DBH oak tree adjacent to the building footprint and within the paver pool deck of proposed new construction of a single-family residence in a low density residential land use district on Lot 35, Block 1, Woodland Estates Unit Two Subdivision, at 2 Quail Court. **Moved** by Ms. Odom, **seconded** by Mr. Babbitt, **passed 7-0** by unanimous voice-vote.

- B. Ordinance No. 21-01, to amend Article II, Definitions; Article III, Section 2.00.00; Article III, Sections 3.02.02 and 3.02.03; and create a new section in Article III, Section 3.11.00, of the City's Land Development Regulations (LDRs) to establish the City's policy to allow mobile food dispensing vehicles and mobile food sales within the City limits.

Mr. Law said several months ago, the Governor of the State of Florida basically put out a directive saying it was illegal to ban mobile food vending vehicles, so while the City has always prohibited mobile food vehicles within the City limits, that is now changing. The proposed ordinance to modify the City's LDRs previously appeared twice before the City Commission, and the Commission passed it on first reading at its last meeting. As the ordinance modifies the City's LDRs, the Planning and Zoning Board is required to review the proposed modifications to allow mobile food vehicles within the City limits and forward any suggested revisions or amendments with a recommendation to the City Commission to approve or deny the ordinance. To address the Governor's directive to allow mobile food vehicles, the first thing that had to be done was to create a definition for mobile food dispensing vehicles. City Attorney Lex Taylor did a lot of work on this and mirrored a definition up with other agencies such as the State of Florida's definition per the Florida Statutes. Once a definition was established, such vehicles could then be added to Section 3.02.02 of the LDRs, which references a table of uses allowed in the different land use districts in the City. The ordinance also creates a new section, Section 3.11.00, to establish the City's policy to allow mobile food dispensing vehicles and mobile food sales within the City limits.

Mr. Pranis said Section 3.11.00.B.1.b states, "Mobile food dispensing vehicles may only operate on a parcel in commercially zoned areas where single-family residences do not exist." He asked if this eliminates the potential of the classic neighborhood ice cream truck from going through residential neighborhoods.

Mr. Law said as streets themselves do not have zoning; this would not apply to streets in residential neighborhoods. This verbiage is worded as it is because the City approves the construction of single-family residences in commercial zoning, so if it were not addressed, there would be a fight when a food truck is parked in the driveway of a single-family residence on a lot in commercial zoning. This verbiage prohibits that.

Mr. Pranis said Section 3.11.00.B.1.g states, "Mobile food dispensing vehicles must provide access to a restroom at each location." As he knows the food industry pretty well, he does not know how realistic this statement is.

Mr. Law said the logic behind this is, for example, if someone has a commercial building with ample room and parking for mobile food dispensing vehicles, the City needs to know there is an agreement for mobile food vehicle customers to allow them to use the building's restrooms. This was discussed at great detail by the Commission.

Mr. Taylor said the Commission did request this, and he has seen this addressed in several different versions of mobile food vehicle ordinances in other areas. Some districts do not, however, have this provision.

Mr. Kincaid said realistically, a food truck is for take-out food, and is not a place for people to eat-in, so the City is trying to put some of the same restrictions on food trucks that a brick-and-mortar food establishment would have, which kind of defeats the purpose of a food truck.

Mr. Pranis said if a real estate office wants to have an after-hours food truck parked on its premises when the real estate office is closed, this would then prohibit the food truck from being parked on the premises, as the restrooms inside the closed office building would not be accessible.

Mr. Law said the food truck owners would have to have a deal with the owners of the real estate office for their customers to be able to use the restroom facilities inside the office building when the office is closed.

Ms. Odom asked if someone could buy a piece of commercial property, build a bathroom, and then leave their food trucks on the property, like the food trucks that are permanently parked on the property across the street from McDonald's and Aqua East, outside and north of the City limits.

Mr. Law said Section 3.11.00.B.1.i states, "Overnight parking is prohibited without explicit written permission from the City." Basically, the intent of the ordinance is not to have overnight food trucks.

Mr. Sarris said as the ordinance does not necessarily have a defined area for food trucks, what will limit the City from having some sort of proliferation of food trucks?

Mr. Law said the ordinance limits mobile food dispensing vehicles to commercially zoned properties but does not have a limit as to the number of such vehicles allowed in the City. However, Section 3.11.00.B.1.c states, "Mobile food dispensing vehicles are limited to operating one mobile food dispensing vehicle per individual parcel."

Mr. Sarris asked if a food truck could then be parked on the Pier Park parking lot.

Mr. Law said Pier Park is not actually zoned commercial, it is zoned institutional, as it is owned by St. Johns County and located within the City limits. This is why the Farmer's Market is allowed at Pier Park every Wednesday, as City Code specifically addresses that. Food trucks are allowed at Pier Park during the Wednesday Farmer's Market, and during special events allowed by special event permits when approved for parking and other requirements.

Mr. Kincaid said the proposed ordinance also says a mobile food dispensing vehicle shall not operate within 500 feet of an existing restaurant without written approval of the restaurant, so this pretty severely limits them. He asked if this ordinance would prohibit food trucks at Pier Park for special events, as there are several restaurants within 500 feet of Pier Park that may not give their written approval to allow food trucks to operate there.

Mr. Law said as food trucks are allowed at Pier Park by special events permits, they are exempt from this.

Mr. King asked if the City will require permits for food trucks.

Mr. Law said no, the Building Department will have nothing to do with this, it will strictly become a zoning issue for the issuance of a business tax receipt to allow a food truck to operate within a commercial zoning district. The City will reserve the right to perform inspections, and he has spoken to the St. Johns County Fire Marshal, which has agreed to lend assistance if requested for inspections, as the Building Department has no authority over a mobile food truck. Along A1A Beach Boulevard, the commercial zoning runs 150 feet east from the centerline of the Boulevard and 300 feet west from the centerline of the Boulevard.

Mr. Taylor asked if the City has any differences in its commercial zoning districts.

Mr. Law said no, the City is so small, it only has one commercial zoning district.

Mr. Taylor said in larger cities, there are different commercial zoning areas and districts, but if the City only has one commercial zoning district, the ordinance applies to food trucks in just this one commercial district. The basic premise from the Governor is that the City cannot make it virtually impossible for mobile food trucks to operate within the City limits, so he would advise against creating an ordinance that basically would not allow them.

Mr. Pranis asked if paragraph 3.11.00.B.1.i, which states, "Overnight parking is prohibited without explicit written permission from the City," would allow owners of mobile food trucks who live in the City to apply for a special use permit to allow them to park their food trucks in their driveways. He also asked what the City does now when someone buys a recreational vehicle (RV) and just want to keep it parked in the driveway of their residence.

Mr. Law said he does not know if owners of food trucks would have to apply for a special use permit and ask for permission from the City Commission or if they would have to apply for a variance to park a food truck overnight on their property. The parking of RVs, boats and commercial vehicles is addressed in City Code and currently regulated by the City, and code enforcement gets a surprising number of complaints about RVs parked in the City.

Mr. Kincaid said he does not like Section 3.11.00.B.1.g, which requires mobile food dispensing vehicles to provide access to a restroom at each location, or Section 3.11.00.B.1.j, which prohibits mobile food dispensing vehicles from operating within 500 feet an existing restaurant without written approval from the restaurant. If he wanted to build a brick-and-mortar restaurant next door to another brick-and-mortar restaurant, he would not need to get the written permission of other restaurants within 500 feet. He thinks this will unfairly limit food trucks and basically protect the brick-and-mortar restaurant establishments, and he does not know that the City has a governmental obligation to do that. He understands the point of view from owners of brick-and-mortar restaurants who do not necessarily want their establishments surrounded by food trucks, but he thinks people patronize food trucks for one reason and go to brick-and-mortar restaurants for another, and it should be up to the customers to decide which place they want to patronize. He thinks these two paragraphs of the proposed ordinance get the City involved in a level of arbitrary restriction it does not need to be involved in.

Mr. Law said the City does not have a governmental obligation to protect existing brick-and-mortar restaurants, the City's obligation is to protect free enterprise.

Mr. King asked what would happen if a food truck owner put out tables and chairs and all of a sudden, there is outdoor dining. Restaurants with outdoor dining are required to have restrooms, so if paragraph 3.11.00.B.1.g is deleted from the ordinance, what will food truck owners do when customers ask for a restroom?

Mr. Kincaid said he believes restaurants are required to have a conditional use permit for outdoor dining, so why

wouldn't food truck owners also be required to apply for a conditional use permit if they wanted to put out tables and chairs for outdoor dining on the premises where their food truck is located?

Mr. Law said that is an interesting interpretation of City Code pertaining to outdoor dining, which he would support. Conditional use permits for outside dining were obviously created for brick-and-mortar restaurants, not mobile food vehicles, but he thinks the Code could be interpreted to require mobile food vehicles to also need a conditional use permit for outdoor dining and seating.

**Motion:** to recommend the City Commission approve passage of Ordinance No. 21-01 as drafted with the Board's recommendations that Sections 3.11.00.B.1.g and 3.11.00.B.1.j be deleted in their entirety and Section 3.11.00.B.1.f be amended with the added verbiage as underlined in red: "The location of the Mobile Food Dispensing Vehicle shall not be permitted to reduce the available parking of the site below the minimum required for standard site operations during normal business hours." **Moved** by Mr. Kincaid, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

## **VII. OLD BUSINESS**

Ms. Odom asked if any of the variances denied by the Board last month have been appealed to the Commission.

Mr. Law said at this time, no appeal applications have been filed.

Mr. Kincaid said he watched the City Commission meeting earlier this month which addressed the conditional use application to build a single-family residence in a commercial land use district on 3<sup>rd</sup> Street. There was a tremendous amount of discussion about this, especially concerning the fact that the City currently has no restrictions on the number of transient rentals allowed in commercial land use districts, as opposed to the maximum of 100, which has already been reached, allowed in medium density residential land use districts.

Mr. Law said transient rentals in commercial land use districts are not limited to the maximum 100 transient rentals allowed in medium density residential land use districts. The City has no right or obligation to ask applicants applying for conditional use permits to build single-family residences in a commercial land use district what they are planning to do with that property after the residence has been built. Off the top of his head, he would say the City probably has about 40 transient rental properties in commercial land use districts.

## **VIII. BOARD COMMENT**

Mr. Law said last month, Mr. Pranis asked if there were any plans for future joint workshop meetings of this Board with the City Commission. There are plans in the works for a series of joint workshop meetings, which will probably start in the middle of the year to address issues to help steer the City for future strategic planning.

## **IX. ADJOURNMENT**

The meeting was adjourned at 6:49 p.m.

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Kevin Kincaid, Chairperson

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Lacey Pierotti, Recording Secretary

(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDING WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE AUDIO/VIDEO CAN BE OBTAINED BY CONTACTING THE CITY MANAGER'S OFFICE AT 904-471-2122.)



## MINUTES

### SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING WEDNESDAY, FEBRUARY 10, 2021, AT 6:00 P.M. CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

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#### I. CALL TO ORDER

Chair Krempasky called the meeting to order at 6:00 p.m.

#### II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

#### III. ROLL CALL

Present: Chair Sandra Krempasky, Vice Chair Lana Bandy, and Members Craig Thomson, C. Michel Cloward, and Karen Candler.

Members Ann Palmquist and Lonnie Kaczmarsky were absent.

Also present: Deputy City Clerk Dariana Fitzgerald, and Grounds Foreman Tom Large.

Chair Krempasky asked if these absences were being excused considering the pandemic. Deputy City Clerk Fitzgerald advised that absences were still being counted, but that the Commission agreed at its February 8<sup>th</sup> continuation meeting to be lenient at this time. Chair Krempasky advised that Member Kaczmarsky was still participating via email.

#### IV. APPROVAL OF MINUTES OF JANUARY 13, 2021, REGULAR MEETING

Vice Chair Bandy indicated that on the 2<sup>nd</sup> page, 1<sup>st</sup> paragraph, the word "probably" was misspelled. Deputy City Clerk Fitzgerald advised that the error has been corrected along with one other typo on page 4.

Chair Krempasky asked about the climate change initiatives and if the indication that Vice Chair Bandy was to follow up with Survey Monkey/Cindy Walker was included in the minutes.

Member Candler asked if she should vote since she was not yet a member at the last meeting. Chair Krempasky advised yes.

Chair Krempasky asked for a motion to approve the minutes of January 13, 2021.

**Motion:** To approve the minutes of January 13, 2021, with correction of typographical error.

**Moved by:** Member Thomson, **Seconded by:** Member Candler. Motion passed unanimously.

Chair Krempasky introduced new member, Karen Candler, who was approved to join the Committee taking Jeanette Smith's place.



Member Candler stated that she saw how much enjoyment Ms. Smith got from being on the Committee over the years. That she lives here and wants to contribute to the community and thinks this is a good place to do so.

Deputy City Clerk Fitzgerald advised that there are still two alternate positions open.

Chair Krempasky then moved on to Item V. Presentation of Reports.

V. PRESENTATION OF REPORTS:

1. Arbor Day 2021: Discussion of Trees to Purchase

Chair Krempasky introduced Item #1 and asked Grounds Foreman Large for his report.

Foreman Large referred the Committee to Member Kaczmarsky's recommendations (Exhibit A) and discussed the trees listed there. He noted that the City normally gets Southern red cedars, and a lot were lost during the storms. Foreman Large said that all the trees are good choices and mentioned that the City has never had the myrtle oak.

Chair Krempasky asked Foreman Large if any of the trees are available through the vendors.

Foreman Large advised that he needed to check the availability after the Committee decides which trees they want. He also advised that to save time, the City is going to see if there is an option to get the trees closer to the event date so that repotting of the trees will not need to be done. Foreman Large advised that he will have a report next month after the Committee decides which trees they wanted. Foreman Large asked if the Committee had any other options than what was provided by Member Kaczmarsky.

Deputy City Clerk Fitzgerald advised that Member Kaczmarsky's recommendations were based on the inventory that the company Superior Trees had available in January and for Arbor Day in spring the same trees may not be available.

Foreman Large advised that when the trees are ordered, he would check to see if the trees can be put on hold.

The list was approved based on what will be available and at the best price when ordering and that adding Southern red cedar, persimmon, and Chickasaw plum could be options.

Chair Krempasky then moved on to item #2.

2. Update on Vulnerability Study from Public Works

Chair Krempasky introduced item #2 and asked Foreman Large for his staff report.

Foreman Large advised that there is a Vulnerability Study meeting scheduled for February 24<sup>th</sup> at 6:00 p.m. He said that the information is already on the City's website with a link to join through Zoom. Adding that Public Works Director Tredik would like the Committee to join the meeting.

Deputy City Clerk Fitzgerald advised that a Zoom meeting was the best way to allow as much interaction with the public as possible under the current pandemic conditions and that Events Coordinator Conlon is working on advertising.

Member Thomson asked if the Commissioners will be at the workshop meeting. Deputy City Clerk Fitzgerald advised that they will be invited, but they are not required to be there.

Chair Krempasky then moved on to Item #3.

### 3. Reforestation and Landscaping Projects.

#### a. Mickler Boulevard Project

Chair Krempasky introduced Item #3a and asked Foreman Large for his staff report.

Grounds Foreman Large advised that the project is moving forward and that the concrete for the sidewalks on Mickler Boulevard was poured this week. Foreman Large mentioned that Public Works Director Tredik knows that SEPAC has a limited budget but has said that SEPAC may be asked to contribute for the landscaping.

Chair Krempasky said that she thought the Mickler Boulevard project was funded by Public Works. Foreman Large said that the details of the projects are still being worked on and more information will be forthcoming.

Deputy City Clerk Fitzgerald advised that when the Mickler Boulevard paving project was originally proposed for last year's budget, the landscaping was not part of it and that landscaping was suggested by the Commission. She said that Public Works Director Tredik tried to work an estimated landscaping amount into the paving amount but said that she was unsure where it stood at this time because there had been delays and other issues with the paving that may have depleted those funds.

Chair Krempasky then moved on to Item 3b.

#### b. Urban Forestry and Planning Projects

Chair Krempasky introduced Item 3b and asked Foreman Large for his staff report.

Foreman Large advised that in 2019 the Committee discussed organizing a program to plant trees in residents' yards and then the residents would take care of the trees. He advised that the Public Works Director has said that he would like to move forward with it.

Foreman Large advised that the trees would be planted in the right-of-way in front of resident's property and that the City would need to make sure the resident would want the tree. He advised that Director Tredik is working on the details. He said that the Public Works Department has several locations in mind, and that the City would need to make sure that the residents are on-board with taking care of the trees so that the trees will not end up dying.

Chair Krempasky asked if the residents will be required to sign an agreement stating that they will take care of the trees. Foreman Large advised that Director Tredik is thinking that there will need to be something in place stating that the resident wants the tree planted and will then take care of it. He said that Director Tredik may seek the advice of the City Attorney. Deputy City Clerk Fitzgerald commented that the City had a previous instance on 11<sup>th</sup> Street where the residents were not happy with the trees after they were planted.

Chair Krempasky asked if an ordinance would be needed. Deputy City Clerk Fitzgerald advised that she did not believe that an ordinance would be needed, that the City would initiate it as a program. Foreman Large added that the Public Works Department has planted trees for

many years throughout the City and has been monitoring those plantings to keep track of which trees survived and which did not and that these new plantings would be tracked the same way.

Member Thomson said that if the City is going to invest in the trees, that it is best to plant the trees in the right-of-way to better insure the life of the tree.

Discussion ensued with regards to Member Thomson photos of 2<sup>nd</sup> Avenue (Exhibit B) and the planting of Cypress trees and that it was discovered that there is a second pipe going north and that the Public Works Director wants to investigate it further.

Foreman Large advised that the Cypress trees currently in stock are to potentially be planted in the retention area when the new weir is in place to help support the banks there. Member Thomson advised that there are a lot of other areas planting Cypress for their ability to soak up the water in ditches. Member Thomson said that the area along 2<sup>nd</sup> Avenue creates a natural buffer between the back of the Marriott and the residential area and that the area stays wet because it is one of the lowest areas in the City. He added that the Urban Forestry Plan indicates this as being a good area to plant the Cypress trees and he has asked Foreman Large to discuss it with Director Tredik. He stated that the City should plant the trees within the City limits.

Foreman Large indicated that measurements show 18 feet from the road to the pipe and if you plant a tree in the middle, that is nine feet. Member Thomson said he walked this same area with the former Public Works Director two years ago discussing the exact same issue and that it was deemed as being do-able then. He advised it should be discussed with the current Public Works Director to get his opinion. He stated that these trees have a tap root and do not spread.

Foreman Large advised that he was reading information from Wikipedia that states that Cypress trees have horizontal roots just below the surface that extend 20-50 feet before bending down. He indicated that if there is only nine feet from the tree to the pipe that there is a good chance that the roots will go toward the pipe. Member Thomson indicated that Cypress trees are being planted everywhere and that he would like to hear from the Public Works Director as to why the City cannot plant them in the areas of the City that they are needed. Foreman Large said he would discuss the Committee's concerns with the Public Works Director.

Chair Krempasky then asked that the Committee have a discussion of the landscaping for 12 13<sup>th</sup> Street (Oceans 13).

Deputy City Clerk Fitzgerald advised that the landscape information (Exhibit C) was received after this agenda went out to the Members. The landscaping plans could be discussed now instead of waiting until March since the construction of the project is in its final stages. She stated that it was a recommendation by the Planning Board that this item should come before the Committee for recommendations. She said that there are no extensive landscaping needs because there are plantings from the previous construction.

Chair Krempasky asked if the additional handout information (Exhibit D) were Member Kaczmarzky's suggestions for something other than Oleander. Deputy City Clerk Fitzgerald said yes.

Chair Krempasky asked the Committee for their input.

Member Thomson advised that there is an ordinance on landscaping, and it has a requirement that SEPAC review and approve landscaping.

Deputy City Clerk Fitzgerald stated that this property came before the Committee previously in late 2019. Member Thomson asked if this was reviewed and approved by SEPAC before. Deputy City Clerk Fitzgerald said yes and added that there were construction issues and delays, etc. and that this is the second time that SEPAC will review landscape plans for Oceans 13.

Member Thomson asked what changes need to be approved by SEPAC and asked if the original approval could be reviewed again. Deputy City Clerk Fitzgerald advised that the Building Department would have to provide further information.

Member Thomson asked if these plans meet the landscape regulations of the ordinance. Deputy City Clerk Fitzgerald advised that SEPAC is to make recommendations for landscaping for the contractors to use at their discretion.

Chair Krempasky said she did not recall ever viewing plans for Oceans 13 and thought that Member Kaczmarzsky would have recommended other plantings. Deputy City Clerk Fitzgerald advised that at the last review the suggestions were to comply with the Avenue of Palms, which was done previously, and to use more native plants.

Member Thomson advised that it is similar to when SEPAC reviewed other commercial landscaping. He said that it is stated in the landscaping ordinance that a certain amount of landscape is needed as well as the types of plants, etc. He asked who takes responsibility for meeting the standards of the ordinance. He said that the Building Department and Public Works do not approve site plans.

Deputy City Clerk Fitzgerald advised that she retrieved the information from their last review in 2019 and it stated the use of Cabbage Palms, Wax Myrtles, and Dwarf Wax Myrtles. She advised that the building layout has since changed therefore the spacing of the plantings have changed.

Chair Krempasky asked if the Sea Grapes were supposed to be a buffer for the parking. Deputy City Clerk Fitzgerald advised that not much information was provided and that she was not sure. She added that the property is a residential structure in a commercial district and that it has been through numerous use changes such as rental property or store front and that she was unsure of the intention of use at this time.

Chair Krempasky asked if the plantings are supposed to be buffers between parking of commercial and residential. Deputy City Clerk Fitzgerald advised no because this is all part of the same property with the same owners and the same usage. That the buffer only applies in a commercial zone to adjacent residential where there are separate properties.

Member Thomson asked if the property to the east side was residential. Deputy City Clerk Fitzgerald advised that to the north is the Hampton Inn and to the east side is a residential property with fencing between it and the adjacent property.

Member Thomson asked if the parking would serve the duplex or the commercial building. Deputy City Clerk Fitzgerald said it serves both to her knowledge. Chair Krempasky asked if

the new building is mixed use. Deputy City Clerk Fitzgerald said she was not sure what the intended use is at this time. Advising that the existing duplex was used for rentals at some point.

Member Thomson commented that SEPAC is asked to recommend landscaping and said that the Planning Board/Building Department should then verify that the recommendations meet the landscaping requirements of the ordinance because SEPAC does not know the boundaries, etc.

Deputy City Clerk Fitzgerald advised that SEPAC is only being asked for their recommendations of the plants to be used.

Member Thomson advised that a percentage of a commercial development requires a certain amount of landscaped area as defined in Article 6 under "Design". He agreed that Member Kaczmarzky suggestions are good. He advised that the ordinance asked for native plants and that oleander has a toxic flower. He stated that there are no trees or buffering except for the Avenue of Palms.

Vice Chair Bandy asked how the parking was going to work and said that she thought the approved landscaping was odd.

Member Thomson agreed with Member Candler and said that the whole development was strange. And that it may have been approved by an exception and asked who is enforcing the buffering and landscaping. Adding that he feels as if it is being passed off by the Planning & Zoning Board and that SEPAC is supposed to review the landscaping prior to the Planning Board meeting to make its recommendations to the Board. He said the plans are vague and do not show information such as sidewalks or how to get from the lane to the front of the duplex, etc.

Chair Krempasky said she remembered that when the Planning Board looked at this that the plans broke a lot of codes and that it was approved any way. They knew there was not enough parking, etc. She advised that SEPAC could state the recommendations to the Planning Board.

Deputy City Clerk Fitzgerald advised that the Committee could use Member Kaczmarzky recommendations, or any additions they wanted. Chair Krempasky asked the Committee if they would like to recommend the use of the Sea Grapes and to remove the Dwarf Oleander and replace it with native Florida substitute plants. Member Thomson asked to have the Building Department look at the site plans and ask if it meets the requirements of the landscape ordinance. Deputy City Clerk Fitzgerald advised that she had previously asked, and that Building Official Law declined to do so. She said that she could ask Mr. Law again. Member Thomson asked why the City has an ordinance if it is not going to be enforced.

Chair Krempasky asked if the area of open space between the Sea Grapes and the other areas was going to be grass, ground cover, or sidewalk.

Member Thomson said he believes there is an issue because SEPAC is not able to review plans before the Planning Board meetings. He asked if the only control is the Building Department interpreting the site plans and landscape ordinance, then why is SEPAC reviewing plans.

Deputy City Clerk Fitzgerald advised that SEPAC did review these plans several months ago before the Planning Board did. The only reason it is being presented to SEPAC again is because one Planning Board member asked that it be reviewed again.

Member Thomson asked if the Planning Board will get a copy of SEPAC's recommendations. He asked to add to the recommendations that the Building Department verify the requirements of the landscape ordinance are being met.

Chair Krempasky said that it is not a motion, but that Member Thomson's request can be included. Chair Krempasky then moved on to Item #4,

#### 4. Educational Programs

Chair Krempasky introduced the topic of Educational Programs.

Vice Chair Bandy advised that she had no updates.

Chair Krempasky said that she would like to use this opportunity to discuss what the Committee wants to use as handout information for the Arbor Day event. She advised that she found a North Florida Gardening Calendar (Exhibit E) which gives information about what to plant, when to fertilize, etc. throughout the year. She said that she could pay for the printing if the Committee members wanted to include something like this in their education/tree planting information to hand out during the Arbor Day event.

Member Candler agreed that it would be good information for the Arbor Day event. Foreman Large said he agreed that the information was good and said that people seem to appreciate all the information provided during Arbor Day. Member Thomson said that SEPAC's limited budget should be used for educational purposes.

Chair Krempasky advised that the State of Florida celebrates its Arbor Day in January and suggested that the City get permission to change the information to April for the City's Arbor Day. Deputy City Clerk Fitzgerald advised that Florida's official Arbor Day is in January and the City chose to go with the National Arbor Day in April. She said that the City of St. Augustine does their Arbor Day in January. She stated that the City did not want to compete with the City of St. Augustine in January and it also wanted to make the City's Arbor Day a more environmental themed event, since Earth Day is also in April, as opposed to just trees.

Foreman Large said that instead of changing the entire document, to add one page stating that this is the State of Florida Arbor Day and that the City is doing its National Arbor Day celebration on April 14<sup>th</sup>.

Member Thomson commented that he was on the boardwalk at end of D Street and met Ms. Donna Rhein who is the Natural Resource Maintenance Supervisor for St. Johns County's Parks and Recreation Department. He advised that she was there doing inventory of the plants that are surrounding that boardwalk and that she will be doing the same at each boardwalk in the City. He said that she is new to her position with the County and that she was unaware of SEPAC. He added that he thinks she would be a great resource for information and questions. He advised that she could provide maintenance programs specific to invasive plants and natural plant varieties that SEPAC could then use as recommendations. He advised that Ms. Rhein said she would be happy to come before the Committee.

Chair Krempasky asked Foreman Large if he had a relationship with Ms. Rhein. Grounds Foreman Large advised that he did not but that he would like to meet with her because the City is moving forward to get rid of the Brazilian peppers that are taking over the dunes. He said that if he could be provided with Ms. Rhein's contact information that he would touch base with her and see if she would be interested in attending an upcoming meeting.

Chair Krempasky asked Deputy City Clerk Fitzgerald if she would provide a copy of Ms. Rhein's contact information to all the Committee Members.

Member Thomson added that Ms. Rhein might be a great addition to invite to the City's Arbor Day event.

Chair Krempasky moved on to Item #5.

## 5. Development of a Committee Strategic Plan

Chair Krempasky advised she has not heard back from any Commissioners and that she would keep trying to obtain direction from the Commission.

Chair Krempasky moved on to Item #6.

## 6. Environmental Policy & Planning Recommendations

### a. Sea Level Rise

### b. Climate Change Initiatives

Chair Krempasky introduced Item 6b stating that Vice Chair Bandy was to follow up with the City's former Events Coordinator Cindy Walker regarding the Climate Change Survey she did.

Vice Chair Bandy said she spoke with Ms. Walker and that she did not have any details and that she did not remember her login or password on Survey Monkey. She advised that no one else at the City has information on it.

Deputy City Clerk Fitzgerald advised that she spoke with the City's IT Department and they said that they do not have a record of it and that the use of Survey Monkey was something Ms. Walker did independently. She said that it was a paid account which the City let lapse after Ms. Walker left her position with the City. She advised that if the City wanted to set up a Survey Monkey account again that it would cost \$300 a year.

Vice Chair Bandy said that there are free survey sites but that they are very limited. She said that the Climate Survey done by Ms. Walker was very extensive.

Chair Krempasky asked if the survey itself was available if we resubscribe to Survey Monkey. Member Thomson advised that it is available and that he has the document on his computer. Deputy City Clerk Fitzgerald advised that the word document is available but that the survey from Survey Monkey is gone.

Member Cloward said that there is another option that is not as detailed as Survey Monkey. She said that Google had a free version, but she believes there is a nominal fee now. She advised that the survey responses are in a spread sheet format.

Member Thomson advised that he could send a copy to Deputy City Clerk Fitzgerald.

Chair Krempasky asked if Member Cloward could initiate this or would it need to be done by the City. Deputy City Clerk Fitzgerald advised that it would have to be done by the City. She said that it would be a City record.

Vice Chair Bandy said that a lot of work was probably done by Ms. Walker to program the survey and that it would probably take more than \$300 of staff time to recreate it as opposed to just paying the \$300 fee to Survey Monkey to get it back.

Member Cloward advised that if Member Thomson has it in a word document then you would not be recreating, you would be copying and pasting over and over. You are recreating it as far as asking the questions, determining if it will be a fillable document, multiple choice, etc. She said it will have to be typed which takes a lot of time.

Chair Krempasky asked if the Survey Monkey account was under the City of St. Augustine Beach and if so then the City should ask for a password reset. Deputy City Clerk Fitzgerald advised that it was under a certain email that does not exist any longer.

Member Cloward asked if the IT Department spoke with Survey Monkey. Deputy City Clerk Fitzgerald said she did not know if IT spoke to Survey Monkey. Member Cloward said that IT is not going to be able to do anything. Deputy City Clerk Fitzgerald advised that it has been over a year since that account lapsed.

Chair Krempasky said that she agreed with Vice Chair Bandy and that \$300 was not that much to spend if there is a way to reactivate it and that it is hard to believe that it cannot be done for a survey that the City paid to have online and that the City is an entity that should be able to get the information. Member Thomson added that the survey stayed online for two months and that a lot of time and energy was put into it.

Chair Krempasky asked if any Member wanted to volunteer to contact Survey Monkey on behalf of the City. Member Cloward said that she would contact Survey Monkey. Deputy City Clerk advised that it may not be allowed and that she would have to check to see if a member could initiate the contact with Survey Monkey.

Chair Krempasky said that with the employee turnover rate that a municipality like the City has, that it is hard to believe that Survey Monkey would just drop the account when an employee leaves. She said that there must be some way to reset the account if the City reactivates it for \$300. Member Cloward said that Ms. Walker probably did not have a business account, but she had an individual advantage account which is now at the rate of \$384.81 a year.

Chair Krempasky asked if Ms. Walker would have been able to have an individual account. Member Cloward advised that the next step up for Survey Monkey accounts is for a team of three users and if that were the case then we would not be talking about this right now because there would still be two other users at the City. The upgraded accounts would be more suitable for entities that want to pay more for the option of having more than one user. She said it does not seem like Ms. Walker could have had any other plan other than the individual plan.



Chair Krempasky asked if there were any plans for non-profit organizations. Member Cloward said that she only saw discounted plans for students but did not find any plans for non-profit groups. Vice Chair Bandy said that she works with Survey Monkey at her current job and that her company has a contact person at Survey Monkey.

Chair Krempasky said that someone could call on behalf of the City and ask Survey Monkey who they need to speak to from the City to reactivate the account. Deputy City Clerk Fitzgerald said that it could be possible.

Chair Krempasky asked if Vice Chair Bandy would look into it.

Vice Chair Bandy asked if any other City employees would be doing surveys. Deputy City Clerk Fitzgerald advised that no other City employees wanted to do surveys. Chair Krempasky asked if Ms. Walker used Survey Monkey for the residential survey she did. Deputy City Clerk Fitzgerald said yes, but she advised that Ms. Walker was the only City employee that had a need to do a survey and she did it on her own.

Member Candler said that with the amount of people not being able to attend meetings this year due to the pandemic, that a survey would be a great opportunity to get and give feedback. Deputy City Clerk Fitzgerald commented that some of the prior survey results were nearly unusable and people were using the surveys for their own grievances.

Vice Chair Bandy said that doing a survey also takes someone who can program it and then to sort through all the data, etc. Deputy City Clerk Fitzgerald said that Ms. Walker volunteered to do the surveys, but that part of the reason she left the City was that the position was more demanding than originally advertised. She advised that the City is short-handed in several departments right now and she is not sure if there are any employees that would be willing to do it at this time.

Member Cloward asked what the goal of this survey was. Member Thomson said it was a three-page survey with 12 -15 questions on energy conservation and it asked residents if they had considered different ways of conservation and then the survey gave the resident educational resource information. He said it seemed like it was the easiest way to reach out to the residents.

Member Cloward asked if we could use the same tool for more feedback. Member Thomson said that it could be used for sea level rise and the vulnerability study but that this particular study was specific to climate change.

Member Cloward asked Deputy City Clerk Fitzgerald if she could volunteer as someone with a background in IT and cybersecurity. Deputy City Clerk Fitzgerald said that could be a possibility.

Discussion ensued with regards to who would be able to volunteer to set up the survey and would the volunteer use City equipment so it would be regulated. Member Cloward said that if the goal is to use surveys more often, then her opinion is that Survey Monkey seems to be a better product and would be a valuable tool but if it is not to be used more often then maybe use Google Boards to save money. She added that she would volunteer to help.

Deputy City Clerk Fitzgerald said that the City has used volunteers for specific events but nothing like this and that there are no extra computers for use by a volunteer.

Member Cloward said that while doing more Google searches on Survey Monkey she did find a page for non-profit fees and that the lowest priced plan was a three-team member plan at \$300.00 a year.

Chair Krempasky said that after some research into this is done it should help the Committee decide whether to start from scratch or resubscribe, etc. Vice Chair Bandy said that since the previous survey on climate change was educational based that she was not sure how crucial it would be to pay a fee to have that survey data back. Member Thomson said that he feels that the climate change data would be more crucial and that there is much more public awareness now. He said that the previous survey provided information to citizens letting them know how to help and what their options are. He advised that SEPAC now needs to decide if they want to do a survey again and spend the money.

Chair Krempasky advised that SEPAC should not give up on the old survey data. She asked if there was a consensus to allot \$300 to reactivate the City's subscription with Survey Monkey. The Members advised yes to allot \$300. Member Cloward advised that when recreating the data, it does not matter if it is done with Survey Monkey or Google, the only difference is the cost.

Chair Krempasky advised that she thought that because Survey Monkey is a more professional looking product that there might be a better response. Member Cloward advised that the only benefit to using Survey Monkey would be if we can see the old data and if they still had the old survey form that it would make it easier.

Member Candler said she would be interested to see the questions and answers from the previous survey because that could determine if some of the questions need to be changed to make them clearer.

Chair Krempasky said she did not think there was anything else on this agenda.

Member Candler asked to speak again about the information handouts for Arbor Day. She said she thought the calendar was a pretty design and contained a lot of information. She asked if fertilizing and watering was still going to be a part of the information. Chair Krempasky advised that the information regarding fertilizing and watering was already a part of the calendar and it has some detailed information for counties in Florida that have ordinances banning fertilizers, etc.

Member Candler asked if the City has guidelines to follow for fertilizing and watering. Deputy City Clerk Fitzgerald advised yes in Chapter 15 of the City Code, Sections 70-78, the City adopted the guidelines for watering from St. Johns Water Management District. She advised that she is drafting a Frequently Asked Questions for the City's Newsletter for March and that since the watering guidelines change for daylight savings that March it is a good time to remind residents of the watering restrictions.

Vice Chair Bandy asked what the status was regarding the Environmental Stewardship Awards for this year and asked if Deputy City Clerk Fitzgerald had notified the winners. Deputy City Clerk Fitzgerald advised that she did send emails to the three winners and she received responses from two. She noted that she had forwarded the longer thank you

message to the members. She advised that she would ask the City Manager if the plaques can be done sometime in March or April. She said that Chair Krempasky had picked up the plaques and they look nice. She advised that she sent the Members an email regarding the 2021 Awards and that the application went on the website February 1<sup>st</sup>. She said that she gave Events Coordinator Conlon the press releases.

Chair Krempasky advised that she drafted a letter to the other nominees and would like to get the letters out in the next few days.

Member Cloward asked about the construction on 4<sup>th</sup> Street. She said that they have started clearing to build two houses on 5<sup>th</sup> Street. She asked how several houses could be built and no street. She asked if the City pays for the street. Member Thomson advised that the land can be sold without a street, but a house cannot be built without a street. Deputy City Clerk Fitzgerald advised that access to the property would be part of the permitting process. She noted that this development was approved by the Commission and the Planning Board months ago. She stated that if 4<sup>th</sup> Street gets developed, the City's policy is that street additions or extensions be paid for by the owners of the adjacent lots.

Member Cloward asked if SEPAC would ever be involved with regards to the landscaping. Deputy City Clerk Fitzgerald advised that for residential builds SEPAC would not be involved but for commercial would be for recommendations only.

Member Thomson said that SEPAC can make recommendations to the Planning Board and have made several ordinance recommendations to improve the sustainability of the City. He asked if the new member get a copy of the resolutions establishing the boards. Deputy City Clerk Fitzgerald said she can send the resolutions to new members.

c. Right-of-Way Ordinance

7. Sustainable Stormwater Management Research

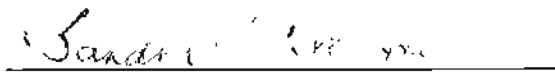
VI. OTHER COMMITTEE MATTERS

VII. ADJOURNMENT

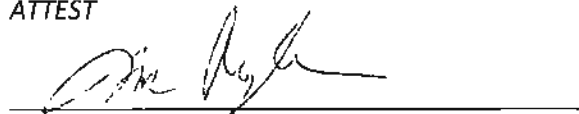
Chair asked for a motion to adjourn the meeting.

**Motion:** to adjourn the meeting. **Move by** Member Thomson. **Seconded by** Vice Chair Bandy. Motion passed unanimously.

Chair Krempasky adjourned the meeting at 7:23 p.m.

  
Sandra Krempasky, Chair

ATTEST

  
Max Royle, City Manager

## COMMISSION REPORT

March 2021

**TO:** MAYOR/COMMISSIONERS

**FROM:** DANIEL P. CARSWELL, CHIEF OF POLICE

### DEPARTMENT STATISTICS –February 17-March 22, 2021

<b>CALLS FOR SERVICE</b>	<b>1376</b>
<b>OFFENSE REPORTS</b>	<b>72</b>
<b>CITATIONS ISSUED</b>	<b>94</b>
<b>LOCAL ORDINANCE CITATIONS</b>	<b>57</b>
<b>DUI</b>	<b>2</b>
<b>TRAFFIC WARNINGS</b>	<b>222</b>
<b>TRESSPASS WARNINGS</b>	<b>25</b>
<b>ANIMAL COMPLAINTS</b>	<b>11</b>
<b>ARRESTS</b>	<b>19</b>

- 2 DUI
- 2 Control Substance W/O prescription
- 1 Driving While License Suspended/Revoked
- 2 Resisting Officer- Obstruct W/O violence
- 2 Drug Equipment Possession
- 4 Cocaine- Sell
- 1 Burglary to Unoccupied Conveyance
- 1 Battery on Officer
- 2 Petit Theft
- 2 Marijuana Possession

- **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 11 complaints in St. Augustine Beach area.

### MONTHLY ACTIVITIES:

Activities canceled/limited due to COVID-19

- Blood Drive: March 9<sup>th</sup> 12-5pm (26 units collected)

## MEMORANDUM

Date: March 26, 2021  
To: Max Royle, City Manager  
From: Bill Tredik, P.E., Public Works Director  
Subject: March 2021 - Public Works Monthly Report

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### **Funding Opportunities**

Public Works is managing the following five (5) active grants:

- **City of St. Augustine Beach Vulnerability Assessment**  
Florida Resilient Coastlines Program - Resilience Planning Grant  
Grant amount - \$72,500; no match required  
Status – Revenue agreement has been executed. Task 2 completed in February 2021. Task 3 underway.
- **Mizell Pond Weir and Stormwater Pump Station**  
Districtwide Cost Share – St. Johns River Water Management District  
Grant amount \$632,070; FEMA HMGP money as match  
Status – Revenue agreement has been executed. Bidding complete.
- **Mizell Pond Weir and Stormwater Pump Station**  
HMGP grant – FEMA/FDEM  
Grant amount \$2.58 Million; SJRWMD Districtwide Cost Share as match  
Status – Bidding complete. FEMA funding approval received.
- **Ocean Hammock Park Phase 2A - Construction**  
Florida Recreation Development Assistance Program  
Grant amount - \$106,500; \$35,500 match required  
Status – The Grant Agreement has been executed. Permitting underway
- **Ocean Hammock Park Phase 2B - Design & Permitting**  
Coastal Partnership Initiative Grant – NOAA funded  
Grant amount \$25,000; \$25,000 match required  
Status – The Grant Agreement has been executed. Design underway.

Public Works has also applied for the following grants for Ocean Hammock Park:

- **Ocean Hammock Park Phase 2B – Construction**  
Coastal Partnership Initiative Grant – NOAA funded  
Grant amount \$60,000; \$60,000 match required  
Status – Grant Applied for on 9/24/2020. Forwarded to NOAA for consideration.  
Decision expected in May 2021
- **Ocean Walk Drainage Improvements**  
Legislative Appropriation Request  
Appropriation Request Amount - \$694,000  
Status – Decision expected in June 2021

### **Maintenance Activities**

**Rights-of-way and Parkettes** – Public Works continues to provide essential maintenance services on rights-of-way and parkettes. Restrooms on 10<sup>th</sup> St. and A St. are open all day and are regularly cleaned and disinfected to help reduce spread of COVID-19. Public Works has completed seasonal trimming of the palm trees on A1A Beach Boulevard. Seasonal mowing will increase as we move into the growing season.

**Splash Park** – Splash Park is operational.

**Mickler Boulevard Landscaping** – Design of landscaping between the sidewalk and the edge of pavement is underway now that paving has been completed. Design concepts are being coordinated with SEPAC.

**Buildings** – Enhanced sanitization operations continue at City buildings and public restrooms to minimize the risk of spread of COVID-19. Ultraviolet sanitization lamps have been installed in HVAC air handlers in City buildings.

**Fleet** – The Public Works Department continues to do minor fleet maintenance on our larger trucks, heavy equipment and regular work trucks, to reduce outside repair costs.

**Lakeside Park Dock Repair [DESIGN]** – Repair of Lakeside Park dock will occur in summer FY21.

### **Capital Improvements**

**Mizell Pond Outfall Improvements (HMGP Project No. 4283-88-R) [BID AWARD]** – The project includes repairing and improving the damaged weir, replacing stormwater pumps and improving the downstream conveyance. Phase 1 (design and permitting) is complete and the city has received reimbursement from the Florida Division of Emergency Management (FDEM). FEMA has authorized Phase 2 (construction). The City opened bids for construction on March 16, 2021. Bids will be presented to the City Commission on April 5, 2021. Construction is anticipated to commence in Spring 2021. FEMA will reimburse of 75% of the total construction cost, with the remaining \$632,070 to be paid by the St. Johns River Water Management District (SJRWMD) FY2021 districtwide cost-share program.

**Ocean Hammock Park Phase 2A [PERMITTING]** – Public Works has completed design and applied for a SJRWMD permit for Phase 2A improvements to Ocean Hammock Park. Phase 2A improvements include handicap accessible restrooms (including a sanitary lift station and force main), an outside shower, water/bottle fountain, an additional handicap parking space in the parking lot, two (2) picnic areas near the parking lot, an informational kiosk, a nature trail with interpretative signage, and handicap access to the existing beach walkway. Construction is funded by park impact fees and a \$106,500 grant from the Florida Recreation Development Assistance Program (FRDAP). Bidding is scheduled for Spring 2021.

**Ocean Hammock Park Phase 2B [DESIGN]** – Public Works has begun design of Phase 2B of Ocean Hammock Park. Phase 2B includes additional parking and improvements to the interior of the park including, a picnic pavilion, observation deck, education center, additional trails with interpretative signage, bike and kayak storage, and handicap accessible connection to phase 2A and to the existing beach walkway. Design and permitting is funded by a park impact fees and a \$25,000 grant from the Coastal Partnership Initiative. Design is anticipated to be complete in FY2021.

**Vulnerability Assessment [UNDERWAY]** – Work is underway on the vulnerability assessment. Work is progressing in three (3) tasks. Task 1 was completed in December 2020. Task 2 was completed at the end of February. Project work includes data collection and analysis to identify vulnerabilities to storm surge and extreme tides, updating the City's GIS drainage database, updating the City stormwater model, public outreach and involvement, development of adaptation plan, including conceptual plans for projects which increase resiliency. A public meeting was held on February 24<sup>th</sup> and the final plan will be presented to the City Commission on May 3, 2021 for approval and use in developing future capital improvement plans.

**11<sup>th</sup> Street Pipe Repair [DESIGN/PERMITTING]** – 11th Street is experiencing subsidence in several locations due to leaks in existing pipe joints. Public works has installed temporary

patches to level and improve the safety and drivability of the roadway and is initiating design of improvements which will be constructed in FY21. Design of improvements is underway. Construction is anticipated in the 2<sup>nd</sup> half of FY 2021.

**Roadway Resurfacing [CONSTRUCTION]** – Roadway resurfacing for FY21 is underway. Mickler Boulevard between Pope Road and 16<sup>th</sup> Street was resurfaced in January. Tides End Drive and the remainder of Mickler Boulevard are scheduled next. Paving will commence upon completion of a repair to a subsiding section of Mickler Boulevard, just south of 16<sup>th</sup> Street. The subsidence appears to be related to a St. Johns County (SJC) sewer line crossing the road. SCJ is investigating the problem and repairs will be forthcoming. Paving remains scheduled for Spring 2021. Residents will be notified in advance of the paving so that they may make arrangements for access to their property during paving operations. Oceanside Circle and Atlantic Alley are scheduled for paving in the 2<sup>nd</sup> half of FY21 and are dependent upon remaining paving funding and completion of necessary drainage improvements in advance of the paving.

#### **Streets / Rights of Way / Drainage**

**Ocean Walk Drainage Interim Improvements [CONSTRUCTION]** – Public Works has received a trailer-mounted stormwater pump to allow stormwater in the Lee Drive area to be pumped into the Mickler Boulevard drainage system. Public Works has also purchased a backflow prevention device to stop water from backing up into the Lee Drive Drainage system from Mickler Boulevard. This device will be installed in April 2021 and will allow Lee Drive to be pumped down in high tailwater conditions.

**Ocean Walk Drainage Study [PRELIMINARY DESIGN]** – Public works received three (3) responses to RFQ 20-05 Ocean Walk Subdivision Drainage Improvements and has scored and ranked the submittals. The rankings were reviewed and approved at the January 4, 2020 City Commission meeting. The City Commission approved a contract with Matthews Design Group on March 1, 2021. Preliminary Design is commencing.

**Oceanside Circle Drainage [DESIGN]** – Survey is complete on Oceanside Circle to determine options for improving drainage in the area. Design and permitting will follow with construction planned for mid to late 2021, depending upon funding availability. Paving of Oceanside Circle will be done upon completion of drainage improvements.

#### **Street Lighting**

- Seven (7) new streetlights were installed at unlit intersections along S.R. A1A. Public Works is coordinating with FPL to install one (1) additional streetlight at the Sevilla Street intersection.



- FPL is proceeding with ten (10) new streetlights at poorly lit locations along A1A Beach Boulevard. The contract for their installation has been signed installation is pending.
- Staff has coordinated with FPL regarding appropriate LED lamp types for various locations throughout the City and is developing a phased plan for conversion to LED fixtures. The LED conversion plan will initially focus on A1A Beach Boulevard and S.R. A1A, then will progress into residential areas. Staff will presenting the phased conversion plan to the Commission in 2021.

**Electric Vehicle Charging Station** – The vehicle charging station has been installed next to Building C, and Public Works has modified the area around the charger to accommodate handicap accessibility. The City is currently finalizing the service contract with NovaCharge, LLC for the reimbursement of electrical costs associated with charging sessions. The station will be activated upon execution of the service contract.

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## M E M O R A N D U M

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY REPORT  
**DATE:** 3/24/2021

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### **Finance**

The finances of the City are doing well for FY 21. Expenses citywide are showing 24.4%, with 41.67% of the year complete. We will continue to monitor the monthly financials to ensure we are meeting our budget.

### **Communications and Events**

Melinda is currently working on several events to be held in the City over the upcoming months. Further details to be shared in the next couple weeks.

### **Technology**

The IT Staff has no updates currently.

## PENDING ACTIVITIES AND PROJECTS

Revised March 26, 2021

1. **PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER.** The reviews were discussed by the Commission at its January 14, 2020, continuation meeting. The Commission directed that it be reminded in October 2020 to begin the reviews for the calendar year, with the reviews to be discussed at the Commission's December 7, 2020 meeting. Information for review of the City Manager was provided to the Commission in October. As Chief Hardwick has been elected Sheriff of St. Johns County, there is no need for the Commission to do his review as he has left his position as Police Chief. At their December 7, 2020, meeting, the Commission by consensus decided that each Commissioner would meet with the City Manager to discuss his evaluation.
2. **LAND DEVELOPMENT REGULATIONS.** The Building Department staff prepared revisions to the Regulations:
  - **Mobile Food Vending.** A new state law requires that cities and counties allow such vending within their limits. At this time, the City doesn't allow food trucks except in connection with City-sponsored events, such as Beach Blast Off. At its November 9<sup>th</sup> meeting, the City Commission reviewed the information concerning the new law and asked the City Attorney to prepare an ordinance. The Commission reviewed the ordinance at its January 4, 2021, meeting, and made significant changes to it. At its February 1<sup>st</sup> meeting, the Commission reviewed a new draft of the ordinance and passed it on first reading. The Comprehensive Planning and Zoning Board reviewed the ordinance at its February 16<sup>th</sup> meeting and recommended its approval with three changes. The ordinance had a public hearing at the Commission's March 1<sup>st</sup> meeting, when it was passed on second reading. It will have a second public hearing and final reading at the Commission's April 5<sup>th</sup> meeting.
  - **Residential Building Setbacks and Abolishing the Overlay District.** The Building Official presented the proposed reduction in setbacks at the Commission's March 1<sup>st</sup> meeting. The City Attorney will prepare an ordinance for the Commission to review at its April 5<sup>th</sup> meeting. Included in the ordinance will be a proposal by the Building Official to abolish the overlay district along A1A Beach Boulevard.
3. **UPDATING STRATEGIC PLAN.** As its January 7, 2019, meeting, the City Commission decided to do the update itself with the City staff. At later meetings in 2019, the Planning Board and the Sustainability and Environmental Planning Advisory Committee provided suggestions for the plan. The Commission agreed with the City Manager's suggestions for items in the plan and asked him to include in it parking infrastructure. The City Manager has prepared a Mission Statement, a Vision Statement, a Values Statement and a list of goals and the tasks each. The Commission reviewed the plan and provided comments at its January 14, 2020, continuation meeting. The topic was on the agenda for the Commission's February 1<sup>st</sup> meeting, but because of time, the Commission scheduled discussion of it to the continuation meeting on February 8<sup>th</sup>. At that meeting, the Commission provided some suggestions for changes and Commissioner George will work with the City Manager on changes to the wording for the plan's Vision Statement.

At its April 5<sup>th</sup> meeting, the Commission will review the City administration's recommendation concerning the implementation of the plan's first goal: Transparent Communication with Residents and Property Owners.

4. **PARKING PLAN.** The City Commission has changed the focus of the parking plan from paid parking to improvements for parking on City-owned plazas and streets. The staff will draft a five-year plan and the Police Department is to determine the most effective parking regulations for the streets west of A1A Beach Boulevard. The parking plan will be provided to the Commission at a future meeting. At its October 5<sup>th</sup> meeting, a Commissioner proposed that paid parking be discussed again. This may happen at a workshop meeting in the spring of 2021.

**ON A RELATED MATTER:** The City staff will prepare a proposal to improve the dirt plaza on the west side of the Boulevard between A and 1<sup>st</sup> streets.

5. **JOINT MEETINGS:**

- a) With the County Commission. No date has yet been proposed by either Commission for a joint meeting.
  - b) On February 10, 2020, the City Commission and Planning Board held a joint meeting. The topics discussed included communications, training for Board members, hiring a planner and providing more information to the Board. It was agreed to have a joint meeting every six months. At its March 2<sup>nd</sup> meeting, the Commission asked that the Code Enforcement Board and the Sustainability and Environmental Planning Advisory Committee be asked for dates for a workshop meeting with the Commission. Because of the pandemic and social distancing requirements, the workshop wasn't held in 2020. At its January 4, 2021, meeting, the Commission discussed a joint meeting and asked the staff to look in the possibility of a Zoom meeting or holding the meeting in a larger venue, such as the Flagler Auditorium. At its February 8<sup>th</sup> continuation meeting, the Commission discussed holding joint meetings with the Planning Board and the Sustainability and Environmental Planning Advisory Committee. The City Manager will ask the Commission at its April 5<sup>th</sup> meeting when to have either a combined workshop with both boards or a separate meeting with each board.
6. **UPDATING PERSONNEL MANUAL.** Past updates or changes have included: to designate Christmas Eve and Good Friday as holidays for the City employees; to provide compensation to the employees during emergencies; revisions to provisions in the Manual concerning equal employment opportunity, educational assistance program, Americans with Disabilities Act coordinators, records, interpretations, and conflicts of interest. Ms. Beverly Raddatz, the City Clerk, proposed three changes to the Manual, which were approved by the Commission at its January 4, 2021, meeting. Three more changes were on the agenda for the Commission's February 1<sup>st</sup> meeting. The Commission decided not to adopt two but did approve a resolution with new policies concerning transfers and categories of leave. At its March 1<sup>st</sup> meeting, the Commission approved three more changes to the Manual: to adopt policies concerning infectious disease preparedness; to amend the Manual regarding types of leave for employees and to add provisions concerning employees in the Deferred Retirement Option

Program; and to amend the Manual concerning workers compensation and leave without pay policies. There may be more changes proposed for the Commission's May 3<sup>rd</sup> meeting.

7. STREETLIGHT FOR ENTRANCE TO BEACH ACCESS WALKWAY. A resident has requested that a light be put at the entrance on A1A Beach Boulevard. On January 29<sup>th</sup>, City personnel met with representatives from Florida Power and Light. The company will change the lighting as part of the conversion of the Boulevard streetlighting to LED lights.
8. LED STREETLIGHTS. FPL has put eight new lights along State Road A1A. One location, Sevilla Street, remains for an LED light. For 10 new lights along A1A Beach Boulevard, an agreement has been signed with FPL for them. Also, the Public Works Director will present a plan to FPL for LED streetlights on other streets in the City.
9. GRANTS. The Public Works Director has prepared applications for grants from the following agencies:
  - a. Florida Recreation Development Assistance Program, \$106,500, for restrooms at Ocean Hammock Park. City match would be \$35,500. Total project cost: \$142,000. The Governor approved the appropriation and the contract with the Florida Department of Environmental Protection has been signed. The restrooms have been designed by a local architect and the Public Works Department has done the site design. Next phase is obtaining from the St. Johns River Water Management District. After the permit is approved, the City will advertise for bids. Construction may start in late spring.
  - b. Coastal Partnership Initiative: \$25,000, to fund planning for other improvements to Ocean Hammock Park: picnic pavilion, observation platform, playscape for children, more trails. City match would be \$25,000. Total project cost: \$50,000. Though it is federal money, the grant is provided through the state, which has approved it, and the grant agreement has been executed. Contract with a parks design firm has been signed and the design work should be completed by the end of September.

The Public Works Director has applied for another Partnership grant for \$60,000 for additional improvements to Ocean Hammock Park. The application was submitted on September 25, 2020. The City will not know until May 2021 whether it has received the grant.
  - c. Florida Resilient Coastlines Program to do a Vulnerability Assessment and Adaptability Plan. Total amount requested \$72,000. No match required. This will involve updating the City's stormwater model, identifying vulnerabilities, and recommending options for inclusion in a future Public Works Capital Improvements Plan. The Governor approved the funding, and the civil engineer has been hired and work on the study has started. A public meeting to explain the plan, obtain feedback and discuss coastal resiliency happened on February 24, 2021. The final report will be presented at the City Commission's May 3<sup>rd</sup> meeting.
  - d. St. Johns River Water Management District Cost Share Program: Grant applied for in February to provide funds for the new weir at the City's Mizell Road retention pond. The amount requested is \$600,000. In April, the City was notified that its project was in line for funding. However, whether the money will be provided depends on the District appropriating it in the District's Fiscal

Year 2021 budget. District approved the funding for this program in September 2020. The contract has been executed. FEMA has approved funding for construction. The City advertised for bids. The award of the bid is scheduled for the April 5<sup>th</sup> Commission meeting.

- e. Florida Recreation Development Assistance Grant. The Public Works Director prepared and submitted grant for more improvements to Ocean Hammock Park. However, the Florida Department of Environmental Protection has informed the City that its application is not eligible because it already has another recreation assistance grant. The City can apply for another grant in 2022.
10. REQUEST TO ST. AUGUSTINE PORT, WATERWAY AND BEACH COMMISSION FOR FUNDING FOR PROJECTS. In the spring of 2021, City staff will ask the Port Commission to provide money in its Fiscal Year 2022 budget for beach access walkovers.
11. REQUEST FOR FUNDING FROM TOURIST DEVELOPMENT COUNCIL FOR BEACH-RELATED PROJECTS. Requests for funding are on hold because of the significant decline in revenue from the bed tax due to the pandemic.
12. NON-CONFORMING BUSINESS SIGNS. The City's sign code has a height limit of 12 feet for business signs. A number of businesses have signs that exceed that height. According to the code, these signs must be made conforming by August 2023. The Building Official and his staff will notify the businesses of this requirement and will work with them to bring these signs into conformity.
- The non-conforming sign for Antonio's Pizza/Rita's Ice was struck by a delivery truck. The replacement sign was lowered to meet the 12-foot height limit.
13. CHARGING STATION FOR ELECTRIC VEHICLES. The Public Works Director is working with the staff of the North Florida Regional Transportation Organization to have a charging station for the public at city hall. The Public Works Director met with the company that builds the stations to determine the location for the station, which will be two charging stations next to Building C on the west side of the south city hall parking lot. In early December, the charging station was constructed. A contract with the company, once approved by the City Attorney and the Public Works Director, will be signed.
14. FLOODING COMPLAINTS. Citizens have expressed concerns about the following areas:
- a. Ocean Walk Subdivision. The subdivision is located on the east side of Mickler Boulevard between Pope Road and 16<sup>th</sup> Street. Earlier in 2020, the ditch that borders the subdivision's west side was piped. Ocean Walk residents have complained that the piping of the ditch has caused flooding along the subdivision's west side. The Public Works Director has had the Mickler and 11<sup>th</sup> Street ditches clear of debris, so as to improve the flow of water, and will propose that the subdivision be surveyed and the City's civil engineering consultant, CMT, to review the project. At the Commission's September 14<sup>th</sup> meeting, the City's civil engineering consultant, Mr. Gary Sneddon of CMT, described project and its technical basis for piping the Mickler Boulevard ditch. At its October 5<sup>th</sup> meeting, the City Commission didn't approve an amendment to the contract with CMT for an investigation and flood control improvements for the Ocean Walk subdivision and asked the Public Works Director to prepare a Request for Qualifications, so that the Commission

can consider an engineering firm to review the Ocean Walk drainage issues. The deadline for responses to the RFQ was November 23, 2020. The Public Works Director prepared an addendum, which was advertised before Thanksgiving. The deadline for the RFQ is December 8<sup>th</sup>. A committee of City employees reviewed the three proposals that were submitted and recommended the City be authorized to negotiate with the Masters Design Group of St. Augustine. The Commission approved the authorization at its January 4, 2021, meeting. At its March 1<sup>st</sup> meeting, the Commission approved the contract with Matthews. In March, the City was notified that its request to the Florida Legislature for \$347,000 for Ocean Walk drainage improvements had been approved by the Florida House's Agricultural and Natural Resources Appropriations subcommittee. Additional money could be provided in an appropriations bill by the Florida Senate. The City's funding request still faces approval by the full legislature and the Governor.

- b. Oceanside Drive. This street is located in the Overby-Gargan unrecorded subdivision, which is north of Versaggi Drive. The Public Works Department is having a survey on the area done, to determine the appropriate drainage solutions. The solutions will be done in connection with the redesign of the street.
  - c. St. Augustine Beach and Tennis Complex and Private Pond between Ocean Trace Road and the Sabor de Sal Subdivision. The private retention pond for the Beach and Tennis condo complex is too small and floods during periods of heavy rainfall. The flooding threatens the condo units that border the pond. The Sabor de Sal subdivision had a pond that is owned by the adjacent property owners. It also floods and threatens private property. The area needs a master plan that will involve the City, private property owners and the Florida Department of Transportation. The Public Works Director plans a town hall meeting the affected parties, to discuss a possible private/public partnership. A preliminary step will be the hiring of a consulting engineer to do an assessment and develop project alternatives.
  - d. A resident of 6<sup>th</sup> Street east of the Boulevard has complained about flooding on adjacent streets. The Public Works Director is investigating the causes.
  - e. A Street east of the Boulevard. Vice Mayor Samora spoke of this ongoing problem at the Commission's February 8<sup>th</sup> meeting. On February 26, 2021, Vice Mayor Samora, the Public Works Director, the City Manager, the County's Interim Public Works Director, and interested citizens met on A Street at the location of the flooding problem. The County will have the design/permit work done, which may take nine months. Construction of the improvements would be done three months after that.
15. STORMWATER UTILITY FEE. For a funding source to pay for improvements to the City's drainage system, the Public Works Director proposed a stormwater utility fee at the City Commission's October 5<sup>th</sup> meeting. The Commission decided not to levy the fee at this time. However, it likely will be discussed at a workshop or special meeting in May 2021.
16. SOLID WASTE COLLECTION AND RECYCLING. The City Commission in the spring of 2021 will hold a workshop meeting to discuss the City's solid waste operations. The current contract for a private company to pick up recyclables in the City expires in May 2022.

17. REFURBISHING AND HIGHLIGHTING CITY'S CIVIL RIGHTS MONUMENT. The monument is located on the south side of pier park and adjacent to the bocce courts. It commemorates the attempt by black citizens to integrate the "whites only beach" in front of the former city hall in the summer of 1964. The monument was erected by July 2002 and paid for by the Northrup Grumman Corporation. At its September 22, 2020, meeting, the City Commission asked the City Manager to work on a vision for the monument, to take pictures of it for the City's website and social media, to have a picture of it put in the city hall corridor, and to seek funding to repair the monument, which has a metal base that's been corroded. Commissioner George said she ask The Art Studio for concepts and Mayor England said she would contact a local architect for concept ideas.
18. SEEKING NEW POLICE CHIEF. With the election of Chief Rob Hardwick to the position of County Sheriff, the Commission at its October 5, 2020, meeting, appointed Commander Dan Carswell of the Police Department to be Interim Police Chief for six months. At its April 5<sup>th</sup> meeting, the Commission will discuss whether to make permanent the appointment of Interim Chief Carswell or to begin the process of advertising for candidates.
19. BEACH RESTORATION. St. Johns County is the local sponsor of beach restoration in the City, as money from the bed tax is used to pay the County's share of the cost for each restoration project. According to the County's Coastal Manager, the next renourishment of the City's beach is scheduled to be done in 2023. In the meantime, the County is discussing whether a renourishment project may need to be done sooner because of severe erosion of the beach in the vicinity of the County fishing pier.
20. QUARTERLY REPORTS ON PROGRESS OF PROJECTS. At its September 22<sup>nd</sup> budget meeting, the City Commission asked the City Manager to provide at the end of each quarter in the Fiscal year a report on the progress of projects and expenditures for them. The Finance Director prepared a spreadsheet, and the first quarter's report was provided to the Commission in January 2021. The report for the second quarter (January through March) will be done in April.
21. REPAIR OF POPE ROAD. At the City Commission's February 1<sup>st</sup> meeting, a resident complained about the poor condition of Pope Road. As the street is owned by the County, the City Manager sent a request to the County Administrator, Hunter Conrad, that the road be put on a schedule for repair. In a February 5<sup>th</sup> email, Mr. Hunter replied that he had forwarded the City's request to the County's Interim Public Works Director, Mr. Greg Caldwell. The City Manager also requested that the County work with the Florida Department of Transportation on improvements to the intersection of State Road A1A and 16<sup>th</sup> Street, as 16<sup>th</sup> Street is owned by the County. Mr. Caldwell replied that the repair of Pope Road is on the County's list of projects to do.
22. NEW YEAR'S EVE FIREWORKS SHOW. Because of the pandemic, the show for December 31, 2020, was cancelled. At its February 1<sup>st</sup> meeting, the Commission discussed whether to have it on December 31, 2021. The consensus was for the City staff to work on plans for a smaller, scaled down event. Ms. Conlon, the Events Coordinator, will provide an update report of revenue and costs at the Commission's April 5<sup>th</sup> meeting.
23. PROPOSAL TO DEED THREE LOTS FOR CONSERVATION. The lots are located along the north side of the unbuilt part of 2<sup>nd</sup> Street, west of 2<sup>nd</sup> Avenue. The two owners want to deed the lots for conservation.



In February, the Board of Putnam Land Conservancy informed the City Manager that it has agreed to the owners' proposal to establish a conservation easement on the lots. Any final agreement to do so will require review by the City Attorney and approval by the City Commission.

24. INTERGOVERNMENTAL PROJECTS. When the Commission discussed the strategic plan at its February 1<sup>st</sup> meeting, more involvement with the County and St. Augustine was mentioned as desirable. Below is a summary of the City's current involvement with various area governmental entities.

- a. Resiliency: On March 22<sup>nd</sup>, the Public Works Director and the City Manager met with County and St. Augustine staff persons to discuss what each government is doing concerning resiliency. The County isn't doing a resilience. However, the two cities and the County agreed to coordinate on resiliency issues.
- b. Mobility: In March, the Public Works Director contacted St. Augustine for information about its mobility projects. The response was an executive summary of St. Augustine's mobility initiatives. It was forwarded to our City Commission. Our City's staff will meet with St. Augustine's to discuss our City supporting the following: St. Augustine's request to use our city hall parking lot as a park-and-ride location for events happening in downtown St. Augustine; and the River-to-Sea Loop bike/pedestrian trail that will go through the State Park and connect both cities. Also, St. Augustine's staff wants to discuss a potential bike-share program and possibly locating a hub in our City.
- c. River-to-Sea Loop: This is a Florida Department of Transportation, St. Johns County, St. Augustine, and St. Augustine Beach project to construct 26 miles of a paved bike/pedestrian trail as part of the 260-mile trail from the St. Johns River in Putnam County to the ocean in St. Johns County. The Loop will then go south through Flagler and Volusia counties to Brevard County. This is a long-term, multi-year project. At this time, the Loop will enter St. Augustine along King Street, go across the Bridge of Lions, south along State Road A1A to the State Park, through the Park and into our City, then along A1A Beach Boulevard to State Road A1A. Though not feasible in all locations, the goal is to have a wide, bike/pedestrian trail separate from the adjacent road.
- d. Transportation Development Plan: The development of the plan involves several agencies, such as the County, St. Augustine, our City, the North Florida Transportation Organization, and the Sunshine Bus System. On February 25<sup>th</sup>, the City Manager attended by telephone a stakeholders' meeting for an update on the development of the plan's vision, mission goals and objectives. Most of the presentation was data, such as population density, percentage of residents without vehicles, senior citizens and low income and minority residents in the County and the areas served by the Sunshine Bus. The next stakeholders' meeting may be held in April. The agenda will include transit strategies and alternatives and a 10-year implementation plan.
- e. North Anastasia Island Nature Trail. The City Manager proposes this as an intergovernmental project that would include the County, St. Augustine, and St. Augustine Beach. It would be an off-shoot of the River-to-Sea Loop and could include the State Park, the City's Ocean Hammock and Hammock Dunes parks, St. Augustine's Fish Island Park, and the City's Mizell Road retention pond and the 10-acre conservation area west of the pond that the City owns. Combined with the River-

to-Sea Loop, this Nature Trail would make accessible to the public natural areas of Anastasia Island and provide a combined bicycling/walking trail for exercise and recreation.