



AGENDA

**REGULAR CITY COMMISSION MEETING
MONDAY, AUGUST 11, 2021, AT 6:00 P.M.**

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

NOTICE TO THE PUBLIC

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

RULES OF CIVILITY FOR PUBLIC PARTICIPATION

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

"Politeness costs so little." – ABRAHAM LINCOLN

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON JULY 6, 2021, AND COMMISSION BUDGET MEETING JULY 26, 2021**
- V. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VI. **CHANGES TO ORDER TO TOPICS ON THE AGENDA**
- VII. **PRESENTATIONS**
 - A. Recognition by Police Chief Dan Carswell of Mr. Samuel Laplante's Saving of a Swimmer from Drowning
 - B. St. Augustine's Mobility Plan by Mr. Reuben Franklin, St. Augustine Public Works Director
 - C. Planning for Public Parking by City Resident, Mr. Kevin Hoey
- VIII. **PUBLIC COMMENTS**

IX. COMMISSIONER COMMENTS

X. PUBLIC HEARINGS

1. Ordinance 21-07, Second Public Hearing and Final Reading, to Provide Addition to Prohibited Uses in Section 3.02.03 of the Land Development Code (Presenter: Lex Taylor, City Attorney)
2. Ordinance 21-08, Public Hearing and Final Reading: to Amend Chapter 16 (Police Department) of the General City Code to Delete Obsolete Provisions (Presenter: Lex Taylor, City Attorney)
3. Ordinance 21-09, First Public Hearing and Second Reading: to Amend the Land Development Code to Have First Public Hearing of Ordinance to Amend the Comprehensive Plan and/or Code Done by Comprehensive Planning and Zoning Board (Presenter: Brian Law, Building Official)

XI. CONSENT

4. Resolutions: a) 21-24 to Amend the City Commission's Policies and Procedures Manual for Use of City Meeting Room by Public; b) 21-25, to Adopt the Updated City Commission Policies and Procedures Manual; and c) 21-26, to Adopt the Safety and Risk Management Manual
5. Resolution 21-29, to Authorize the City Manager to Sign the State Highway Lighting Maintenance and Compensation Agreement with the Florida Department of Transportation

XII. OLD BUSINESS

6. Light Up the Beach for City's New Year's Eve 2021 Special Event: Update Report (Presenter: Ms. Melinda Conlon, Events and Communications Coordinator)
7. Ocean Hammock Park: Review of Plan for Improvements (Presenter: Bill Tredik, Public Works Director)
8. Solid Waste Matters: Resolution 21-27, to Adjust the Residential Solid Waste and Recycling Non-Ad Valorem Assessment Fees; and Resolution 21-28, to Modify Commercial Solid Waste and Recycling Fees (Presenter: Bill Tredik, Public Works Director)
9. Conditional Use Permits and Home Occupations: Ordinance 21-10, First Reading, to Amend the Land Development Regulations Concerning Home Occupations and Conditional Use Permits (Presenter: Brian Law, Building Official)

XIII. NEW BUSINESS

10. Construction of Parking Area Along North Side of Pope Road: Request for County to Include Project in a Five-Year Plan (Presenter: Mayor England)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

NOTICES TO THE PUBLIC

1. **COMPREHENSIVE PLANNING AND ZONING BOARD.** It will hold its monthly meeting on Tuesday, August 17, 2021, at 6:00 p.m. Topics to be discussed by the Planning Board are a. review of an ordinance to amend the Land Development Regulations concerning home occupations and conditional use permits, and b. continuation of the discussion concerning improvements for public parking areas in the City.
2. **HOLIDAY.** It will be Labor Day, Monday, September 6, 2021. **CITY OFFICES CLOSED.** There will be no pickup of household waste that day. Monday's pickup will be done on Tuesday.
3. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC).** It will hold its monthly meeting on Wednesday, September 8, 2021, at 6:00 p.m. in the Commission meeting room at city hall.
4. **BUDGET AND REGULAR COMMISSION MEETING.** It will be held on Monday, September 13, 2021, at 5:00 p.m. in the Commission meeting room at city hall.

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, JULY 6, 2021, AT 6:00 P.M.

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

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, Commission Rumrell and Commissioner Torres.

Commissioner George tried to connect with Zoom but could not connect. She is out of town.

Also, present were City Manager Royle, Assistant City Attorney Taylor, Police Sgt. Hammonds, City Clerk Raddatz, Finance Director Douylliez, Building Official Law, and Public Works Director Tredik.

IV. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON JUNE 7 AND COMMISSION WORKSHOP ON JUNE 17, 2021

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

Motion: to approve the Regular Commission minutes for June 7, 2021, and the Commission Workshop on June 17, 2021. **Moved by** Commissioner Rumrell, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved on to Item 1.

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 Items 2, 5, and 6 will be rescheduled. He advised that the Commission has received additional information on the dais for Item 7, and it can be discussed once the Commission gets to that item.

VI. CHANGES TO ORDER TO TOPICS ON THE AGENDA

Mayor England asked if there were any changes to the order of topics on the agenda. Being none, Mayor England moved on to Item VII.

VII. PRESENTATIONS

A. Interview of Mr. Eugene Mariutto for Position of Senior Alternate on Code Enforcement

Board

Mayor England introduced Item VII.A. and asked Mr. Mariutto to come to the podium. She then asked Mr. Mariutto if he would like to give any information about himself.

Mr. Mariutto advised he wanted to be on the Code Enforcement Board to help the community.

Vice Mayor Samora asked if he served on any of the City Boards.

Mr. Mariutto advised no.

Vice Mayor Samora advised Mr. Mariutto that City Attorney Taylor would be able to explain the Sunshine and Ethics laws to him.

Mayor England discussed having the process of the Code Board should be done as quickly as possible because some cases are getting old. She explained that some residents hide in their homes when the Code Enforcement Officer comes to their doors or even fail to respond within the 30-day notice requirement.

Building Official advised that the Board is the only one that can give fines, and it is a lengthy process.

Mayor England asked for a motion.

Motion: to appoint Mr. Mariutto to the Code Enforcement Board as the Senior Alternate. **Moved by** Commissioner Torres, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved on to Item VIII.

VIII. PUBLIC COMMENTS

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

Attorney Doug Burnett, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, FL, (spoke as a resident) presented a PowerPoint presentation (Exhibit 1). He advised that there are a couple of problems with Ocean Hammock Park, but the Commission does have a solution to correct the problems. He explained that the City has to follow its adopted ordinances. The Comprehensive Plan is adopted by an ordinance. The City adopted a new Comprehensive Plan, the 20/40 plan, back in January 2020. The City in purposing parking next to residential land must have visual screening, which has been done before but needs to be expanded upon. He explained that the City cannot develop Ocean Hammock Park without demonstrating that it is maximizing preservation. He explained that Ocean Hammock Park has been planned already, but the new Comprehensive Plan that was adopted after Ocean Hammock Park was acquired and did not write in exemptions for Ocean Hammock Park; therefore, Ocean Hammock Park must go by the Comprehensive Plan. He advised the Commission needs to maximize preservation at Ocean Hammock Park. The City's Comprehensive Plan talks about preservation of open space, which parking would eliminate. He explained that the Comprehensive Plan could be amended, but the Commission cannot do it without the amendment to the Comprehensive Plan. The City cannot comply with the Future Land Use Map currently because of the ordinance that sought Maratea from becoming a Planned Unit Development (PUD). The City amended the Comprehensive Plan, but did not do a zoning ordinance. Maratea is a PUD. The Comprehensive Plan modified it to recreation. This parcel was mixed use at the time and the ordinance that the City tried to pass in 2018 was to turn the property into recreation. The problem is that the land use change was to recreation and did not do anything

for zoning and did not notify the public. In 2018 the map was changed to Parks and Recreation. In 2019 the City goes through the adoption of the 20/40 Comprehensive Plan and the Future Land Use Map is the 2019 map after 2018 and adopted it in 2020 by ordinance, which changed it back to mixed use because you used the 2019 map. The challenge would be that the current map would indicate as attached to the Comprehensive Plan in 2019, which would be mixed use. Also, the ordinance did not get rid of the PUD. Whether Ocean Hammock Park is mixed use or parks and recreation, the City does not have a defined use. The Future Land Use Map did not align with the Comprehensive Plan because the text in the map is not consistent. There are uses shown on the map that are not written in the text, such as the allowable uses. The only way the Commission can have a recreational parcel under the Comprehensive Plan is if it is mixed use in support of residential. He advised a park in Sea Grove, Sea Colony or Anastasia Dunes, but not a park independent of residential. If it is parks and recreation, there is no definition of what recreation is in the Comprehensive Plan. The PUD Ordinances 05-09 and Ordinance 09-01 were rezoning the property. Ordinance 05-09 was to rezone the whole parcel and Ordinance 09-01 was to rezone it to scale it back after the City bought the front portion. After the City bought the front portion, no one went back and modified the PUD ordinance to take it all to the City. The ordinance with the site plan shows along the bottom as conservation area and a retention pond another area. The language in the preamble to the ordinance said it did away with the previous ordinance, but it could not have because it was never rezoned as an ordinance. The City has a stormwater management modeling requirement, which has not been done. It requires a habitat management plan to be done for all new development. The City cannot build a park plan without a recreation master plan, which requires an adopted level of services. The Comprehensive Plan has a minimal number of services, but the City does not have an inventory for recreation square footage and how it effects the City. The City must maintain open space and recreation according to the Comprehensive Plan. He asked why the east Ocean Hammock Park would be developed before the west Hammock Park. There is a problem in protecting the east park and the tourist and residents who go there because it is remote. The Police Department has challenges with opening and closing the park and his neighborhood has had problems from time to time. It would be better to develop the west park and it would help with the parking needs. Publix would be more accessible to the public with the west park than the east park. He asked why more parking is necessary and if the Commission is creating more parking for the businesses. Creating more parking for the businesses would be a disadvantage to other businesses. The Comprehensive Plan put in conditions like businesses not burdening the City. All developments should have parking for their own business and pay for their own development, not the City. Using parkettes for parking goes back to the open spaces in the Comprehensive Plan and the parkettes are misidentified in the Future Land Use Map and are shown as part of the rights-of-ways. They should be relabeled as parks and recreation on the map and parks and recreation needs to be redefined in the Comprehensive Plan. The plans show conflicting traffic patterns and eliminates stacking and would not meet the requirements for in and out for those parking spaces. Every road in the City is at a level service "D" and yet the Commission is trying to accommodate more traffic and more parking. The business developer should be paying for those improvements. He suggested amending the Comprehensive Plan and the Future Land Use Map first before moving forward. The Comprehensive Plan overrides the zoning regulations. There are no variances to the Comprehensive Plan. It would need to be amended.

Mayor England thanked Attorney Burnett for the research he has done and asked for a copy of his PowerPoint. She said that this is the perfect time to discuss the issue because no decisions have been made yet. She thanked everyone for their input at this time. She suggested getting other agencies involved to help the City with this issue.

Commissioner Torres appreciated Attorney Burnett's research and his community participation.

He advised that he would be researching the Comprehensive Plan and with Attorney Burnett's permission, he would like to discuss it further with him.

Attorney Burnett said of course. He advised that he appreciates the Commission listening to the residents on these issues and allowing him to speak tonight.

Mayor England advised that residents all have three minutes to speak; however, if what Attorney Burnett has said is your point of view, please make it concise due to time restraints.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, advised that this should have been on the agenda; advised that it was wrong to allow Attorney Burnett ten minutes instead of three minutes like everyone else; advised Attorney Burnett is unethical; advised that more parking means more money the City will get; advised half of the parking at Pier Park is employee parking for Salt Life; agrees with more parking is needed; and explained that beach renourishment will not continue without more parking.

Russell Denea, 405 Ocean Grove Circle, St. Augustine Beach, FL, was concerned about the protection of the environment and safety of the public because of the boundaries between the residents and the public.

Bill Pelzer, 461 Ocean Gove Circle, St. Augustine Beach, FL, advised that he has lived here since 2008; Ocean Hammock Park was supposed to be a conservation park and wetlands; the plans for Ocean Hammock Park do not include and security and could be a refuge for the homeless; suggested that all entries have locking gates and a firm commitment that the Police will patrol the premises at night, and no trespassing signs will be displayed.

William Alonso, 938 Deer Hammock Circle, St. Augustine Beach, FL, explained that people come over the 8-foot fence into Sea Colony and if bathrooms are installed, it could attract the homeless. He said that traffic will be a problem.

Debbie Foppe, 901 Ocean Palm Way, St. Augustine Beach, FL, read a letter to the Commission and asked to keep the City green and not a big parking lot for private businesses. She advised that there are safety and pollution concerns and does not want development. She collected over 700 signatures against the development and gave them to the City Clerk (Exhibit 3).

Nancy McManus, 413 Ocean Grove Circle, St. Augustine Beach, FL, advised that she picks up beer bottles and syringes in Ocean Hammock Park and the traffic is busy now and will get worse.

Tamra Rushing, 848 Ocean Palm Way, St. Augustine Beach, FL, advised that she left the west part of St. Johns County because of the congestion and moved to the beach. She asked the Commission to decide what the City wants to be and portray and advised that the demand will not slow down. She explained that the residents' safety should come first and not try to accommodate all of St. Johns County. She explained that parking should not be done to help non-residents.

Kevin Hoey, 1657 Makarios Drive, St. Augustine Beach, FL, thanked Attorney Burnett for his research and advised that he lives down the street from Sea Colony. He has seen an Increase in traffic and bad behavior in the past years. Changing the parkettes to parking spaces would not make the residents happy. It seems that most of the focus is for the tourists and the businesses, not the residents and wants to preserve the City as it is.

Dan Miles, 928 Ocean Palm Way, St. Augustine Beach, FL, advised that he was born and raised in St. Johns County and the City has fallen victim of their success. Eliminating the last green space along A1A Beach Boulevard with 160 parking spaces will not make a difference. He advised that he appreciated Attorney Burnett for his research and all he has done for the community.

Roger Wentz, 117 Spanish Oaks Lane, St. Augustine Beach, FL, advised that he thought he found

paradise, but this would change it. He suggested that the Comprehensive Plan should have in its permeability of the ground and the less paving the better it is.

Amanda Rodriguez, 32 Versaggi Drive, St. Augustine Beach, FL, advised the Commission to think out of the box and protect the residents. Utilize the shuttle and other parking south of the City. She advised that there is no protection for the residents, and it could grow into a problem.

Robin Streit, 114 D Street, St. Augustine Beach, FL, bought her house 1997. She lives next to the parkette and has a personal interest. The parking has been an issue on D Street and requested not to have a parking lot on 2nd Street.

Jane Collar, 716 Ocean Palm Way, St. Augustine Beach, FL, advised that there is plenty of parking on the beach and there is no need for more parking. She has had homeless people follow them and disappear into the woods. She suggested developing the west park first. Fighting and partying goes on in the middle of the night on the beach and adding parking and bathrooms will make it more dangerous.

Mayor England closed the Public Comments section and thanked all the residents who came out to express your opinions. We are just looking into the project. Please let us know your concerns. This will help the Commission to talk to St. Johns County about these issues. The Commission has not made any decisions yet and we are only researching it because a previous Commissioner asked us to do that.

Commissioner Rumrell thanked the residents for coming because it is important to get your input, but there are also neighbors on the alphabet and numbered streets that have people constantly parking in front of their houses. He does not think of it being a problem to add parking spaces because it will help. He advised that he is not for 162 parking spaces and feels that some solutions are shuttles, and other mobilities. Combining the shuttles and adding parking would be a solution. He said that the input helps but saying no we do not want any parking is not the right answer. He advised the answer is how do we find the right parking and where do we put the right parking. He is not for changing the parkettes, but there are some parkettes that people do not know about because they are not maintained. He said that the other neighbors constantly email him to get the parking off their streets and it is to the point where we have residential parking only signs to stop people from parking in front of houses. He wants to work with everybody.

Vice Mayor Samora advised that this is not new regarding parking and staff is doing their due diligence to give the Commission ideas to solve the problems. He explained that the Commission is very early in the process and as Mayor England said it is a perfect time to hear the comments in order to guide our decisions on this issue.

City Manager Royle advised that this will be brought up at the Comprehensive Planning and Zoning Board meeting on July 20th at 6:00 p.m. in the Commission room. They will be discussing parking throughout the City, not necessary just Ocean Hammock Park. The Chairman of the Board asked the members to make a prioritize list of where they feel the parking spaces should be added. So far only one list was received from the Chairman.

Mayor England then moved on to Item IX.

IX. COMMISSIONER COMMENTS

Mayor England asked Commissioner Torres for his comments.

Commissioner Torres advised that the majority of the people that came today was because there was a big sign on A1A Beach Boulevard about Ocean Hammock Park. He stated that the Commission has made no decisions on parking as of this date.

Commissioner Rumrell advised that it is good to get information from the residents now, but there are 7,000 residents and none of the Commissioners have said the parking is to help businesses. He advised it was to help the residents and need to work to see what the longtime solution would be to fix the problem of parking in front of houses. There has to be a compromise of some sort. The Commission does not want to lose the integrity of the beach and wants ideas to make things work for a permanent solution.

Vice Mayor Samora agreed with Commissioner Rumrell and said that the Commission is only gathering information at this point and is happy to hear feedback from the residents. He advised that as a City we need to get out accurate and complete information and would like the Communications and Events Coordinator to get complete information out to the public on social media on parking, Ocean Hammock Park development plan, etc.

Mayor England advised that City Manager Royle and she have been asked St. Johns County to give in writing that they are going to move the fire station from Pier Park before the old city hall lease is over. She advised that there is parking available north of the City such as Pope Road and County properties. There could be development of parking at pier park. She explained that she has asked for two meetings with their staff and have not gotten any response, so she is going to the County Administrator Conrad Hunter to move forward on this. She was glad to see the residents come out and give their concerns so the Commission could bring it up to the County and the North Florida Transportation Planning Organization (NFTPO) to get help on the parking issues. She advised that the City of St. Augustine has a mobility study, and she would like to see if a tram could be between St. Augustine and St. Augustine Beach. She also asked County Commissioner Dean how much bed tax they are getting from the City and will ask for his help.

Vice Mayor Samora advised that the Tourist Development Council did talk about as part of the \$.50 bed tax intercity connectors could be funded by that increase. He asked the Commission to get to the County to support that increase. The River to Sea Loop plans and moving of the fire station should be advertised and put out on social media.

Commissioner Rumrell advised that there might be a way to forward the City's parking problem by doing a private /public partnership with the beach shuttle. If a bond could be issued to pay for the shuttle and people who use it pay the bond back, then the City would not have to pay for it. He advised that the City of Clearwater and other coastal communities do that.

Mayor England asked City Manager Royle to have Reuben Franklin, P.E., Public Works Director from the City of St. Augustine to come and give a presentation to the Commission on their mobility study.

Mayor England moved on to Item 1.

X. PUBLIC HEARINGS

1. Ordinance 21-07, First Public Hearing and Second Reading, to Provide Addition to Prohibited Uses in Section 3.02.03 of the Land Development Code (Presenter: Lex Taylor, City Attorney)

Mayor England introduced Item 1 and asked City Attorney Taylor to give a staff report.

City Attorney Taylor advised he changed the prohibited uses to keep out rehab centers and has not made any changes since the last reading.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and City Attorney Taylor to read the preamble of Ordinance 21-07.

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

Motion: to approve Ordinance 21-07 as read. **Moved by** Commissioner Rumrell, **Seconded by** Mayor England. Motion passed unanimously.

Mayor England moved on to Item 2.

XI. CONSENT

None.

XII. OLD BUSINESS

2. Light Up the Beach for City's New Year's Eve 2021 Special Event: Update Report (Presenter: Ms. Melinda Conlon, Events and Communications Coordinator)

This item has been rescheduled.

3. Non-Ad Valorem Assessment to Construct 2nd Street West of 2nd Avenue: Request to Approve Resolution 21-23 and Agreement with the Tax Collector (Presentation: Bill Tredik, Public Works Director)

Mayor England introduced Item 3 and asked Public Works Director Tredik to give his report.

Public Works Director Tredik requested approval of the non-ad valorem assessment and the agreement with the Tax Collector. He presented a PowerPoint (Exhibit 2) to recap the information to the Commission from the last meeting.

Vice Mayor Samora asked if anyone has received any comments from the property owners.

The Commission did not hear anything from the residents.

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

Motion: to approve Resolution 21-23 and the agreement with the Tax Collector. **Moved by** Mayor England, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved on to Item 4.

4. Ordinance 21-08, First Reading: to Amend Chapter 16 (Police Department) of the General City Code to Delete Obsolete Provisions (Presenter: Lex Taylor, City Attorney)

Mayor England introduced Item 4 and asked City Attorney Taylor to give his staff report.

City Attorney Taylor advised he made minimal changes. He explained that it brings the policies out of the code and into the Police Policy Manual.

Commissioner Rumrell asked if any changes have been made since the Commission saw it last meeting.

City Attorney Taylor advised no.

Discussion ensued regarding updating the policies on a timely basis.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for the preamble to be read.

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

Motion: to approve Ordinance 21-08 on First Reading. **Moved by** Mayor England, **Seconded by**

Commissioner Torres. Motion passed unanimously.

Mayor England moved on to Item 5.

5. Ordinance 21-09, First Reading: to Amend the Land Development Regulations to Allow the Comprehensive Planning and Zoning Board to Approve Certain Conditional Use Permits (Presenter: Brian Law, Building Official)

This item has been rescheduled.

6. Ordinance 21-10, First Reading: to Amend Chapter 18 (Streets and Sidewalks) of the General City Code to Delete Requirement for a Public Hearing Before Ordinance is Prepared to Vacate a Street or Alley (Presenter: Max Royle, City Manager)

This item has been rescheduled.

7. Ordinance 21-11, First Reading: to Amend the Land Development Regulations to Have First Public Hearing of an Ordinance to Change the Regulations Done by the Comprehensive Planning and Zoning Board (Presenter: Max Royle, City Manager)

Mayor England introduced Item 7 and asked City Manager Royle for his report.

City Manager Royle advised the Ordinance number is 21-09, not 21-11. He asked City Attorney Taylor if the Comprehensive Planning and Zoning Board public hearing would include land use amendments and suggested that the Comprehensive Planning and Zoning Board hear the first reading of the ordinance and then give their recommendation to the Commission for its final adoption.

City Attorney Taylor advised that he would put it in the preamble and change the ordinance for the next reading to reflect that.

City Manager Royle advised that this ordinance would allow the same number of public hearings, but the Comprehensive Planning and Zoning Board would do the first reading and give their recommendations to the Commission and then the Commission would adopt the ordinance, which would lessen the number of agenda topics.

Commissioner Rumrell advised that this will give the Comprehensive Planning and Zoning Board more of a roll in the process and then the Commission would do the final adoption.

Vice Mayor Samora asked if the timing of the Comprehensive Planning and Zoning Board would be enough in between meetings to advertise.

City Clerk Raddatz advised that the agendas and the Commission books are done a week before all meetings and then on the final reading is when the advertisements are put in the paper.

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

Meg O'Connell, 10 Versaggi Drive, St. Augustine Beach, asked if the public would still have the same number of public hearings.

Mayor England advised yes, and then explained the process.

Amanda Rodriguez, 32 Versaggi Drive, advised that she felt there would still be less of a chance for the public to speak after Mayor England explained the process.

Mayor England advised that was incorrect and then closed the Public Hearing and asked City Attorney Taylor to read the preamble.

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

Motion: to approve Ordinance 21-09. **Moved by** Mayor England, **Seconded by** Commissioner Torres. Motion passed unanimously.

City Attorney Taylor advised for the record that he read the preamble with the addition of the verbiage requested by City Manager Royle.

Mayor England moved on to Item 8.

8. Use of City Meeting Room by the Public: Review of Recommendations and Fees (Presenter: Max Royle, City Manager)

Mayor England introduced Item 8 and asked City Manager Royle for his report.

City Manager Royle advised that the public rooms have been closed due to the pandemic. Building C has started renovations for the IT Department under the Building Official's direction. The main meeting room proposal is to create the Communications and Events Coordinator office in half the space and the public meeting room in the other. He explained the time and weekdays it would be available and asked the Commission for their approval.

Mayor England advised that the meeting room is important for the public. She agreed with the times and calendar days.

Commissioner Rumrell agreed that the AA groups are the most important and he would like to make room for them.

City Manager Royle advised that there are several AA groups that met four days a week and evenings and some were very large groups. There would not be enough space for the large groups.

Discussion ensued on charging everyone who uses the room; the legalities that the City takes by having the public in the building and picking one group over another; security issues; having better working conditions for staff; letting the homeowner associations find their own place; not many places available in the City; whether to delegate the running of the meeting room to the City Manager; the size of the office for the Communications and Events Coordinator; having a conference room where the Communications and Events Coordinator's office is; using cubicles; where to have people for overflow at Commission meetings; and not wanting to limit public access.

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

It was the consensus of the Commission to approve the regulations that the fees will be paid by anyone who rents the meeting room, that the time blocks will be 9:00 – 11:00 a.m. and 1:00 – 3:00 p.m., Monday through Friday, and Saturday mornings from 9:00 – 11:00 a.m. only.

Mayor England moved on to Item 8.

XIII. NEW BUSINESS

9. St. Johns County's 2022 Legislative Action Plan: Discussion of Topics to Recommend be Included (Presenter: Max Royle, City Manager)

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

City Manager Royle explained that St. Johns County asked what issues the City wants to be put in the Legislative Action Plan. He suggested six items, or the Commission can change them. Beach renourishment will be done regardless.

Mayor England asked why the beach renourishment was not on the list.

City Manager Royle advised that every five (5) years the City is on a cycle to get a section of the beach renourished, so it does not need to be on the list. He advised that the City is on a 50 year Congressional authorized beach restoration process.

Mayor England asked to add public transportation between the City of St. Augustine and the City of St. Augustine Beach.

Vice Mayor Samora asked to add Home Rule, underground utility hardening, and funding for sea level rise preparedness to the list and delete the support of Visit Florida because it has multi-year funding.

Mayor England requested to add language to make cities and counties sustainable for stormwater management.

Commissioner Rumrell requested updating infrastructure of stormwater drains including roadways.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and asked for consensus.

It was the consensus of the Commission to send the City Manager's list along with the additions to St. Johns County.

Mayor England moved on to Item 10.

10. Fiscal Year 2022 Budget: Scheduling Date for Meeting in Late July to Set the Preliminary Millage (Presenter: Max Royle, City Manager)

Mayor England introduced Item 10 and asked City Manager Royle for his report.

City Manager Royle advised that in past years the Commission has met on the last Monday in July to set the preliminary millage rate. He asked if the Commission would be available July 26th at 6:00 p.m. in the Commission room. He explained that the Property Appraiser needs to have this information by the first week in August.

It was the consensus of the Commission to meet on Monday, July 26th at 6:00 p.m. in the Commission room.

Mayor England explained that in her experience working, there was a rule that the salaries could only be increased by a certain percentage. She asked the Commission to talk to other businesses in the area to see what salary increases they are doing and what inflation is at this time.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and then moved on to Item 11.

11. Florida League of Cities' Annual Conference: Selection of Voting Delegate (Presenter: Max Royle, City Manager)

Mayor England introduced Item 11 and then asked City Manager Royle to give his report.

City Manager Royle explained that the Florida League of Cities Conference will be in August and usually the Mayor is the delegate for the City.

After discussion on who was going to the conference, it was the consensus of the Commission that Mayor England would be the delegate for the City.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and then moved on to Item XIV.

XIV. STAFF COMMENTS

Mayor England asked City Manager Royle for his comments.

City Manager Royle advised that there is a Police Department Blood Drive on July 13th between noon and 5:00 p.m. He also mentioned the St. Johns County Time Capsule event on July 21st. He advised that the Commission changed the rules for the City Boards that members could miss more than three meetings in a row because of the pandemic and would now like to go back to the normal regulations.

The Commission agreed to go back to the normal regulations.

Commissioner Rumrell asked about the grant for Ocean Hammock Park and what needs to be done before the City runs out of time and the grant will have to be paid back.

City Manager Royle advised that the Public Works Department has a management plan that staff has been trying to implement but could not be due to money constraints. The State of Florida could request the money back, but it is unlikely if the City is trying to accomplish the tasks.

Vice Mayor Samora asked to put the management plan and the park map on the webpage.

Public Works Director Tredik advised that he would put the management plan and park map on the webpage. He is going to do an entire page dedicated to the park project as the plans come forth from Gulfstream Design.

Vice Mayor Samora requested it be sent to the Commission as well.

Public Works Director Tredik advised that he had a neighborhood meeting regarding Ocean Hammock Park and a lot of residents attended. The neighbors were concerned about security, and he has discussed it with the Police Chief. They are formulating plans to keep the park safe, and he is talking with Gulfstream Design on making it safer.

Commissioner Rumrell asked if Hammock Dunes Park was brought up in the conversation, so the Whispering Oaks residents know of what was discussed about the project.

Public Works Director Tredik advised that there is a management plan that must be accomplished, or the grant will have to be returned. He must do a stewardship report every year on its progress. We must make progress. Hammock Dunes has challenges because it has wetlands that would have to be crossed to get to the interior from A1A Beach Boulevard. There are permitting challenges associated with Hammock Dunes.

Commissioner Rumrell thought that there was some confusion that the grant money was for the 162 parking spaces, which it was not. The only grant money was for Ocean Hammock Park. There is no grant money outside of Ocean Hammock Park.

Public Works Director advised that at most Ocean Hammock Park would only allow 20 parking spaces. All the parking will be out of the conservation areas. He advised that he would put on the webpage the plans for Ocean Hammock Park as requested by the Commission.

Mayor England asked to do a whitepaper regarding Ocean Hammock Park and its history and if any questions to please contact staff. She would like to work on the whitepaper outline with City Manager Royle.

Public Works Director Tredik advised that he has been interviewing candidates for the Civil Engineer position who either want a lot of money or have no experience, but he is still interviewing. He explained his preparations for Hurricane Elsa in case of an event. He advised that \$72,500 was reimbursed to the City for the Resilience Report. He explained he would like to have a conference

room next to where the Communications and Events Coordinator's office would be.

Building Official Law stated new laws that Governor DeSantis passed on the Florida Building Codes. He mentioned that the state will start requiring digital seals and plans online soon. The local governments will not regulate construction worker licenses anymore and so the local governments are going to follow the counties' Type 2 licenses.

Mayor England asked if staff wants them to research vendors at the Florida League of Cities Conference.

Building Official Law advised that staff is keeping the Finance Department's software until they feel they need something else. It is not worth having several different software vendors. He mentioned that Governor DeSantis signed off on virtual inspections for easy things like installing a hot water heater and he will start developing a program for it. The City scored 100% on the annual CSR Flood program.

Police Sgt. Hammonds advised that the police calls were steady during the 4th of July weekend.

Finance Director Douylliez advised that the City Clerk will reach out to the Commission to schedule individual budget meetings the week before July 26th. She explained that she will only have preliminary figures for the budget for those meetings, but she explained that the City is still at a shortfall with revenues after the grant monies. She explained that in August she will massage the numbers to see where the City can set the millage rate. She explained that American Rescue Plan Act (ARPA) will be sending half of the funding from the State of Florida by the end of July but there has not been an official amount given. She said according to her calculations the City may receive \$3 million. There is no clear direction on what they will accept for projects to use the funding on; however, with all the City's stormwater projects needing to be done, that would be the logical use.

Vice Mayor Samora asked to research if transient rental properties can be charged a different millage rate. He advised that he had a conversation from a different municipality and that they do that.

Finance Director Douylliez advised that she has not heard of that, but she will research it.

City Attorney Taylor advised that he will be attending the Florida Municipal Attorney Association Conference and may have some information to share with the Commission. He has been working with Building Official Law on the new legislation that has recently passed.

Building Official Law advised that the City cannot discourage a home occupational license and they do not have to go for a variance. There are some requirements regarding parking. He advised that he will be adjusting the table of uses to reflect that.

Discussion ensued regarding what could be done regarding the comments made from Attorney Burnett.

City Attorney Taylor advised that whatever the Commission wants to do it can be done but may require more steps to go through.

Building Official Law advised that Ms. Fleet who did the Comprehensive Plan will be calling the Building Department tomorrow to discuss the comments from Attorney Burnett.

Mayor England moved to Item XV.

XV. ADJOURNMENT

Mayor England asked for a motion.

Motion: to adjourn to meeting. **Moved by** Mayor England, **Seconded by** Commissioner Rumrell.
Motion passed unanimously.
Meeting was adjourned at 8:43 p.m.

Margaret England, Mayor

Attest:

Beverly Raddatz, City Clerk



MINUTES

CITY COMMISSION BUDGET MEETING MONDAY, JULY 26, 2021, AT 6:00 P.M.

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

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, Commissioner Rumrell, and Commissioner Torres.

Also present: City Manager Royle, Deputy City Clerk Fitzgerald, Finance Director Douylliez, Building Official Law, Public Works Director Tredik, and Police Chief Carswell.

IV. REVIEW OF FISCAL YEAR 2022 BUDGET

A. Introduction: Max Royle, City Manager

City Manager Royle confirmed that this is a one topic agenda for the FY 2022 budget and to set a preliminary property tax millage. He said that the millage will be sent to the Property Appraiser, who will send it to every property owner within the City in August. He advised that the first public hearing for the FY 22 budget would probably be September 13, 2021, because the first Monday in September is a holiday. He said that Finance Director Douylliez has prepared one of the best budget summaries that he has seen.

B. Presentation of the Budget: Patty Douylliez, Finance Director

1. Overview of Revenues and Expenditures

Finance Director Douylliez gave a PowerPoint presentation (Exhibit A) and said that the preliminary millage is set high at 2.5998 and that she is still waiting for numbers from the State. She said that the demographic statistical data from 2015-2019 shows the median value owner-occupied units at \$414,400, median household income is \$86,056, median family income is \$92,041, and median age is 48.

Commissioner George asked if the median value of owner-occupied units is from the current taxable value.

Finance Director Douylliez advised that the figure is the current value of the homes in the City. She said that the information is from the Census, which does not consider homestead exemptions, etc.

Mayor England asked if it is for single family residents only.

Finance Director Douylliez advised that it is an overall number for all owner-occupied

units. She gave examples of the ad valorem millage rates based on a median value home at \$414,400 to show as a comparison. She advised that the City could roll back to the millage rate of 2.3742 which would keep the payments flat year-after-year, or it could go as high as 2.5998, which is what the FY 22 budget is based on. She said that the comparison of the roll back millage of 2.3742 at \$983.87, to the proposed millage of 2.5998 at \$1,077.36 would be an increase of approximately \$93. She summarized some of the changes that are impacting the FY 22 budget, such as fund and department changes and capital projects. She discussed the Road & Bridge Department vs. the Road & Bridge Fund and that the only legal requirement for the Road & Bridge Fund is the Local Option Gas Tax which comes from the State and that a fund must be maintained. This will also help balance the Reserve Funds, which will be discussed in another slide. She said that the City needs to add employees, such as an additional IT Department employee to meet the City's requirements, an additional Building Department employee to fill the permit tech position that will be opening up soon, and the newly hired engineer for the Public Works Department. She said that there will also be a part-time plan reviewer in the Building Department and that two additional employees will be needed when the City takes over recycling during the last four months of this year. She advised that the City has significant capital projects that will happen this year and that many are funded through grants and impact fees.

Commissioner Rumrell advised that the Ocean Walk drainage project is completely covered by the funding from Tallahassee.

Finance Director Douylliez discussed the FY 22 total revenues by fund. She pointed out that there is a significant decrease in the Road & Bridge Fund because the majority of it is now in the General Fund. Overall, the total revenue is \$15,529,127 which is an increase over the prior year of \$924,742 due to impact fees and grants. She said that the FY 22 property valuation increased to \$1,524,903,565 and that the current millage rate is 2.4500, the proposed millage is 2.5998, and that each tenth of a mill is \$152,490 at 95%. The FY 22 revenue for the General Fund is based upon ad valorem taxes at a 95% collection rate which is an increase from the prior year and that the non-ad valorem is also at an increase from the prior year. She advised that the State revenues are just an estimate at this time. The Electric Utility Tax and Franchise Fees have also increased. The FY 22 expenditures include salaries & benefits at \$5,161,653, operating at \$1,637,329, and capital at \$5,605,800 which total \$12,404,782 for expenditures.

2. Salaries and Benefits

Finance Director Douylliez advised that FY 21 salaries were at \$3,171,192 and the FY 22 proposed salaries are \$3,303,709 and that the increase is based on a 1.3% Cost-of-Living Adjustment (COLA) and a step-merit increase of 3% that was previously approved by the Commission. With the change in the economy, the COLA could possibly increase to as high as 5% next year. The employee benefits are based on estimates from the Florida Municipal Insurance Trust (FMIT) which indicate an increase of 5%, and an increase in the Florida Retirement System (FRS). She advised that the FRS is set by the State. FY 20 benefits were \$1,371,113 and the FY 21 were \$1,583,080. She said that workers' compensation insurance estimated an 8% increase and that the numbers show that the City is slightly under that by a few thousand dollars. However, the City budgeted 5% for health insurance and it is now at 9.8% which totals approximately another \$29,000 that is not shown on this PowerPoint Presentation.

3. Capital Outlay Requests

Finance Director Douylliez advised that capital outlay is the second largest portion of the

budget. Many projects are covered by grants and impact fees and that the City has a significant list of capital projects. She recapped the current capital outlay projects by department, with the largest coming from the Public Works Department.

Finance Director Douylliez said that the proposed millage rate of 2.5998 is large but that the City has significant requests for capital over the next four years and that there are a lot of projects that need to be done.

4. General Fund Reserves

Finance Director Douylliez said that the reserve estimate is a touchy situation, and it was an audit point last year. The City should be at 20% fully reserved. She is projecting that the City will be at the fully reserved level. She discussed the funds that the City received from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and State funds.

5. Long Term Debt

Finance Director Douylliez advised that the City does have bonds that cannot be redone for another few years and that there is a pending deadline for the end of the debt service millage rate taxed at 0.5000 mills through 2028. There is a period of time when the City will have to pay the bond payments after the expiration of the 0.5000 mills. The balance is approximately \$3.2 million. The City must continue to put money into the reserves to pay for that.

Finance Director Douylliez said that it is nice not to have the reserves as an issue this year. Her main concerns for FY 22 are: cash flow, capital projects, employees, and emergencies. She said that even though the capital projects are funded from grants and impact fees, there is sometimes a delay getting the money back from the grants. She advised that the City would bill out as quickly as possible. The capital projects and the cash flow will have to be timed perfectly. She has concerns about the cost of living for the employees and also that the City is struggling to get employees. Other local companies are paying \$16-\$17 an hour and the City is paying \$13.69 to start. She is also concerned for any emergencies from storms, etc.

Mayor England asked for Commissioner discussion. Being none, Mayor England moved on to Item V.

V. PUBLIC COMMENTS

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

Laurel Dean, 205 A Street, St. Augustine Beach, FL, said that she does not want any new paved parking or over-development in Ocean Hammock Park. She asked that it not be included in the budget.

Commissioner George asked if there is funding in the budget for parking in the public plazas.

Finance Director Douylliez advised that there is paving work in the budget. The three areas designated for parking improvements in the upcoming year are: 4th Street parallel parking at \$35,000, \$25,000 for A Street and 1st Street plaza design and permitting, and 8th Street at \$90,000.

Commissioner George said that those are all existing parking areas that are being improved. She asked Director Tredik to provide budget information for Ocean Hammock Park.

Public Works Director Tredik advised that there is no plan for immediate construction of parking in Ocean Hammock Park. He said that it has not been designed and it is not in the budget for construction yet.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, urged the Commission to vote for the highest millage and a 5% COLA for employees. He said that he is embarrassed that City employees are only making \$13/hour and for the City to get them to \$20/hour. A City that averages an income of \$80,000 should be able to afford it. Employees are being cheated because of the subsidized waste disposal costs. He suggested an emergency meeting to get employees paid.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, complimented Finance Director Douylliez for an excellent presentation. He said that non-ad valorem taxes went from \$74 to \$178 to \$204 for garbage fees, and that County residents think that is a bargain. If the Police Department does not have body cameras, then the City should consider it under the American Rescue Plan Act (ARPA), and to also consider ARPA for construction, infrastructure, etc.

Mayor England asked if body cameras were in the budget for this year.

Police Chief Carswell advised that they are not in the budget.

Mayor England asked Finance Director Douylliez to discuss the American Rescue Plan Act after Public Comments.

Tamra Rushing, 848 Ocean Palm Way, St. Augustine Beach, FL, asked if the City is allotting maintenance money for infrastructure additions, such as the Ocean Hammock Park restrooms. She said that Chief Carswell commented at a recent Sea Colony Board meeting saying that crime is trending upward, and she wants to make sure that enough is budgeted for such things. The increase in crime is from visitors, not residents.

Linda Miles, 928 Ocean Palm Way, St. Augustine Beach, FL, said that it would be nice to hold the millage the same. She does not agree with raising millage to fund projects that residents do not want. Ocean Hammock Park has not been maintained as it is, much less with additions. She said that there was an item in the budget for cameras and she was not sure if those were for Ocean Hammock Park.

Mayor England asked Finance Director Douylliez if the line item for the cameras was for replacing the cameras in the Commission Room.

Finance Director Douylliez advised that the cameras are for City Hall.

Mayor England closed the Public Comments section and moved on to Item VI.

VI. SETTING PRELIMINARY PROPERTY TAX MILLAGE FOR FISCAL YEAR 2022, AND DATE, TIME, AND PLACE FOR FIRST PUBLIC HEARING ON THE BUDGET

Mayor England asked Finance Director Douylliez to discuss the American Rescue Plan Act and to provide information as to what the City has applied for, the money received, and the future plans for the funds.

Finance Director Douylliez said that the City is eligible for approximately \$3 million from the American Rescue Plan Act (ARPA). She advised that the latest information she received is that the first half of the funds (\$1.5 million) should be received by July 31, 2021, but that she has not had any direct communication from State. The \$1.5 million is going to be used for projects, in particular, the stormwater drainage project. A Master Stormwater Drainage update is at a significant cost of approximately \$100,000, but it would rank the projects in order by what is needed, and the City can utilize the ARPA money for those projects. It has been recommended by the auditors to use the ARPA funds for one-time projects, and not to inflate the budget since it will not last. If the money is budgeted for by December 31, 2024, then the City can continue to spend down the ARPA proceeds through December 31, 2026. She advised that having the Master Stormwater Plan is key to selecting projects to use the ARPA funding for. The money is not shown in the current budget, and she said that she would set up a new ARPA Capital Budget Fund to account for the funds specifically.

Mayor England asked where the ARPA funds are indicated in the FY 22 budget.

Finance Director Douylliez advised that the ARPA funds are not allocated in this budget at all. The projects listed in this budget are funded by other grants and the City is not able to use the ARPA funds to fund the City's share, it must be a City match.

Mayor England said that the City has money coming in that cannot be shown on the budget, expenses that are shown in the budget, and then the City wants to raise the millage.

Finance Director Douylliez advised that the expenses in the FY 22 budget are mostly covered by the grants. There are other projects that are not covered by grants such as vehicles, equipment needs, cameras, mowers, etc. She advised that parking projects are not funded by ARPA. She recapped the City's budget on page 36, which shows the breakdown of the projects. Of the other \$1.7 million in the budget, \$250,000 is resurfacing and maintenance of the roads that is not covered by ARPA.

Mayor England said that some of the \$1.7 million would be covered by the ARPA.

Finance Director Douylliez said that nothing that is the City's expense would be covered by the ARPA.

Mayor England asked for other Commissioner comments.

Vice Mayor Samora said that if there is nothing in the proposed budget that could be covered by ARPA, then would the Master Stormwater Plan be covered.

Finance Director Douylliez advised that she specifically asked if the ARPA funds could be used for the Master Stormwater Plan, and she was told a flat "no". The ARPA funds must be for a specific project and the Master Stormwater Plan is not a specific project. Once the projects are identified by the Master Stormwater Plan, then the ARPA funds can be used to pay for a consultant, a plan manager, etc.

Commissioner George said that she thought that the resurfacing was eligible.

Finance Director Douylliez advised that utilities, water, sewer, stormwater, broadband, infrastructure, etc. are eligible. She said that identified revenue losses from the prior year would qualify, but that the City's losses were minimal. She advised that the auditor said to focus on projects. She advised that the City's budgeted expenses would not be covered.

Commissioner George said most of the improvements are simply ongoing capital improvements, such as replacing worn out equipment.

Finance Director Douylliez said that the major expense item is the Mizell Pond Weir Project for \$476,000. She said that the current Hazard Mitigation Grant Program (HMGP) grant will be adapted from \$2.4 million to \$2.9 million, then the City would be responsible for 25%.

Public Works Director Tredik advised that he submitted paperwork to the State to increase the approved budget for the weir project. He expects it to be approved and that it would fund 75% of the total project. The St. Johns Water Management District portion is \$632,000, which leaves the City approximately \$95,000 short of paying for the project in full. He said that the reason that the ARPA funds cannot be used is because the HMGP does not allow the use of Federal funds as a match for a Federal grant. He said that the Master Stormwater Plan is being developed next year, which would create projects that can be directly funded by the ARPA.

Mayor England said that by the end of July the City should receive a written confirmation of what amount is allocated to the City.

Finance Director Douylliez said yes, and that half of the funds in the amount of \$1.5 million should also be received. It is not in this budget because it has not been received. She said that it will go into a separate bank account to track it directly.

Mayor England said that when the Master Stormwater Plan is updated, that it will create projects and that the ARPA funds could be used for the stormwater projects within two years.

Finance Director Douylliez advised that once the stormwater projects are identified, then staff would prepare a budget resolution for Commission approval to bring the revenue in.

Commissioner George said that the City has the infrastructure needs now and that there is no need to look for projects. She said that the current Stormwater Master Plan is very old, and the environmental conditions have changed drastically. This will utilize experts to engineer the projects. She also addressed some of the Public Comments. She said that even though Mr. Reynolds has left the room, that the City has adopted a step program to slowly increase the base rate of pay for employees. She also addressed the comments made by Ms. Rushing & Ms. Miles who said that the projects should reflect priorities of the City and its residents, and that the Commission agrees with that. She said that Ocean Hammock Park was purchased at market, and that there were developers that wanted to buy and develop the property. The City was able to utilize State grant funding to acquire title, but that the City had to commit to certain development plans. If the development plan is not carried out, then the City risks losing the grant funding. She believes that it is better for future generations if the City is able to keep the land. She advised that she would be willing to speak to anyone that is interested after the meeting in an appropriate forum.

Mayor England asked Public Works Director Tredik to recap the obligations that the City must fulfill for Ocean Hammock Park.

Public Works Director Tredik advised that he would be giving a presentation at the August 11, 2021, Commission meeting. He said that there is a lengthy list of requirements for Ocean Hammock Park, such as: an observation platform, a half-mile of trails, restrooms, picnic pavilion, education center, etc.

Vice Mayor Samora said that there is a lot of capital expenses and a lot of grant money. He asked Finance Director Douylliez how much of the capital expenses would be covered by grant funds.

Finance Director Douylliez advised that the grant money is combined with impact fees. She gave a quick estimate of slightly over \$3 million in grants. She said that the largest grant of \$2.9 million is for the weir and could be billed monthly instead of quarterly to recover funds quicker. She advised that the last HMGP grant took a couple of weeks to get money back, but that it is crucial to make sure paperwork is approved and in place. She said that Director Tredik will be working with the engineering firm to make sure that everything is ready to go.

Public Works Director Tredik said that the delay for the design was due to an amendment to the grant.

Vice Mayor Samora asked if the millage is set to cover the \$3 million.

Finance Director Douylliez advised that the millage is a separate fund and that the only portion coming from Capital Improvement Reserves is \$476,222.50, the rest is from impact fees.

Discussion ensued regrading impact fee monies; the grants; getting confirmation of the \$476,222.50.

Vice Mayor Samora asked if the Commission would be receiving a presentation for employee healthcare options.

Finance Director Douylliez advised that the healthcare coverage did not go back out to bid because it is time consuming with very little benefit. She said that the proposal is the exact same plan with a 9.8% increase.

Vice Mayor Samora said that the presentation shows that 30 employees are enrolled for healthcare. He asked if that includes the projected new hires.

Finance Director Douylliez advised that the presentation shows the City's base plan and that there is a buy-up plan available. She said that the City has approximately 59 employees that are covered under insurance, and that the presentation is showing the portion that the City pays for, which is based on the lower base plan rate. She advised that there are upcoming adjustments to be made and that the budget numbers will reflect the additional \$29,058.99 expense for the insurance increase when it is presented to the Commission again in August. She said that staff is also trying to reduce operating expenses or possibly remove a capital item from the budget to be able to continue to fund the insurance.

Commissioner Rumrell suggested that the City should explore selling its portion of Hammock Dunes Park on the west side of A1A Beach Boulevard to Forever Florida to preserve green space which will increase revenue for the City. He said that the original purchase price was \$1.25 million for the City's portion, and he asked what the current value is.

City Manager Royle said he believed that the value of the property has increased. Hammock Dunes Park was purchased for \$2.5 million, and that the City paid half and St. Johns County paid half.

Commissioner Rumrell said that maybe St. Johns County would want Hammock Dunes Park and that if the City is not planning to develop it, then selling it is revenue for the City. He would like to keep it a green space and possibly generate revenue. He also advised that the City of St. Augustine is raising their trash service rates an additional \$60 a year.

Finance Director Douylliez said that it is in the City of St. Augustine's proposal to go from \$235 to \$295 which is close to the City's costs of \$300-\$315. St. Johns County's trash service is through a non-ad valorem assessment, and it is currently \$230 a year which is anticipated to increase \$5 a year over the next 4-5 years. The County's contract with Advanced Disposal/Waste Management is \$224 per home and that their contract ends 2024. She advised that the County owns their own transfer station therefore they do not pay tipping fees.

Commissioner Rumrell asked if the City were to piggy-back on the County's contract, then would the cost be \$235.

Finance Director Douylliez advised that those discussions would need to take place with the County, but that other St. Johns County residents would pay approximately \$235 a year.

Commissioner Rumrell asked if the City pays almost \$300,000 a year subsidizing the trash collection.

Finance Director Douylliez advised yes.

Commissioner Rumrell said that since the residents do not want the City to do the Ocean Hammock Park project, which it is obligated to do according to the grants, then the City should look at Hammock Dunes Park and to keep it green space and do not develop it.

Commissioner George advised that the City does not pay a management fee for Hammock Dunes Park. She said that she is not keen on liquidating assets. She said that the referendum may require the City to have a vote to sell Hammock Dunes Park and that there is a reverter clause if it is not maintained as a park.

Discussion ensued regarding Hammock Dunes Park and how to develop, pay for, and maintain it; that the public does not want the City to develop Ocean Hammock Park; that ten-years is not a significant amount of time in the life of a city; maybe a future commission would have the funds to develop Hammock Dunes Park with parking and/or paid parking and it could generate revenue.

Mayor England said that personally she would rather see the County use its funds to move the fire station as opposed to buying the City out of Hammock Dunes Park. She urged caution selling Hammock Dunes Park.

Vice Mayor Samora asked if there was any debt service on Hammock Dunes Park.

Finance Director Douylliez advised no.

Commissioner Torres said that when he met with staff that there were some efficiencies that could be improved. Unfortunately, costs are going up and City staff is very lean and efficient. He said that an employee's salary rate does not factor in all the other benefits that they are entitled to. He is disappointed in the recycling services, and he would like to end it. The City could save the money owed to the contractor to put the City's recycling program in effect. He said that he does not even put his own recycling out anymore. Transient rentals are still being invoiced for trash and that there should be a more efficient way of doing it, such as a non-ad valorem. He agrees with making parking improvements to existing parking and he said that the City needs a vision to implement what is better for the City. He is not against where the millage rate is going.

Mayor England advised that some of the parking was to improve existing parking and that the 8th Street parking would be new. She pointed out that some departments spent less on operating expenses than what was budgeted in FY 21, but the FY 22 proposal increased this year. She suggested to review it closer. She said tonight is to set a preliminary millage rate.

Commissioner George said that the Oceanside Circle project is approximately \$300,000. She asked Public Works Director Tredik how many homes are on that street.

Public Works Director Tredik advised that there are at least 10 homes and some empty lots on Oceanside Circle.

Vice Mayor Samora asked if the Oceanside Circle project is paid from impact fees.

Finance Director Douylliez said yes.

Commissioner George said that the City would be getting contributions for the 2nd Street extension over a six-year plan.

Commissioner Rumrell suggested to better schedule staffing to avoid overtime.

Public Works Director Tredik advised that staffing is stretched thin and that he is struggling to find and keep employees because other jobs in the area are paying higher wages. He said that the workload is full, and that overtime has been reduced. Overtime is an incentive to fill the weekend shifts that maintain the restrooms at the beach, maintain the chemicals at Splash Park, and empty the trash cans on the Boulevard. He advised that the weekend shift is considered seasonal, so it is not fulltime during the winter. Scheduling a fulltime employee for the weekend is difficult because that means that they would not be at work on Monday or Tuesday. He said that the City is seeing increased volume on trash routes and so it takes longer to complete the routes which means unplanned overtime.

Discussion ensued regarding whether the increase in trash is from people not recycling anymore; whether the City's tipping fees have increased; that tonnage has increased; that ending recycling means that everything goes into the trash; that Public Works cannot eliminate overtime, but it could be reduced.

Commissioner Rumrell asked about vehicle repair and maintenance for this year.

Finance Director Douylliez advised that the trash is already \$11,000 over budget and that there have been two large repairs to vehicles. She said that the \$33,000 proposed for FY 22 may be a low number. The addition of a new garbage truck is in the budget, and it may help lower the repair costs. She said that it could be eight months before the City gets the new truck.

Public Works Director Tredik said that the fleet is aging and that replacements have been continually delayed.

Discussion ensued regarding the costs for new vehicles; that a new Ford F150 is approximately

\$60,000.

Building Official Law advised that he buys his vehicles from the Sheriff's contract through the State at a discount for \$35-40,000 for a pickup truck, plus extra for tags.

Mayor England said that she would like to give staff direction on the personnel costs. She said that she does not have a problem with 1.3% COLA or 3% average merit.

Commissioner Torres said that would like to bring all everyone to \$15, but that he understands the trickle effect that that kind of jump would have. He said that he agrees with the 1.3% COLA and the 3% average merit.

Mayor England said that the Police Department reduced their budget and operating expenses and she commended Chief Carswell for that. She asked Chief Carswell to discuss why the body cameras are not in the FY 22 budget.

Police Chief Carswell advised that it would cost \$146,000 for body cameras. He said that the cameras would link to the Sheriff's dispatch and CAD system and that the Sheriff's Office is not going to have body cameras this year either. He advised that it would also require data upgrades and possibly an extra employee for records and upkeep. He said that there has been a decrease of complaints on City officers. There is an average of about 15 minor complaints a year, with only 1 excessive force complaint that was unfounded.

Vice Mayor Samora asked if the City would be able to move forward with body cameras if the Sheriff's Office implements them.

Police Chief Carswell advised yes.

Vice Mayor Samora asked if there is funding in the budget for the Sustainability and Environmental Planning Advisory Committee (SEPAC).

Finance Director Douylliez said no. She advised that SEPAC submitted a request after the packets were prepared asking for \$10,000 for a design by a green landscape architect and that they were hoping that the money could come from Tree and Landscape Fund which has approximately \$35,000 in it. She advised that Director Tredik was going to use some of those funds for the Ocean Hammock Park project.

Public Works Director Tredik advised that there are special conditions that Ocean Hammock Park requires, such as wetland planning and upland plantings. He said that there is also the concern that the trails are too close to neighboring yards. He said that the plan was to use a portion of the Tree Fund money to do the plantings and buffering.

Building Official Law advised that part of the Tree and Landscape Fund money comes from Planning & Zoning. He said that \$50 out of each building permit goes to the Fund. He said that the code was crafted so that the Public Works Director could bring projects to Commission for approval. If there is money left over, then SEPAC could present their project to Director Tredik who could then go to Commission. He said that SEPAC's purpose was to beautify the City, so why pay a planner. He suggested using the St. Johns Water Management District's guide for Florida friendly plants.

Commissioner George said that she believed that the guide deals more with water management than landscaping.

Vice Mayor Samora asked to find money for SEPAC.

Mayor England advised that there are no SEPAC operating expenses, and it would have to balance with their output. She said that it should be for specific projects that they will do from start to finish.

Commissioner George suggested to give SEPAC clear direction on how to spend their time and money, and to bring projects to the Commission with the possibility of using the Tree Fund money.

Commissioner Rumrell suggested that they should become a club and not Board so that they would not be bound by the Sunshine Law. He said that they could still give presentations to the Commission. He believes that they could accomplish more work as a club.

Discussion ensued regarding citizen boards; who must follow the Sunshine Law; the change of the Committee's name over the years; the Commission not supporting SEPAC projects.

Vice Mayor Samora said that if the City is going to keep SEPAC, then they should be funded.

Mayor England advised that SEPAC could be discussed at another time. She said that she would be flexible to fund their projects.

Finance Director Douylliez advised that funding was not included because SEPAC did not present their request until after the book was printed and that changes could be made to add funding for SEPAC before September. She said that SEPAC's allocation of funds would show in the General Fund under the Road & Bridge Department. She said that there is a line item for SEPAC's funding on page 21, titled "Beautification Projects" and that their operating expenses are not tracked. She advised that the overtime for employees that are required to attend SEPAC meetings comes out of the General Fund or Public Works.

Discussion ensued regarding if SEPAC becomes a club instead of a City Board that it would eliminate those operating costs; what is the City's current cost is for SEPAC meetings.

Finance Director Douylliez said that she would get those figures.

Mayor England asked for discussion of the millage rate.

Commissioner George said that she is flexible to setting the preliminary millage rate higher because it can be reduced.

Commissioner Torres said that he agreed with Commissioner George.

Motion: to set the operating millage at 2.5998 as recommended by staff. **Moved by** Commissioner George. **Seconded by** Commissioner Torres. Motion passed unanimously

Motion: to set the debt millage at 0.5000. **Moved by** Mayor England, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

It was the consensus of the Commission to schedule the first Public Hearing for the budget on September 13, 2021, at 5:01 p.m.

VII. ADJOURNMENT

Mayor England asked for a motion.

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

Meeting was adjourned at 7:38 p.m.


Margaret England, Mayor

Attest:

Dariana Fitzgerald, Deputy City Clerk

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: August 2, 2021

SUBJECT: Presentations:

- A. Recognition by Police Chief Dan Carswell of Mr. Samuel Laplante's Saving of a Swimmer from Drowning
- B. St. Augustine's Mobility Plan by Mr. Reuben Franklin, St. Augustine Public Works Director
- C. Planning for Public Parking by City Resident, Mr. Kevin Hoey

ITEM A. RECOGNITION

Attached as page 1 is an email from the Police Department's Administrative Assistant, Ms. Cynthia Aderhold, in which she provides the background for this presentation.

ITEM B. MOBILITY PLAN

Attached as pages 2-22 is St. Augustine's Mobility Plan. Mr. Franklin will discuss it with you at your meeting.

ITEM C. PARKING

Attached as pages 23-24 is an email from Mr. Kevin Hoey, in which he explains the reason and purpose for his presentation. We suggest that at its conclusion, you provide direction to staff concerning any action you want taken concerning it.

Max Royle

From: Cynthia Aderhold
Sent: Friday, July 16, 2021 1:26 PM
To: Max Royle
Cc: Daniel Carswell; Frankie Hammonds; Travis Harrell
Subject: August 11 Commission - Civilian Life Saving Recognition

Max,

We would like to recognize a civilian that saved a life last year. Can you add him to the agenda please?

Samuel Laplante

On 09/23/2020 at approximately 10:45 pm, Samuel Laplante observed a swimmer approximately fifty yards offshore caught in a rip current, in distress, and frantically yelling for help. Samuel Laplante waved down Officer B. Wright and identified the location of the distressed swimmer. Samuel Laplante told Officer Wright he was a certified Lifeguard and he was willing to help in anyway possible. Ofc. Wright provided Samuel Laplante with his rescue buoy. Without hesitation, Samuel Laplante entered the water, and began swimming towards Timothy Stewart. Once Samuel Laplante reached Timothy Stewart, he provided him with the rescue buoy and brought him back to shore. It should be noted, during this time, St. Augustine Beach was experiencing extremely rough ocean conditions with seas approximately 6-10 feet.

Due to Samuel Laplante's courageous actions, a person's lives were saved from drowning. The St Augustine Beach Police Department wants to recognize Samuel Laplante for his willingness to act and to thank him for putting himself in danger to save a person's life.

Sincerely,

Cynthia J. Aderhold

Administrative Assistant
St. Augustine Beach Police Department
2300 A1A South, St. Augustine FL 32080
904-471-3600





CITY OF ST. AUGUSTINE

MOBILITY PLAN & MOBILITY FEE TECHNICAL REPORT EXECUTIVE SUMMARY

JUNE 2021

NUE URBAN CONCEPTS
LAND USE • MOBILITY • PARKING • FEES

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ST. AUGUSTINE

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INTRODUCTION

The City of St. Augustine, founded in September 1565 by Don Pedro Menendez de Aviles of Spain, is the longest continually inhabited European-founded city in the United States. The St. Augustine Town Plan Historic District, a U.S. National Historic Landmark District, features a distinct layout based on the Spanish 1573 Laws of the Indies, and features a largely intact historic grid of narrow streets emanating out from the 16th century Plaza de la Constitución, referred to by some as the "heart of the ancient city".

The 2040 Mobility Plan honors the historic grid and brings together various City initiatives to further emphasize the walkability of the Historic District and to encourage creating a park-once environment that promotes visitors parking on the periphery of the District and using various multimodal transportation options to explore the City. The Mobility Plan serves as the basis for establishment of a Mobility Fee system, an alternative to transportation concurrency enacted by the Florida Legislature, that allows new development and redevelopment to mitigate its traffic impact to a local government's transportation system through payment of a one-time fee.

The Mobility Plan, adopted in 2020 through amendments to the City's Comprehensive Plan, promotes the continued transition from a transportation system focused on moving cars towards...

A MULTIMODAL SYSTEM FOCUSED ON PROVIDING PEOPLE WITH ENHANCED MOBILITY CHOICES TO WALK, BIKE, RIDE A TROLLEY, OR USE NEW FORMS OF TRANSPORTATION TO MOVE ABOUT THE CITY.

The amendments also encourage the continuance of innovative parking management strategies to provide City's residents with enhanced access to business and services, while also seeking to reduce the impact of traffic on neighborhood streets.

The 2040 Mobility Plan consist of four (4) distinct plans that include multimodal projects for sidewalks, paths, trails, protected bike lanes, low speed shared streets, complete streets, and multimodal ways. The plans address both citywide and regional mobility through microtransit circulators, multimodal parking structures, water taxis, an aerial tramway, regional rail that will connect St. Augustine with Jacksonville, and several regional road projects to direct regional cut-through traffic around the City. One of the most significant features of the 2040 Plan was the replacement of Road Level-of-Service (LOS) standards, used in transportation concurrency to plan for adding road capacity, with Street Quality-of-Service (QOS) standards to encourage slower speeds to make it safer for people to walk, bicycle, and access transit and trolley circulator services. The Mobility Plan and Mobility Fee Technical Report expands on the 2040 Mobility Plan and documents the methodology used to develop a mobility fee that meets legally established dual rational nexus and rough proportionality test and the requirements of Florida Statutes 163.3180 and 163.31801.



MOBILITY PLANNING

GOAL 3 of the Transportation and Mobility Element of the City of St. Augustine's Comprehensive Plan is:

"To enhance the quality of life for City residents and reduce congestion by (1) making it safer and more convenient for people to walk and bicycle, (2) creating a park once environment within the multimodal district for longer duration visits, and (3) developing innovative parking management strategies that improve access to local businesses and reduce the impact of non-city resident traffic on residential streets."

OBJECTIVE 3.1.1 of the Transportation and Mobility Element of the City of St. Augustine's Comprehensive Plan is:

"To develop and implement a 2040 Mobility Plan focused on the movement of people, the provision of multiple multimodal transportation options to move about the community, the pursuit of a park once environment for travel within the City's multimodal district for longer duration visits, and the development of a Mobility Fee, based upon the projects identified in the Mobility Plan, that allows for new development and redevelopment to equitably mitigate its impact to the multimodal transportation system."

POLICY 3.1.1 of the Transportation and Mobility Element of the City of St. Augustine's Comprehensive Plan states:

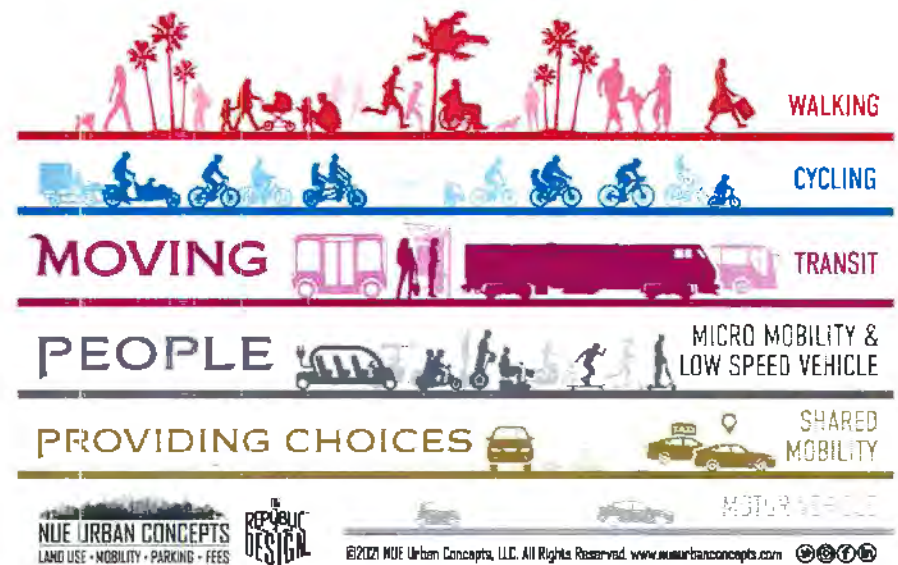
"The City will promote an interconnected, multimodal transportation system that transitions from a system focused on quickly moving motor vehicles toward a system that emphasizes the movement of people of all ages and abilities, whether those people choose to walk, bicycle, ride transit, drive a motor vehicle or use a new transportation mobility technology."

WHY DOES THE CITY NEED A MOBILITY PLAN?

In 2007, the Florida Legislature introduced the concept of Mobility Plans and Mobility Fees as an alternative to transportation concurrency and to provide an equitable way for new development to offset its traffic impact.

In 2013, the Legislature updated the Community Planning Act to encourage and allow local governments to adopt alternative mobility funding systems, such as Mobility Plans and Fees, as a replacement for transportation concurrency, proportionate share and road impact fees (Florida Statute 163.3180).

In 2020, the City of St. Augustine amended its Comprehensive Plan to integrate mobility into the Transportation Element. The Element established the legislative intent to develop a Mobility Fee based on the the multimodal projects established in the City's forward-looking Mobility Plan.



WHAT IS A MOBILITY FEE?

A Mobility Fee is a one-time fee paid by new development and redevelopment, which results in additional person travel demand, to mitigate its transportation impact. Mobility Fees are intended to be an alternative to transportation concurrency and road impact fees. The City of St. Augustine does not currently implement transportation concurrency, nor does it charge a road impact fee. St. Johns County currently implements transportation concurrency and charges road impact fees in the unincorporated parts of the County.

WHO WOULD PAY IF THE CITY OF ST. AUGUSTINE ADOPTED A MOBILITY FEE?

Any new residential development that requires a building permit or any new non-residential development that results in an increase in person travel demand. Mobility Fees are not a tax and they are not charged to existing homes or businesses; unless there is an addition, change of use, expansion, modification, or redevelopment that generates additional person travel demand (impact) above the existing use of the land. If an existing property owner has a vacant lot and applies for a building permit to construct a new home, then they would be required to pay an adopted Mobility Fee. Florida Statute exempts governmental uses, and public and charter schools from paying Mobility Fees.

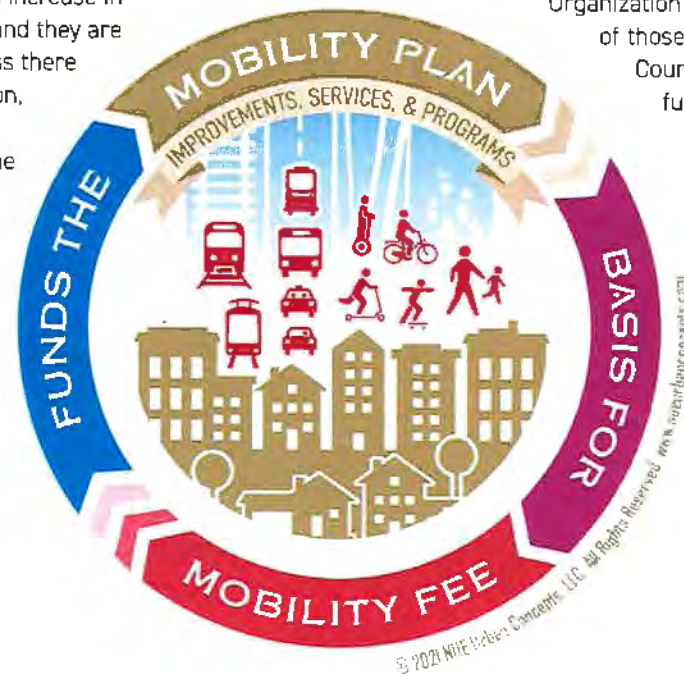
HOW ARE THE FEES DETERMINED?

Mobility Fees are calculated based on the cost and person capacity of the multimodal projects adopted as part of the City's Mobility Plan. Mobility Fees are one funding source available to the City to fund the multimodal projects that were adopted in the Mobility Plan.

HOW WILL THE CITY FUND MOBILITY PLAN PROJECTS?

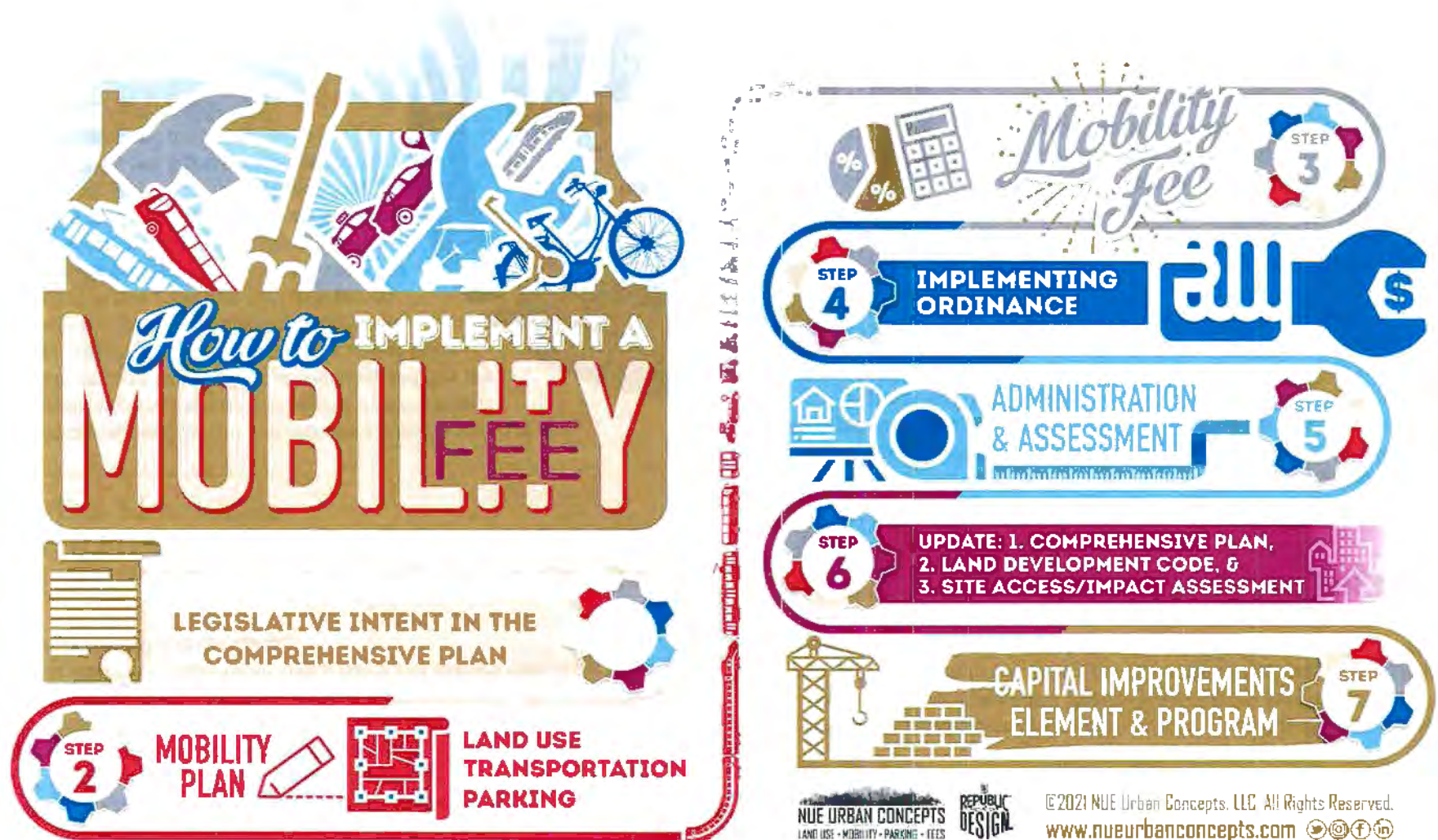
Beyond Mobility Fees, the multimodal projects identified in the City's Mobility Plan can be funded through a variety of sources, such as Federal and State earmarks, funds, grants, and programs through the North Florida Transportation Planning Organization (TPO). While the County does collect gas taxes, the majority of those funds are used to maintain current infrastructure. If the County adopted an infrastructure sales tax, a portion of those funds could be used to fund Mobility Plan projects.

The City could also consider the use of special assessments, Community Redevelopment Area (CRA) funds, property taxes, and tourist development taxes to help fund Mobility Plan projects. Services and programs such as shared micromobility programs and water taxi services may also charge user fees to pay for the programs and services. The identification of multimodal projects as part of a mobility plan provides the City with the means to proactively pursue appropriations and additional funding opportunities that frequently become available to promote economic development or economic stimulus programs and grants.



HOW ARE MOBILITY FEES IMPLEMENTED?

The following are the seven steps involved in the implementation of a Mobility Fee. The City has already undertaken the first two steps. This executive summary illustrates the plans adopted as part of step 2 and the projected Mobility Fee identified in step 3. The City is amending its Land Development Regulations to update parking regulations.



WHAT ARE MULTIMODAL PROJECTS?

The Mobility Plan accommodates a number of different types (modes) of travel on a variety of multimodal facilities (e.g., bike lanes, paths, roads, sidewalks, and trails). The images below illustrate the types of multimodal projects that are included in the Mobility Plan. Sidewalks and trails are intended to be primarily used by people bicycling and walking (non-motorized travel). Buffered and protected bike lanes are intended to be primarily used by people bicycling and using micromobility devices (non-motorized and motorized travel). Multimodal Ways are like bike lanes and may also be used by autonomous transit shuttles, golf carts, neighborhood electric vehicles, and trolleys.



PROTECTED BIKE LANES
(7' - 14' WIDE)



LOW SPEED BICYCLE BOULEVARD
(18' - 22' WIDE)



SHARED USE SIDEWALKS
(5' - 6' WIDE)



SHARED USE TRAILS
(10' - 14' WIDE)



RIVER WALK



LOW SPEED SHARED STREETS
(18' - 22' WIDE)



COMPLETE STREETS
(18' - 22' WIDE)



MULTIMODAL WAYS
(7' - 8' WIDE)



NEW ROADS / ROAD WIDENING
(9' - 12' WIDE)



HIGH-VISIBILITY CROSSWALKS & MID-BLOCK CROSSINGS



AMERICANS WITH DISABILITIES (ADA) & BICYCLE ACCESS RAMP



RAISED DRIVEWAYS & INTERSECTIONS



WAYFINDING SIGNAGE



STREETSCAPE / HARDSCAPE



LANDSCAPE, CANOPY & STREET TREES



MICROMOBILITY SHARING
(BIKES, E-BIKES, SCOOTER, & E-SCOOTER)



MICROTRANSIT CIRCULATORS
(GOLF, ATS, NEV, TROLLEY)



MOBILITY HUB PARKING GARAGE



WATER TAXI & FERRY



REGIONAL RAIL SERVICE



AERIAL TRAM

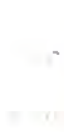
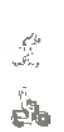


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PROJECT



HOW WERE THEY IDENTIFIED?

The multimodal projects identified in the Mobility Plan were established based on the fundamental multimodal elements necessary to transition from a transportation system focused on moving cars towards a safe, comfortable, and convenient multimodal transportation system focused on moving people and providing mobility choices.



MOBILITY: The ability to move people from place (origin) to place (destination) by multiple modes (walk, bike, transit, vehicle) of travel in a timely (speed) and efficient manner. The lack of sidewalks, paths, trails, bike lanes, and curb access ramps are often impediments to people choosing to walk or bike from home to work and other daily activities.



EQUITY: The ability to access relevant activities such as employment, education, entertainment, health care, personal services, recreation, and retail opportunities by people of all ages, abilities, race, and socioeconomic strata without undue and unjust burden. Equitable mobility provides transportation justice for not only underserved and/or disadvantaged communities but also for vulnerable users. People have a fundamental right to move around easily, safely, and conveniently.



ACCESSIBILITY: The ease at which people reach, enter, and use modes of travel (walk / bike / transit / vehicle) at the origin and destination of their trip. Transit systems are frequently burdened with addressing the issue of first and last mile access. Providing Americans with Disabilities Act (ADA)-compliant curb access ramps at origins, destinations, intersections, driveways, and mid-block crossings is imperative to removing impediments for vulnerable users such as the disabled, children, the elderly, and people riding bicycles and micromobility devices.



CONNECTIVITY: The number of route options people have available to them and their directness and/or distance. Gridded street networks provide a high level of connectivity, whereas dead-end cul-de-sacs do not. Innovative approaches to enhance connectivity, such as Low Speed and Shared Streets, along with using paths and trails for non-vehicular connections, improve mobility and accessibility for people walking, bicycling, riding micromobility devices, and accessing transit.



VISIBILITY: The frequency at which those driving a car see people walking, bicycling, riding various micromobility devices, and accessing transit. More people walking and biking = greater awareness and more people walking and biking = safer conditions (i.e. safety in numbers). Green bike lanes, pavers at crosswalks, and flashing signals are all design elements used to increase visibility of people walking and bicycling.



CONTINUITY: The uninterrupted consistency of sidewalks, paths, trails, and bike lanes in width and condition with logical beginning and endpoints that are without gaps and without sudden and abrupt termination. Roads do not suddenly terminate without warning, change number of lanes, or randomly change width without proper transitions — neither should sidewalks, paths, trails, or bike lanes.



SAFETY: The combination of behavioral and physical design elements of the built environment can make mobility comfortable and pleasant for all ages and abilities. The elements that provide safety include slower speeds, physical separation, enhanced visibility crossings, and designations for different mobility modes. Enhanced safety features encourage behavioral changes that make safety everyone's responsibility.



COMFORT: The sum of all the mobility elements plus the overall quality of the built environment provided for the various mobility modes that allow for comfortable travel, trip satisfaction, travel choice, and time-cost choice. The perception of comfort shows that the availability of a car doesn't automatically make it a first mode choice and the most obvious or direct route may also not be the most comfortable. Improving conditions can remove impediments, increase trip satisfaction and usefulness, and incline travellers to use non-vehicular modes.



SOCIAL VALUE: The people-to-people connections one experiences in a shared space environment, whether biking, walking, or riding transit. The social value of these interactions increases both individual happiness and societal happiness through active engagement with the community that overall increases the quality of life and fosters independence, especially for children and the elderly.

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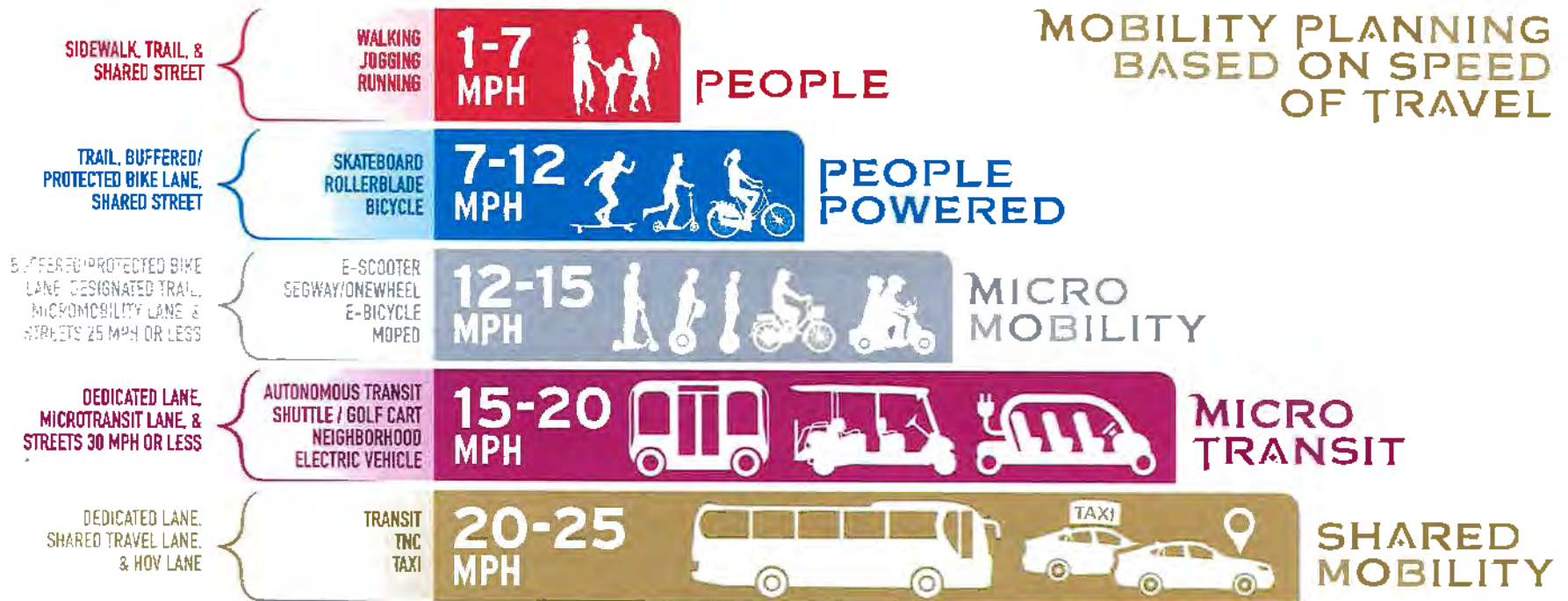
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MOBILITY PLANNING BASED ON TRAVEL SPEED

**SLOW
DOWN**

Sidewalks and paths are intended to accommodate people bicycling, jogging, walking, or pushing a stroller at 3 to 7 miles per hour. Roads are intended to accommodate people driving cars between 20 and 50 miles per hour. People riding an electric bicycle or an Autonomous Transit Shuttle or driving a golf cart are moving between 10 and 20 miles per hour and are not currently accommodated on most major roads in the City. Most people do not want electric bicycles or electric scooters using sidewalks in the City, even though Florida Statute allows them to be used wherever bicycles are used. Many people also don't want bicycles, golf carts or scooters to use entire lanes on major roads, even though, Florida Statute allows them to use the entire lane where other options are not available. The Mobility Plan attempts to safely accommodate multiple models of travel at varying speeds of travel.



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MOVING TOWARD SAFER STREETS FOR ALL

The City established policies in its Comprehensive Plan to move towards *Safer Streets for All* users of the transportation system. There are two primary components in moving towards *Safer Streets for All*: multimodal projects and speed of cars. The Mobility Plan identifies multimodal projects to enhance the safety, convenience, and connectivity for all users of the transportation system. The other component is lowering the speeds at which cars travel. The following Street Quality of Service Standards (QOS), based on posted speed limits, have been adopted in the Comprehensive Plan in recognition that slower speeds create a safe transportation system for all modes of travel. Studies have shown there is a direct correlation between the speed of car travel and the severity of crashes. As speeds increase, so does the probability that a crash involving people walking, bicycling, or driving will result in one or more fatalities. Lowering speed limits is a quick and inexpensive way to move towards *Safer Streets for All*.

MOVING TOWARDS SAFER STREETS FOR ALL

CITY OF ST. AUGUSTINE STREET QUALITY OF SERVICE STANDARDS



STREET QUALITY OF SERVICE (QOS) STANDARDS

POSTED SPEED LIMIT

APPLICABLE LOCATIONS

Quality of Service (QOS) A*

SPEED
LIMIT
15

SHARED STREETS / LOCAL & RESIDENTIAL STREETS IN
HISTORIC DISTRICTS

Quality of Service (QOS) B

SPEED
LIMIT
20

ARTERIAL, COLLECTOR, LOCAL & RESIDENTIAL STREETS IN
HISTORIC DISTRICTS / MINOR COLLECTOR, LOCAL &
RESIDENTIAL STREETS OUTSIDE HISTORIC DISTRICTS

Quality of Service (QOS) C

SPEED
LIMIT
25

ARTERIAL STREETS IN HISTORIC DISTRICTS /
COLLECTORS, LOCAL & RESIDENTIAL STREETS OUTSIDE
HISTORIC DISTRICTS

Quality of Service (QOS) D

SPEED
LIMIT
30

MAJOR COLLECTORS & MINOR ARTERIALS OUTSIDE
HISTORIC DISTRICTS

Quality of Service (QOS) E**

SPEED
LIMIT
35 +

PRINCIPAL ARTERIALS OUTSIDE
HISTORIC DISTRICTS

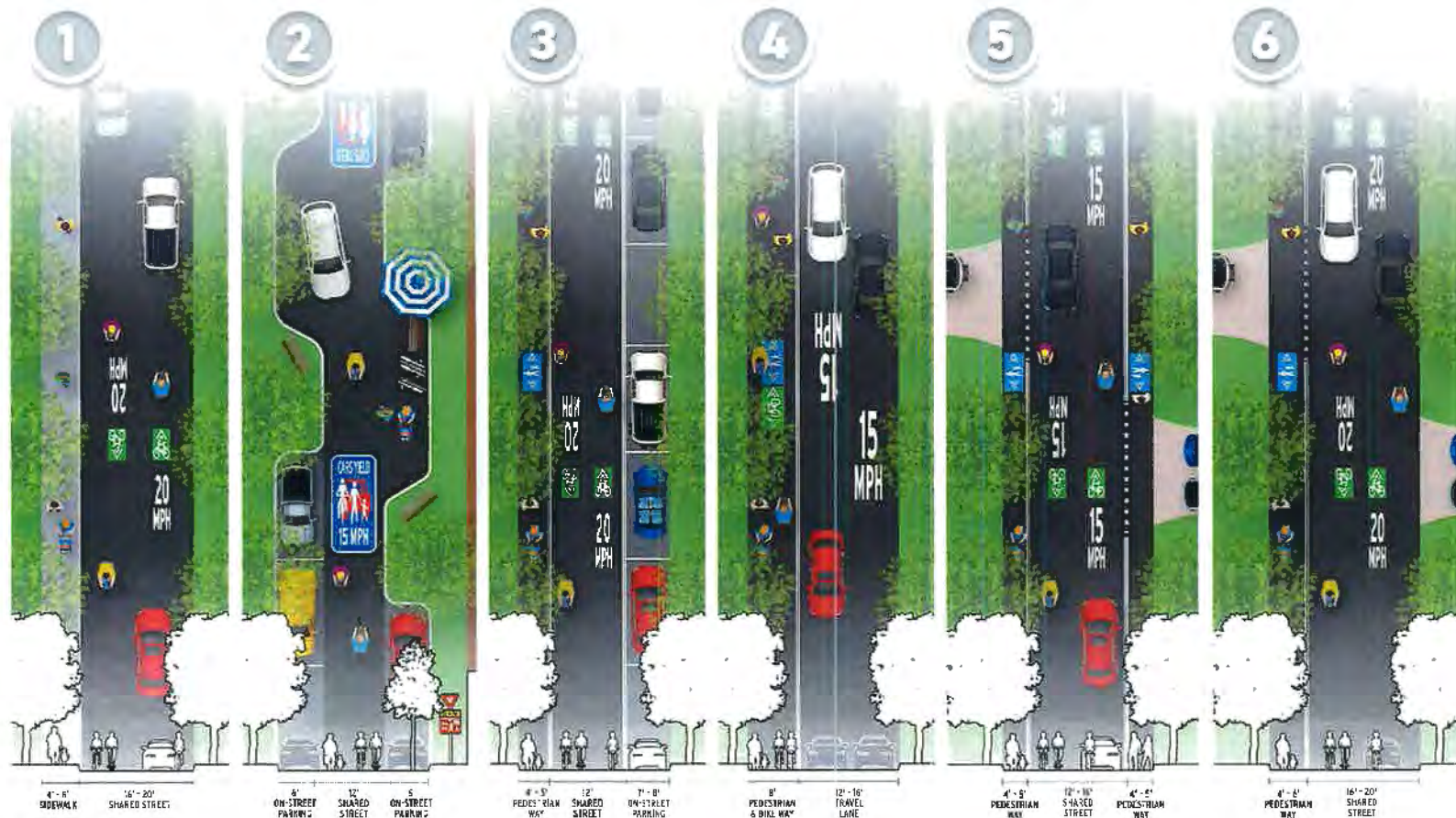
* POSTED SPEED LIMIT IS MAXIMUM, LOWER SPEEDS WOULD ALSO BE QOS A
** POSTED SPEED LIMIT IS MINIMUM, HIGHER SPEEDS WOULD ALSO BE QOS E



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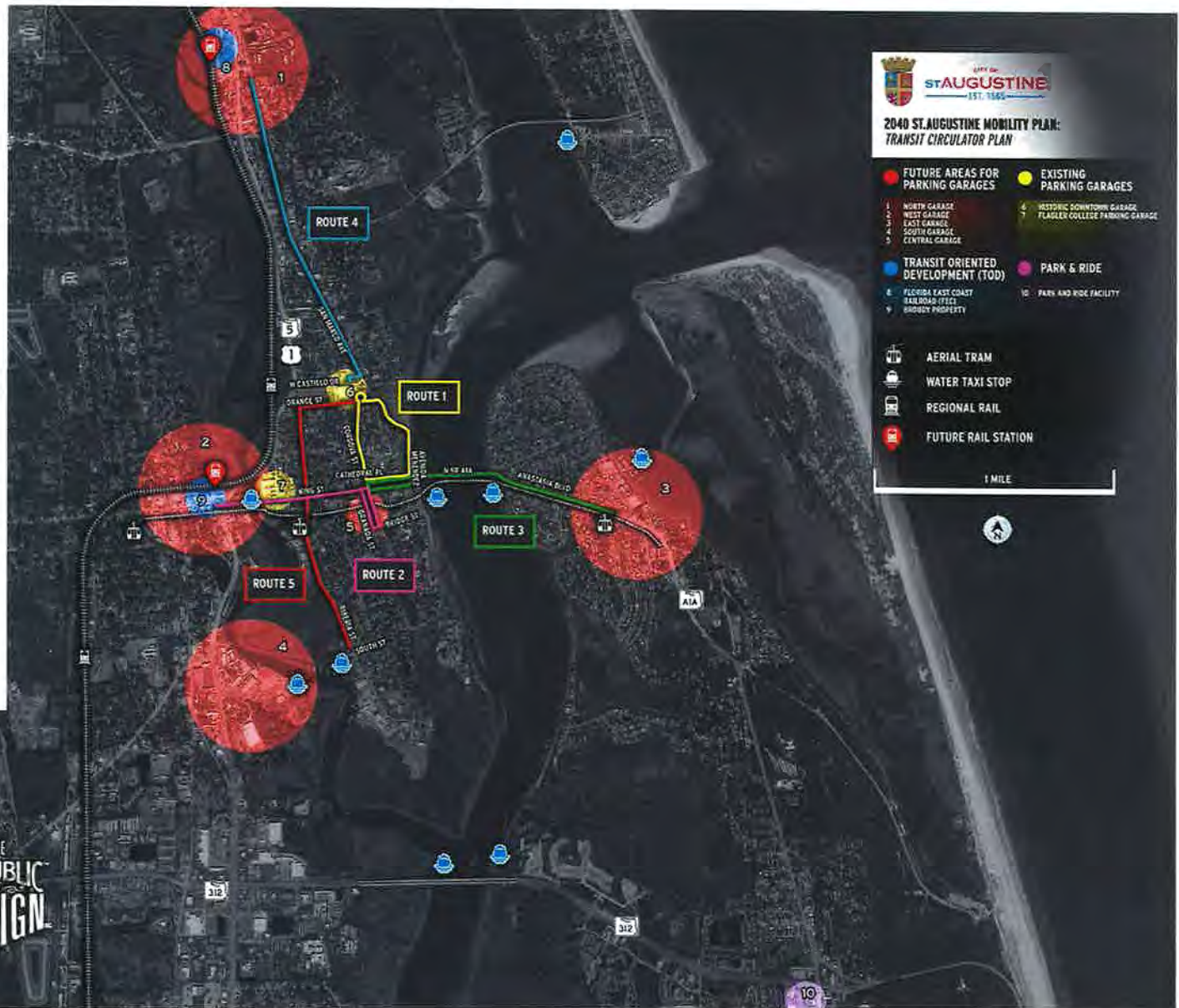
QUICK FIX SIDEWALK CONCEPTS

Many of the neighborhood streets within St. Augustine lack adequate right-of-way to provide sidewalks. Further complicating matters, mature tree canopy, existing utilities, stormwater systems, and frequent driveways and intersections make it expensive to add 5'-wide concrete sidewalks that include the required Americans with Disability Act (ADA) curb ramps, crosswalks, and driveway transitions. By adopting Street QOS standards, the City can set lower speed limits and consider quick and easy implementation of sidewalks using pavement markings on existing asphalt. Areas 4' to 8' wide can be safely marked for use by people walking and bicycling at relatively low cost. The City has already successfully implemented this concept on several streets. The use of pavement markings allows the City to narrow travel lane widths while still ensuring fire engines and waste management trucks have convenient access. The advantage of using pavement markings, as an initial quick solution, is that if certain routes have increased demand, the pavement markings could be converted into raised concrete sidewalks or serve as proof-of-demand to invest in providing raised sidewalks behind curbs or the edge of pavement. Below are several examples of quick fix sidewalk concepts:



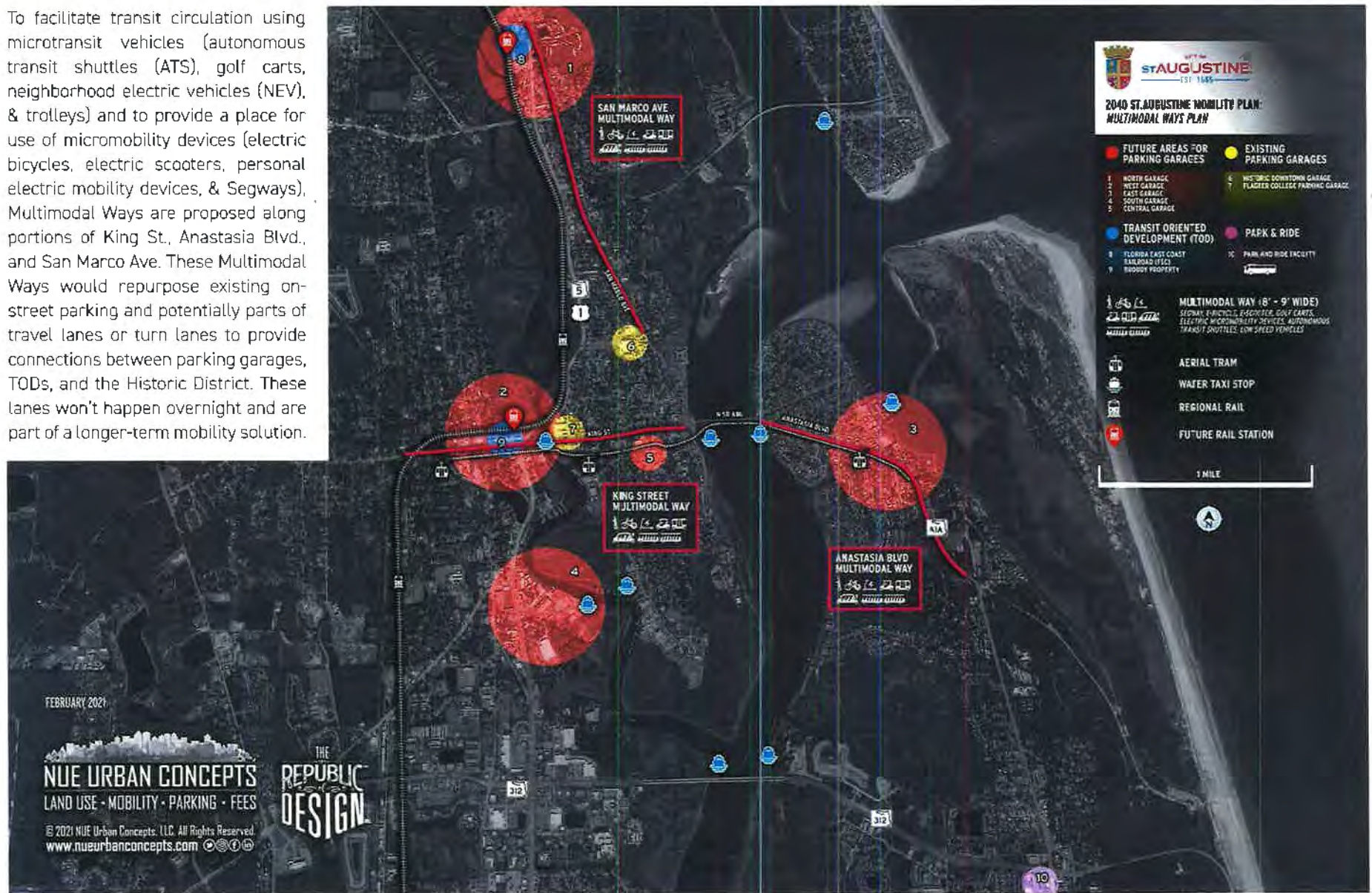
2040 MOBILITY PLAN: TRANSIT CIRCULATOR PLAN

The Mobility Plan proposes to create a park-once environment where on-street parking is converted to shorter duration times to encourage turnover and business access, and visits of two hours or longer are encouraged to park in garages. Existing and future garages could be served by a transit circulator system that provides employees, residents, students, and visitors quick access to the Historic District without spending time driving around looking for a parking spot. The Transit Circulator Plan also proposes several water taxi stops throughout the City and identified two potential transportation-oriented developments (TODs) along future regional rail connections between Jacksonville and St. Augustine. As climate change challenges continue, a longer-term solution may be the consideration of an aerial tram connecting future garages on the east end of Anastasia Blvd and the west end of King Street.



2040 MOBILITY PLAN: MULTIMODAL WAYS PLAN

To facilitate transit circulation using microtransit vehicles (autonomous transit shuttles (ATS), golf carts, neighborhood electric vehicles (NEV), & trolleys) and to provide a place for use of micromobility devices (electric bicycles, electric scooters, personal electric mobility devices, & Segways), Multimodal Ways are proposed along portions of King St., Anastasia Blvd., and San Marco Ave. These Multimodal Ways would repurpose existing on-street parking and potentially parts of travel lanes or turn lanes to provide connections between parking garages, TODs, and the Historic District. These lanes won't happen overnight and are part of a longer-term mobility solution.



2040 MOBILITY PLAN: SAN MARCO MULTIMODAL WAY

Multimodal Ways, combined with the conversion of sidewalks to trails, have the potential to greatly enhance the number of people who could travel along San Marco within the existing right-of-way. The recent resurfacing of San Marco by FDOT has resulted in a reduction in on-street parking due to the frequency of driveways and intersections. The creation of park-once garages will free-up existing street right-of-way to incorporate Multimodal Ways. This is in addition to Comprehensive Plan policies that encourage the City to look for opportunities to provide pooled and shared off-street parking areas in order to relocate on-street parking and provide businesses with options to provide off-site parking. The graphic below illustrates before and after conditions and demonstrates the potential increase in person capacity.

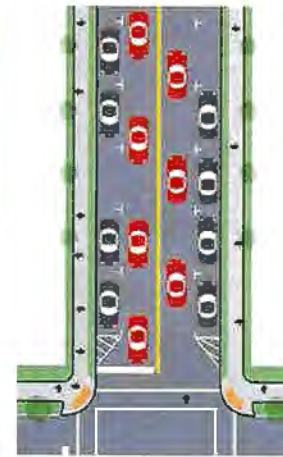
BEFORE



AFTER



Car-Oriented Street

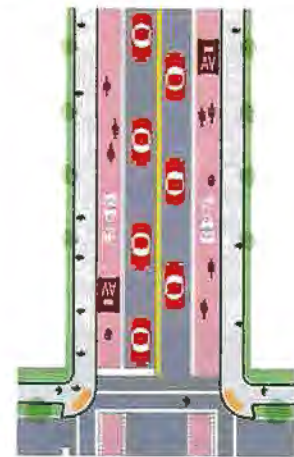


Daily Capacity of a Car-Oriented Street

	1,200	x2	2,400 people
	13,500	x2	27,000 people

Total Capacity: 29,400 people

Multimodal Street



Daily Capacity of a Multimodal Street

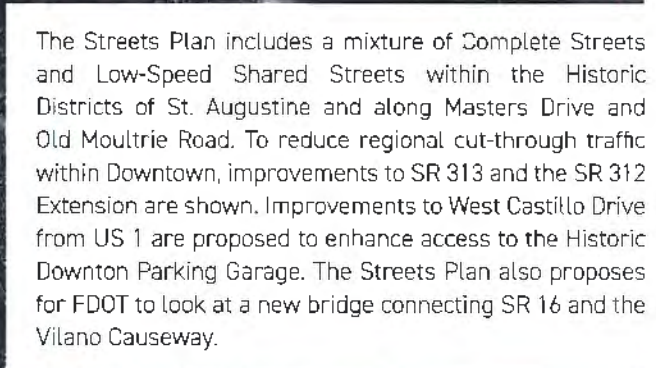
	3,600	x2	7,200 people
	8,400	x2	16,800 people
	13,500	x2	27,000 people

Total Capacity: 51,000 people

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DESIGN

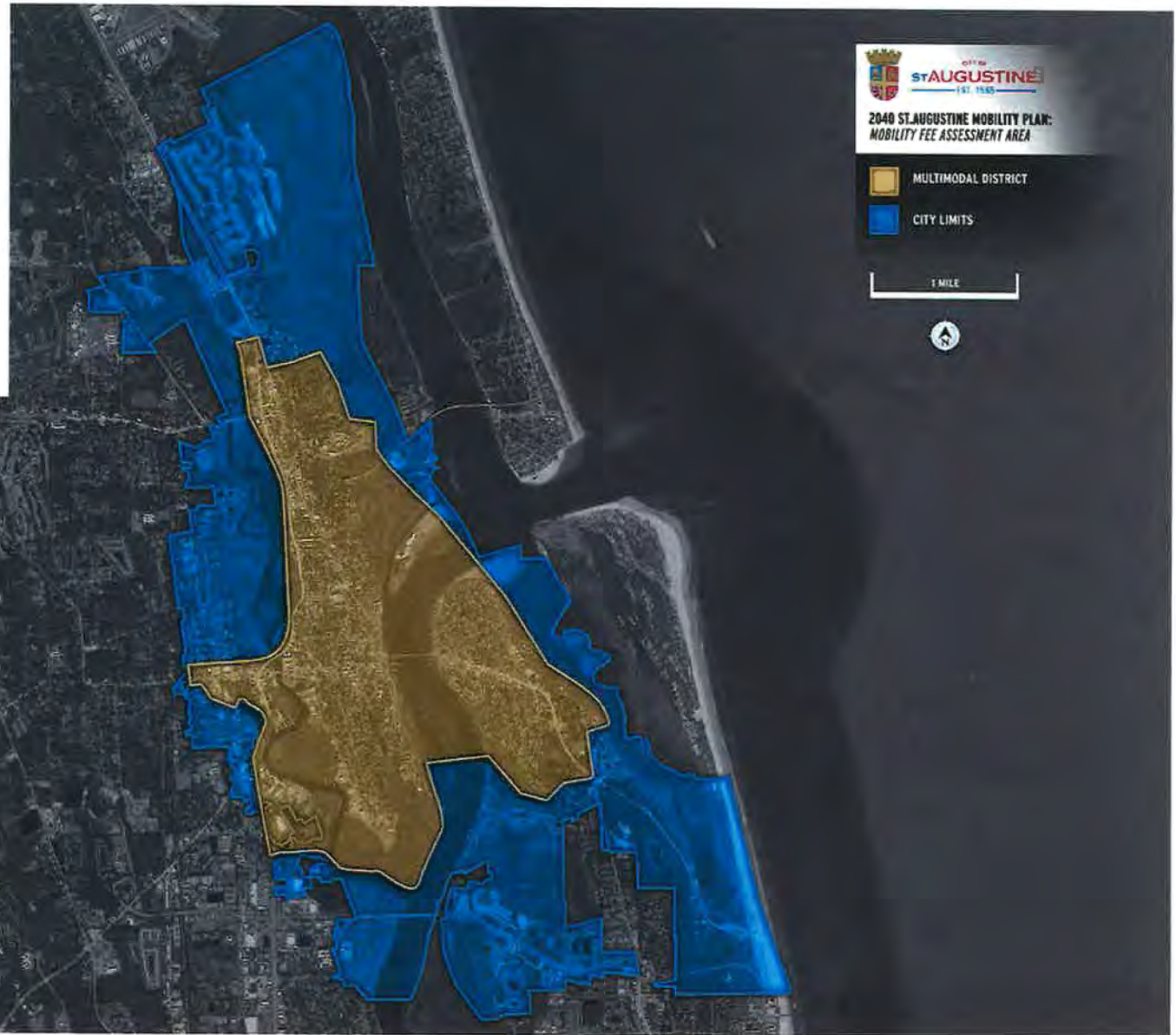
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MOBILITY FEE ASSESSMENT AREA



The Mobility Fee features two assessment areas: (1) Within the Multimodal District; and (2) Outside the Multimodal District. The Mobility Fee is lower within the Multimodal District due to shorter trip lengths, mixture of land uses, and the interconnected transportation network. Any areas that annex into the City would be assessed the Mobility Fee based on the Outside the Multimodal District rates. Assessment Areas are established as part of the legally and statutorily required rough proportionality test.



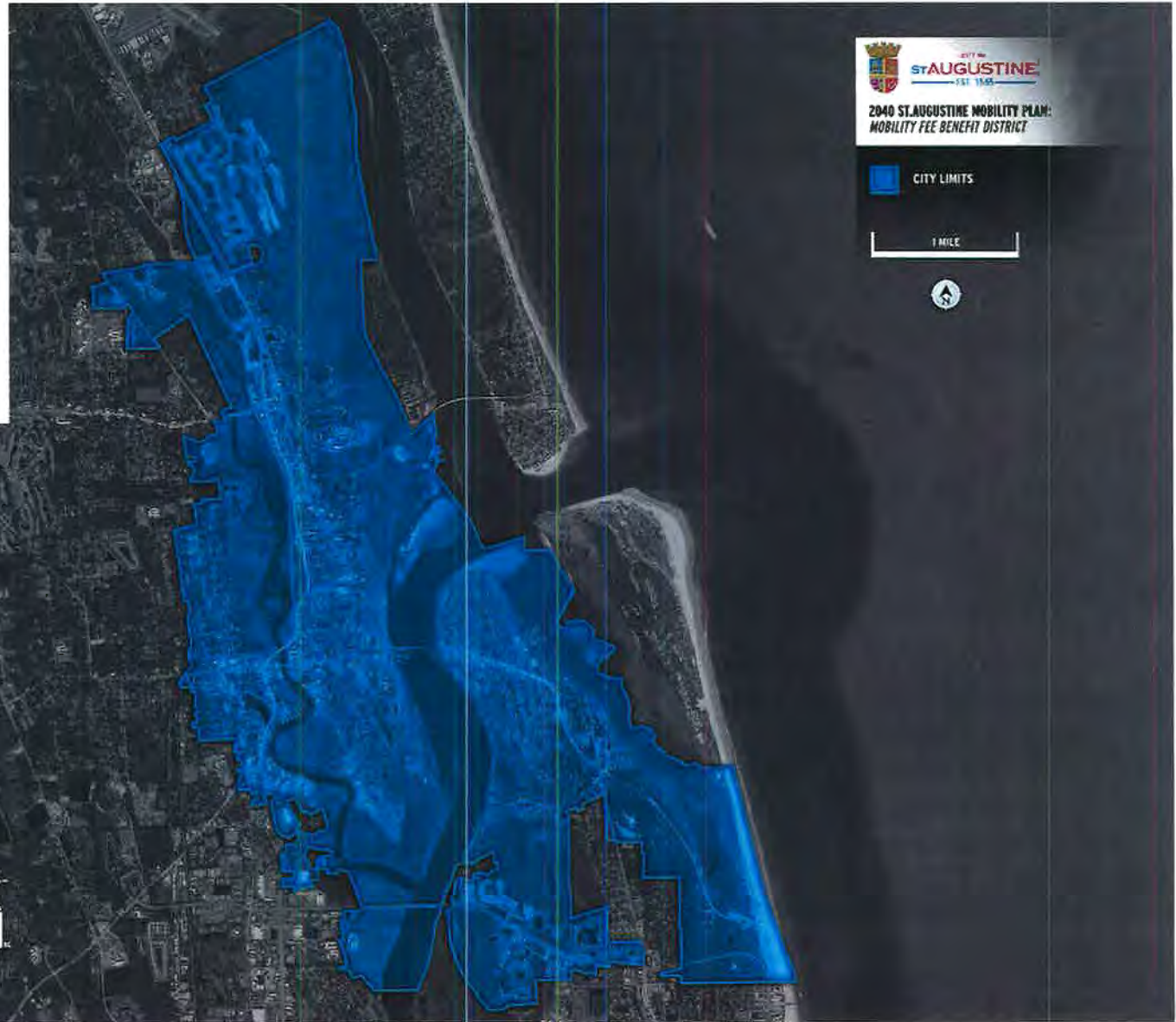
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MOBILITY FEE BENEFIT DISTRICT

The Mobility Fee will feature a Single Benefit District. Mobility Fees collected within the City can be spent on multimodal projects throughout the City. Travel patterns are citywide and multimodal projects will serve residents and businesses throughout the City. A Benefit District is established to meet the second requirement of the legally and statutorily required dual rational nexus test. The first requirement of the legally and statutorily required dual rational nexus test is addressed based on future person travel demand and is addressed in the Mobility Plan and Mobility Fee technical Report.



MOBILITY FEE SCHEDULE



The Mobility Plan and Mobility Fee Technical Report detail the methodology, data, and sources for determining the Mobility Fee. The calculated Mobility Fee for each land use and each assessment area are illustrated below and are further defined in the Technical Report. The Mobility Fee is lower in the Multimodal District to reflect overall shorter trip lengths due to the mixture of land uses and interconnected transportation system. For residential land uses, the proposed mobility fee is a flat rate per square foot regardless of the type of residential dwelling. The majority of Mobility Fees are calculated on a per square foot basis, except where the unit of measure indicates otherwise. The Technical Report provides a comparison of the calculated Mobility Fee against the existing St. Johns County road impact fee.

City of St. Augustine Mobility Fee Schedule (2021 JUNE)

<i>Use Categories, Land Uses Classifications, and Representative Land Uses</i>	<i>Unit of Measure</i>	<i>Multimodal District Mobility Fee</i>	<i>Outside Multimodal District Mobility Fee</i>
Residential / Lodging Uses			
Residential	per sq. ft.	\$0.76	\$1.00
Overnight Lodging (Hotel / Inn / Motel / Bed & Breakfast)	per room	\$1,240	\$1,638
Recreational Vehicle / Travel Trailer Park	per space/lot	\$490	\$647
Institutional Uses			
Child / Day Care	per sq. ft.	\$4.91	\$6.65
Long Term Care (Assisted Living / Congregate Care / Group Home / Nursing Facility)	per sq. ft.	\$0.89	\$1.21
Places of Worship	per sq. ft.	\$1.00	\$1.36
Private Education (Pre-K to Grade 12)	per sq. ft.	\$1.40	\$1.90
Secondary Education (College / Trade / University)	per sq. ft.	\$1.91	\$2.58
Industrial Uses			
Commercial Storage (Mini-Warehouse / Boats, RVs & Outdoor Storage / Warehouse)	per sq. ft.	\$0.33	\$0.45
Industrial (Assembly / Manufacturing / Fabrication / Trades / Utilities)	per sq. ft.	\$0.41	\$0.54
Recreation Uses			
Community Serving (Civic / Place of Assembly / Museum / Gallery)	per sq. ft.	\$1.39	\$1.96
Indoor Commercial Recreation (Fitness / Gym / Health / Recreation)	per sq. ft.	\$1.97	\$2.77
Marina (Including dry storage)	per berth	\$260	\$365
Movie Theater	per seat	\$190	\$267
Outdoor Commercial Recreation (Amusement / Golf / Multi-Purpose / Tennis)	per acre	\$2,997	\$4,215

MOBILITY FEE SCHEDULE

<i>Use Categories, Land Uses Classifications, and Representative Land Uses</i>	<i>Unit of Measure</i>	<i>Multimodal District Mobility Fee</i>	<i>Outside Multimodal District Mobility Fee</i>
Office Uses			
Office (Financial / General / Professional / Real Estate)	per sq. ft.	\$1.14	\$1.53
Medical Office (Clinic / Emergency Care / Medical / Veterinary)	per sq. ft.	\$2.13	\$2.76
Retail Uses			
Bank with Drive-Thru	per sq. ft.	\$5.19	\$7.14
Bar / Club	per sq. ft.	\$3.26	\$4.36
Commercial / Retail (Not otherwise listed in schedule)	per sq. ft.	\$2.04	\$2.67
Convenience Store without Gas	per sq. ft.	\$20.55	\$26.91
Convenience Store with Gas	per sq. ft.	\$25.09	\$34.53
Free-Standing ATM	per ATM	\$5,966	\$8,213
Furniture / Mattress Store	per sq. ft.	\$0.76	\$1.00
Grocery Store	per sq. ft.	\$5.33	\$6.98
Personal & Business Services (Not otherwise listed in schedule)	per sq. ft.	\$1.76	\$2.30
Pharmacy / Dispensary	per sq. ft.	\$5.37	\$7.03
Quick Service Restaurant (Fast Casual / Fast Food) without Drive-Thru	per sq. ft.	\$10.85	\$14.51
Quick Service Restaurant (Fast Casual / Fast Food / Ghost Kitchen) with Drive-Thru/Up	per sq. ft.	\$30.77	\$41.14
Sit Down Restaurant	per sq. ft.	\$4.82	\$6.45
Superstore	per sq. ft.	\$4.10	\$5.37
Variety Store / Dollar Store	per sq. ft.	\$3.42	\$4.48
Vehicle Cleaning (Detail / Vacuum / Wash / Wax)	per lane / stall	\$6,852	\$9,433
Vehicle Fueling (Non-Convenience Store)	per fuel position	\$6,033	\$8,304
Vehicle Sales (Boats / Motor Cycle / New / Off-Road / RVs / Used)	per sq. ft.	\$2.96	\$3.88
Vehicle Service (Maintenance / Quick Lube / Repair / Tires)	per sq. ft.	\$2.96	\$4.07
Wholesale Club	per sq. ft.	\$3.38	\$4.43

FURTHER READING: A TECH REPORT HAS BEEN PREPARED FOR DOCUMENTING THE MOBILITY FEE

Contact: Jonathan B. Paul, AICP | *Principal*

P 833-NUC-8484

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Gainesville, FL 32608

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Max Royle

From: Kevin Hoey <kevinjhoey@yahoo.com>
Sent: Friday, July 30, 2021 5:40 PM
To: Max Royle
Subject: Re: Regular City Commission Meeting: August 11, 2021

Good afternoon Mr. Royle,

You had indicated that time is of the essence for including my requested time on the Commission's agenda. Please be so kind to confirm that you have sufficient information for this purpose.

Respectfully,
Kevin

Kevin Hoey
Sent from my iPhone

On Jul 29, 2021, at 4:21 PM, Kevin Hoey <kevinjhoey@yahoo.com> wrote:

Mr. Royle,

What I want to talk about: I've been asked to represent a number of my neighbors' concerns relative to the possible short-term and long-term plans to eliminate green spaces for parking. I'll be discussing the potential impact to the character of the community, traffic flow, and pedestrian and driver safety.

What I would like the Commission to do: In the short-term; reconsider the proposed budgeted parking plans for a new 8th street lot. Long-term; look at alternatives to address the anticipated increase in visitor demand, beyond just parking.

Please let me know if this is sufficient for purposes of my getting 10 minutes on the agenda.

Respectfully,

Kevin Hoey

On Thursday, July 29, 2021, 9:38:51 AM EDT, Max Royle <mroyle@cityofsab.org> wrote:

Mr. Hoey,

For the Commission's agenda books, I need from you a written request from you concerning what you want to talk to the Commission about and what you want them to do. Your request doesn't have to be lengthy. I need it from you soon because I'm preparing the agenda and your request will need to be on it.

Max

From: Kevin Hoey <kevinjhoey@yahoo.com>
Sent: Thursday, July 29, 2021 9:16 AM
To: Max Royle <mroyle@cityofsab.org>
Subject: Regular City Commission Meeting: August 11, 2021

Mr Royle,

You spoke with one of my neighbors yesterday, Tamra Rushing. Per that conversation, I would like to request 10 minutes to speak to the Commission about parking at the above referenced meeting.


Thank you for your consideration.

Kevin Hoey

1657 Makarios Drive

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 7, 2021

SUBJECT: Ordinance 21-07, Second Public Hearing and Final Reading: to Provide Addition to Prohibited Uses in Section 3.02.03 of the Land Development Code

BACKGROUND

This ordinance is the result of a drug/alcohol rehab clinic that allegedly opened for business in the Sea Grove Town Center. Residents became concerned, though an investigation by the City's Code Enforcement Officer found no evidence of the rehab clinic.

Mr. Lex Taylor, the City Attorney, researched Chapter 397, Florida Statutes, concerning substance abuse services because the Chapter has a narrow definition of rehab businesses and requires full licensing of these types of businesses with the Florida Health Department.

Mr. Taylor prepared an ordinance, 21-07, which you reviewed at your June 7th meeting, when you passed it on first reading.

The Planning Board reviewed Ordinance 21-07 at its June 15th meeting and by unanimous vote recommended that it be approved. The Board's motion and vote is stated in the memo (page 1 attached) from the Building Department's Executive Assistant, Ms. Bonnie Miller.

You held the first public hearing on Ordinance 21-07 at your July 6th meeting, when you passed it on second reading. There were no public comments concerning it. The Ordinance now has been scheduled for its second public hearing and final reading at your August 2nd meeting.

ACTION REQUESTED

It is that you hold the public hearing and approve Ordinance 21-07 on its third and final reading.

ORDINANCE NO. 21- 07

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 AN ADDITION TO THE PROHIBITED USES LISTED IN SECTION 3.02.03; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WITNESSETH:

WHEREAS, the City Commission has the plenary power under its Charter to establish zoning rules for the City;

WHEREAS, the City Commission continues to seek to promote the health and welfare of its citizens;

WHEREAS, It is the goal of the City Commission to discourage substance abuse by promoting healthy lifestyles; healthy families; and drug-free schools, workplaces, and communities;

WHEREAS, Substance abuse is a major health problem that affects multiple service systems and leads to such profoundly disturbing consequences as serious impairment, chronic addiction, criminal behavior, vehicular casualties, spiraling health care costs, AIDS, and business losses, and significantly affects the culture, socialization, and learning ability of children within our schools and educational systems. Substance abuse impairment is a disease which affects the whole family and the whole society and requires a system of care that includes prevention, intervention, clinical treatment, and recovery support services that support and strengthen the family unit;

WHEREAS, the Florida legislature regulates Substance Abuse Services under Florida Statute Chapter 397 – Substance Abuse Services and has similar concerns about the effects of substance abuse on substance abusers and those around substance abusers;

WHEREAS, the Florida legislature as of May 4, 2021 has identified in Fla. Stat. 397.4012 that the following are exempt from being required to hold a license under Chapter 397 and the City Commission recognizes that these uses would be permitted because they do not require a license under Chapter 397:

1. A hospital or hospital-based component licensed under chapter 395.
2. A nursing home facility as defined in s. 400.021.
3. A substance abuse education program established pursuant to s. 1003.42.
4. A facility or institution operated by the Federal Government.
5. A physician or physician assistant licensed under chapter 458 or chapter 459.

6. A psychologist licensed under chapter 490.
7. A social worker, marriage and family therapist, or mental health counselor licensed under chapter 491.
8. A legally cognizable church or nonprofit religious organization or denomination providing substance abuse services, including prevention services, which are solely religious, spiritual, or ecclesiastical in nature. A church or nonprofit religious organization or denomination providing any of the licensed service components itemized under s. 397.311(26) is not exempt from substance abuse licensure but retains its exemption with respect to all services which are solely religious, spiritual, or ecclesiastical in nature.
9. Facilities licensed under chapter 393 which, in addition to providing services to persons with developmental disabilities, also provide services to persons developmentally at risk as a consequence of exposure to alcohol or other legal or illegal drugs while in utero.
10. DUI education and screening services provided pursuant to ss. 316.192, 316.193, 322.095, 322.271, and 322.291. Persons or entities providing treatment services must be licensed under this chapter unless exempted from licensing as provided in this section.
11. A facility licensed under s. 394.875 as a crisis stabilization unit.

WHEREAS, Florida Statute 397.6774 requires the Department of Children and Families to provide each municipality and county public safety office with a listed of licensed hospitals, detoxification facilities, and addiction receiving facilities including the name, address, phone number and the services offered by a licensed service provider;

WHEREAS, the City of Saint Augustine Beach is an oceanfront community which is only 1.9 square miles in total area, and it has a unique development that does not have, nor allow, many high intensity uses within its City limits for example the City does not have a school or hospital within its jurisdiction and relies upon those services to be located within the neighboring areas of unincorporated Saint Johns County;

WHEREAS, the City Commission finds that all business licensed under Florida Statute Chapter 397 – Substance Abuse Services are not the highest and best uses of real property within the City limits; 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 3.02.03 of the City's Land Development Code Section 3.02.03 as follows:

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.
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.
6. The operation of a business from any temporary quarters, such as but not limited to: tents, pushcarts, sheds, carports, motor vehicles, and trailers.
7. Package stores; provided, however, that package stores having an area of less than eight thousand (8,000) square feet and located within a shopping center having greater than fifteen thousand (15,000) square

feet under roof and package stores operated in conjunction with a restaurant having a 4-COP license as of the effective date of this section shall be an authorized use within commercially zoned areas.

8. Pawn shops.
9. Sewer treatment plants.
10. Car wash, unless ancillary to a service station.
11. Wireless communication towers in all districts; provided, however, that such towers may be allowed as a conditional use in commercial districts at locations more than three hundred (300) feet from residential uses upon a showing by the applicant that wireless telephone signals will not otherwise be adequately available within the corporate limits of the city from a site outside the corporate limits of the city. Nothing in this section shall be deemed to prohibit towers for governmental use such as fire, police and public works. To protect the vision and scenic beauty of A1A Beach Boulevard and the beaches, as set forth in various studies and reports conducted by the city, including the Visioning Plan, no tower greater than forty (40) feet in height may be located within three hundred (300) feet of the western boundary of A1A Beach Boulevard or east of A1A Beach Boulevard unless this requirement would result in a prohibition of communication service to a particular area of the city.
12. Transient lodging establishments within low density residentially zoned areas.
13. Any business or organization which is required to be regulated under Fla. Stat. Chapter 397 -- Substance Abuse Services.

- B. The preceding paragraph A. does not prohibit the following uses when in conformity with all other provisions of this Code and with required city permits:
1. A temporary construction trailer is allowable in accordance with section 7.03.01 of this Code.
 2. Farmers markets, seasonal sale of Christmas trees, merchandise not visible from a public right-of-way, and nursery stock in containers, garden supplies and equipment, lawn and patio furniture and ornamental articles for use in garden or patio area, shall be permitted as a conditional use, provided further that the items are within an area other than the required setback or parking area and that such displays are accessory to a permitted use and adjacent to a permitted structure. All existing display or storage not permitted as a conditional use shall conform with this provision within six (6) months of the effective date hereon.
- C. Notwithstanding any provision within the definition of "Conditional Use Permit" as contained in section 2.00.00, any provision contained in section 10.03.02, or any provision of table 3.02.02, all of these land development regulations, a conditional use permit shall not be permitted for a residential use, multifamily, or a residential condominium use within a commercially zoned district without a specific finding by the city commission that, due to the size or configuration of the property for which residential use is sought, a commercial use is not economically viable. The burden of proof of showing lack of economic viability

shall be upon the applicant and not upon the city, there being a presumption of such viability.
(Ord. No. 18-07, § 1(Exh. 1), 5-7-18; _____)

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 4. 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 5. 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

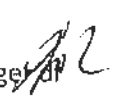
EXAMINED AND APPROVED by me this ____ day of _____, 2021.

MAYOR

Published in the _____ on the ____ day of _____, 2021. Posted on www.staugbch.com on the ____ day of _____, 2021.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 9, 2021

SUBJECT: Ordinance 21-08, Public Hearing and Final Reading, to Amend Chapter 16 (Police Department) of the General City Code to Delete Certain Obsolete Provisions

At your June 7, 2021, meeting, Chief Carswell brought to your attention that Chapter 16 of the City Code, which concerns the Police Department, needed to be updated. The memo he presented to you is attached as pages 1-2.

The result of the Chiefs presentation was that Mayor England asked the staff to prepare an ordinance, which the City Attorney did. The Ordinance is attached as pages 3-14.

You reviewed Ordinance 21-08 at your July 6th meeting, when you passed it on first reading. The Ordinance has been scheduled for a public hearing and final reading at your August 11th meeting.

ACTION REQUESTED

That you hold the public hearing and pass Ordinance 21-08 on final reading.



St. Augustine Beach Police Department

Daniel Carswell, Chief of Police



Memorandum

TO: Mayor Margret England
Vice Mayor Don Samora
Commissioner Undine George
Commissioner Dylan Rumrell
Commissioner Ernesto Torres

RE: Proposed City Code Update

FROM: Daniel Carswell, Chief of Police

DATE: May 24th, 2021

After a review of Chapter 16 of the city code entitled "Police," I am proposing a number of updates and deletions to this section. Excluding a few sections, this portion of our city code was established in 1963, prior to the formal governmental structure and law enforcement agency we have in place currently. There is a large portion of this code that dictates policy and procedure for law enforcement. Some of these policies and procedures conflict with current SABPD policy and procedure which is in accordance with the Commission for Florida Law Enforcement Accreditation (CFA) standards.

The following is a submission of the proposed updates. I have included current SABPD policy that is in place that should replace the lined-out sections of this code. Other sections I believe should stay in place but need the suggested updates.

ARTICLE II- Law Enforcement Department

16-21- General Definitions

16-22- General Duties (See attached updates)

~~16-23- Operation and maintenance of department equipment~~ (Replaced with SABPD policy 5.0 Assigned Vehicles)

16-24- General Responsibilities of Officers

16-25- Off-Duty Hours

~~16-26- Orders of Superior Officers~~ (Replaced with SABPD policy 11.0 Code of Conduct)

~~16-27- Duties to Maintain Contact with the Sheriff~~ (No longer relevant)

~~16-28- Ranking Officers at the Scene~~ (Replaced with SABPD policy 8.1 Police Sergeant Duties)

~~16-29- Fires~~ (Replaced with SABPD policy 17.0 Patrol Function)

~~16-30- Reports of Homicides~~ (Replaced with SABPD policy 18.0 Investigations)

~~16-31- Infections or Epidemic Diseases~~ (Replaced with SABPD policy 29.0 Exposure Control)

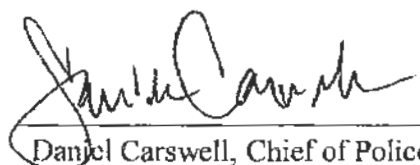
- ~~16-32- Divulging Police Information~~ (Replaced with SABPD policy 11.0 Code of Conduct)
- ~~16-33- Use of Firearms~~ (Replaced with SABPD policy 11.0 Code of Conduct)
- ~~16-34- Rewards, Presents, Gratuities, and Money~~ (Replaced with SABPD policy 11.0 Code of Conduct)
- ~~16-35- Arrests~~ (Replaced with SABPD policy 4.2 Arrests and Involuntary Examinations)

ARTICLE III- Police Reserve

- ~~16-46- Police Reserves Title~~ (Replaced with SABPD policy 6.0 Part-Time Police Officers)
- ~~16-47- Definitions~~ (Replaced with SABPD policy 6.0 Part-Time Police Officers)
- 16-48- Established (See attached updates)
- ~~16-49- Members and Bylaws~~ (Replaced with SABPD policy 6.0 Part-Time Police Officers)
- ~~16-50- Functions~~ (Replaced with SABPD policy 6.0 Part-Time Police Officers)

ARTICLE IV- Law Enforcement User Charge

- 16-100- Charge Imposed (See attached updates)
- 16-101- Definitions
- 16-102- Computation of Charges
- 16-103- Invoices, Payment (See attached updates)
- 16-104- Failure to Pay Invoice (See attached updates)
- 16-105- Appeal (See attached updates)

 5/24/21
Daniel Carswell, Chief of Police

ORDINANCE NO. 21-08

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA AMENDING CHAPTER 16 -- "POLICE" OF CITY OF SAINT AUGUSTINE BEACH CODE OF ORDINANCES; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WITNESSETH:

WHEREAS, the City Commission continues to seek to promote law and order;

WHEREAS, Chief Daniel Carswell was promoted to interim, and now, Chief of Police for the City of Saint Augustine Beach after the election of previous Chief of Police, Robert A. Hardwick, to Sheriff of Saint Johns County, Florida in its November 2020 election;

WHEREAS, Chief Daniel Carswell has reviewed the Law Enforcement Department section of the City of Saint Augustine Beach, Florida's City Code and recommended the following updates to that Code;

WHEREAS, many of these updates are moving sections from City Code to the Policy Manual for the City of Saint Augustine, Florida so they can more easily be kept up to date.

WHEREAS, the City Commission hereby finds that adoption of this ordinance serves the best interest and welfare of the residents of the City of Saint 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 Chapter 16 "Police" of the City's Code of Ordinances as follows:

Chapter 16 POLICE

ARTICLE I. IN GENERAL

Sec. 16-1—16-20. Reserved.

ARTICLE II. LAW ENFORCEMENT DEPARTMENT

Ordinance No. ____
Page ____ of ____

Sec. 16-21. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Civil rights means an American citizen's individual rights as defined by the Constitution of the United States of America.

Duty means action required of a law enforcement officer and that which a person is morally bound to do.

General order means a permanent order issued by the chief of police not relating to a specific instance or circumstance.

Leased motor vehicle means a vehicle owned, maintained and insured by a person and leased to the city when additional vehicles are required.

Off duty means that period during which an officer is free from routine duties.

Officer means every sworn member of the law enforcement department regardless of sex or rank.

On call means that period during which an officer, while not actually on duty, is available for immediate duty.

On duty means that period during which an officer is at his assigned station, normally in the police vehicle, performing the routine duties of a law enforcement officer.

Order means instructions given by a superior officer to a subordinate.

Police vehicle means a vehicle used for police related duties that is owned, maintained and insured by the city.

Report means a written communication.

Special order means an order issued by the chief of police to cover some particular circumstance or situation.

Superior officer means any officer having supervision, either temporarily or permanently, over officers of lower rank.

(Ord. No. 21, § I, 11-4-63)

Sec. 16-22. General duties.

(a) The duties of the individual members of the law enforcement department are as follows:

(1) *Chief of police.* The chief of police shall be the head of the law enforcement department. He shall attend the meetings of the city commission and, through the city manager, make

Ordinance No. ____
Page ____ of ____

monthly reports to the city commission concerning all matters pertaining to his department, ~~keep updated the policies and procedures of the City of Saint Augustine Beach Police Department, keep up the accreditation standards for the City of Saint Augustine Beach Police Department,~~ and shall perform such other duties as may be required by the Charter, by the laws and the ordinances of the city. The chief of police shall receive such compensation as may be fixed by the city ~~commission, and commission and~~ shall be furnished with the requisite uniforms.

(2) *Assistant chief of police.* The assistant chief of police shall be the assistant head of the law enforcement department, and shall, in the absence of the chief of police, perform the duties of the chief of police. The assistant chief of police shall receive such compensation as may be fixed by the city ~~commission, and commission and~~ shall be furnished with the requisite uniforms.

(3) *Police officers.* Each police officer is subject to the orders of the chief of police and the assistant chief of police. Each police officer shall enforce all laws and ordinances.

~~(b) — Verbal reports must be confirmed in writing before going off duty.~~

(Ord. No. 21, §§ I(a), III(2), 11-4-63)

Commented [LT1]: Replaced with SABPD policy 17.0
Patrol Function

~~Sec. 16-23. Operation and maintenance of departmental equipment.~~

~~(a) — Area of operations of police vehicles. The police vehicles shall normally be operated within the corporate limits of the city. The following are exceptions to this general rule:~~

~~(1) — When in pursuit of a lawbreaker for an offense committed in the city.~~

~~(2) — When an official business to the county jail or another county agency.~~

~~(3) — When assistance is specifically requested, by a designated authorized law enforcement agency.~~

~~(b) — General operational rules.~~

~~(1) — Officers shall at all times operate motor vehicles with due caution and at moderate speeds, taking into consideration the conditions existing.~~

~~(2) — No officer shall operate a police vehicle in excess of the legal speed limit unless the nature of his immediate duty demands that time be of the essence. If such is the case, the emergency equipment shall be in operation and the officer shall exercise extreme caution and not endanger the lives of others.~~

~~(3) — Officers shall avoid establishing a set pattern as to times and routes when conducting routine patrols.~~

~~(4) — Except for persons taken into custody and persons authorized by the mayor-commissioner, only authorized officers or city commissioners, on duty shall be permitted to ride in police vehicles.~~

Ordinance No. _____

Page ____ of ____

~~(5) — In case of an accident, regardless of the amount of damages, the officer driving the vehicle shall submit a report in writing to the city commission, giving complete details.~~

~~(6) — Officers driving police vehicles shall refrain from undue rough usage.~~

~~(7) — When an officer is operating a police vehicle, he shall do so in a manner that would reflect credit to a sensible and safe driver, and he shall bear in mind that he is demonstrating to the public the correct manner of driving and he shall not deviate from this unless conditions warrant.~~

~~(c) — Leased vehicles. The fee to be paid the owner of the leased police vehicle for such use shall be determined by the city commission and the employment of such leased police vehicles shall be authorized by the mayor-commissioner.~~

~~(d) — Special equipment. All officers shall handle special equipment with extreme due caution and care. When an officer has knowledge that any piece of the special equipment needs repairs or replacement, he shall immediately give the facts to the chief of police who shall in turn notify the city commission.~~

~~(Ord. No. 21, §§ 1(8), IV, 11-4-63)~~

Commented [LT2]: Replaced with SABPD policy 5.0
Assigned Vehicles

Sec. 16-24. General responsibilities of officers.

Officers shall at all times:

- (1) Preserve the peace;
- (2) Protect life and property;
- (3) Apprehend criminals;
- (4) Prevent crimes;
- (5) Enforce city, state and federal laws;

(6) Follow all policies and procedures set by the City of Saint Augustine Police Department in the furtherance of all their responsibilities.

(Ord. No. 21, § 1(1), 11-4-63)

Sec. 16-25. Off duty hours.

Officers are held to be always on duty although periodically relieved from the routine performance of it. They are at all times subject to orders from superior officers and to calls from civilians. Being technically "off duty" does not relieve officers from the responsibilities of taking proper police action in matters coming to their attention.

(Ord. No. 21, § 1(2), 11-4-63)

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Page ____ of ____

~~Sec. 16-26. Orders of superior officers.~~

~~Officers shall perform all duties required of them by their superior officers regardless of whether or not such duties are specifically assigned to them. If such an order conflicts with any previous order issued by the superior officer or with a general or special order, the officer to whom such order is issued shall respectfully call attention to such conflict. If the superior officer giving such an order does not change such order so as to eliminate such conflict, the order shall stand and the responsibility shall rest upon the superior officer. It is sufficient for the officer obeying the order to know that the person giving the order is in proper command. Should an order appear unjust or improper to the officer to whom it is directed, he shall perform same and afterwards call it to the attention of the mayor-commissioner through official channels.~~

~~(Ord. No. 21, § II(3), 11-4-63)~~

~~Sec. 16-27. Duty to maintain contact with sheriff.~~

~~Officers on duty or when on call shall at all times maintain contact with the sheriff's office. If sent on an investigation which requires an unusually long time, the officer shall notify the sheriff's office of his location and the circumstances and shall notify the dispatcher when the investigation is completed.~~

~~(Ord. No. 21, §§ I(6), II(4), 11-4-63)~~

~~Sec. 16-28. Ranking officers at scene.~~

~~The ranking officer shall always take charge at fires, riots, or serious crimes.~~

~~(Ord. No. 21, § II(5), 11-4-63)~~

~~Sec. 16-29. Fires.~~

~~An officer discovering a fire shall promptly turn in an alarm from the nearest telephone unless he can give the alarm more quickly by radio. Such officer shall immediately secure the safety of all people in the building. At night he shall see that all persons in burning or threatened buildings are awakened. Officers shall post themselves in the street in the vicinity of the fire and shall divert vehicular traffic. The officer in command at the fire shall establish fire lines and shall keep all unauthorized persons beyond danger and prevent them from interfering with the work of the fire department. The ranking officer of the fire department is in command at the scene of a fire.~~

~~(Ord. No. 21, §§ I(6), 11-4-63)~~

Ordinance No. _____

Page ____ of ____

~~Sec. 16-20. Reports of homicide.~~

~~All deaths resulting from other than natural causes shall be reported to the sheriff's office.~~

~~(Ord. No. 21, § II(7), 11-4-63)~~

~~Sec. 16-31. Infections or epidemic diseases.~~

~~Officers shall be vigilant in the matter of cases of infectious or epidemic diseases not known to the health department and shall promptly make a report of such cases to the health department. Whenever an officer has reason to believe that a person is infected with a contagious disease, he shall make a report of same to the health department.~~

~~(Ord. No. 21, § II(8), 11-4-63)~~

~~Sec. 16-32. Divulging police information.~~

~~All police information shall be treated as confidential and shall not be divulged except when authorized by the chief of police.~~

~~(Ord. No. 21, § II(10), 11-4-63)~~

~~Sec. 16-33. Use of firearms.~~

~~Officers shall not display revolvers unnecessarily.~~

~~(Ord. No. 21, § II(11), 11-4-63)~~

~~Sec. 16-34. Rewards, presents, gratuities and money.~~

~~Officers shall not receive gifts or compensation for the performance or omission of their duty. Officers shall not solicit rewards, presents or gratuities. They shall not collect or receive any money or anything from citizens or others, circulate subscriptions, papers, books or sell tickets for any purpose whatsoever without permission of the city commission. Officers shall not participate in any public gift contest nor give testimonials.~~

~~(Ord. No. 21, § II(12), 11-4-63)~~

~~Sec. 16-35. Arrests.~~

~~(a) — Arrests must be lawful. It is the duty of members of the law enforcement department to enforce city Ordinances, state and federal laws by arresting persons who have committed crimes defined by such ordinances and laws, but no officer shall make an arrest unless he has the lawful~~

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right to do so. Officers will inform the person whose arrest is sought of their authority and purpose in making the arrest, and if the officer is acting under the authority of a warrant, he will so inform the person and will also show or read the warrant if requested. When arresting a person without a warrant, the officer will inform such person of his authority and the cause of the arrest.

(b) — Search of arrested person. Upon making an arrest, officers will immediately search the person arrested for concealed weapons so as to avoid the possibility of assault or escape.

(c) — Handling arrested persons. Officers making an arrest shall convey the prisoner or persons taken into custody or cause them to be conveyed to the county jail without undue delay. An officer may not accompany a prisoner to his home, a room or elsewhere, except for the purpose of investigation or to obtain evidence.

(d) — Use of force. In making an arrest, officers will use only such force as is necessary and proper to take the person into custody and if any force is necessary, the subject will be charged with resisting arrest and the officer shall report circumstances and action taken in detail. If such person taken into custody is injured, it will be the duty of the arresting officer to secure necessary medical care for the subject.

(e) — Promises to arrested persons. No officer shall be directly or indirectly concerned in any compromise or agreement between one accused of a crime and the person or persons who have suffered from criminal actions, with the purpose of allowing the accused to escape punishment.

(f) — Seniority regarding arrests. When two (2) or more officers are engaged in the apprehension of a law violator the senior officer will make the arrest and the other officers will be listed on the arrest as witnesses.

(g) — Searching females. All arrested females will be searched by a policewoman.

(h) — Civil rights. Under no circumstances shall an arrested person's civil rights be violated and it shall be the responsibility of each and every officer to acquaint himself with such laws governing such rights.

(i) — Officers may summons assistance. Any officer making a lawful arrest may orally summons as many persons as he deems necessary to aid him. Every person when so requested by an officer is required by state law to assist the officer in making an arrest.

(Ord. No. 24, § V, 11-4-63)

Secs. 16-36—16-45. Reserved.

ARTICLE III. POLICE RESERVE

Sec. 16-46. Short title.

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Ordinance No. _____

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This article may be known as the "Police Reserve Ordinance."

(Ord. No. 54, § 1, 5-3-76)

~~Sec. 16-47. Definitions.~~

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Bylaws means those rules and regulations which shall be established to control and maintain the operation and activities of the police reserve.~~

~~Police reserve shall mean an auxiliary unit of nonemployed persons who will assist the duly constituted chief of police and his police officers in the performance of normal police duty.~~

~~(Ord. No. 54, § 2, 5-3-76)~~

Sec. 16-48. Established.

There is established a police reserve unit. All Reserve, Part-Time, and Auxiliary police officers employed by the Saint Augustine Beach Police Department are required to complete the same selection process, basic law enforcement training and Field Training Program as any full-time member. These members will be governed by departmental policy and be selected by the Chief of Police or his/her designee.

(Ord. No. 54, § 4, 5-3-76)

~~Sec. 16-49. Members and bylaws.~~

~~(a) — Members of the police reserve unit shall serve without compensation or remuneration, in accordance with the bylaws of the organization.~~

~~(b) — The chief of police together with the commissioner in charge of police activities shall adopt and promulgate necessary bylaws consisting of rules and regulations governing the activities of the organization.~~

~~(c) — No person shall be denied membership in the police reserve by virtue of race, sex, religion or national origin. Membership shall be limited only by numbers of persons and shall consist of persons having good moral character without arrest records or convictions of crime, whether misdemeanor or felony, minor traffic violations excepted.~~

~~(d) — The chief of police may terminate any member of the organization for such cause as may be deemed to be in the best interest of the public safety, welfare, interest of the city and people of the city, or for such other reason as may be deemed appropriate in the sole discretion of the chief of police.~~

Ordinance No. _____

Page ____ of ____

~~(e) — The maximum number of members of the police reserve shall be determined by the bylaws of the organization.~~

~~(Ord. No. 54, § 4, 5-3-76)~~

~~Sec. 16-50. Functions.~~

~~The purpose of the police reserve unit is to render voluntary assistance to the chief of police and his police officers in the performance of normal police duties and activities.~~

~~(Ord. No. 54, § 4, 5-3-76)~~

Secs. 16-51—16-99. Reserved.

ARTICLE IV. LAW ENFORCEMENT USER CHARGE

Sec. 16-100. Charge imposed.

A law enforcement user charge ~~is~~ may be imposed upon every unit of real property for the consumption of law enforcement services in excess of four (4) incidents of service in any monthly period or in excess of ten (10) manhours of service in any monthly period, whichever occurs first, at the discretion of the Chief of Police.

(Ord. No. 94-4, § 1, 4-4-94)

Sec. 16-101. Definitions.

Consumption of law enforcement services means the presence of one or more certified law enforcement officers employed by the city in response to an event, occurrence, activity or condition on a unit of the property. The presence may be caused by request of any person upon the property or information developed by the police department from any source warranting a response to the property. Excluded from this definition are courtesy inspections, criminal investigations of matters not occurring on or connected with the property, paid outside details of police officers, responses caused by false reports from third parties with the intent of harassment, and responses arising from the conduct of persons who are on the property without the express or implied consent of a person in control or possession of the property. Consumption of law enforcement service shall also include preparations of written reports in connection with the furnishing of law enforcement services and transportation of suspects to the St. Augustine Beach Police Department and the St. Johns County Corrections Facility. For purposes of computing the

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threshold ten (10) manhours of service, and for computation of charges, the time spent includes the preparation of written reports and matters directly arising out of the response.

Incidents of service means each time one (1) or more law enforcement officers commence and completes a response to a unit of real property. An incident of service must be recorded by a written report of a law enforcement officer and contain the time of one (1) or more officers have expended as a direct result of the response.

Manhour of service means the consumption of law enforcement services of one (1) certified law enforcement officer of the city for a one-hour period of time.

Monthly period means any thirty-day period.

Unit of real property means any lot or parcel of land, including the buildings or structures thereon.

(Ord. No. 94-4, § 1, 4-4-94; Ord. No. 97-16, §§ 1—3, 5-5-97)

Sec. 16-102. Computation of charges.

The user charge shall be computed by multiplying the average hourly base salary of the law enforcement officer by two hundred (200) percent and by multiplying that product by time, computed in one-tenth-hour segments rounded to the nearest one-tenth ($\frac{1}{10}$), of each certified law enforcement officer responding to the incident in excess of four (4) incidents of service or ten (10) manhours of service in any thirty-day period, whichever comes first.

(Ord. No. 94-4, § 1, 4-4-94; Ord. No. 97-16, § 4, 5-5-97)

Sec. 16-103. Invoices; payment.

The police department shall determine the any law enforcement user charges due the city ~~in every monthly period for each unit of real property at the end of each monthly period.~~ Within the twenty (20) days from the end of each monthly period, the police department shall furnish by certified mail, return receipt requested, or by hand delivery, an invoice to each owner of a unit of real property which has incurred a law enforcement user charge. If the unit of real property is leased, the police department shall also furnish an invoice to the tenant. The owner and tenant shall be jointly and severally liable to the city for payment of the user charge. Such invoices shall be paid in full within thirty (30) days of the date thereon. An invoice shall not be issued when a user charge is less than ten dollars (\$10.00).

(Ord. No. 94-4, § 1, 4-4-94)

Sec. 16-104. Failure to pay invoice.

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Page ____ of ____

If any invoice is not paid in full within thirty (30) days of the date thereon, a lien is hereby created in favor of the city upon the unit of real property in the amount of the invoice plus recordation and foreclosure costs, including attorneys' fees. The ~~City manager~~ Attorney shall record a notice of lien in the official public records maintained by the clerk of the circuit court of St. Johns County, and mail a copy of the recorded notice of lien by certified mail, return receipt requested, to the owner of the property. After recording the notice of lien, interest shall accrue on the lien at the rate of one (1) percent per month. Such lien shall be prior to all other liens on such lands except the lien of state, county, and municipal taxes, and shall be on a parity with the lien of such state, county, and municipal taxes. Such lien, when delinquent for more than ninety (90) days, may be foreclosed by the city as provided by the laws of Florida or in the manner provided by law for the foreclosure of mortgages on real property. As an additional remedy, the city may enforce the collection of the user charge by filing a civil action against the owner and/or tenant for the amount due the city, including the city's attorney fees in bringing the action. The person paying a user charge after the recording of a notice of lien shall also pay for the cost of recording a satisfaction of lien in the public records. The city manager may waive the collection of interest when the amount thereof is less than five dollars (\$5.00).

(Ord. No. 94-4, § 1, 4-4-94)

~~Sec. 16-105. Appeal.~~

~~Within thirty (30) days of the date of an invoice, the owner and/or tenant of a unit of real property may file with the office of the city manager an appeal of the imposition of the user charge. The city commission shall consider the appeal and review the correctness of the computation of the invoice and validity of the determination of the incidents of service and manhours. Ability of the owner and/or tenant to pay the user charge is not a basis for adjustment of the invoice. The city commission's decision upholding, modifying, or reversing the invoice shall constitute final administrative action.~~

~~(Ord. No. 94-4, § 1, 4-4-94)~~

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 4. 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 5. 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.

Ordinance No. ____
Page ____ of ____

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2021.


MAYOR

Published in the _____ on the ____ day of _____, 2021. Posted on www.staugbch.com on the ____ day of _____, 2021.

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MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 22, 2021

SUBJECT: Ordinance 21-09, Public Hearing and Second Reading, to Amend the Land Development Code to have First Public Hearing of an Ordinance to Change the Regulations Done by the Comprehensive Planning and Zoning Board

INTRODUCTION

At this time, the process of adopting an amendment to the Land Development Code is the following:

- a. An ordinance is prepared and has a first reading by the City Commission.
- b. Planning Board reviews the ordinance and makes a recommendation whether or not to adopt. The Board's review is not advertised as a public hearing.
- c. Commission holds a public hearing on the ordinance and usually passes it on second reading.
- d. Commission then holds at a different meeting a second public hearing on the ordinance and decides whether to adopt the ordinance on its third and final reading.

A suggested change to the above process is this: As an ordinance to amend the Land Development Code must be reviewed by the Planning Board in order for the Board to recommend to the Commission whether the ordinance should be adopted, the Planning Board, not the Commission, hold the first public hearing on the ordinance. Thus, the Commission's first public hearing would be replaced by the Planning Board's public hearing. The Commission's public hearing would be held when the ordinance is scheduled for final reading.

For your July 6th meeting, the City Attorney prepared an ordinance for you to review. From that discussion, he included in the Ordinance, 21-09, the provision that the Comprehensive Planning and Zoning Board is also to hold the first public hearing for amendments to the Land Development Regulations. You then passed Ordinance 21-09 on first reading.

The Ordinance was reviewed by the Planning Board at its July 20th meeting and the Board recommended that you approve the ordinance.

The Board's motion and vote is stated in the attached memo (page 5) from the Building Department's Executive Assistant, Ms. Bonnie Miller.

Ordinance 21-09 has now been scheduled for its first public hearing and second reading at your August 11th meeting.

ACTION REQUESTED

It is that you hold the public hearing and pass Ordinance 21-09 on second reading. It will then be scheduled for a second public hearing and final reading at your September 13th meeting.

ORDINANCE NO. 21-__

AN ORDINANCE OF THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA, MAKING FINDINGS OF FACT; AMENDING LAND DEVELOPMENT REGULATIONS OF ARTICLE 12 PROCEDURES FOR AMENDING THE COMPREHENSIVE ZONING PLAN AND CHANGES TO THE LAND DEVELOPMENT CODE FOR THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA; AUTHORIZING RECORDING OF A CERTIFIED COPY OF THIS ORDINANCE; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WITNESSETH:

WHEREAS, the City Commission finds that it is in the best interests of the citizens of Saint Augustine Beach, Florida to follow the requirements of Fla. Stat. 163.3225 which provides for two public hearings on a Land Development Regulation, but allows the Comprehensive Planning and Zoning Board to do the first public hearing and the second final public hearing to be done by the City Commission;

WHEREAS, Fla. Stat. 163.3225 currently reads, "Public hearings. — (1) Before entering into, amending, or revoking a development agreement, a local government shall conduct at least two public hearings. At the option of the governing body, one of the public hearings may be held by the local planning agency." This statute has not been amended since 1986.

WHEREAS, the City has a Planning and Zoning Board which routinely reviews changes to land development and land use matters within the City;

WHEREAS, the City seeks to streamline the processes and agenda items and delegate authority to the Planning and Zoning Board;

WHEREAS, the purposes of this article are to establish uniform procedures for the application to the City which comply with Florida Law.

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. Amend Chapter 12 of the City's Land Development Code as follows:

Sec. 12.05.00. Procedure for amending this Code of the comprehensive plan.

Sec. 12.05.01. State law controlling.

The procedures in this section 12.05.00 shall be followed in amending this Code and the comprehensive plan. This part supplements the mandatory requirements of state law, which must be adhered to in all respects.

(Ord. No. 91-7, § 2)

Sec. 12.05.02. Application.

Any person, board or agency may apply to the department to amend the land development regulations or the comprehensive plan in compliance with procedures prescribed by the department.

(Ord. No. 91-7, § 2; Ord. No. 96-08, § 1)

Sec. 12.05.03. Amending this Code.

The building official shall, upon the receipt of an application for rezoning or an amendment to these land development regulations, submit the same to the comprehensive planning and zoning board for ~~comment-its first public hearing~~ at its next regular meeting. ~~Following comment by the comprehensive planning and zoning board, the application will be submitted to the city commission.~~ In the event the application shall be approved by the passage ~~by the comprehensive planning and zoning board of an ordinance~~ upon first reading, the building official shall refer the application to amend these land development regulations to the ~~comprehensive planning and zoning board~~ City Commission for public hearing and final ~~passage~~ recommendation. The building official shall set the application for hearing before the ~~City Commission comprehensive planning and zoning board~~ at its next regularly scheduled meeting.

(Ord. No. 91-7, § 2; Ord. No. 96-08, § 2; Ord. No. 05-06, § 1, 4-7-05; ~~Ord. No. 21- , §~~)

Sec. 12.05.04. Amending the comprehensive plan.

Applications to amend the comprehensive plan shall be set for hearing before the comprehensive planning and zoning board.

(Ord. No. 91-7, § 2)

Sec. 12.05.05. Recommendation of comprehensive planning and zoning board.

The comprehensive planning and zoning board shall hold ~~a-the first~~ public hearing on each application to amend this Code or the comprehensive plan, and make a recommendation as required by Chapter 163 of the Florida Statutes ~~to the City Commission~~.

(Ord. No. 91-7, § 2; Ord. No. 92-7, § 14; Ord. No. 92-20, § 13; ~~Ord. No. 21- , §~~)

Sec. 12.05.06. Decision by St. Augustine Beach Commission.

The St. Augustine Beach Commission shall, upon receipt of the recommendation and comments of the comprehensive planning and zoning board, hold a public hearing on the proposed amendment and may enact or reject the proposal, or enact a modified proposal that is within the scope of matters considered in the hearing.

(Ord. No. 91-7, § 2; Ord. No. 96-08, § 3)

Sec. 12.05.07. Public hearing.

Each public hearing shall conform to the following requirements:

- A. Notice. Notice that complies with the requirements of state law shall be given.
- B. Hearing. The public hearing shall as a minimum:
 - 1. Permit any person to submit written recommendations and comments before or during the hearing.
 - 2. Permit a reasonable opportunity for interested persons to make oral statements.
- C. Comply with the requirements of state law.

(Ord. No. 91-7, § 2)

Sec. 12.06.00. Procedure for appealing decisions.

Sec. 12.06.01. Appeals from decisions of the building and zoning department.

A developer or any adversely affected person may appeal a final decision of the department on an application for a development permit, development order, or a decision as to whether a development is a minor development or a major development. Appeals are made to the comprehensive planning and zoning board by filing a notice of appeal with the department within thirty (30) working days of the decision.

(Ord. No. 91-7, § 2;)

Sec. 12.06.02. Appeals from decisions of the comprehensive planning and zoning board.

A developer, an adversely affected party, or any person who appeared orally or in writing before the comprehensive planning and zoning board and asserted a position on the merits in a capacity other than as a disinterested witness, may appeal the decision on a development plan, variance,

conditional use permit ~~for a home occupation designated as C-2 in section 3.02.02~~, or an appeal under section 12.06.01 reached at the conclusion of an administrative hearing to the city commission by filing a notice of appeal with the Department within thirty (30) days of the date of the decision.

(Ord. No. 91-7, § 2; Ord. No. 92-7, § 15; Ord. No. 93-14, § 9; ~~Ord. No. 21-~~ §)

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 4. 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 5. 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 ____, 2021.

MAYOR

Published in the _____ on the ____ day of _____, 2021. Posted on www.staugbch.com on the ____ day of _____, 2021.

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Ordinance No. 21-09
Date: Wednesday, July 21, 2021

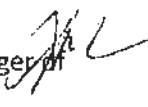
Please be advised at its regular monthly meeting held Tuesday, July 20, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve passage of Ordinance No. 21-07 on final reading.

Passed on first reading by the City Commission at its regular monthly meeting held Wednesday, July 6, 2021, this proposed ordinance amends Sections 12.05.03, 12.05.05, and 12.05.06 of the City of St. Augustine Beach Land Development Regulations (LDRs), to change the process for adopting Comprehensive Plan and Land Development Code amendments.

The motion to recommend the City Commission approve passage of Ordinance No. 21-09 as drafted and passed by the City Commission on first reading was made by Mr. Sarris, seconded by Mr. Pranis, and passed 4-0 by unanimous voice-vote.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 22, 2021

SUBJECT: Resolutions: 21-24, to Amend the City Commission Policies and Procedures Manual for Use of City Meeting Room by Public; 21-25, to Adopt the Updated City Commission Policies and Procedures Manual; and 21-26, to Adopt the Safety and Risk Management Manual

Below is a brief explanation of each of these three resolutions:

- a. Resolution 21-24, Policies for Use of the Use of the City Meeting Room by the Public

At your July 6th meeting, you approved charging all groups that want to use the room and the hours for when the room can be used.

- Hours: 9:00 a.m. to 11:00 a.m., 1:00 p.m. to 3:00 p.m., Monday through Friday
- No use of the room during evenings, Sundays, and holidays
- Weekend use only on Saturdays from 9:00 a.m. to 11:00 a.m.
- Charges: \$52 for a meeting that doesn't require a City employee to work overtime
- \$88 when overtime must be worked by an employee

Resolution 21-24, which will amend the Policies and Procedures Manual to adopt the above changes, is attached as page B.

- b. Resolution 21-25, to Adopt Updated Policies and Procedures Manual

From time to time, the Commission's Policies and Procedures Manual is amended. Eventually, the City Clerk determines that the Manual needs to be updated to include all the amendments. The last time an updated annual was approved was in March 2007. Attached as page C is a memo from Ms. Raddatz explaining the need for the update now. Resolution 21-25 (page D) and the Manual are behind her memo.

- c. Resolution 21-26, to Adopt the Safety and Risk Management Manual

The City's Safety and Risk Management Manual was adopted by the Commission in January 2011. Ms. Raddatz has prepared a draft with updated provisions. Attached as page E is a memo in which she explains the reasons for the new draft. Resolution 21-26 (Page F) and the Manual are behind her memo.

ACTION REQUESTED

The three resolutions are on the Consent Agenda for your August 11th meeting. The action requested is that you approve the resolutions by a single motion and vote.

RESOLUTION 21-24

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY
FLORIDA**

**RE: TO AMEND THE CITY COMMISSION'S POLICIES
AND PROCEDURES MANUAL TO ADOPT
REGULATIONS AND FEES FOR THE USE OF CITY
MEETING FACILITY**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Wednesday, August 11, 2021, resolves as follows:

WHEREAS, the City has in its City Hall a room for use by the members of the public for their meetings; and

WHEREAS, the City Commission has decided that all groups or individuals desiring to use the room should pay a fee for such use to cover expenses for lighting, air conditioning, and cleaning; and

WHEREAS, the City Commission should adopt regulations and the fees for the use of the meeting room.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, includes in its Policies and Procedures Manual the following policies and fees for the use of the City's public meeting room:

1. The use will be in two-hour time blocks for a maximum of four (4) hours a day.
2. The time blocks are 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m., Monday through Friday.
3. The use of the room during evenings, Sundays, and holidays is not permitted.
4. Weekend use is permitted only for a two-hour period, 9:00 a.m. to 11:00 a.m., on Saturday mornings.
5. Groups using the room must adhere to the posted occupancy limit and any other regulations that the City may adopt or forfeit future use of the room.
6. The fees charged shall be \$52 for a meeting that doesn't require a City employee to work overtime and \$88 for a meeting when overtime must be worked.
7. The fee shall be paid in advance by all groups or individuals who want to use the room.

RESOLVED AND DONE, this 11th day of August 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

Margaret England, Mayor

Max Royle, City Manager



CITY OF ST. AUGUSTINE BEACH

Date: July 6, 2021

To: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: City Commission's Policies and Procedures Manual

Background:

The City Commission's Policies and Procedures Manual concerning various activities of the City Government was last updated in 2016. To keep the Manual updated and comprehensive, staff has made changes and asked for adoption of Resolution 21-25.

Budget Analysis:

None.

Recommendation:

It is the recommendation of staff to approve the proposed Resolution 21-25.

RESOLUTION 21-25

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY, FLORIDA**

**RE: TO ADOPT UPDATED CITY COMMISSION
POLICIES AND PROCEDURES MANUAL**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Wednesday, August 11, 2021, resolves as follows:

WHEREAS, the City has policies and procedures concerning various activities of the City Government which are not in ordinance form, but are adopted by resolution; and

WHEREAS, these policies and procedures had been codified in a booklet titled "City Commission's Policies and Procedures Manual"; and

WHEREAS, in order to keep the Manual comprehensive and updated, it is necessary to edit and recodify it.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, adopts an updated City Commission Policies and Procedures Manual.

RESOLVED AND DONE, this 11th day of August 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

Margaret England, Mayor

Max Royle, City Manager



CITY OF ST. AUGUSTINE BEACH

Date: July 6, 2021

To: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

From: Beverly Raddatz, MMC, City Clerk *B.R.*

Subject: Safety and Risk Management Manual

Background:

The last Safety Manual was adopted in 2011 and was outdated for the current safety concerns that are being done currently. This Safety and Risk Management Manual has been brought up to date with the current recommendations from Florida League of Cities and Florida Municipal Trust Insurance, who the City has for their workers compensation coverage. There are several forms that will help to ensure equipment is being checked before the employee uses it.

Analysis:

Staff will be more protected with these new safety measures.

Budget Analysis:

When the employees follow this Safety and Risk Management Manual it should reduce the number of injuries or illnesses, which should reduce the costs of the City's insurance for workers compensation.

Recommendation:

It is the recommendation of staff to approve the proposed Resolution 21-26.

RESOLUTION 21-26

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY, FLORIDA**

**RE: ADOPTION OF SAFETY AND RISK MANAGEMENT
MANUAL**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Wednesday, August 11, 2021, resolves as follows:

WHEREAS, the City of St. Augustine Beach is very conscious of the safety and welfare of its employees and that of the general public; and

WHEREAS, the City recognizes its obligation to ensure the safest possible workplace for its employees and a safe environment for the, public it serves; and

WHEREAS, a Safety and Risk Management Manual will provide a system for the prevention of occupational injuries and illnesses and set minimum safety requirements for City employees and City property.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, affirms the adoption of a Safety and Risk Management Manual.

RESOLVED AND DONE, this 11th day of August 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

Margaret England, Mayor

Max Royle, City Manager

POLICIES AND PROCEDURES
ADOPTED BY CITY COMMISSION
REVISED 9/26/16

AGENDA FORMAT

1. The City Commission has adopted the following format for the agenda of regular Commission meetings.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF MINUTES
- V. ADDITIONS OR DELETIONS OF THE AGENDA
- VI. CHANGES TO ORDER OF TOPICS ON THE AGENDA
- VII. PRESENTATIONS
- VIII. PUBLIC COMMENTS
- IX. PUBLIC HEARINGS
- X. CONSENT
- XI. OLD BUSINESS
- XII. NEW BUSINESS
- XIII. COMMISSIONER / STAFF COMMENTS
- XIV. ADJOURNMENT

2. The "ADDITIONS OR DELETIONS OF THE AGENDA" section of the agenda to allow the Commission to add or delete items on the agenda which should be postponed, have a time urgency, or need more information before being heard.
3. The "CHANGES TO ORDER OF TOPICS ON THE AGENDA" is to allow the Commission to move items within the agenda due to the public, speaker, or Commission's request.
4. "Presentations" are for City employee service awards, proclamations, special recognitions, and public or organization presentations.
5. Upon receipt of a request by a member of the public or an organization to place a presentation upon the agenda, the office of the City Manager shall advise such member of the public or the organization that presentation is limited to ten minutes in length and must pertain to the City of St. Augustine Beach or its residents. Requests for greater length of time shall be addresses to the discretion of the Presiding Officer of the City commission.
6. "Commission / Staff Comments" is to allow the Commission and staff to give an update to the public on what meetings they have attended outside of the City, what topics they would like to discuss, and any items pertinent to the City.

Upon receipt of a request by a member of the public or an organization to place a presentation upon the agenda, the office of the City Manager shall advise such member of the public or the organization that presentations are limited to ten minutes in length and must pertain to the City of St. Augustine Beach or its residents. Requests for greater length of time shall be addressed to the discretion of the Presiding Officer of the City Commission.

(Res 16-13)

APPOINTMENTS

1. All appointments to St. Augustine Beach boards and committees shall be for three (3) years. External committees may be established in accordance with applicable external rules on a case-by-case basis.
2. The Commission will not make appointments to the Comprehensive Planning and Zoning Board without first meeting the person to be appointed.
3. The Commission will use the following guidelines in appointing members of the Comprehensive Planning and Zoning Board:
 - A. Selection of Alternates
 - 1) Previous experience on an appointed or elected board in St. Augustine Beach or another city; or experience as a staff person in another public agency or private firm in comprehensive planning and uses of land.
 - 2) Participation in civic and/or non-profit organizations in the City, St. Johns County, or elsewhere, or other activities which demonstrate a commitment to community improvement.
 - 3) Any other criteria which the Commission decides will help it appoint as alternates persons who will serve the City well on the Comprehensive Planning and Zoning Board.
 - B. Selection of Regular Members
 - 1) The person who has served the longest as an alternate on the Comprehensive Planning and Zoning Board shall be appointed as a regular member.
 - 2) If no alternates are available for appointment, then persons shall be considered who have had previous experience on an appointed or elected board in St. Augustine Beach or another city; or experience

as a staff person in another public agency or private firm in comprehensive planning and uses of land.

- 3) Persons who have participated in civic and/or non-profit organizations in the City, St. Johns County, or elsewhere, or other activities which demonstrate a commitment to community improvement.
 - 4) Any other criteria which the Commission decides will help it appoint as regular members those persons who have the experience, background, and commitment to the community that the Commission believes is necessary for effective service on the Comprehensive Planning and Zoning Board.
4. Candidates for all regular or special or temporary boards and committees shall be required to submit their request to serve on the standardized forms that are attached as Exhibit A and Exhibit B. Exhibit A is for boards/committees not involved in land use matters. Exhibit B is for boards/committees that are involved in land use matters.
 5. No person may serve on more than one City board or agency at the same time.

A person may resign from being a member of a City board or agency to accept the appointment to another City board or agency. The prohibition is not such that a person is required to resign to apply for another board or agency. Rather, a person currently serving on one board or agency is required to resign immediately upon being appointed to another City board or agency. Should a person fail to resign from their current position, the appointment to their new position shall be automatically voided.
 6. The term of the chairman shall be limited to two (2) consecutive terms.
 7. For regular members, no more than three (3) consecutive, unexcused absences are allowed before the chairman is to notify the Commission in writing that the replacement process is to begin.

In the event the chairman is the member with more than three (3) consecutive, unexcused absences, then the vice chairman is to notify the Commission in writing that the replacement process is to begin.
 8. Prospective members for a board/committee are to be interviewed by the City Commission.
 9. Two months before the term of a regular member expires, the City Commission is to interview the alternates, as well as any citizen with an application on file for the board/committee and the regular member whose term is expiring.

10. When a regular member leaves the board/committee during his/her term, the senior alternate shall be appointed by the City Commission to fill the remainder of the unexpired term; and the junior alternate if any, shall automatically be moved to the position of senior alternate.
11. At board/committee meetings when the roll call of regular members is done, the board/committee's alternates are to be included in the roll call.
12. Alternates are subject to automatic reappointment every year to the position of alternate.

AWARDS

A. Awards to Organizations:

1. That the award to organizations will be a "Medal of Honor" which will feature the City seal.
2. That the award is to be given only to civic, neighborhood or other non-profit organizations and groups to recognize them for providing programs and other activities that benefit the public.
3. That the giving of the award is to be done only with prior Commission approval.
4. That only the Mayor or a Commissioner designated by the Commission can present the award. (Res. 15-15)

B. Distribution of Keys to the City

1. That the City's Mayor shall normally be the only City official authorized to present the Key to the City, though an exception to this policy may be made by the Commission to authorize one of its members besides the Mayor to present the Key.
2. That the City Key can be given to an individual, not an organization.
3. That the City Commission must approve in advance the Mayor presenting the Key to the City to an individual.
4. That the Key can be presented only to a person who has provided service or some other benefit to the public.
5. That the Key cannot be used for commercial purposes. (Res. 15-11)

BEAUTIFICATION

1. Beautification and/or maintenance of subdivision entrances will be considered on a case-by-case basis.

BILLING NOTICES

1. Notices for contractors' compliance permits and occupational license renewals are to be sent thirty (30) days prior to due date.

BUILDING

1. Building contractors are liable for subcontractors being licensed. Contractor to give a list of all subs to the Building Official.

CAPITAL OUTLAY

1. One thousand dollars (\$1,000) is the dollar threshold limit as to what can be classified as capital outlay.

CITY ADMINISTRATION

1. The St. Augustine Beach City administration is divided into two (2) departments: Police Department, to be under the direction of the Police Chief; and the remaining City functions to be under direction of the City Manager.

CITIZEN INITIATED PROJECTS

When citizens propose projects that will benefit the City and its residents, the following procedures shall be followed:

1. The project must be presented to the City Commission at a public meeting for approval.
2. If the Commission approves the project, then the City Manager will be directed to have a department head or another staff member assigned to oversee and monitor the implementation of the project.
3. When the project is finished, the department head or staff member will certify to the City Manager that the project has been done in accordance with the Commission-approved plan.

CITY COMMISSION

1. City staff shall open mail addressed to Commissioners except in the following

instances:

- A. When the mail does not include the Commissioner's or the Mayor's official title.
 - B. When the mail has been addressed in handwriting.
 - C. When the mail is from a State senator or representative, a member of the U.S. Congress, the Governor of Florida or another state, or from the White House.
2. All City Commissioners shall be authorized to sign checks in the following order:
- Mayor
Vice Mayor
First seniormost Commissioner
Second seniormost Commissioner
Third seniormost Commissioner
3. All motions by the City Commission for any purpose shall be decided by a voice vote taken by the recording secretary of each Commissioner, including the Mayor.

CITY FACILITIES

1. Any person or organization applying to use a City facility must sign a hold harmless agreement.
2. The use of the meeting rooms without charge is limited to non-profit charitable, civic or non-profit organizations based in St. Augustine Beach, and/or which provide services of benefit to society. Other groups and individuals may use the meetings rooms subject to a fee schedule set by the City Manager.
3. Examples of such organizations include neighborhood/civic associations based in the City, Alcoholics Anonymous, the American Association of Retired Persons, associations of condominiums located in St. Augustine Beach, sports groups which include residents of St. Augustine Beach, etc.
4. The Commission prohibits smoking in City offices.
5. Information may be displayed in City buildings and on City property only from charitable, civic or non-profit and non-religious organizations registered in Florida, and from governmental agencies based in the United States.
6. Use and/or Rental of City Buildings

- A. The Commission prioritizes its offer of long-term use of the buildings to county, state, and federal agencies that offer direct, continuous programs and/or services to both City and County residents.
- B. The buildings are to be offered for use only by governmental or non-profit organizations that provide programs that are of benefit to large segments of the community, such as senior citizens, public school students, the disabled, etc.
- C. The City Commission approves the following policies for the holding of "town hall" meetings by individual Commissioners:
 - 1) That the Commissioner be allowed to use the small public meeting room in City Hall, or, if that is being used by another group, the building adjacent to the City Hall parking lot that was formerly used as a post office.
 - 2) That the Commissioner holding the town hall meeting not be required to sign a hold harmless agreement.
 - 3) That the Commissioner holding the town hall meeting begin the meeting by stating that opinions expressed are his/her own and not those of the Commission.
- D. In the event of competing proposals from governmental or non-profit organizations to rent City buildings, the Commission will use the greatest benefit standard by which to evaluate the proposals: i.e., which organization will provide the greatest benefit to the greatest number of persons.
- E. The City will require organizations interested in renting a City building to provide a written, detailed outline of the programs and/or services that the organizations will provide. Included in the outline should be such details as a mission statement, the source of the organization's funding, staffing, hours and days of operations, etc.
- F. The Commission will consider allowing the use of a building by more than one organization, if such is agreed to by both.
- G. The City will charge rent for the building of an amount sufficient to pay the monthly utilities and to put money in a reserve for maintenance and repair and for such significant costs as roof and heating/air conditioning replacement.
- H. The Commission will require an interlocal agreement, memorandum of understanding, or rental contract which will have terms concerning the rent

amount, when due each month, and responsibilities of the tenant and of the City as to insurance and maintenance.

- I. The City Commission may modify any of the above policies or use other criteria which it believes is in the City's best interest for determining which organizations are to be granted the use and/or rental of City buildings.

COMMISSION MEETINGS

1. Reading of ordinances at Commission meetings is to be done by title only, unless otherwise requested or directed by a City Commissioner.
2. Reports from City departments and City boards are to be put in writing and included with the City Manager's report in the agenda packet for the Commission's regular meeting each month.
3. Commission meetings are to begin at 7:00 p.m.
4. Special Meetings: Topics for the agendas for special meetings will be determined in advance by the City commission, and no additional topics may be added to the agenda unless the topic or topics are of an urgent or emergency nature.

"Urgent" shall be defined as an unexpected or overlooked action that needs to be taken care of prior to the next regular meeting.

"Emergency" shall be defined as a reasonable, unforeseen breakdown of machinery, development of a dangerous condition, threatened termination of an essential service, or the development of an unforeseen circumstance which could result in curtailment or reduction of an essential service or cause possible liability or harm to the public, the City or its employees.

5. Attendance at City Commission meetings by employees other than the City Manager/Police Chief:

The City Manager shall decide when and which employees under his direction are to attend Commission meetings: regular, special or workshop.

The Police Chief shall decide when and which employees under his direction are to attend Commission meetings: regular, special or workshop.

This policy shall also apply to meetings of other City boards or committees.

6. Commissioners absent from meeting can participate by telephone due to extraordinary circumstances as determined by the sitting Commissioners by a

simple majority vote of such Commissioners.

7. The City Commission can determine at the time of an absence if the absence is excused or unexcused based on the information relayed to the Commission.

The Commission can amend its decision if information about the absence is forthcoming within two (2) months after the absence.

8. Meetings of the City Commission are to be conducted in a manner as agreed upon by a majority of the Commission and by these rules and regulations. In cases where no agreement can be reached, resort shall be had with "Roberts Rules of Order".

9. PRESIDING OFFICER: Shall preserve strict order and decorum at all regular and special meetings of the Commission. He shall state every question coming before the Commission, announce the decision of the Commission on all subjects and decide all questions of order, subject, however, to an appeal by a member to the Commission, in which event a majority vote of the Commission shall govern and conclusively determine such question of order.

10. RULES OF DEBATE:

A. Getting the Floor – Improper References to be Avoided. Every member of the City Commission desiring to speak shall address the Chair, and upon recognition by the Presiding Officer, shall confine himself to the question under debate, avoiding all personalities and indecorous language.

B. Interruptions – A member, once recognized, shall not be interrupted when speaking unless it be to call him to order, or as herein otherwise provided. If a member, while speaking, be called to order, he shall cease speaking until the question or order can be determined, and, if in order, he shall be permitted to proceed.

C. Privilege of Closing Debate – The Commissioner moving the adoption of an ordinance or resolution shall have the privilege of making final comments on the motion.

11. ADDRESSING THE COMMISSION AFTER A MOTION IS MADE: After a motion is made by the Commission, and seconded, no person shall address the Commission without first securing the permission of the Presiding Officer to do so. Discussion by the Commission. NO MEMBER OF THE PUBLIC CAN INTERRUPT THE COMMISSION'S DELIBERATIONS. Commission directs questions to the staff. Public invited to comment. Vote called for by the Mayor.

12. MANNER OF ADDRESSING COMMISSION – TIME LIMIT: Each person addressing the Commission shall step up to the microphone, shall give his name

and address in audible tone of voice for the records, and unless further time is granted by the Presiding Officer, shall limit his/her address to three (3) minutes. All remarks shall be addressed to the Commission as a body and not to any member thereof. Only the Commission and the person having the floor shall be permitted to enter into any discussion, except with the permission of the Presiding Officer. A question shall be asked a Commissioner only through the Presiding Officer.

13. DECORUM:

- A. By the Commissioners and the Public – While the Commission is in session, order and decorum must be preserved and any person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission nor disturb any person while speaking or refuse to obey the orders of the Commission or its Presiding Officer, except as otherwise herein provided. Boisterous, impertinent or irrelevant, personal or general remarks directed to or against any individual shall not be considered orderly or decorous. Any person who shall become disorderly or who shall fail to confine remarks to the identified subject or business shall be forthwith, by the Presiding Officer, cautioned and given the opportunity to complete remarks on the subject in a decorous manner. Any person failing to comply as cautioned shall not be allowed to continue the remarks unless permission to continue be granted by a majority vote of the Commission.
- B. Upon Failure of the Presiding Officer to maintain decorum within the context of this section, a call for "Point of Order" by a member of the Commission shall cause all proceedings to cease until a decision is made by the majority of members.
- C. Enforcement of Decorum – The Chief of Police or a member of the Police Department whom he may designate shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Commission meeting. Upon instructions of the Presiding Officer, it shall be the duty of the Chief of Police, or his designee, to either escort back to his/her seat, or remove from the meeting, any individual who violates the order and decorum of the meeting.

14. MOTIONS: Any member of the City Commission, including the Mayor, shall be entitled to make a motion and shall likewise be entitled to second a motion.

15. AGENDA:

- A. The Agenda which is sent to all Commissioners and posted at City Hall for the public, shall be the normal operating procedure, but the Presiding

Officer shall have the authority, during any meeting, and after approval by the City Commission, to change the order of business and the Agenda if the circumstances so warrant.

- B. That any item to go on the Agenda must be submitted by Wednesday 12:00 noon, preceding the next monthly meeting. This is to be directed to the City Manager in writing. Inclusion of any item for the Agenda will depend upon the completeness of information and on the time element for the meeting.
16. ADJOURNMENT: The City Commission shall adjourn its regular meetings promptly at 10:30 p.m. Should the Commission so elect, it may go to 11:00 p.m., but then must adjourn.
17. COMMUNICATIONS:
- A. All communications to the Commission, when read into the record, shall be considered, received and filed without the necessity of a motion.
 - B. No member of the Commission shall speak more than twice on one question without first obtaining permission of the Mayor, or Presiding Officer, nor more than once until the other members have spoken, if they desire to speak, nor shall any member be permitted to speak longer than ten minutes on one occasion, but the Mayor or Presiding Officer may extend member's time for five minutes longer.
 - C. The Mayor may extend the courtesies of the floor to any person he may see fit, at any time during the deliberations of this Commission, unless there be an objection. It shall not be necessary for a member of the Commission to move that the courtesies of the floor be extended. It shall be sufficient if the Commissioner makes the request and the Mayor shall grant such request unless there be objections. Any person addressing the Commission shall do so from the podium and name and address must be presented.
18. TEMPORARY SUSPENSION OF RULES:
- A. Any provision of this division may be temporarily suspended for special reasons by a vote of the majority of the members of the Commission present, but no permanent alteration shall be made without notice specifying the purpose of the change given at the previous meeting.
 - B. In all cases involving points of parliamentary law, "Robert's Rules of Order" shall be the book of reference, and its rules, so far as they are applicable and not in conflict with the provisions of the Charter, ordinances, or of the rules in this division, shall be the rules of the

Commission.

- C. While the Commission is in session, the Presiding Officer shall preserve order and decorum, and a Commissioner shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner while speaking, or refuse to obey the orders of the Commission or its Presiding Officer.
- D. No Commissioner shall speak on any question or discuss any matter, nor interrupt another, nor make a motion without first addressing the Presiding Officer and obtaining his/her recognition. When two or more Commissioners desire to speak at once, the Presiding Officer shall name the Commissioner who is first to speak. No Commissioner shall be interrupted by another without the consent of the Commissioner who has the floor, except by rising to a question of order. Every Commissioner, in speaking on any matter, shall confine himself to the question, shall not use unbecoming, abusive or unparliamentary language, and shall avoid personalities.
- E. Any person, not a Commissioner, making personal, impertinent or slanderous remarks or who shall become boisterous while the Commission is in session, shall forthwith be barred from further audience before the Commission by the Presiding Officer at his/her discretion. No demonstrations of approval or disapproval from the audience shall be permitted. The Presiding Officer shall call upon the Chief of Police to enforce directions given by the Presiding Officer for any violation of this rule.

CONDITIONAL USE PERMITS

RULES RELATING TO CONDITIONAL USE PERMITS

The following rules shall be applicable to conditional use permits:

- 1. At a hearing held by the City Commission for the granting of a conditional user permit, any party shall have the right to:
 - A. Present his case or defense by oral and documentary evidence.
 - B. Submit rebuttal evidence and conduct such cross examination as may be required for a full and true disclosure of the facts.
 - C. Submit proposed findings and conclusions and supporting reasons therefor.

- D. Make offers or compromise or proposals of adjustment.
 - E. Be accompanied, represented and advised by counsel or represent him-self.
 - F. Be promptly notified of any action taken by the City Commission concerning his request for the granting of a conditional use permit or any decisions concerning procedures for the granting of such a permit.
2. At a hearing held by the City Commission for the granting of a conditional user permit, unless otherwise directed by the Mayor, the following procedure shall be followed:
- A. A member of the City staff, or the Chairperson of the Comprehensive Planning and Zoning Board shall report to the City Commission on the recommendation by the Comprehensive Planning and Zoning Board.
 - B. The applicant shall present his case.
 - C. Persons having comments upon or opposing the grant of the conditional use permit shall be allowed to present their case.
 - D. After hearing all public comment, the Mayor shall declare the presentation of evidence and public comment to be closed, and the City Commission shall immediately deliberate and make a decision in open session. If a decision cannot be reached in the initial meeting, the City Commission shall adjourn and reconsider the matter as soon as possible at a time and date certain. The decision shall contain findings of fact, conclusions of law, and shall state the affirmative relief, if any, granted by the City Commission.
 - E. The decision shall be announced as an oral order of the City Commission and shall be reduced in writing within thirty (30) calendar days.
3. The office of the City Manager shall maintain a separate list of all requests for conditional use permits, identifying each request by the name of the applicant, the disposition of the request and the street address of the property.
4. The tape recording of the City Commission hearing on any conditional use permit shall be preserved by the office of the City Manager, and the orders granting or denying conditional use permits shall be kept in a separate book or file.

DEED RESTRICTIONS

1. The City is not to be involved with enforcing deed restrictions.

FENCES IN ALLEYS

The following procedures will be used for evaluating requests from property owners to put fences in alleys:

1. The City must notify in writing all the owners of property adjacent to an alley within a block where a request for a fence permit has been made.
2. The City must provide time for the adjacent property owners to respond in writing as to whether they are in favor or opposed to the permit.
3. The adjacent property owners must be given the date of the Commission meeting when the permit application will be discussed so that the owners will have an opportunity to speak in favor or against the permit.

GRANT POLICY

1. Purpose.

To establish policies, procedures, and guidelines to ensure that the administration of all grants received by the City of St. Augustine Beach meets established standardized guidelines and regulations, and complies with all program requirements.

2. Applicability.

This Policy applies to all Departments in the City of St. Augustine Beach.

3. Background.

The City of St. Augustine Beach recognizes that grants are an attractive form of funding for projects and/or items and frequently come with specific requirements that need to be followed. These requirements can apply to the general operations of the grant, specific compliance rules, monitoring of other parties that may receive resources from the grants, specific time frame, and specialized reporting requirements. There are negative consequences if the grant requirements are not met.

4. Grants identification and application.

Prior to applying for a grant, the City Manager or Chief of Police must notify the Finance Director in writing so that the effects on the City, such as budget, financial reporting and compliance requirements can be reviewed and understood. ~~Any grant above \$50,000 or requiring a 50% match that exceeds the allocated budget amount must have approval of the Commission.~~

5. Strategic alignment.

The City has adopted a strategic plan, therefore any grant that is applied for should be in line with the goals outlined within the plan. When notifying the appropriate authority, a statement should be included on the way the grant would further the City's strategic goals.

6. Funding analysis.

An analysis should be completed to include matching funds (where they are to come from, and if they need to be set aside) and, direct costs. Additionally, indirect costs should be explored to include overhead, in-kind, close-out costs and costs that would be incurred by the City after the grant period i.e. asset maintenance.

7. Evaluation.

Outcome measures should be put in place prior to applying for a grant and applied to the grant-funded program or asset prior to renewing a grant. The established outcome measures and actual costs associated with the grant-funded program or asset will be used to determine if the desired benefits have been achieved.

8. Administrative and operational support.

The City will obtain a detailed understanding of the grant terms and conditions and how they will be monitored. The City will establish procedures to include:

- a. Project plan development
- b. Training for employees responsible for grants
- c. System developed to accurately track expenses to charge against the grant.
- d. Designate personnel responsible both in the administration and the police departments to carry out the requirements of the grant and ensure that proper resources are available. (Res 14-02)

INSURANCE

1. Coverage for all vehicles is to be at least five hundred thousand dollars (\$500,000).
2. Liability insurance limits are to be at least five hundred thousand dollars (\$500,000).

LEGAL ADS

1. The City Manager is to pay for legal ads.

PLAZAS

1. There are 52 plazas located in the City. The plazas are widened portions of the street right-of-way created by the recording of subdivision plats.
2. The plazas may be developed for uses suitable for street right-of-way and/or parks. Such uses include:
 - A. Paved roadway
 - B. Parking
 - C. Beautification
 - D. Utility lines
 - E. Drainage
 - F. Sidewalks/bike paths
 - G. Passive recreation / greenspace
3. Plazas developed for parking should be open to public use and should not be restricted to the exclusive use of any business.
4. The duration and times of parking in plazas may be regulated by the City. When time limits are to be enforced by traffic citations, the time limits need to be established by ordinance.
5. All plazas used for parking should be posted in a suitable manner to indicate that parking is available for all members of the public.
6. Plazas may not be used by any business for the purpose of meeting the number of parking spaces required for the business under the City's Land Development Code.
7. No plaza may be used by any business or residence for a driveway in lieu of a driveway on the premises of the business or residence.
8. Businesses may want to improve and beautify plazas adjoining their premises in order to enhance the appearance of the property adjoining the business premises and to allow parking for customers or patrons. Any such business must recognize that the business does not acquire any ownership interest or exclusive right to the use of the plaza. A contract between the City and the business should be required. The terms of the contract will be determined by the City Commission and may include the following provisions:
 - A. The location of the plaza, the improvements to be made, the time frame the improvements are to be made, and by whom the improvements will be made.

- B. An acknowledgment that the plaza is and shall remain public property and the business does not acquire any ownership interest in the plaza or any right to the exclusive use of all or any portion of the plaza.
- C. A prohibition against the use of the plaza or any advertising signs related to the business or any other structures not related to public use.
- D. An acknowledgment that the City has the right to regulate times of parking and days of parking and to terminate use of the plaza for parking at any time in the sole discretion of the City.
- E. A prohibition against the posting of any signs by the business on or off the plaza indicating that the plaza is available for use as parking for the business.
- F. If there is not a barrier to vehicular passage between the plaza and the driveway or parking area of the business, the agreement shall provide that the owner of the business will hold harmless and indemnify the City from any loss, damage or expense with respect to any accident occurring on the premises of the business.
- G. If there is not a barrier to vehicular or pedestrian traffic between the plaza and the business premises, the business may be required to maintain the beautification (such as shrubs and flower beds) for so long as there is no barrier preventing vehicular traffic or pedestrian access between the plaza and the business premises.
- H. The City reserves the right at any time in the future to construct a fence or other barrier preventing pedestrian or vehicular access across the boundaries between the plaza and business premises.
- I. The term of the agreement. The term will usually be for no more than five years.
- J. The agreement shall be binding upon the heirs, successors and assigns of the business and the property on which the business is situated, and a notice thereof shall be recorded in the public records.
- K. The standard for plaza maintenance shall consist of an annual inspection in the late fall by the Public Works ~~Director~~ Department for the removal of all dead trees, and tree limbs ~~as identified and confirmed by the Beautification Advisory Committee~~. Also, vines that are threatening the tree canopy ~~could be removed as much as necessary to protect the existing trees~~.

PARKING REGULATIONS: GUIDELINES

1. The posting of parking regulations on streets shall be done only in response to citizen complaints and/or because a City official requests the regulations.
2. When a complaint or request for regulation of parking on a street or streets is received, the Police Department and Public Works Department shall review the complaint or request and provide a recommendation to the City Commission Manager as to whether the complaint or request is valid, and if valid, what regulations the Departments recommends be posted, such as no parking anytime, parking on pavement only, parking on unpaved shoulder, and so on.
3. Parking may be regulated on particular streets because of the following conditions:
 - Narrowness of the pavement and/or right-of-way.
 - Lack of sufficient space for parking on one or both sides because of drive-ways, hydrants, etc.
 - Street ends in a cul-de-sac and no parking should be permitted because of safety and public service needs.
 - Lack of regulation prevents residents on the street from enjoying the peace and quiet normally expected in residential neighborhoods.
 - Lack of regulation creates congestion, noise and/or litter on the street.
 - Damage to vegetation within rights-of-way or adjacent property.
 - Impacts to roadside drainage systems.

PROFESSIONAL SERVICES

ADMINISTRATIVE PROCEDURES FOR SELECTING AND CONTRACTING FOR PROFESSIONAL SERVICES

Section 1. Policy

1. The City Manager shall be responsible for supervising the awarding of all contracts for professional services covered by this Administrative Regulation (AR).
2. For the purpose of this AR, the term "professional services" shall mean those services within the scope of practice of architecture, professional engineering or registered surveying.

3. In contracting for professional services, the City shall comply fully with Chapter 287.055, laws of Florida, also known as the "Consultants' Competitive Negotiation Act", which requirements include the following provisions:
 - A. The project must be publicly advertised.
 - B. Professionals in this field must be encouraged to submit qualifications and performance data to the City on a periodic basis.
 - C. The City must certify as qualified those firms or individuals to carry out specific types of consultant work.
 - D. The City must adopt administrative procedures for the evaluation and selection of the firms or individuals to provide these services.
 - E. The qualifications and past performance of the firms or individuals submitting proposals must be evaluated and interviews held with no less than three (3) of the firms or individuals submitting proposals.
 - F. The proceedings of the selection process must be open to the public.
 - G. No less than three (3) consultants, in order of preference, must be selected and ranked in numerical preference.
 - H. A contract must then be negotiated with the most qualified consultant at compensation which is considered fair, competitive and reasonable. If a contract is not reached between the City and the firm, negotiations must then be initiated with the second ranked firm. This procedure is followed until a mutually acceptable contract can be negotiated.
 - I. Each contract for professional services shall contain a prohibition against contingency fees.

Section 2. Procedure

- A. The City Manager shall, by means of public announcements and advertisement, encourage firms interested in professional services to the City to submit a Consultants' Qualifications Form with a request for notification whenever the City is seeking services for which the firm is qualified.
- B. Each firm or consultant must annually submit an updated Consultants' Qualification Form which includes a summary of the consultant's professional qualifications and experience. Upon reviewing and accepting the Qualification Form, the City shall certify the firm as qualified to provide

certain types of consulting services.

- C. The City Manager shall maintain a file on all architects and engineers who have been qualified and requested that they be notified when the City is planning to hire consultants.
- D. The City Manager shall announce in a uniform and public manner, including legal advertisement, when professional services are needed by the City. This ad shall provide a brief summary of the services to be performed and invite any firm interested in the project to submit a Standard Form 254 to the City manager stating the firm's interest and qualifications. The ad also shall request applications to be certain that current information about their firm is on file with the City.
- E. For evaluating the proposals received pursuant to Paragraph II(d), the City Commission may delegate this responsibility to a committee or the Commission may itself do the evaluating. Whoever does the evaluating shall follow Paragraphs f. through h. below.
- F. No less than three (3) qualified firms, in order of preference, after considering such factors as the ability of professional personnel, past performance, willingness to meet time and budget requirements, location, current and projected workloads of the firms, and the volume of work previously awarded to the firm by the City.
- G. The City Commission or the committee shall assure itself that the individual or firm under consideration to perform professional services is certified by the necessary state licensing boards.
- H. After the evaluation of the proposals, the firms shall be ranked in order of preference (first, second, third, etc.) based upon the firms' qualifications.
- I. The Commission will then enter into contract negotiations with the firm ranked as first. These negotiations should be based upon a clear and detailed description of the services which the City expects the firm to provide and which have been previously established for the project.
- J. If the City Commission is unable to negotiate a contract with the firm ranked first in the selection process, negotiations with that firm shall be formally terminated. The City Commission shall then undertake negotiations with the firm ranked as the second most qualified, and so on, until a satisfactory contract is obtained.

**PROCEDURES FOR EVALUATING FIRMS
FOR PROVIDING AUDIT SERVICES**

The City Commission adopts Section 218.391, Florida Statutes.

PUBLIC RECORDS

1. The City Manager shall establish official email accounts for each member of the City Commission, the Comprehensive Planning and Zoning Board, and Beautification Advisory Committee. In sending emails relating to official business of the City or matters which may reasonably be anticipated to come before the Board on which an individual is a member, the official email account shall be the only account used. Such email account shall be so arranged that all messages thereon shall be cached on a City server.
2. All members of the City Commission or any City board shall forward any emails relating to City business received by such member on a private email account to the City to be cached on a City server.
3. All members of any City board as a part of an application for appointment shall sign a statement provided by the City acknowledging receipt of this policy.

PROCESSING OF PUBLIC RECORDS REQUESTS

Objective: The objective of this policy is to establish standard procedures for efficient and timely processing of public records requests and to ensure that public records requests are processed in accordance with the requirements of Chapter 119, Florida Statutes, also known as the Public Record Act.

Policy Statement

Under Florida Law, any material prepared in connection with official business that is intended to perpetuate, communicate or formalize knowledge, is a public record. Included are: documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristic, made or received in connection with the transaction of official business by the City of St. Augustine Beach.

Also, Florida law requires agencies to furnish public records in the format requested if they already exist in that format. If not, the law does not require agencies to convert them to another format to fulfill a public records request. For example, if the records exist only on paper and you are requested to email them, you are not required to scan them in order to email them. Conversely, if they exist only in electronic format and photocopies are requested, you are not required to print them in order to copy them.

Public records may be inspected and examined by any person desiring to do so at any reasonable time, under reasonable conditions and under the supervision of the custodian or designee. Reasonable conditions mean that inspection must be done during normal business hours of the City, excluding identified City holidays. **Custodians of public records are not required to compile or create a new record**, just to make the requested existing records available. In addition, **the Public Records Act does not require the custodian of the record to provide explanations of documents.**

Procedure for Processing Public Records Requests:

Public records requests, other than "readily available documents" described above, will be coordinated by the City Clerk using the following steps:

1. All public records will be directed to the City Clerk's attention for logging.
2. The City Clerk will acknowledge receipt of the request in person, or by email or telephone to the requestor as soon as possible indicating that the request has been received and is being processed.
3. The City Clerk determines the appropriate department or custodian of the record and sends the request to the designated person in that department.
4. The department provides the public records to the City Clerk for further review, redaction if required, calculation of fees, if any, and legal review.
5. If the nature or volume of public records requested to be inspected, examined, or copied require extensive use of information technology resources or extensive clerical or supervisory assistance by City employees, the City Clerk shall have the option of requiring payment from the requestor prior to fulfilling the request.
6. If the nature of the records require legal review, the City Clerk will forward the record to the City Attorney for approval prior to releasing the documents. The City Clerk will inform the requestor of the status of the request.
7. If approval is granted by the Legal Department, the record is then provided to the requestor and additional fees collected or overpayment refunded, as appropriate.

Exempt Records:

Certain public records are exempt from the public records law and, are therefore, not subject to public inspection. Requests for documents which may contain information that are exempt from disclosure under Florida law may be delayed until the records can be reviewed and redacted by the City Clerk, as necessary. In addition, upon request, the custodian of the record must state in writing and with particularity the reasons for the conclusion that the record is exempt from inspection. (FS 119.07(1)(F)).

The legislature has often amended the public records law, making some materials exempt from public inspection that were not exempt previously, and removing the exempt status from certain materials that were previously considered exempt. Therefore, when in doubt as to what is or what is not exempt, check with the City Clerk or the City Attorney.

All public records requests pertaining to any matter for which litigation is pending must be copied for the City Attorney. City staff should also contact the City Attorney if they cannot determine if a matter is in litigation or if they are genuinely uncertain as to whether a particular record is or is not a public record or is a public record exempt from

disclosure. In all cases where a determination is made not to release a document, the City Attorney must be consulted prior to a final denial of a request.

Guidelines for providing a public record:

Florida law notes that every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf. Requests to view public records do not have to be in writing and may be made by telephone. Florida law provides that a custodian of public records has no right to require a person to state the reason why an individual desires to inspect or copy a public record.

A person requesting a public record does not have to fill out a form to do so. Even though it cannot be required of them, all requestors should be encouraged to put their records requests in writing. This should assist staff in clarifying the exact scope of the request. Requestors should be asked to specify whether they wish to simply inspect records or obtain copies.

The following guidelines should be used when handling a request of public records:

1. Determine exactly what the person is requesting, including what records he/she is looking for and whether he/she wants to view the records or wants a copy of the records. If it is unclear what is being requested, contact the person by phone or send a letter or email requesting clarification or asking him/her to contact you. If the request is verbal, write down the documents requested and repeat it back to the requestor to ensure accuracy.
2. Determine whether the documents requested are public records, and if so, identify if any of all of the information is exempt or confidential.
3. Determine who has custody of the records.
4. Determine the format in which the requestor wants the records. Note: Florida law requires agencies to furnish public records in the format requested if they already exist in that format. If not, the law does not require agencies to convert them to another format to fulfill a public records request. However, if acceptable to the requestor and not unreasonable in nature, electronically maintained public records may be provided in print format.
5. Review the requested records for any confidential or exempt information. Be particularly aware of social security numbers, medical information, certain addresses and other personal information on protected persons and their family members (e.g., current or former law enforcement officers, code enforcement officers, and other specifically exempted in Chapter 119 or elsewhere in Florida Statutes). Redaction will be administered by the City Clerk or designee.

Requests for email and other records:

In order to provide timely and accurate information, the requestor of emails shall provide the date range and key words for the search. When a public records request is received for emails or other records relating to a City Commission member or City employee, the City Commission member or respective department head will be notified by the City Clerk, as a courtesy, that the request was received. However, providing this information as a courtesy, will in no way delay the processing of the request. When requesting copies of email, members of the public or news media must make a request directly to the City Clerk. No requestor shall be provided direct access to email archives. The City Clerk or designee will research the email archives, review the email retrieval for redaction or exempt information, and provide to the City Attorney, if appropriate, prior to release of the email to the requestor.

Departments receiving a public records request must respond to the City Clerk as soon as possible as to whether they have any of the requested documents and what the estimated retrieval time will be. The City Clerk, or designee, will notify the requestor of the estimate of time to fulfill the request and that copying charges must be paid in advance of the requestor's receipt of the records. For extensive requests the City shall require advance payment prior to beginning retrieval. Any over-payment of retrieval charges will be refunded to the requestor.

Fees

The fees that may be charged for copying of public records are in some cases provided by Statute. If a fee is prescribed by law, the custodian of the record must charge that fee. If no fee is prescribed by law, then the custodian of the public record may charge the actual cost of duplication of the records. It is important that fee assessments be applied consistently across all City departments. The following charges that are deemed to represent the actual cost of material, supplies, and equipment involved, shall be charged of public records:

1. Fifteen (15) cents for each one-sided copy of each page of not more than 14 inches by 8.5 inches of the public record.
2. Twenty (20) cents for each two-sided copy.
3. For all other copies, the actual cost of duplication of the public record.
4. Five (5) dollars for each copy of a data CD or video DVD.
5. One (1) dollar for each certified copy of a public record.
6. If materials are to be mailed, the actual cost of postage may be added to other charges indicated in the preceding paragraph.
7. Purchasers must pay for copies prior to receiving the copies. Before being given the copies, the purchaser should show his or her paid receipt.

If the request is by mail or telephone, the monies should be received prior to mailing the copies. If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information, technology, resources, or extensive clerical or supervisory assistance by personnel of a City department, additional charges may be assessed, which is to be reasonable and is to be based on

the cost incurred for the extensive use of such resources of labor in furnishing or copying the information requested. The provision of this paragraph does not apply to materials routinely exchanged within the City or between governmental agencies, officers or persons in the performance of assigned duties or normally provided by the City in carrying out its statutory responsibilities.

A research service charge is calculated in fifteen (15) minute increments. If the research is extensive, the service provider may request a deposit. Labor charges are calculated based on the salary of the lowest-paid employee capable of performing the work.

Reasonable exceptions to charging fees will be made for other government entities.

Time Copies Maintained by Clerk. Copies made in response to a public records request will be maintained in the City Clerk's office for twenty (20) days.

Cancelled or Uncollected Requests. The City Clerk's staff or any other City department staff is entitled to receive payment for the entire amount of the value of their services when responding to public records requests. AGO 05-28. If a records requestor does not collect documents or advises City staff that the documents are no longer needed, the City staff is entitled to retain the deposit received for copying and other services related to the records request. Likewise, the City staff may bill the requestor for the difference between the deposit and the actual cost if full payment was not initially received. Per FS 119.07(4)(a) provide that an agency may refuse to produce additional requests for records if the fees for previous records have not been paid by the requestor. The City will notify the requestor of the unpaid fees and the refusal for additional records until the fee is satisfied.

Conflict with Florida Law:

In the event of any conflict between this policy and Florida Law or a Florida Attorney General's Opinion, the applicable section of Florida Law or the applicable opinion by the Florida Attorney General shall be controlling. All other provisions not in such conflict shall remain in full force. (Res. 15-05)

SOCIAL SECURITY NUMBERS

The City shall collect and disseminate Social Security numbers only from employees or applicants for employment with the City, from individuals providing services to the City, and from individuals as required for police matters. These numbers will be used for identification and verification, benefit processing, and tax reporting. Social Security numbers are also used as a unique numeric identifier and may be used for search purposes. All Social Security numbers collected will be maintained and disseminated in accordance with the Florida Statutes 119.071(5).

SOLID WASTE

1. Citizens are to notify the City if they want a special trash pickup (i.e. garden trash, white goods, etc.) on Wednesday. Special pickups are typically conducted on Wednesday, but may be altered or temporarily suspended by the Public Works Department due to holidays or extenuating circumstances.

SPOKESPERSONS

1. The Mayor shall be the City's spokesperson with the media and the public. In the absence of the Mayor, the Vice Mayor shall be the City's spokesperson.
2. No City employee shall speak or write to the media or any public group unless permission to do so has been given by the ~~Mayor~~ City Manager, or in his/her absence, the Mayor or Vice Mayor. This prohibition shall not apply to the following: emergencies, routine correspondence that City employees provide for informational purposes to the County, other cities, etc.; to articles written for the City's newsletter.

STATEMENTS TO THE PUBLIC

1. Statements by City Commissioners:
 - A. Unless otherwise directed by the City Commission, the Mayor is authorized to represent the City in public forums or media. However, the Mayor is not authorized to bind the City or otherwise commit the City to any position without the express authority of the City Commission. In the absence of the Mayor, the Vice Mayor is authorized to so represent the City.
 - B. Unless specifically requested to do so by the mayor or authorized by vote or consensus of the City Commission, individual Commissioners shall not speak on behalf of the City on any matter when in a public forum or media. Caution should be exercised in comments made as they reflect on the entire City or City Commission.
 - C. It is of paramount importance that individual Commissioners make it clear to the public and fully disclose that their personal comments represent their own opinion and are not necessarily the opinion or position of the City or the City Commission. The Mayor, individual Commissioners, the City Manager, the Chief of Police, and the City Attorney are authorized to inform members of the public and the media of this policy regarding statements to the public.
 - D. On matters of litigation or potential litigation, it is the policy of the City and the City Commission that no individual Commissioner speak publicly regarding the matter and especially not do so in such a manner that gives the impression that they are speaking on behalf of the City or the City Commission when commenting upon or making any public or private statement or remark regarding such matter unless specifically authorized to do so by the City Commission. Should an individual Commissioner violate this policy, the City Commission may, by vote of the City

Commission, adopt a resolution denying, disclaiming, or otherwise avoiding, correcting or rejecting the statement or remark, as well as admonishing the individual Commissioner for violating this policy. The adoption of a resolution is in addition to any other remedy or action the City or the City Commission can lawfully take. Notwithstanding this provision, the inaction by the City or the City Commission to adopt a resolution or take other action shall not be construed as an admission, waiver, acknowledgement, adoption, or any other implication of the City or the City Commission.

2. Statements by City Staff.

- A. City Staff shall not give statements to the public or the media without the authorization of the City ~~Commission~~ Manager unless the statement is explicitly or impliedly within their job duties and responsibilities. This prohibition is intended to preclude any statement made by a City employee that represents or implies that the employee is speaking for or on behalf of the City. Any matter requiring a determination by the City ~~Commission~~ Manager shall fall within this prohibition.
- B. The City Manager, Chief of Police, and/or City Attorney are authorized to give statements to the public and the media concerning matters within their respective areas of management and/or responsibility.

STREETLIGHTS

1. Streetlights will be installed in accordance with one or both of the following policies:

- A. Each light will benefit five (5) or more dwellings.
 - B. Lights are to be placed four hundred (400) feet apart unless part of a lighting plan adopted by the City Commission or recommended for public safety by the Chief of Police or Public Works Director
 - C. The need for a streetlight has been deemed necessary for public safety purposes by the Chief of Police or the Public Works Director
 - D. New streetlights east of A1A Beach Boulevard and visible from the beach must be "Turtle Friendly" amber fixtures.
 - E. Streetlights must be approved by all property owners within 100' of the proposed streetlight, unless deemed necessary for safety purposes by the Chief of Police or Public Works Director.
 - F. Streetlights shall be shielded as necessary to prevent nuisance to adjacent properties.
- ~~B. — Each light is to be placed four hundred (400) feet apart.~~

STREETS

1. Streets are to be named as follows:

- A. NEW STREETS: If the street name or names are ones which the developer wants, or which a majority of the residents want, then the Building Department is to review the names with the County's 911 system. If the names are acceptable, then the Building Department shall approve the names.
- B. EXISTING STREETS: Names of existing streets can be changed only if the names are acceptable to the County's 911 system, and only upon approval by the City Commission.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM

City of St. Augustine Beach Neighborhood Traffic Management Program

Introduction

The City of St. Augustine Beach is committed to promoting and preserving safe, livable neighborhoods, to enhancing pedestrian and bicycle access to neighborhood destinations and to improving the overall quality of life. The City Commission is aware that speeding is the most common residential traffic complaint reported to law enforcement. Local residents or visitors in a hurry to get to work or home, may have become over familiar with conditions and ignore residential speed limits, resulting in concerns of safety and quality of life issues. Residents living on these local roads may also perceive a danger to children playing outdoors, or hazards to walkers, joggers and bicycle riders.

The purpose of this program is to present ways in which residents can find solutions to residential traffic problems as approved by the City Commission. Residential traffic concerns should be reviewed on a case-by-case basis. There are many steps in a traffic management program and several factors to be considered including; the surrounding roadway network, resident access, speeds and/or volume of traffic, accident history, and temporary conditions (e.g. construction). Each situation should be reviewed with respect to the available traffic calming measures that have been, or could be, found effective to address the neighborhood traffic concern.

The Institute of Transportation of Engineers (ITE) defines traffic calming as *"the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users."* Effective traffic calming involves a combination of communicating and educating the neighborhood residents, law enforcement, and engineering measures. A successful traffic management program will provide a process to address neighborhood traffic concerns, balancing the needs of the entire neighborhood, with that of the community.

The City of St. Augustine Beach Neighborhood Traffic Management Program (NTMP) is only applicable to City streets and neighborhood roads that are not classified as collector roads. A collector road draws traffic from local residential neighborhood roads in order to provide access to other collector or arterial roads. The program does not apply to roads owned and maintained by either St. Johns County or the Florida

Department of Transportation. In cases where a home owners' association responsible for the ownership and maintenance of the streets are interested in traffic calming many of the same program steps can be employed. The City needs to review and approve all proposed traffic calming measures, even for privately owned and maintained streets. The following steps are suggested for the City of St. Augustine Beach NTMP.

Education, Enforcement, Engineering

The traffic calming process begins with a combination of EDUCATION, ENFORCEMENT and "passive" ENGINEERING techniques. When citizens ask for help with traffic problems on their street the City will conduct a field study and collect traffic speed and volume data in order to assess the severity of the problem. If any obvious safety problems are discovered the City will take immediate corrective action. If traffic data shows that a speeding problem exists (or any other problem that is correctable by enforcement) the Police Department will be called upon to assist with the education and increase the enforcement effort. A documented history of police presence on the target streets helps to assess the effectiveness of the increased enforcement.

Speed Control Criteria

The Florida Department of Transportation Manual Speed Zoning for Highways, Roads & Streets provides the following definition, concepts, and guideline (in support of altering the maximum speed within any municipality as stipulated by Florida Statute 316.189).

The **85th** percentile speed is defined as the speed at or below which 85 percent of the observed free-flowing vehicles are traveling.

Spot speed studies historically showed that the 85th and 15th percentile observed speeds generally describes the high and low speeds observed by most reasonable drivers. It is generally thought that the upper and lower 15% of the observed speeds are too fast or too slow for existing conditions. It is for these out of range operating speeds that the practice of speed zoning strives to achieve its objective of providing realistic speed restrictions to which meaningful enforcement can be applied.

Drivers tend to pay less attention to speed limit signs, which they consider unreasonable unless there is an inordinate degree of enforcement. Unreasonably low posted speed limits are commonly violated by drivers essentially making enforcement difficult and operating speeds higher than what would exist with proper realistic posted speed limits.

A speed limit should not differ from the **85th** percentile speed by more than **3 mph** and it shall not be less than **8 mph**. A speed limit of 4 to 8 mph less than the **85th** percentile speed shall be supported by a supplemental investigation.

Example: A measured **85th** percentile speed of 24 mph would result in a 20 or 25 mph speed limit. A minimum potential speed limit below 20 mph would require a supplemental investigation or special conditions. Any speed zone alteration on a City street shall be approved by the City Commission.

Cut Through Traffic

Cut through traffic on neighborhood streets is defined as residential or commercial traffic not directly associated with the residences directly adjoining the street. There may be several reasons drivers choose one street over another including; avoiding traffic signals or congestion, avoiding poor pavement conditions, improper speed limits, and avoiding traffic calming measures.

Publically owned streets are dedicated for the use of the public, and as such cut through traffic can be difficult to identify, or address. Employing traffic calming measures on one street can potentially divert traffic to another. Cut through traffic is often associated with speeding that may be correctable by enforcement.

Horizontal / Vertical Traffic Calming Measures

Horizontal traffic calming measures can include pavement markings but typically include physical measures to narrow the travel lanes or deflect the vehicles out of a straight line. Traffic medians, traffic circles and/or roundabouts are all examples of horizontal traffic calming measures. Vertical traffic calming measures include speed bumps, speed humps, and speed tables. Examples of speed humps and tables are shown in Figures 1 and 2.

Each potential application of horizontal / vertical traffic calming measures is unique to a specific location. However, in general, the majority of the neighborhood residential streets and intersections in the City of St. Augustine Beach present significant engineering challenges to successfully employ horizontal traffic calming measures due to the width of the right-of-way or pavement.

Speed humps and speed tables will be considered on an individual case basis and must meet the following design standards.

Design Standards and Locations

Speed Hump / Speed Table Design Standards

1. Speed hump profiles shall be 12' long with a parabolic cross section (Figure 1). Speed table profiles shall be 22' long with a 10' flat top (Figure 2). Both shall be raised asphalt pavement with a height of approximately 3-4 inches.
2. The speed humps/tables shall be installed across the entire roadway to the lip of the gutter with the last one foot tapered flush with the pavement to minimize gutter running and to preserve drainage flows.
3. Devices may be installed in City right-of-way to prevent vehicles from traveling around the speed hump/table.

Positioning Speed Humps / Speed Tables

1. The City of St. Augustine Beach will determine the final location of all speed humps/tables in accordance with these guidelines and safe traffic engineering principles.
2. Speed humps/tables shall be placed from 30 to 200 feet away from tight turns.
3. Speed humps/tables shall be spaced from 200 to 400 feet apart to adequately manage speeds along the street.

4. The final positioning of the device shall take into consideration the following which should be field verified prior to installation:
 - a. Speed humps/tables shall be installed at least 8 feet away from driveways.
 - b. Speed humps/tables shall not be installed over, or contain, manholes, water valves or be located adjacent to fire hydrants.
 - c. Speed humps/tables located near drainage inlets shall be installed downstream of storm drain inlet.
 - d. Speed humps/tables should be located near streetlights (where possible) to illuminate them at night. Installation of humps/tables should take advantage of existing or planned street lighting. The Public Works Department shall handle all streetlight issues.
 - e. The City of St. Augustine Beach may restrict parking within 50 feet of the speed hump/table (on the approach sides) if deemed necessary.
 - f. The speed humps/tables shall neither be located in horizontal or vertical curves where line of sight of the speed hump/table is limited, nor on approaches to these curves.
 - g. Speed humps/tables shall not be installed within 75 feet of an uncontrolled intersection.

Pavement Markings

1. White arrow shaped markings shall be painted on each speed hump/table in the direction of vehicle travel. These markings increase the visual impact of the speed hump/table by increasing motorist awareness. (Figures 1 & 2)

Warning Signs

1. A permanent warning sign reading "Speed Hump/Table Ahead" will be installed in both directions to notify motorists of the speed hump/table. Physical right-of-way conditions will dictate exact sign placement.
2. Speed advisory signs stating the recommended speed limit shall be installed on the speed hump warning sign.
3. The Public Works Department shall determine final location of warning signs.

Signage

It is recognized that regulatory signage can become excessive, confusing and ultimately ignored. In an effort to reduce the number of overall warning and regulatory signs in neighborhoods the NTMP will attempt to minimize, reduce and/or consolidate signage where feasible, however in some cases additional signage may be necessary.

Standard signing and pavement markings for warning and regulatory signs, and traffic calming features, shall be used as detailed in accordance with the Federally adopted Manual of Uniform Traffic Control Devices (MUTCD). Signage shall include a yellow warning sign at each feature. In the event a series of traffic calming features are installed without intersecting side street conflicts, one advance warning sign may be

used to warn motorists. Minimal additional signage and/or pavement markings, such as white edge line striping and raised reflective pavement markers may also be necessary.

“Children at Play” and Similar Signs

St. Augustine Beach often receives requests to install signs warning drivers of the possible presence of children at play on or near the street in residential areas. Concerned citizens often do not realize that these signs are deceiving and ineffective. Drivers already expect the presence of children in residential areas and studies show that devices attempting to warn motorists of normal conditions or conditions that are not always present fail to achieve the desired safety benefits.

"CHILDREN AT PLAY" signs tend to create a false sense of security for parents and children who believe the signs provide an added degree of protection. In fact, motorists, particularly local ones, actually pay little attention to them. The use of the CHILDREN AT PLAY and similar signs such as SLOW CHILDREN or SLOW – RESIDENTIAL AREA have long been discouraged because these signs suggest to parents and small children that playing in or beside the roadway is acceptable. There is no evidence that these signs prevent crashes or reduce the speed of vehicles. If problems with speeding exist, these should be brought to the attention of the City of St. Augustine Beach Police Department.

CHILDREN AT PLAY and similar signs are not recognized by the State of Florida or the Federal Highway Administration as official traffic control devices and, therefore, are not installed by the City on public streets.

Adjacent Property Owner Agreement

Property owners adjacent to each proposed speed hump/table employing vertical/horizontal deflection must agree in writing to construction.

Emergency Services

Traffic calming features may cause delay in emergency response times to residences in neighborhood areas where projects have been installed. The Police Department and Fire-Rescue services will participate in the planning process in an effort to minimize potential impacts on emergency response times.

Sidewalks/Bike Paths

In areas without sidewalks, the City may recommend that residents pursue the installation of sidewalks in lieu of, or in addition to other traffic calming measures. Funding for sidewalk/bike path projects may need to be appropriated through the City's Capital Improvement Planning process, or through a special assessment, as determined by the City Commission.

Neighborhood Traffic Management Program Project Steps

1. Problem Identification
 - a. The process starts with a citizen's initial contact identifying the problem (i.e. speeding, cut through traffic, etc.) and completing a Community Action Request

Form.

2. Investigation & Data Collection
 - a. Research previous complaints, studies, crash/enforcement history.
 - b. Interview citizen contact for times, specific violators, etc.
 - c. Conduct traffic data collection (daily volumes, vehicular speeds, etc.).
 - d. Consider / implement countermeasures or passive measures
 - i. Stepped up police enforcement
 - ii. Additional/relocated traffic signage
 - iii. Speed display trailer
 - iv. Pavement markings
 - e. Periodically re-evaluate
3. Request for traffic calming measures
 - a. Officially poll/survey the neighborhood to ascertain/develop consensus
 - i. Action requires affirmative response of 50%
4. Feasibility & Preliminary Design
 - a. Research street layout, traffic patterns, existing traffic control devices
 - b. Determine appropriate and feasible traffic calming strategies
 - i. Enhanced enforcement
 - ii. Revised speed limit
 - iii. Vertical deflection – speed bumps, humps, tables
 - iv. Horizontal deflection – traffic medians, chokers, chicanes, diverters, narrowing
 - v. Surface treatment, landscaping
 - c. Evaluate emergency responder/public safety access concerns
 - d. Develop project cost estimates
5. Petition of Support
 - a. Before the project can proceed the City must receive a petition of support signed by the property owners within the designated impact area. If the petition is not returned the project ends at this point, at the discretion of the City Commission.
6. Final Design Plan
 - a. Traffic calming techniques to be employed will be designed in conformance with sound engineering judgement and planning practices.
7. Commission Approval
8. Project Construction

Figure 1

Speed Humps with Optional Pavement Markings.

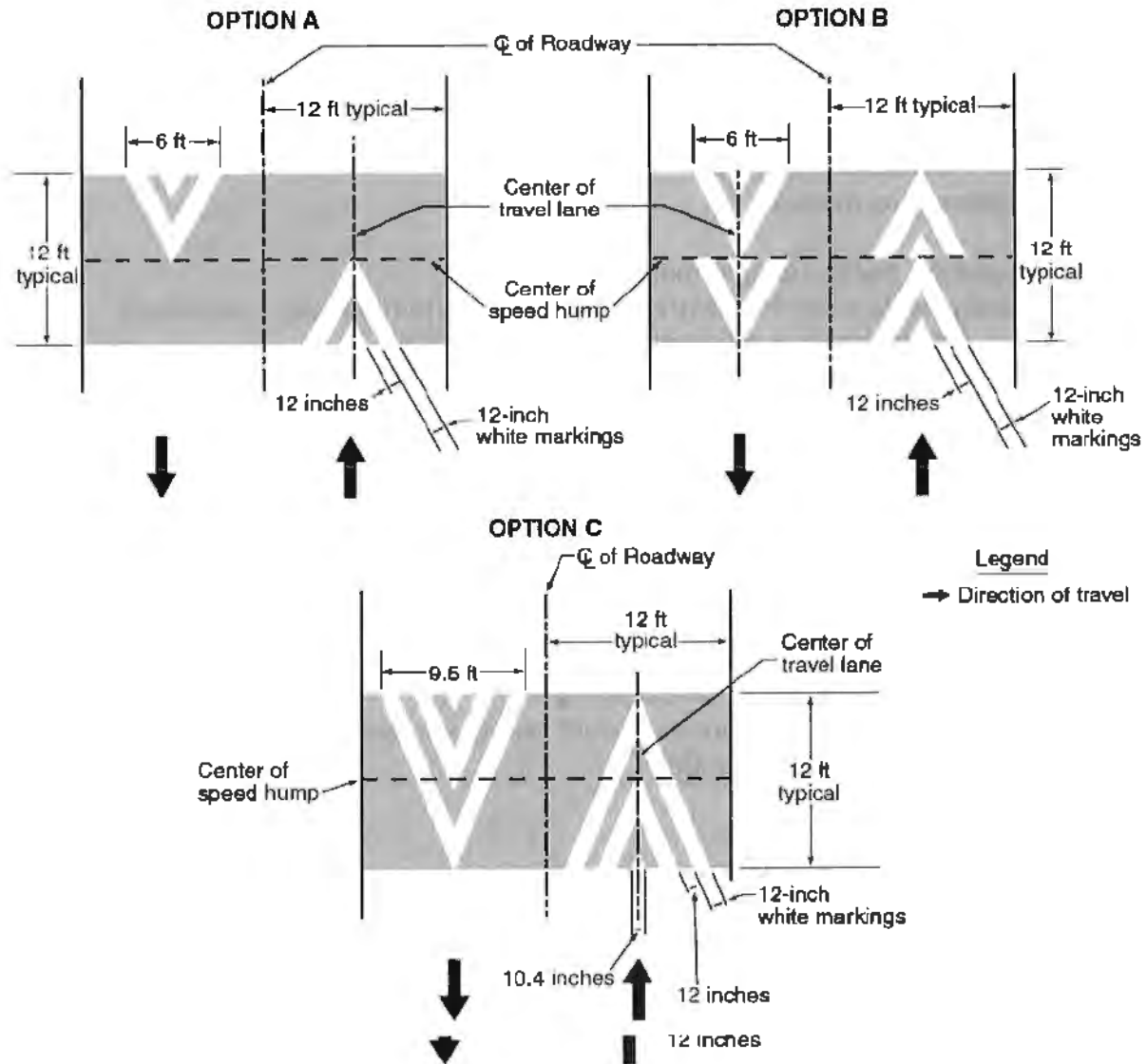
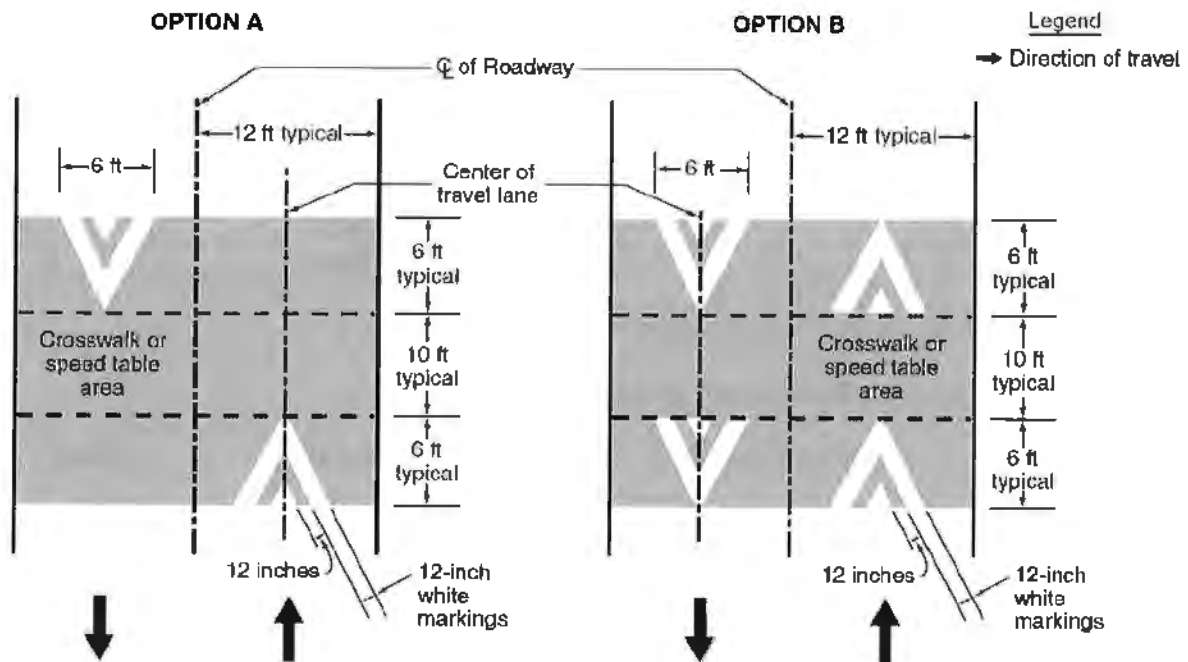


FIGURE 2

Speed Tables with Optional Pavement Markings





**City of St. Augustine Beach
Neighborhood Traffic Management Program
Community Action Request Form**

Thank you for expressing interest in the City of St. Augustine Beach's Neighborhood Traffic Management Program (NTMP). Please fill out this form as completely as possible, describing your particular concern and return to the City of St. Augustine Beach Public Works Department, 2200 S.R. A1A S., St. Augustine Beach, FL 32080

Contact Person: _____ Phone: _____
Address: _____ Email: _____
Date: _____

Neighborhood Association (if applicable): _____

Please describe your traffic concern (please circle one)

Speeding Cut-through Pedestrian/Bike safety Other

Approximate time of day that problem occurs: _____

Please identify the street(s) and/or intersection(s) where the problem occurs

Please provide any other information that you feel is important. Please feel free to include any photos or maps to better describe your concern.

Please include signatures of at least five (5) other residents that share your concern:

Name	Address	Signature	Phone or Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Res. 15-10)

SIGNAGE RETRIEVAL FOR CITY PROPERTY

1. Signs removed by City personnel shall not be disposed of and shall be delivered to the Public Works Department and may be retrieved at the City's Public Works Department, 2055 Mizell Road.
2. Owners of signs or their representative may retrieve such signs by calling the Public Works Department (904-471-1119), Monday through Friday, during normal business hours (7:00 a.m.–3:00 p.m.), and arranging a time to meet a City employee who will accompany the owner or the owner's representative to where the signs are stored.
3. Signs not retrieved within thirty (30) days will be deemed abandoned by the candidate and subject to destruction by the City.

(Resolution 16-15)

SOCIAL MEDIA USE

PURPOSE

This document defines the social networking and social media policy for the City of St. Augustine Beach. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, St. Augustine Beach may consider using social media tools to reach a broader audience. St. Augustine Beach encourages the use of social media to further the goals of St. Augustine Beach and the missions of its departments, where appropriate.

The City of St. Augustine Beach has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media sites. This policy establishes guidelines for the use of social media.

ACCEPTABLE USE

1) Personal Use

All St. Augustine Beach employees may have personal social networking, Web 2.0 and social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. Following this principle helps ensure a distinction between sharing personal and agency views,

St. Augustine Beach employees must never use their agency e-mail account or password in conjunction with a personal social networking, Web 2.0 or social media site.

The following guidance is for St. Augustine Beach employees who decide to have a personal social media, Web 2.0 or social networking site or who decide to comment on posts about official St. Augustine Beach business:

- State your name and, if relevant, role, when discussing St. Augustine Beach business;
- Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the opinions of the City of St. Augustine Beach for which I work.”

2) Professional Use

All official St. Augustine Beach-related communications through social media, Web 2.0 and social networking outlets should remain professional in nature and should always be conducted in accordance with St. Augustine Beach’s communications policy, practices and expectations. Employees must not use official St. Augustine Beach social medias, Web 2 or social networking sites for political purposes, to conduct private commercial transactions, or engage in private business activities.

Agency employees should be mindful that inappropriate usage of official St. Augustine Beach social media, Web 2.0 or social networking sites can be grounds for disciplinary action. If social media, Web 2.0 and social networking sites are used for official agency business, the entire St. Augustine Beach site, regardless of any personal views, is subject to best practices guidelines, and standards.

Only individuals authorized by St. Augustine Beach may publish content to an agency website or state agency social computing technologies.

3) Approval and Registration

All St. Augustine Beach social media sites shall be (1) approved by the City Manager or Chief of Police; (2) published using approved social networking platform and tools; and (3) administered by the City Manager or Chief of Police or their designee.

4) Oversight and Enforcement

Employees representing the City of St. Augustine Beach through social media outlets or participating in social media features on agency websites must maintain a high level of

ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in St. Augustine Beach social media sites, blogs, or other social media features.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms.

St. Augustine Beach employees recognize that the content and messages they post on social media websites are public and may be cited as official St. Augustine Beach statements. Social media should not be used to circumvent other St. Augustine Beach communication policies, including news media policy requirements.

St. Augustine Beach employees may not publish information on agency social media sites that includes:

- Confidential information
- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

5) Record Retention

Social media sites contain communications sent to or received by St. Augustine Beach and its employees, and such communications are therefore public records subject to the Florida State Statutes. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Department maintaining the site shall preserve records pursuant to General Series SL-1 schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and /or changes on the social networking site.
- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.

- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure the completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee who administers one or more social networking sites on behalf of St. Augustine Beach has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.

St. Augustine Beach utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements. St. Augustine Beach archive is available at: archivesocial.com.

EXTERNAL POLICY

The following guidelines must be displayed to users on all social media sites or made available by hyperlink.

Moderation of Third Party Content

St. Augustine Beach social media site services as a limited public forum and all content published is subject to monitoring. User-generated posts will be rejected or removed (if possible) when the content

- Is off-subject or out of context
- Contains obscenity or material that appeals to the prurient interest
- Contains personal identifying information or sensitive personal information
- Contains offensive terms that target protected classes
- Is threatening, harassing or discriminatory
- Incites or promotes violence or illegal activities
- Contains information that reasonable could compromise individual or public safety
- Advertises or promotes a commercial product or service, or any entity or individual
- Promotes or endorses political campaigns or candidates

Public Records Law

St. Augustine Beach social media sites are subject to applicable public records laws. Any content maintained in a social media format related to St. Augustine Beach business, including communication posted by St. Augustine Beach and communication received for citizens, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

CITY TELEVISION CHANNEL

~~City of St. Augustine Beach Government Access Channel (GTV) Policy~~ *(Adopted Res. 14-15 12-01-2014)*

~~Purpose:~~ ~~The purpose of this policy is to provide guidelines for the operation and programming of the St. Augustine Beach government access cable channel. The government channel will develop and implement programs to maintain effective communications between city/county government and city/county residents, as well as, promote and preserve the integrity of the City of St. Augustine Beach local government.~~

~~Scope:~~ ~~The Government Access Channel will operate within policies and guidelines established by the City Commission. This policy outlines operating parameters of GTV, and provides guidance on programming selection, restricted programming, minimum technical standards, and operating procedures.~~

~~Introduction:~~ ~~GTV is a 24-hour Government Access channel programmed and operated by the City of St. Augustine Beach. GTV is restricted to use by the City of St. Augustine Beach, and other local governments; it is not available for use by the general public. GTV is operated by the City of St. Augustine Beach Finance/Administration Department and under the direction of the City Manager or his or her designee.~~

~~Objectives:~~ ~~GTV is used to distribute and share information about City government, programs, and services, as well as the deliberations of the City's partners. Specific objectives include:~~

- ~~A. Provide comprehensive, non-editorial information about programs, services, and events provided by or sponsored by the City of St. Augustine Beach.~~
- ~~B. Provide reliable, accurate and timely information about City of St. Augustine Beach government and services.~~
- ~~C. Provide accurate educational information that helps meet a City, City Department, City Board or County goal.~~

~~D. Ensure that all GTV programming meets broadcast quality technical standards.~~

~~**Channel Designation:** GTV shall operate on Comcast Cable Channel 2, and live meetings online at <http://www.staugbch.com/meetings/stream/> or meetings on demand at <http://www.staugbch.com/meetings/delayedstream/>. It shall be known as GTV.~~

Programming Types Defined

~~The following different forms of programming may be telecast on GTV, provided such programming meets all the requirements of this policy:~~

- ~~A. **City Produced Programming** — Live and recorded programming produced under the direction of City staff. This includes live coverage of selected meetings with gavel-to-gavel coverage, programs on City departments, services, programs, issues, activities, or projects associated with the City that use public dollars.~~
- ~~B. **Other Governmental Agency Programming** — Programming produced by an outside agency which would like to provide information, access to deliberations, and has no other means to do so.~~
- ~~C. **Bulletin Board** — A character generator Bulletin Board system is maintained by GTV to promote City, City/County sponsored meetings, events, activities, and information. Written Bulletin Board submissions must be provided to the Finance/Administration Department staff at least one week in advance of the event or start of service. This service is only available for use by the City. It is not for the general public.~~

Programming Priorities

~~During programming hours, GTV airs general information for public consumption. However, during emergencies, programming may be allocated in this order:~~

- ~~A. Programming related to emergency received from St. Johns County Government and/or Emergency Operations Center.~~
- ~~B. Programming of, or about, meetings of policy-making bodies of City government.~~
- ~~C. City Produced Programming and Government Partner Programming (including replays of live telecasts).~~
- ~~D. Programming providing factual information on any ballot issue affecting City services.~~
- ~~E. City Sponsored Programming~~

~~F. Programming that is produced by or for local, state and federal government and/or other agencies that use public dollars.~~

~~G. Bulletin Board~~

~~Programming Selection Guidelines~~

~~Programming selected for telecast on GTV must be carefully evaluated and determined to meet the needs of the City, its residents, and its visitors. Telecast of any program shall be on a space-available basis per the discretion of the City Manager. The following criteria must be met when selecting programming for GTV:~~

~~A. Programming must help meet a defined goal or mission of the City, City department, or the City Commission.~~

~~B. All rights and clearances to telecast the program on GTV must be secured in writing.~~

~~C. Programming quality must meet the minimum technical standard requirements as outlined in Attachment A.~~

~~General Categories of Programming~~

~~City of St. Augustine Beach will be airing both text-based ("character-generated") programming as well as audio-video programming. The programming must fall within one or more of the following general categories of programming:~~

~~A. Announcements or programs concerning emergencies and other timely issues that affect public safety and health in the community.~~

~~B. Programs and meetings which inform the public of the facilities, services and programs offered to the residents and visitors of St. Augustine Beach and St. Johns County.~~

~~C. Programs that highlight the cultural and historic resources of St. Augustine Beach and St. Johns County.~~

~~D. Public service announcements if submitted by City Government, or other governmental agencies.~~

~~Restricted Programming~~

~~City of St. Augustine Beach recognizes the programming content restrictions imposed on GTV by the Federal Communications Commission, by prevailing community standards, and by applicable federal, state, and local laws. GTV will not telecast:~~

~~A. Public Access programming. GTV is a Government Access channel and does not accept programming or Bulletin Board submissions from the general public. GTV will only telecast programming produced or sponsored by the City or other governmental agencies subject to all other conditions in this policy.~~

~~B. Paid advertising or any program that depicts a product, business and/or service that has the purpose of benefiting a profit-making enterprise. Programming grants, underwriting, and/or sponsorships are not considered advertising so long as the following three conditions are satisfied:~~

~~1. The underwriter has no editorial control over the program.~~

~~2. The viewing public cannot reasonably perceive that the underwriter has exercised editorial control over the program.~~

~~3. The viewing public cannot reasonably conclude that the program is being telecast principally because it promotes the underwriter's products, services or other business interests.~~

~~C. Promotions of any political candidates or issue. GTV is not to be used to build support for a candidate for public office. Declared candidates for any elective office and persons advocating any cause, viewpoint, or proposed policy will not be eligible to appear on the channel within 90 days of the election date, with these explicit exceptions:~~

~~1. A non-partisan forum in which all candidates or sides of an issue are invited to participate.~~

~~2. Appearance in a bona fide news program or documentary.~~

~~3. A televised public meeting or event in which the candidate's appearance is incidental or unrelated to election or ballot issues.~~

~~4. Officials performing their normally assigned duties during regularly televised public meetings.~~

~~D. Programming that promotes any particular religion, religious group or belief, cult, special interest or hate group.~~

- ~~E. Any material that includes or constitutes: libel, slander, invasion of privacy, violations or infringements of trademarks or copyrights, obscene, or salacious material. Programs containing copyrighted materials will only be telecast if copyright clearance and permissions have been secured in writing.~~
- ~~F. A lottery as defined by the Federal Communication Commission regulations or any advertisement of or information concerning a lottery.~~
- ~~G. Any material which violates applicable federal, state or local laws.~~
- ~~H. Any program submitted by an individual or agency not considered to be City Government, a governmental entity or an approved agency. City of St. Augustine Beach staff will determine if programming is consistent with the policies, as they may be amended.~~

Editing Policies

~~Programming and Bulletin Board announcements submitted for telecast on GTV may be edited by the Finance/Administration staff with the following guidelines:~~

- ~~A. City Produced Programming — Any pre-recorded program produced under the direction of City staff can be modified and edited as needed to adhere to the requirements and restrictions of this POLICY. The finished program must be approved by City of St. Augustine Beach staff before it will be telecast on GTV.~~
- ~~B. Pre Produced Programming — Any outside programming provided by a City department or other governmental agencies may be modified and edited as appropriate to adhere to the requirements of this POLICY or as dictated by scheduling and/or staffing requirements. If the program is copyrighted, the copyright holder's approval must be obtained for any and all edits before the edited version of the program may be telecast on GTV.~~
- ~~C. Bulletin Board — Any message or information submitted for placement on the Bulletin Board may be freely edited by City staff for clarity, content, conciseness, and readability. Submissions are due at least one week prior to the requested starting date or event. The City reserves the right to reject Bulletin Board submissions that do not meet the deadline requirement or when equipment and/or staffing limitations prevent them from being placed on the system. The City bears no responsibility for the accuracy of the information provided.~~

Ownership and Retention of Recordings

~~All City produced recordings are the property of the City of St. Augustine Beach. Recordings of City meetings are intended for telecasting and archival purposes only. They shall not be considered an official record of any meeting and therefore there shall be no liability for inadvertent erasure or omissions caused by technical malfunctions or operator error. Except to the extent required by law, it shall not be the responsibility of the City of St. Augustine Beach to retain any video programming that is broadcast, or submitted for broadcast on GTV. Notwithstanding the foregoing, it is recognized that certain videos may be kept on file by the City of St. Augustine Beach and reused in future broadcasts if proper permission is secured.~~

Duplication Requests

~~DVDs of public meetings will be retained for two years. By Federal law, the City cannot make copies of programs that it does not own the copyright to, including programming produced by outside agencies. DVD copies of St. Augustine Beach City Commission and other city government meetings televised on GTV may be purchased at the current rate by contacting the City Manager's Office via telephone, mail, or e-mail. The copy shall include the entire meeting/program/event without editing. Staff is not to custom-edit portions of any program.~~

No Assurance of Broadcast

~~Whether the City of St. Augustine Beach will cablecast any particular audio only programming is in the sole discretion of the City and no assurance is either expressed or implied of such broadcast as a result of these policies.~~

Equipment and Facilities Use

~~GTV audio/visual production equipment and facilities are to be used only for the production of City or City-sponsored meetings, events, and activities. Use of city owned video equipment shall be restricted to employees of the GTV Office or trained persons who are under the direction of the Finance/Administration staff. Lending, renting, or use of the equipment for personal or commercial use is strictly prohibited.~~

TRAVEL AND ENTERTAINMENT EXPENSES

Section 1. Definitions

Unless specifically defined below, words or phrases used in this Article shall be interpreted so as to give them the meaning they have in common usage and to give this Article its most reasonable application.

"Entertainment Expenses" shall mean expenditures for transportation, lodging, meals, and other reasonable and necessary items and services incurred as authorized by this Article.

"Traveler" shall mean the Mayor, a City Commissioner, City employee, or member of a Commission-appointed board or committee.

"Travel Expenses, Expenses While Traveling" or words of similar nature, shall mean the usual, ordinary and incidental expenditures necessarily incurred by a traveler.

Section 2. Authorization to Incur Travel Expenses

- A. All travel expenses must be authorized by appropriation in the City's annual budget in the travel accounts of the various departments or divisions. Reimbursement for travel expenses incurred by a traveler shall be made in accordance with this Article.
- B. Members of Commission-Appointed boards and committees, the Chief of Police, and the City Manager must have the prior authorization of the City Commission or the Mayor (or the Vice Mayor in the absence of the Mayor) to incur travel expenses.
- C. The Mayor and City Commissioners do not need to obtain prior authorization to incur travel expenses.
- D. City employees must have the prior authorization of the City Manager or the Chief of Police to incur travel expenses.
- E. Travel expenses shall be limited to those expenses incurred by the traveler in the performance of a public purpose and shall include, but not be limited to, City business, conventions, conferences, and training or education by which attendance would serve a direct benefit for the City.

Section 3. Uniform Report Required

The City Manager shall provide a uniform travel expense report which shall be used by all travelers requesting reimbursement for travel expenses. The report shall be filed by each traveler within seven (7) working days after completion of the authorized travel.

Section 4. Route and Mode of Travel; Mileage of Private Vehicles

All travel must be by a usually traveled route. If a person travels by an indirect route for his own convenience, any extra costs shall be borne by the traveler, and reimbursement for expenses shall be based only on such route. The method of travel will be designated by the person authorizing the travel, keeping in mind the best interest of the City, the nature of the business, the number of persons making the trip, the amount of equipment or material to be transported, the length of the trip, and other pertinent factors. Air travel shall be by tourist class when practicable. If travel is by public transportation, necessary taxi, limousine, or car rental fares and parking fees are reimbursable, when substantiated by receipts. Reasonable expenses for parking meter fees shall be

reimbursed without receipts. Travel by private car shall be reimbursed at the IRS rate. When the IRS adjusts its mileage reimbursement rate, the adjusted rate shall automatically become the rate that is paid to those City officials and employees who use their personal vehicle for City business.

Section 5. Reimbursement for Lodging

The City shall reimburse each traveler for lodging on the basis of actual costs of a single occupancy, or occupancy shared with another City official or employee. Double occupancy rate will be reimbursed if no single room is available and if the lack of a single occupancy room can be verified in writing by the hotel where the traveler stayed.

Section 6. Telephone, Telegraph, Fax and Related Expenses

The City shall reimburse each traveler for the costs of calls and messages pertaining to City business. No personal calls are reimbursable.

Section 7. Tips and Gratuities

~~Gratuities (tips) are recognized as a legitimate cost of travel. Reimbursement for gratuities shall be limited to fifteen percent (15%) of the total expense of each meal, one dollar (\$1.00) per piece of luggage, and the usual minimums for tipping for any other types of services for which gratuities are customarily paid.~~

Section 8. Registration Fees

Registration fees, including means and other programmed affairs, are reimbursable upon presentation of receipts.

Section 9. Meals

A. All travelers shall be allowed the following amounts for meals:

1.	Breakfast	\$ 7.00 <u>\$14.00</u>
2.	Lunch	\$10.00 <u>\$16.00</u>
3.	Dinner	\$20.00 <u>\$26.00</u>

B. Each traveler shall be allowed the amount provided in paragraph (a) for each meal and shall not be reimbursed based on the actual expenses incurred for said meals. No receipts for meals shall be provided by the traveler.

Section 10. Miscellaneous Expenses

Any other necessary travel expenses not otherwise provided, incurred for the benefit of the City, together with receipts and explanations thereof, should be claimed on an

individual basis and shall be approved in the discretion of the City Commission or the Mayor.

Section 11. Traveler Advances

Travelers may obtain travel advances when approved by the person authorizing the travel. All advances shall be accounted for within seven (7) working days after completion of the authorized travel.

Section 12. Travel of Spouse and Family

The City will not reimburse travel expenses for a City official/employee's spouse and family.

Section 13. Entertainment Expenses

- A. When entertainment on behalf of the City clearly serves a public purpose in furtherance of the interests of the City, entertainment expenses may be incurred by the City Manager, Chief of Police, and members of Commission-appointed boards or committees, but only upon prior approval by the Mayor of the nature, purpose and anticipated costs of the entertainment. In instances where such prior approval is granted, it is specifically required that the nature of the entertainment, the persons in attendance, and a brief summary of the business discussed must be provided for inclusion in the City's records.
- B. The Mayor and City Commission members shall each use his own judgment as to the propriety of each entertainment expense, and upon a determination by him that the entertainment clearly serves a public purpose in the furtherance of the interests of the City, he does not need to obtain any approval prior to incurring entertainment expenses. He shall provide information as to the nature of the entertainment, the persons in attendance, and a brief summary of the business discussed for inclusion in the City's records.
- C. Under no circumstances will the City reimburse expenditures for alcoholic beverages.
- D. All entertainment expenses must be authorized by appropriation in the City's annual budget in the appropriate account.

Section 14. Review of These Regulations

The City Manager shall review these regulations annually at the commencement of each fiscal year and shall bring to the attention of the City Commission any suggestions for changes.

Section 15. Interpretation and Appeals

Any disagreements concerning the interpretation or implementation of this Article shall be brought before the City Commission in public meeting for review and clarification by the City Commission.

VICE MAYOR

1. The Commission shall elect a Vice Mayor from its members by an affirmative vote of three (3) or more members. The Vice Mayor shall act as mayor during the absence or disability of the Mayor.
2. The term of the Vice Mayor may overlap the term of the Mayor, as the Vice Mayor shall serve as Acting Mayor during the interim between the expiration of the Mayor's term of office on December 31st of each year and the election of the Mayor at the Commission's first meeting in January.



CITY OF ST. AUGUSTINE BEACH

SAFETY AND RISK MANAGEMENT MANUAL



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

REVISED SEPTEMBER 2021

CITY OF ST. AUGUSTINE BEACH

SAFETY MANUAL

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SECTION 1. SAFETY POLICY STATEMENT

The City Manager and Chief of Police of the City of St. Augustine Beach are very conscious of the safety and welfare of its employees and that of the public. As an employer, the City recognizes its obligation to ensure the safest possible workplace for its employees. As a governmental entity, it recognizes its responsibility to provide a safe environment for the public it serves.

The purpose of the City's Safety Policies and Procedures Manual is to provide a system for the prevention of occupational injuries and illnesses and to set minimum safety requirements for City employees. Additional departmental specific policies will be issued to supplement the general safety policies.

Management will be actively involved with employees in maintaining an effective safety program and to meet the following goals:

- Provide leadership and guidance to the City's workforce.
- Provide proper training of employees and undertake hazard analysis in all departments.
- Develop proper procedures for City operations and enforce them.
- Minimize the severity of injuries through prompt and adequate medical care.
- Review work practices and conditions of the work environment and public safety.
- Maintain accurate records that document these goals.

Safe practices must be a part of all City operations, and employee cooperation regarding safety practices and compliance with safety regulations will be considered a condition of employment.

SECTION 2. OVERVIEW AND WORKPLACE SAFETY

2.1 Overview

Safety and Security encompasses two overlapping areas of practice. In the following discussion, safety and security issues are sometimes treated separately and are sometimes combined, as appropriate. It does not include matters involving workplace wellness or health maintenance programs, or workers' compensation, which are encompassed in the benefits functional area.

2.2 Workplace Safety

Workplace safety is a process that seeks to eliminate or reduce risks of injury or illness to employees. The chief aim of workplace safety is to protect an organization's most valuable asset—its people. Workplace safety is achieved through a variety of methods, including policies, procedures, and specific hazard control techniques.

Policies and procedures are devised and integrated into the City's overall management and administrative processes. They usually involve specific job task procedures established for working with or around equipment, hazardous environments, or other forms of high-hazard conditions. Safety procedures and policies include accountability requirements to ensure that prescribed practices are followed.

Administration applies a well-recognized hierarchy of measures to eliminate or control specific workplace hazards. The measures are applied as part of an orderly decision-making process, as follows:

1. **Substitution.** Can the existing process, material or equipment be replaced with a less hazardous process, material, or equipment?
2. **Isolation.** Can barriers or limits be placed between employees and the hazard? This could be physical barriers, time separation or distance.
3. **Ventilation.** Can the potential hazardous airborne substances be ventilated through dilution or capture?
4. **Administrative controls.** Can the hazards be effectively mitigated through specialized operating practices? Examples include restricting access to certain high-hazard areas to authorized personnel only, adjusting work schedules or adopting preventive maintenance programs to address potential equipment breakdown.
5. **Personal protective equipment.** If the preceding methods are not sufficient or feasible, can personal protective equipment be provided (e.g., safety glasses, gloves, hard hats, hearing protection, safety footwear, respirators)?

SECTION 3. WORKPLACE SECURITY

3.1 Workplace Security

The chief aim of workplace security is to protect employees from internal and external security risks. Workplace security has gained much attention in the last several years due to an increase in workplace violence, the necessity Internet-and technology-based security needs, threats of terrorism, and increased legal liability to organizations or not taking reasonable measures to safeguard the workplace due to security threats.

Workplace security risks vary the department's location and its hours of operation. A fundamental element of any workplace security initiative is a security risk assessment, which the Police Chief or his designee checks at least once a year. Risks need to be properly identified to establish appropriate methods, either procedural or physical barriers and systems.

The scope of workplace security has continued to expand. The related security risks for the City are addressed with the following actions:

1. Police Chief or his designee at least once a year reviews the security of City buildings and communicates the need to improve security, as necessary.
2. Police Chief or designee will develop a crisis management plan and contingency plans for any workplace violence, fire, or disaster for existing the building and meeting areas for all employees during the disaster.
3. IT Department updates as necessary the computer, e-mail, and Internet policies and procedures.
4. IT Department will install premises security systems, as necessary.
5. IT Department maintain restricted-access policies and key-control procedures.

SECTION 4. RESPONSIBILITIES

4.1 Department Heads and Supervisors

1. Ensure that facilities, tools, equipment, and vehicles meet or exceed established safety standards.
2. Establish and ensure the usage of policies, procedures and safe work practices for department tasks and locations.
3. Establish safety training requirements for department employees based on their tasks and work location and ensure compliance.
4. Review workplace inspections and direct appropriate corrective action to provide a safe workplace environment.
5. Establish accident investigation procedures for department employees and review accident investigation reports and department injury trends.
6. Encourage employee involvement in safety hazard recognition.
7. Identify unsafe work conditions and unsafe practices and take corrective action.

4.2 All Employees

1. Abide by the Safety Manual and departmental work practices established for specific job assignments.
2. Report occupational injuries, illnesses, and accidents immediately to their supervisor and follow instructions for receiving first aid and/or medical attention. Participate in accident investigations as requested.
3. Participate in safety training and suggest improvements in training requirements to their supervisor.
4. Identify unsafe work conditions or practices, correct hazards as appropriate, and notify their supervisor.

SECTION 5. SAFETY COMMITTEE

A safety committee has been established to recommend improvements to workplace safety procedures and to identify corrective measures to eliminate or mitigate safety and health hazards. Members will be appointed from the various City departments by the City Manager.

5.1 Responsibilities

1. Assist management in evaluating the effectiveness of procedures used to provide a safe work environment.
2. Assist management in reviewing and updating safety regulations based on accident investigations, safety inspections, and reports of unsafe work conditions or practices.
3. Assist management in evaluating employee accident and illness prevention programs.
4. Assist management in monitoring workplace safety education and training to ensure its effectiveness.

5.2 Meetings:

Meetings will be held quarterly or more often if necessary, and minutes will be maintained and made available to all employees.

SECTION 6. SAFETY TRAINING

6.1 General

The City will provide all safety training prescribed by regulatory requirements to ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions.

Each department will specify and provide safety training that is tailored to each employee's task and job location. To the extent possible, safety training should be integrated into general job training.

Each employee shall receive a copy of this Manual and sign a statement that they have read, understand, and will abide by the procedures included in it.

6.2 Job-Specific Safety Training

1. Supervisors will provide initial training for employees on how to safely perform assigned tasks.
2. Supervisor will provide additional training as necessary to improve employee knowledge of safety regulations and procedures.
3. Supervisors will observe employees performing their tasks and provide remedial instruction to correct any training deficiencies.
4. Employees will be retrained periodically on safety rules, policies, and procedures and informed of any changes to the Safety Policies and Procedures Manual.

SECTION 7. SAFETY RULES AND PROCEDURES

The general safety rules listed below will apply to all employees. Mandatory compliance with these rules and all other safety responsibilities is appreciated and expected.

7.1 General Safety Rules

1. Seek medical attention, if necessary, for any accidents resulting in an injury. All accidents must be reported to your supervisor as soon as possible, who will then contact the HR Director.
2. Report unsafe conditions, procedures, and practices to your supervisor immediately.
3. Possession of firearms in city vehicles or buildings is prohibited unless part of the employee's job description.
4. The use or possession of alcohol, illegal drugs, or other controlled substances on the job is prohibited unless part of the employee's job description and approved by the supervisor.
5. The use of tobacco products is prohibited in all City buildings and vehicles.
6. Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention, such as spills on floors, etc.
7. Obey all warning tags and signs. They are there because hazards exist.
8. No employee should take chances on the job which could endanger their personal safety and health or the safety and health of co-workers or others.
9. Do not operate machinery or use tools you are not qualified or trained to use.
10. Do not enter hazardous unless you are authorized to enter and have appropriate protective equipment.
11. Use all personal protective equipment and devices required and provided.
12. If an established job procedure must be deviated from, supervisory approval must be obtained and an alternative, temporary job procedure must be agreed upon. This alternative job procedure must not create any new or additional hazards or unnecessarily expose employees to hazards.
13. Become familiar with and conduct your work activities in accordance with these general safety rules and other specific safe operating procedures which are applicable.
14. Refrain from fighting, horseplay, or distracting fellow workers.
15. Always follow proper lifting procedures.

16. Wearing of safety restraints when riding/driving a City vehicle is mandatory if so equipped.
17. Know the location of fire/safety exits and evacuation procedures.
18. Participate in safety training.
19. When operating City vehicles or equipment, drivers must operate/drive safely and prudently.
20. When using cell phones in a City vehicle, pull over and stop on the side of the road or utilize a hands-free device.
21. Above all, be ALERT and RESPONSIBLE! Your safety and health depend on it.

7.2 General Office Safety Rules

1. Close drawers and doors immediately after use.
2. Open only one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Keep file, desk, and table drawers closed when not in use.
5. Use the handle when closing doors, drawers, and files.
6. Never use a chair, desk, or other office furniture for a step stool or ladder.
7. Do not attempt any electrical repairs.
8. Store sharp objects, such as pens, pencils, letter openers, or scissors in drawers or with the points down in a container.
9. Do not tilt the chair you are sitting in on its back legs.
10. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks, or across entrances or exits.
11. Do not connect multiple electrical devices into a single outlet.
12. Keep doors in hallways fully open or fully closed.
13. Use a staple remover, not your fingers, for removing staples.

7.3 Office Ergonomics

Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain and other disorders that involve pain and damage to muscles, tendons and nerves in the back, neck, shoulders, elbows, wrists, and hands. These musculoskeletal problems are referred to as cumulative trauma disorders (CTD) or repetitive motion injuries and are generally caused by:

- making the same motion over and over.

- staying in the same position too long.
- working in a position that puts stress on muscles and joints.
- working with tools and equipment that do not fit your body.
- using excessive physical force
- exposure to vibration over a long period of time

You can help prevent CTD's by avoiding awkward body positions:

- adjust your workstation before you begin working.
- maintain the natural curve in your back while sitting, standing, and lifting.
- keep your wrist straight as much as possible while typing or doing other repetitive tasks.
- take breaks from repetitive motion tasks by switching periodically to other tasks.
- use the right tools for the job, especially when they are used often or for long periods of time.

If you spend a lot of time at a computer workstation:

- Position the keyboard so that the wrists are kept straight – use a wrist rest if necessary. Your elbows should be at about the same height as the keyboard.
- Sit with your back in a neutral posture, maintaining the natural curve, with feet on the floor and thighs parallel to the floor. [Adjust the chair height and use a footrest if necessary]
- Position the screen just below eye level and about 18-24" away to prevent neck and shoulder strain [the screen should be lower if you use bifocals]
- Change positions, stretch and take "mini-breaks" periodically.

Pay attention to early signs of cumulative trauma disorders and adjust in your workstation or the way you do your work. Report the symptoms to your supervisor and work together to correct the causes of the injuries. Early indicators of CTD, which usually occur in the hands, arms, shoulders, neck and back, include:

- stiffness or soreness
- aches and pains
- numbness or tingling
- swelling

7.4 Lifting

1. Plan the move before lifting; remove obstruction from your pathway.
2. Test the weight of the load before lifting by pushing it along its resting surface. Seek assistance with the lift when necessary.
3. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
4. Face the load.
5. Bend at the knees not at the back and keep back straight.
6. Get a firm grip on the object and use handles when present.

7. Hold objects as close to your body as possible.
8. Perform lifting movements smoothly and gradually; do not jerk the load.
9. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
10. Set objects down in the same manner as you picked them up, but in reverse.
11. Do not lift an object from the floor to a level higher than your waist in one motion. Set the load down on a stable surface and then adjust your grip before lifting it higher.

7.5 Working in Extreme Weather Conditions

The climate may be severe, and conditions may change rapidly. Hot weather and exposure to the sun present the potential for heat stress and sunburn. Employees are expected to monitor weather and be prepared to protect themselves against its effects.

In general, employees will provide clothing as protection from severe weather conditions, if it is the type of clothing that may be used both on and off the job. Examples include coats, hats or caps, boots, and gloves. Departments may provide some or all such clothing. Check with your supervisor.

7.S.1 Hot Weather Guidelines

1. Dress for conditions -- lightweight, light-colored loose clothing is best. Wear a hat with a wide brim if you are out in the sun.
2. Use sunscreen.
3. Reflected sun is even more potent than direct exposure. Be particularly careful of sun exposure on cloudy days and near water, concrete, or sand.
4. Eat a well-balanced diet but try to stay away from hot or heavy foods. Do not take salt tablets or other salt supplements without a doctor's recommendation.
5. Drink plenty of fluids. Do not wait until you are thirsty. The best fluid replacement is water. Avoid alcohol and caffeine.

7.S.2 Cold Weather Guidelines

1. Dress for the conditions in layers of loose, dry clothing. Cotton or wool clothing with a waterproof layer over it is very effective.
2. Change clothing right away if you get wet.
3. Cover your head and face. You can lose up to 40 percent of your body heat if you do not wear a hat.
4. Wear shoes and gloves designed for cold weather. Do not handle anything with bare hands, especially if it is made of metal.
5. Keep moving when you are in the cold.

6. Return to a warm vehicle or take regular breaks in warm areas frequently.

7.6 General Machine Safety

1. Replace the guards before starting machines, or after adjusting or repairs.
2. Do not remove, alter, or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or jewelry around moving machinery.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.
7. Do not use metal working equipment such as grinders, sanders or beveling machines if they do not have safety guards.
8. Clamp work when using saws or cutting tools.

7.7 Electrically Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as drills, saws or grinders near containers labeled "Flammable" or in an explosive atmosphere.
11. Do not use extension cords or other three-pronged power cords that have a missing prong.
12. Do not remove the ground prong from electrical cords.
13. Do not use an adapter such as a cheater plug that eliminates the ground.

14. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
15. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
16. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
17. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
18. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
19. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.
20. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

7.8 Ladders and Step Ladders

Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
3. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles, or that leans to the left or right.
10. When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
11. Do not move a rolling ladder while someone is on it.
12. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
13. Do not carry items in your hands while climbing up or down a ladder.
14. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
15. Do not use a ladder as a horizontal platform.

7.9 Personal Protective Clothing and Equipment

Personal protective clothing and equipment (PPE) plays an important role in protecting workers from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practice. Examples of PPE include, but are not limited to:

- safety shoes
- fall protection harnesses
- protective headgear
- safety glasses
- goggles
- face shields
- welding glasses
- protective clothing
- high-visibility clothing
- hearing protection
- welding clothing
- gloves
- rubber boots

The City provides Personal Protective Equipment if PPE is required for certain tasks or in certain locations. Check with your supervisor to learn what equipment is required and/or provided in your area. Departments will specify and issue all required safety equipment to employees except in some cases where the PPE must be fitted to the employee, such as safety shoes or prescription safety glasses.

Even where specific PPE is not required, certain types of clothing may not be appropriate for some jobs or work locations. For example, sandals, high-heeled shoes and athletic-type shoes may not be suitable for some types of jobs. Some non-PPE clothing and equipment may be provided by the department, but generally it is the employee's responsibility to be dressed properly for work.

7.9.1 Employee Responsibilities:

1. Always use PPE when and where it is required.
2. Inspect PPE prior to each use.
3. Never use defective or damaged PPE.
4. Keep PPE in a clean and sanitary condition.
5. Follow the correct methods of putting on, taking off and adjusting PPE.
6. Properly care for, maintain, and dispose of PPE.

7.10 AED Management Plan

7.10.1 Purpose

1. Statistics from the American Heart Association show that approximately 350,000 adult Americans die each year from sudden cardiac arrest.
2. An Automatic External Defibrillator (AED) is a simple, easy to use device that analyzes the heart's rhythm and tells the user to deliver a lifesaving shock if necessary.
3. Early defibrillation (within 3-5 minutes of the cardiac arrest) is critical to survival because every minute defibrillation is delayed, survival rates plunge 10 percent.
4. The American Heart Association's "Chain of Survival" links the level of care required for treatment of sudden cardiac arrest: early access to EMS or 911, early CPR, early defibrillation, and early advanced emergency treatment.



5. AEDs make early defibrillation a viable option. In addition, AEDs are easy to use, even for lay people with minimal training.

7.10.2 Responsibilities

1. The AED Program Coordinator will:

- Maintain the AED Tracking Form which contains a list of all AED's and the Site Coordinator for each AED.
- Ensure that all facilities with installed AEDs, and departments that possess AEDs in their vehicles receive updated information each year which describes the proper use of an AED.
- Ensure that Site Coordinators post the necessary information next to any installed AED.
- Assure site coordinators conduct monthly status checks of the AEDs and related response equipment.

2. AED Site Coordinator will be Responsible for:

- Perform monthly status checks of each AED and related response equipment.
- Record this information on the Monthly AED Status Check form.
- Provide completed status check form to the AED Program Coordinator upon request or at the end of each calendar year.
- Inform the AED Program Coordinator of any malfunction.
- Report any abuse or vandalism of the AED to the Program Coordinator.
- Notify the AED Program Coordinator of any incidences which required the use of the AED.
- Immediately notify the AED Coordinator of any major changes (i.e. change to individual assigned as AED Site Coordinator, the building is no longer occupied, etc.).

7.10.3 Training:

- The American Heart Association recommends CPR/AED training every 2 years for people who will be direct contact with the AED or have a chance of responding to a person in Cardiac Arrest.
- The need for CPR/AED training will be determined and documented by each department director.

7.10.4 Device locations:

- The location of mounted AEDs should be determined by:
 - visibility with preference to high traffic areas
 - accessibility for after hour events and organizations
 - distance of less than 3 minutes from all areas on the property
- Most devices will be in the main entrance of the building. There is a two-fold reason for this. First, in the event of a cardiac arrest, most people entering the building will be able to see the AED at the entrance and remember its location. Second, placing the AED in a high traffic area will help educate the public about the importance of AEDs and early defibrillation.
- The AED Tracking Form is used to track/list the locations of all AED's and the Site Coordinator of each AED.

7.10.5 AED Cabinets:

- There are several cabinet options, from aluminum alarmed wall units, outdoor/warming units, and wall brackets.
- Typically, the door of the alarmed cabinet rests on a pressure sensitive button that sets off an alarm when opened.
- The alarm serves to discourage opening of the cabinet and serves to alert building occupants of the emergency.
- For most cabinets, the alarm can be turned off with a key that is provided with the cabinet.
- Note: The alarms in the storage cabinets operate on 9-volt batteries and must be changed in December of Each year (i.e., Once every 12 months).

7.10.6 Monthly AED Status Check Procedure:

The AED Site Coordinator will perform the following status checks of each AED and related response equipment monthly.

1. Ensure the AED signage present and visible.
2. Ensure the area free of obstructions.
3. Ensure the AED cabinet is intact and free of damage.
4. Ensure the cabinet door is alarmed and that the alarm is functional.
 - Note: The alarms in the storage cabinets operate on 9-volt batteries and must be changed in December of Each year (i.e., Once every 12 months).
5. Visually check the AED to ensure it is intact and free of damage.
6. Check that the green indicator light on -or system check is completed.

- Open the AED lid.
 - Wait for the AED to indicate status: Observe the change of the **STATUS INDICATOR to RED**. After approximately 5 seconds, verify that the **STATUS INDICATOR returns to GREEN**.
 - Listen for the voice prompts. Additionally, check the display shows text prompts that correspond to the audio.
 - Close the lid and observe the change of the **STATUS INDICATOR to RED**. After approximately 5 seconds, verify that the **STATUS INDICATOR returns to GREEN**.
7. Verify that the AED is not beeping and shows no indication it needs servicing.
 8. Check the expiration date of pads.
 9. Check the battery life indicator and not the percent remaining (If equipped)
 10. Check the expiration date of battery.
 11. Check the content of the accessory kit:
 - Razor
 - At least 2 Nitrile gloves
 - CPR mask
 - Cloth/ towel
 - Scissors

7.10.7 Recordkeeping

- The AED Site Coordinator is responsible for maintaining the AED Monthly Status Check Form. At the end of each calendar year the completed form must be provided to the AED Program coordinator.
- The AED Program Coordinator is responsible for maintaining maintenance, status checks, and personal protective equipment (PPE) records for all AEDs throughout the organization.

7.10.8 Placing An AED Back in Service After Use:

The following steps must be followed when placing the AED back in service after use.

1. Consult with the AED manufacturer.
2. Replace battery in the AED Perform complete battery insertion test (BIT)
3. Mark used battery “do not use” and send to the AED program coordinator to be properly disposed of.
4. Replace electrode AEDs (replacement AEDs should be obtained from the manufacturer or licensed equipment supplier).
5. Note the new battery and new electrode date on AED tracking form.

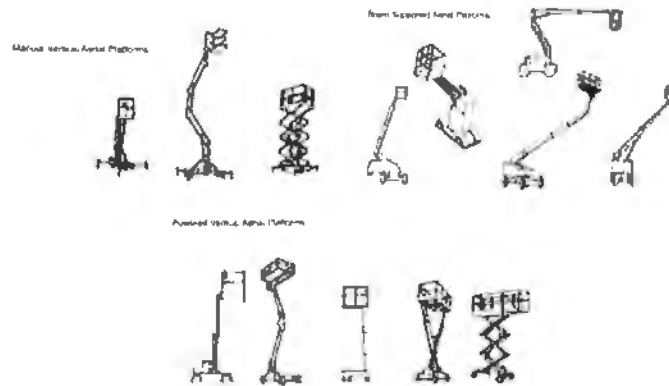
7.10.9 Related Forms:

- AED Tracking Form
- AED Monthly Status Check

7.11 AERIAL LIFT OPERATOR PROGRAM

7.11.1 Applicability:

- This written program provides guidelines for the safe use of aerial lift and other mobile elevated working platforms.
- This program applies, but is not limited to, the following types of aerial devices:



7.11.2 Operator Training:

All employees who operate any aerial devices (lifts or platforms) must be trained (including demonstrated proficiency) and authorized prior to operating the equipment. The following process will be used:

7.11.3 Previous Operators Certification or Experience

- Candidates with previous aerial lift operator experience should be given priority when choosing operators.
- Under no circumstances will an employee operate an aerial lift until he/she has successfully been evaluated by a qualified evaluator using the Aerial Lift Operator Evaluation
- Certification or "licensing" from previous employers is not valid at the City of St. Augustine Beach.

7.11.4 Initial Training

- During the operator's initial training, the candidate will take the instructor led aerial lift operator training session and exam. Candidates must achieve a passing score on the written exam prior to being allowed to do the hands-on practice and performance evaluation.

7.11.5 Hands-on Practice

- After a candidate has completed the classroom portion of the training, employees may practice operating the aerial lift prior to their performance evaluation if they are being directly supervised by another qualified aerial lift operator and are in an area which has ample room to practice their maneuvers.

7.11.6 Performance Evaluation

- When the candidate is ready, an authorized aerial lift evaluator/trainer will conduct a performance evaluation of the operator.

- All candidates will be tested on the equipment they will be driving.
- The results of the performance evaluation will be documented on the Aerial lift Operator Evaluation form.
- This form once completed and signed by an aerial lift evaluator/trainer is considered the operator's license and or certification.
- The Aerial Lift Operator Evaluation Certification is valid for 2 years from the date of issue.

7.11.7 Operator License and Certification Suspension

- The suspension of an operator's Aerial lift License and Certification is triggered by any of the following situations:
 - If the operator is involved in an incident
 - If the operator has been observed driving the lift in an unsafe manner
 - If it has been determined that the operator needs additional training
- An operator's suspension can only be lifted once an aerial lift evaluator/trainer has re-trained and re-evaluated the operator.

7.11.8 Training and Certification Records:

- All training and certification records will be kept on the Aerial lift Operator Evaluation form.
- After the certification is completed the training records will be maintained by Human Resources.

7.11.9 Daily Inspections:

- The City of St. Augustine Beach requires operators to perform pre-operational equipment checks on aerial lifts prior to the beginning of each shift.
- If the powered industrial truck is unsafe to operate, the operator is to:
 - Remove the key from the powered industrial truck.
 - Place a **DANGER DO NOT OPERATE** tag on the operator controls.
 - Report the problem to his/her immediate supervisor.
 - Not use the truck until the problem has been identified and fixed. No one else may use the truck until the problem has been identified and fixed.
- The manager must retain the daily inspection checklist for 1 calendar year.

7.11.10 Fall Protection:

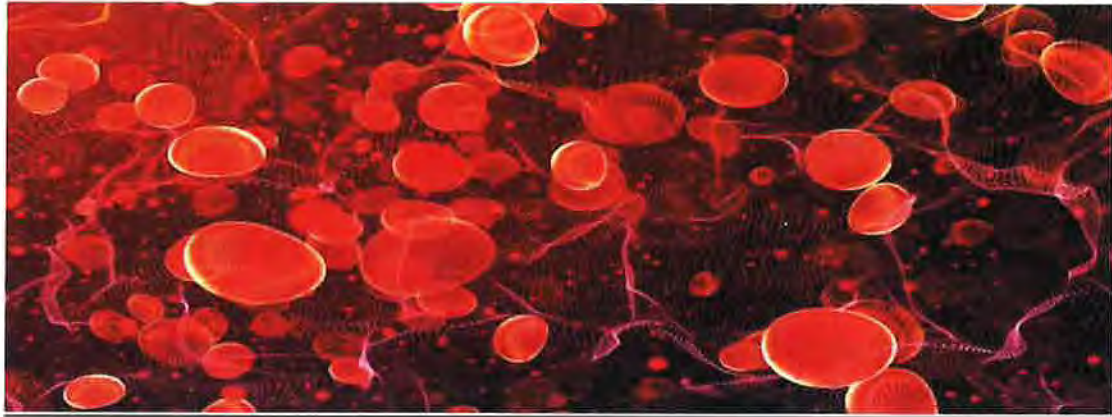
- Guard rails including doors/gates must always be used for both scissor lifts and aerial lifts.
- All personnel must wear a full body harness and a restraint lanyard.
- The lanyard shall be configured in such a manner as not to allow the person(s) inside the basket to be ejected out.

7.11.11 Related Documents:

- Aerial Lift training course
- Aerial Lift quiz
- Daily Aerial Lift Inspection (Including Scissor Lifts)

- Aerial Lift Operator Evaluation Form

7.12 Bloodborne Pathogens



The United States Department of Labor, Section 1910.1030, regarding Bloodborne pathogens in Regulations (Standards – 29 CFR), applies to all occupational exposure to blood or other potentially infectious materials as defined by paragraph (b) in this section.

7.12.1 Scope and Application.

This section applies to all occupational exposure to blood or other potentially infectious materials as defined by paragraph (b) of this section.

7.12.2 Definitions. For purposes of this section, the following shall apply:

- a) **Assistant Secretary** means the Assistant Secretary of Labor for Occupational Safety and health, or designated representative.
- b) **Blood** means human blood, human blood components, and products made from human blood.
- c) **Bloodborne Pathogens, BBP**, means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- d) **Clinical Laboratory** means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.
- e) **Contaminated** means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- f) **Contaminated Laundry** means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- g) **Contaminated Sharps** means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

- h) **Decontamination** means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- i) **Exposure Incident** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- j) **Handwashing Facilities** means a facility providing an adequate supply of running potable water, soap, and sign-use towels or air-drying machines.
- k) **Licensed Healthcare Professional** is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.
- l) **HBV** means hepatitis B virus.
- m) **HIV** means human immunodeficiency virus.
- n) **Other Potentially Infectious Materials** means:
 - 1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
 - 2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
 - 3) HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
- o) **Parenteral** means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.
- p) **Personal Protective Equipment** is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
- q) **Regulated Waste** means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these

1. Do not eat, drink, or use tobacco products around blood or other potentially infectious materials.
2. Do not perform janitorial, emergency rescue or other jobs where there is risk of exposure to bloodborne pathogens unless you have been trained to do so.
3. Follow department requirements concerning exposure to Bloodborne Pathogens, BBP, including use of personal protective equipment such as nitrile or other impervious gloves.
4. Minimize the risk of puncture by a discarded hypodermic needle:
 - do not reach into trash containers or attempt to compact trash by pressing with hands or feet.
 - watch for needles in parks, rest rooms, storm sewers, sanitary water system, police vehicles and other places where they may be discarded.
 - do not pick up a needle with your bare hands – wear gloves or use tongs.
5. Avoid direct contact with blood or other potentially infectious materials:
 - use tongs or wear gloves to pick up condoms, sanitary napkins and other items which may be contaminated with body fluids.
 - use an approved disinfectant to destroy BBP virus before cleaning a potentially infected area.
6. Clean up your own blood if possible after a minor injury; dispose of small quantities of cleanup materials in a toilet.
7. Cover all wounds with waterproof bandages; replace the bandage, as necessary.
8. Minimize contact with injured persons if you are not trained in emergency medical response.
9. Wash with soap and water immediately:
 - after removing gloves and other personal protective equipment
 - after exposure to potentially infectious materials
 - after cleaning or decontamination of BBP
 - after using the bathroom
 - before eating.
9. Report all exposure incidents to your supervisor immediately.
10. Follow department procedures for dealing with potentially infectious materials.

7.13 Toxic and Hazardous Substances

materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

- r) **Source Individual** means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.
- s) **Sterilize** means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
- t) **Universal Precautions** is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- u) **Work Practice Controls** means controls that reduce the likelihood of exposure by altering the way a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

7.12.3. City Procedures for Bloodborne Pathogens

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent bloodborne pathogens. Although these diseases are most transmitted by sexual contact or sharing infected hypodermic needles, occupational exposure usually occurs by:

- Accidental puncture with an infected needle
- Getting infected blood or other potentially infectious materials on your skin, especially if your skin has open sores, nicks, or cuts.
- Getting infected blood or other potentially infectious materials in the mucous membranes of your eyes, nose, or mouth

In addition to blood, potentially infectious materials include semen, vaginal secretions, and certain other body fluids (cerebrospinal, etc.).

Many City employees, including law enforcement personnel, solid waste workers, wastewater treatment and individuals who perform janitorial functions, have the potential for bloodborne pathogen exposure. Emergency services employees have the greatest potential exposure and have extensive departmental procedures to cover potential exposure situations.

The following precautions are useful in avoiding exposure to bloodborne pathogens:



7.13.1. Purpose

The purpose of this section is to ensure that the hazards of all chemicals are transmitted to employees, which is consistent with Occupational Safety and Health Standards. The transmittal of information is to accomplish by means of comprehensive hazard training programs, which are to include container labeling and other forms of warning and employee training.

This occupational safety and health standard is intended to address comprehensively the issue of classifying the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, and to preempt any legislative or regulatory enactments of a state, or political subdivision of a state, pertaining to this subject. Classifying the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees, may include, for example, but is not limited to, provisions for: developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of safety data sheets to employees; and development and implementation of employee training programs regarding hazards of chemicals and protective measures.

7.13.2. Definitions

- a) **Chemical** means any substance, or mixture of substances.
- b) **Container** means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- c) **Employee** means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

- d) **Exposure or exposed** means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
- e) **Foreseeable emergency** means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.
- f) **Hazard category** means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.
- g) **Hazard class** means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.
- h) **Hazardous chemical** means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- i) **Health hazard** means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
- j) **Label** means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- k) **Work area** means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

SECTION 8. ACCIDENT/INCIDENT REPORTING



8.1 WORKERS' COMPENSATION

Employee occupational injuries and illnesses are covered by Workers' Compensation Insurance provided by the Florida Municipal Insurance Authority. Workers' Compensation covers medical and rehabilitation expenses, partial income replacement if the employee is out of work more than 4 days or 32 working hours, and benefits to the surviving family in case of death. It is a no-fault system, providing exclusive remedy for on-the-job injuries or illnesses regardless blame, except in certain situations, such as employees:

- Willfully hurting themselves.
- Acting in a premeditated way to cause injury.
- Starting a fight with a co-worker.
- Intentionally violating safety rules.
- Becoming intoxicated or impaired by drug use.

If you are injured on the job or have a work-related illness, report it to your supervisor right away and get proper medical treatment. You may be denied benefits if you wait too long to report an injury, because it may be difficult to establish the case of the injury. Cooperate with the City, medical professionals, and insurance claims personnel to ensure that you receive your full Workers' Compensation benefits.

Recovery from an occupational injury or illness is sometimes slow, but light duty or alternative duty is sometimes possible during your transition back to normal employment.

8.2 REPORTING REQUIREMENTS

Report on-the-job injuries to your supervisor/employer as soon as possible, whether or not you receive medical treatment. The Incident Report form is to be completed as soon as practicable.

The Workers' Compensation carrier will be notified of the injury and will complete the initial paperwork. Forms and information will be mailed to you for your review and signature.

The City's Workers' Compensation carrier and claims processor is the:

**Florida Municipal Insurance Trust
PO Box 530065
Orlando, Florida 32853**

This is where physicians need to address their claims questions. Claim numbers will not be available for several days following an injury. When the claim is received by the insurance carrier, a number will be assigned to the claim. A claim number is not required for a physician to begin treatment or to present a claim. All they need to include is the patient's name and date of injury.

8.3 Other Accident/Incident

Report to your supervisor all other vehicle accidents, city property damage and incidents involving citizen injury and/or property damage. You will need to fill out an Incident Report. You may attach pictures, statements, sketches, and other support data as appropriate. Report only factual information – do not speculate.

City employees and officials have a duty to protect the City from unjust accusations and lawsuits. Do not admit liability in any way. This is a matter for the police, the City Attorney, our insurance carrier, and others to determine. Do be careful what you say. If you say something like "We'll take care of it," you may mean that you will turn in a report, but the statement may be misconstrued to mean that the City is admitting fault. Do not admit guilt or speculate about the cause of the accident; refer questions from citizens to the supervisor. Refer any questions about the City's responsibilities or liabilities to your supervisor and/or the City Manager's office.

- Contact your supervisor immediately if exposed to Blood Borne Pathogens.
- Supervisor will complete a Notice of First Injury Report for Workers Compensation claim and send it to the City Clerk's Office / Human Resources
- City Clerk will notify Workers Compensation agency and report the exposé and will direct the supervisor to have the employee to get medical attention immediately if necessary
- Workers Compensation agency will continue to notify the employee regarding paperwork and information until the employee is released from a physician or hospital.

SECTION 9. FIRST AID PROCEDURES AND INSTRUCTIONS



9.1 PROCEDURES

9.2 Minor First Aid Treatment

First Aid kits are stored at accessible locations in each department and will be pointed out to each employee. If you sustain an injury or are involved in an accident requiring first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate this on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of an Incident Report form to your supervisor.

9.3 Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility as directed. Your supervisor will assist with transportation if necessary.
- Provide details for the completion of an Incident Report form to your supervisor.

- Supervisor will contact City Clerk for reporting medical facility and workers' compensation agency immediately.
- Do not hesitate to go directly to the medical facility. Forms can be completed after care has been provided.

9.4 Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- If a supervisor or co-worker is not available for assistance, call 9-1-1 for assistance and transportation to the emergency room.
- Advise your supervisor as soon as possible.
- Provide details for the completion of an Incident Report form to your supervisor.

9.5 First Aid Training

Each employee will receive training and instructions on first aid procedures applicable to their department and job description.

All accidents and injuries should be reported to a supervisor as soon as possible.

9.6 FIRST AID INSTRUCTIONS

9.6.1 Wounds

Minor cuts, lacerations, abrasions, or punctures:

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.
- Major Wounds: (Large, deep, and bleeding)
- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

9.6.2 Broken Bones

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, splint the injured area using a board, cardboard, or rolled newspaper as a splint.

9.6.3 Burns

- Thermal (heat):
 1. Rinse the burned area without scrubbing it, and immerse it in cold water. Do not use ice water.
 2. Blot the area dry and cover it using sterile gauze or a clean cloth.

9.6.4 Chemicals

1. Immediately flush the exposed area with cool water for 15 to 20 minutes.

9.6.5 Eye Injuries

- *Small particles:*
 1. Do not rub eyes.
 2. Use the corner of a soft, clean cloth to draw particles out, or hold the eyelids open and flush eyes continuously with water.
- *Large or stuck particles:*
 1. If a particle is stuck in the eye, do not attempt to remove it.
 2. Cover both eyes with bandage and seek medical attention.
- *Chemical:*
 1. Immediately irrigate the eyes and under the eyelids with water for 30 minutes.
 2. Seek medical attention.

9.6.6 Neck and Spine Injury:

- If the victim appears to have injured his or her neck or spine or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

9.6.7 Heat Exhaustion

- Loosen the victim's tight clothing.
- Give the victim sips of cool water.
- Make the victim lie down in a cooler place with the feet raised.

SECTION 10. SAFETY INSPECTIONS AND AUDITS



10.1 Purpose

Inspection of work areas and audits of safety programs are tools that can be used to identify problems and hazards before these conditions result in accidents or injuries. Audits also help to identify the effectiveness of safety compliance and a safe workplace.

10.2 Responsibilities

10.2.1 Department Heads

1. Design and schedule audit and inspection procedures for all work areas, processes, and procedures
2. Conduct routine audits and inspections.
3. Ensure employees understand the various safety programs and policies.

10.2.2 Supervisors

1. Conduct informal daily safety inspections and ensure all unsafe conditions are corrected.
2. Conduct annual inspections and ensure all unsafe conditions are corrected.

10.3. Corrections

All safety deficiencies found during audits and inspections should be corrected as soon as possible. Documentations of corrections should be made on the audit or inspections sheet. Conditions that present hazards are to be corrected or controlled immediately.

10.4. Types of Inspections

10.4.1 Daily Walk-through

This is an undocumented inspection that is made daily to ensure the facility and equipment is in safe conditions for employees. All noted unsafe areas are placed in a safe condition prior to employees working in the area.

10.4.2 Focused Annual Safety Inspection

Each year a formal inspection of a department or an area within a department will be conducted.

1. Attendees should include:

- a) Department head/designee
- b) Supervisor

2. Using an Inspection/Audit report, problem areas and deficiencies will be recorded and recommendations for correction will be provided to the City Manager or Police Chief.

10.4.3 Equipment Inspections

Equipment inspections are conducted to ensure specific safety equipment is in good working order and will function when needed. Examples and frequencies are:

- 1. Emergency Generator Test -- Monthly
- 2. Fire Extinguisher Inspections (by contractor) – Annually
- 3. Safety Equipment Inventories - Annually

10.5. Records

Records of audits and inspections will be maintained in accordance with the requirements of the specific programs. All records will be retained pursuant to Florida Department of State requirements.

10.6. Conducting Safety Audits

- 1. Review of Safety Inspections and Safety Audit Checklist
- 2. Identify any areas that have demonstrated safety deficiencies.
- 3. Review of Safety Manual Procedures.
- 4. Review accident investigations submitted suggestions or complaints and identify any programs or elements that may need correction.
- 5. Recommendations
 - Develop recommended actions for each deficient condition.
- 6. Corrective Actions.

Set priorities based on level of hazard and document corrective actions. Records of completed corrective actions should be reviewed and filed for use during the next audit.

SECTION 11. PREVENTIVE MAINTENANCE



11.1 OBJECTIVE

To maintain equipment and facilities in such a manner to prevent injury to employees, down time to equipment, and property damage.

11.2 SCOPE

- Each department shall designate personnel responsible to facilitate an appropriate preventative maintenance schedule.
- Appropriate preventive maintenance documentation shall be maintained.
- The maintenance department shall perform an evaluation on any equipment that malfunctions or is involved in an incident or injury.
- Findings of the referenced evaluation shall be submitted to the Safety Coordinator in writing.
- If the evaluation determines the equipment contributed to the event, the equipment shall be locked out of service until appropriate repairs are completed. Completed work will be signed off by person performing the repairs.

SECTION 12. RECORDKEEPING PROCEDURES



12. Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained according to the requirements of the General Records Schedule for State and Local Government Agencies established by the Florida Department of State. The records may include:

- Log of Work-Related Injuries and Illnesses-OSHA Form 300 (Optional)
- Incident Report Form
- Workers' Compensation Notice of First Injury Reports

SECTION 13. BEHAVIOR BASED SAFETY PROGRAM



13.1 Introduction:

- To achieve safety excellence at the City of St. Augustine Beach, our employees and managers must not only feel responsible for their own safety, but they must also feel responsible for the safety of their coworkers.
- The development of such a culture is made possible by using a Behavior Based Safety System.
- This system allows trained observers including managers and directors to encourage, recognize, and reinforce appropriate safe behaviors.
- The goal of this system is to increase the quality/quantity of safety communications which will ultimately encourage employees to gain personal control and responsibility for safety.

13.2 This Program Applies to the Following Departments:

- Public Works Department
- Police Department
- Building Department

13.3 Observer Training / Retraining:

- Since the quality of observations and performance feedback is critical to the success of this system all observers must attend a one-hour behavior-based observation session.
- Each year the observers must attend a brief re-training session covering the behavior observation process in addition to any revised critical behaviors.

13.4 Identify Critical Behaviors:

- A critical behavior is a behavior that makes the critical difference in whether an employee gets injured while performing the task in question.
- During the Annual Safety Performance Goals and Objectives review, the management team will identify and compile a set of critical behaviors.
- These critical behaviors will be chosen based on incident/ near miss reports, previous behavioral monitoring results, inspection findings, and so on.
- With assistance from the Safety Administrator, the review team will then define each of the identified behaviors and categorize them for inclusion on the observation checklist.

13.5 Gathering Data:

- Trained observers will use the observation checklist (??? Form #) to measure the frequency workgroups perform the critical behaviors safely.
- Managers and directors will be responsible for completing, documenting, and providing feedback on at least 4 behavior-based observations each calendar month.

13.6 Provide Ongoing, Two-way Performance Feedback for Both Safe and Unsafe Behaviors:



- After the observation, the observer must immediately speak with the observed employee (s).
- Observers must let the observed personnel know which critical behaviors they performed safely, and which ones put them at-risk.
- Observers must be careful to concentrate on the critical behaviors and must not to make judgments on the beliefs, attitudes, or values of the employee (s).
- The two-way communication will be documented anonymously on the observation checklist.

13.7 Remove Barriers to Continuous Improvement Using Collected Data:

- Each month the Communications and Events Coordinator will compile the observation data so that the performance of each workgroup can be analyzed and graphed.
- Using the comments and observation data recorded on the observation checklists, the City of St. Augustine Beach can target areas for improvement and areas that need more attention.
- Each department will set improvement goals and may choose to reward their group if behavioral goals are met.

SECTION 14. FORMS

AED MONTHLY CHECK FORM

		AED Monthly Check Form											
AED Location:		Name/ Contact Information of AED Site Coordinator:											
Instructions: This inspection must be performed monthly for each AED. If any items do not pass inspection, they should be marked with a "No" and the reason for failure described in the "comments" section. The equipment must be removed from service until suitable repairs are made.													
Inspection Items:	January date:	February date:	March date:	April date:	May date:	June date:	July date:	August date:	Sept date:	October date:	Nov date:	Dec date:	
 Signage present and visible													
Area free of obstructions													
Cabinet intact and free of damage													
Cabinet door alarmed. Alarm functional?													
AED Intact and free of damage													
Conduct system check -Open, turn on, listen for voice prompts, close													
AED not beeping and shows no indication it needs servicing													
Expiration date of pads													
Battery life indicator (%) (If App)													
Expiration date of battery													
Accessory kit includes; razor, 2 gloves, CPR mask, cloth/ towel, & scissors													
Initials of AED Site Coordinator													

Comments:

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AED TRACKING FORM

[illegible]

AERIAL LIFT OPERATOR EVALUATION FORM



Aerial Lift Operator Evaluation

Under no circumstances will an employee operate an aerial lift until he/she has successfully been evaluated by a qualified evaluator using this form. Certification or "licensing" from previous employers is not valid.

Employee Name:		Date of Evaluation:	
Has the candidate taken the aerial lift operator training session?		<input type="checkbox"/> Yes <input type="checkbox"/> No (if no then STOP)	
Has the candidate ever operated this type of aerial before? If no, then under supervision allow the candidate to practice maneuvers in an area which has ample room to practice.		<input type="checkbox"/> Yes <input type="checkbox"/> No (if no then practice)	
Type of Evaluation/Certification (check one): <input type="checkbox"/> Initial Session <input type="checkbox"/> 2- year <input type="checkbox"/> Other: If Other, Explain:			
Hands On Training & Evaluation: Rating: 1=Poor 2=Fair 3=Good NA= Not applicable (Please Note: 1 and 2 ratings require additional training and practice)			
List the type of aerial lift tested on:			
Rating	Area of Evaluation	Rating	Area of Evaluation
	Performs equipment inspection		Cordon off or barricade work area
	Performs Work Site Inspections		Set-up correctly prior to elevating
	Uses three-point contact when mounting		Check for overhead obstructions
	Closes gate		Keeps body inside guardrail system
	Properly puts on fall arrest equipment		Check below before retracting/lowering
	Familiarity w/ controls		Proper parking
	Pre-operational check of machine completed		Correct shut-down
	Drives forward/backward under control		Three-point contact when dismounting
	Properly turns and maneuvers		Properly charges battery
	Travels at safe speed		Other:
	Continual observation of area		Other:
Additional Comments:			
Aerial Lift Evaluator/Trainer Certification			
Trainer Signature:		Date:	

AERIAL LIFT INSPECTION FORM

<div style="display: flex; justify-content: space-between; align-items: center;"> <h3 style="margin: 0;">Aerial Lift Inspection Form</h3> </div>							
<p>Instructions: This inspection must be performed by the operator once daily, prior to first use. If any items do not pass inspection, they should be marked with a "No" and the reason for failure described in the "Comments" section. The equipment must be removed from service until satisfactory results are made.</p> <p>Note: All inspections must meet these minimum requirements. The manufacturer may have additional requirements that must be adhered to.</p>							
Inspection Items:	Inspection date:	Inspection date:	Inspection date:	Inspection date:	Inspection date:	Inspection date:	Inspection date:
Are you trained and authorized to operate the aerial lift?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Tires: No gouges, chunking, or flat spots; no tire. No biased failure. Adequate tread.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Batteries: Fully charged/ correct voltage and weight/ no leaks.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Hydraulics: No damage to hoses, or limit switch(es) (they're floor lock).	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Guards and covers installed and secure?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Any loose or missing hardware?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Guardrails secure? Gate closed and functional?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Personal fall arrest present and will be used?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Warning lights are functional?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Horn sounds when button is pressed?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Steering smooth?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Lift/lower buttons move smoothly and return to neutral when released. All controls perform their functions as intended.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Name of Inspector:							

FIRST REPORT OF INJURY OR ILLNESS WORKERS' COMPENSATION FORM

FIRST REPORT OF INJURY OR ILLNESS FLORIDA DEPARTMENT OF FINANCIAL SERVICES DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-347-1741
or contact your local EAO Office

RECEIVED BY CLAIMS HANDLING ENTITY	SUBMIT TO DIVISION DATE	DIVISION RECEIVED DATE


PLEASE PRINT OR TYPE		EMPLOYEE INFORMATION	
(NAME of Employer, Insurer, or Self)		Social Security Number	Date of Accident (Month/Day/Year)
HOME ADDRESS Street/Apt # _____ City _____ State _____ Zip _____		Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM	
TELEPHONE Area Code _____ Number _____		SHORT EMPLOYER'S DESCRIPTION OF ACCIDENT (Include Cause of Injury)	
OCCUPATION		INJURY/ILLNESS THAT OCCURRED	PART OF BODY AFFECTED
DATE OF BIRTH _____ SEX <input type="checkbox"/> M <input type="checkbox"/> F			
COMPANY NAME D.B.A. _____ Street _____ City _____ State _____ Zip _____		EMPLOYER INFORMATION FEDERAL ID NUMBER (FIDN) _____ DATE FIRST REPORTED (Month/Day/Year) _____	
TELEPHONE Area Code _____ Number _____		NATURE OF BUSINESS	POLICY MEMBER NUMBER
EMPLOYER'S LOCATION ADDRESS (If different) Street _____ City _____ State _____ Zip _____		DATE EMPLOYEE INJURED	PAID FOR DATE OF INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO
LOCATION (If applicable) _____		RETURNED TO WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, GIVE DATE _____	WILL YOU CONTINUE TO PAY WAGES (INSTEAD OF WORKERS' COMP)? <input type="checkbox"/> YES
PLACE OF ACCIDENT (Street, City, State, Zip) Street _____ City _____ State _____ Zip _____		DATE OF DEATH (If applicable) _____	RATE OF PAY <input type="checkbox"/> HR <input type="checkbox"/> WK \$ _____ PER <input type="checkbox"/> DAY <input type="checkbox"/> MO
COUNTRY OF ACCIDENT _____		ACCORDANT DESCRIPTION OF ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of hours per day _____ Number of hours per week _____ Number of days per week _____
<small>I have reviewed, understand and acknowledge the above statement.</small> EMPLOYER SIGNATURE (If available) _____ DATE _____ EMPLOYEE SIGNATURE _____ DATE _____			NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL AUTHORIZED BY EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO

CLAIMS HANDLING ENTITY INFORMATION			
<input type="checkbox"/> 1(a) Denied Case - DWC-12, Notice of Denial Attached <input type="checkbox"/> 1(b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached		<input type="checkbox"/> 2. Medical Only which became Lost Time Case (Complete all required information in #3) Employee's 8 th Day of Disability _____ Entity's Knowledge of 8 th Day of Disability _____	
<input type="checkbox"/> 3. Lost Time Case - 1st day of disability _____ Full Salary in lieu of comp? <input type="checkbox"/> YES Full Salary End Date _____ Date First Payment Mailed _____ AWW _____ Comp Rate _____			
<input type="checkbox"/> T.T. <input type="checkbox"/> T.T. - 80% <input type="checkbox"/> T.P. <input type="checkbox"/> I.B. <input type="checkbox"/> P.T. <input type="checkbox"/> DEATH <input type="checkbox"/> SETTLEMENT ONLY			
Penalty Amount Paid in 1 st Payment \$ _____ Interest Amount Paid in 1 st Payment \$ _____			
REMARKS:		INSURER NAME	
INSURER CONT #		CLAIMS HANDLING ENTITY NAME ADDRESS & TELEPHONE	
EMPLOYEE'S CLASS CODE			
EMPLOYER'S RATES CODE			
SERVICE CONTRACT #			
CLAIMS HANDLING ENTITY FILE #			

Form DWC-1 (Rev. 11/2015) Public Use Only

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 26, 2021

SUBJECT: Resolution 21-29, to Authorize the City Manager to Sign the State Highway Lighting Maintenance and Compensation Agreement with the Florida Department of Transportation

Under terms of the Agreement, FDOT reimburses the City the electricity costs for the 68 streetlights that are located along the section of State Road A1A that's within the City's limits. For the period of July 1, 2020, to June 30, 2021, which is the state's fiscal year, the City received \$16,475.

In May 2021, FDOT sent a new agreement to the City, which the City Manager signed. However, FDOT recently informed the City that the authorization for the Manager to sign has to be approved by a resolution. Resolution 21-29, attached, provides that authorization.

Please note that under the new agreement, the state will reimburse the City \$18,916 in FY 22.

RESOLUTION 21-29

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY
FLORIDA**

**RE: AUTHORIZING CITY MANAGER TO SIGN STATE
HIGHWAY LIGHTING MAINTENANCE AND
COMPENSATION AGREEMENT**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Wednesday, August 11, 2021, resolves as follows:

WHEREAS, the State of Florida Department of Transportation, hereinafter referred to as "FDOT," finds it necessary for the City of St. Augustine Beach to execute and deliver to FDOT the agreement identified as the State Highway System Lighting, Maintenance, and Compensation Agreement, hereinafter referred to as the "Agreement."

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, that the City Manager of the City of St. Augustine Beach is hereby authorized and directed to execute and deliver the Agreement to FDOT.

RESOLVED AND DONE, this 11th day of August, 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

Margaret England, Mayor

Max Royle, City Manager



Florida Department of Transportation

RON DESANTIS
GOVERNOR

District Maintenance Contracts Office
1109 South Marion Avenue, MS 2010
Lake City, Florida 32055

KEVIN J. THIBAUT, P.E.
SECRETARY

May 17, 2021

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

New Contract No: TBD
Old Contract No. AN526
Financial Project No. 41442017804
Description: State Highway Lighting, Maintenance and Compensation Agreement
Contract Period July 1, 2021 through June 30, 2028

Agency Partner,

Attached is the new Highway Lighting, Maintenance, and Compensation Agreement. It has been updated and improved to provide more flexibility in the prosecution and progress of the work. Once executed it will supersede the existing agreement (Item 7 c.).

Some of the changes include:

- The term of this agreement has been adjusted to be seven years. (Item 1 Section E); the existing agreement is essentially open-ended with automatic renewals.
- This new version authorizes your Agency to submit reimbursement claims to all third parties responsible for the damage; this allows you to pursue recovery from insurance agencies and individuals responsible for damage to the highway lighting system (Item 2).
- The current Agreement does not provide for an opt-out option. This new version allows either party to terminate the Agreement by a written notice. (Item 1 Section E).
- Prior to the beginning of each agreement year, it requires the Maintaining Agency to submit an amended Exhibit A to account for any new lights that have come on-line. (Item 2)
- Exhibit A was updated to better clarify the features covered and compensation amount.

Attached, for comparison, is the current agreement information and the new agreement language and exhibits. Please fill out and sign the agreement, complete the spreadsheet, and return to my attention no later than **May 31, 2021**. This will give us time to execute the new agreements prior to the expiration of the existing agreement year.

Please attach the appropriate documentation for signature authority or a resolution for the individual executing the agreement.

The total payment amount for each Fiscal Year is calculated by inputting the actual number of qualifying types of lights and multiplying by the Unit Rate and 90%. Example: 330 (lights) x \$291.26 x 0.90 (90% Requirement) = \$86,533.92

Should you not wish to execute the new agreement please let us know and we shall continue to operate under the terms of the original agreement.

If you have any questions, please see the contact information below.

Sincerely,

DocuSigned by:

A handwritten signature in black ink that reads "Sandra Brink". The signature is written in a cursive style. Below the signature is a horizontal line.

F0602D54C6034ED

Sandra Brink
District 2 Maintenance Contracts
sandra.brink@dot.state.fl.us
(386)961-7585

DocuSigned by:

A handwritten signature in black ink that reads "Lisa M. Butler". The signature is written in a cursive style. Below the signature is a horizontal line.

F0B0CEFC18884EC

Lisa Butler
District 2 Maintenance Contracts
lisa.butler@dot.state.fl.us
(386)961-7382

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**STATE HIGHWAY LIGHTING, MAINTENANCE, AND
COMPENSATION AGREEMENT**

375-020-52
MAINTENANCE
OGC – 02/21
Page 1 of 8

CONTRACT NO. _____
FINANCIAL PROJECT NO. 41442017804
F.E.I.D. NO. F59-0560946-011

THIS AGREEMENT, entered into this _____ day of _____, year of _____, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**, hereinafter referred to as "FDOT", and City of St. Augustine Beach, hereinafter referred to as the "**MAINTAINING AGENCY**";

WITNESSETH:

WHEREAS, FDOT is authorized under Sections 334.044 and 335.055, Florida Statutes, to enter into this Agreement, and the **MAINTAINING AGENCY** has the authority to enter into this Agreement and to undertake the maintenance and operation of lighting on the State Highway System; and

WHEREAS, the **MAINTAINING AGENCY** has authorized its undersigned officers to enter into and execute this Agreement;

WHEREAS, FDOT has identified sites where lighting and/or lighting systems, hereinafter referred to as "Facilities", are located on the State Highway System within the jurisdictional boundaries of the **MAINTAINING AGENCY**. A list of the Facilities is included as Exhibit A, attached hereto and incorporated herein.

WHEREAS, the **MAINTAINING AGENCY** agrees to maintain the Facilities as further set forth herein.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, **FDOT** and the **MAINTAINING AGENCY** hereby agree as follows:

1. Maintenance of Facilities

- a. The **MAINTAINING AGENCY** shall maintain the Facilities listed in Exhibit A. The Facilities may include lighting for roadways, as well as park and ride, pedestrian overpasses, and recreational areas owned by or located on the property of FDOT. The Facilities shall not include lighting located in weigh stations, rest areas, or on Interstate highways.

The location and type of lighting to be maintained pursuant to this Agreement is set forth in Exhibit A. Any changes or modifications to Exhibit A must be in writing and signed by both FDOT and the **MAINTAINING AGENCY**. Any Facilities added to Exhibit A during the FDOT's fiscal year shall be maintained and operated by the **MAINTAINING AGENCY** upon the FDOT's final acceptance of installation of any new lighting and/or lighting systems. Prior to the start of each new fiscal year, the **MAINTAINING AGENCY** and FDOT shall amend Exhibit A to reflect any changes to the Facilities, including addition, removal, or change in lighting type maintained pursuant to this Agreement.

The **MAINTAINING AGENCY** will be compensated for Facilities added to Exhibit A by amendment of this Agreement in the FDOT's fiscal year occurring after the lighting and/or lighting systems are installed and final acceptance of such installation is given by FDOT. In the event that no change is made to the previous year's Exhibit A, a certification from the **MAINTAINING AGENCY** shall be provided to FDOT certifying that no change has been made to Exhibit A during FDOT's previous fiscal year. Unless stated otherwise, all references to fiscal years within this agreement refer to FDOT's fiscal year, beginning July 1st and ending June 30th.

- b. In maintaining the Facilities, the **MAINTAINING AGENCY** shall perform all activities necessary to keep the Facilities fully operating, properly functioning, with a minimum of 90% of the lights burning for any lighting type (e.g., high mast, standard, underdeck, and sign) or roadway system at all times in accordance with the original design thereof, whether necessitated by normal wear and tear, accidental or intentional damage, or acts of nature. Required maintenance includes, but is not limited to, providing electrical power and paying all charges associated therewith, routine inspection and testing, preventative maintenance, emergency maintenance, replacement of any component parts of the Facilities (including the poles and any and all other component parts installed as part of the Facilities), and locating (both vertically and horizontally) the Facilities. All repairs or replacement will be in kind unless a variance is approved in writing by FDOT.

- c. All maintenance must be in accordance with the provisions of the following:
- (1) Manual of Uniform Traffic Control Devices; and
 - (2) All other applicable local, state, or federal laws, rules, resolutions, or ordinances, and **FDOT** procedures.
- d. For lighting installed as part of a **FDOT** project, the **MAINTAINING AGENCY's** obligation to maintain the Facility commences upon the **MAINTAINING AGENCY's** receipt of notification from **FDOT** that **FDOT** has formally accepted the project, except for the obligation to provide for electrical power, which obligation to provide for electrical power commences at such time as the lighting system is ready to be energized; provided, however, that the **MAINTAINING AGENCY** is not required to perform any activities which are the responsibilities of **FDOT's** contractor.
- Prior to acceptance by **FDOT**, the **MAINTAINING AGENCY** shall have the opportunity to inspect and request modifications/corrections to the installation(s). **FDOT** agrees to make modifications/corrections prior to acceptance so long as the modifications/corrections comply with the installation contract documents and specifications.
- e. The term for this Agreement is seven (7) years. Either party may terminate this Agreement by a notice of termination. The notice of termination must be in writing. Should the **MAINTAINING AGENCY** choose to terminate the Agreement, the **MAINTAINING AGENCY** shall provide a minimum notice period of two (2) fiscal years prior to the effective date of termination and the notice shall be endorsed by the elected body (County Commission, City Council, or local agency governing body) under which the Agency operates. The effective date of the termination will coincide with the end of the **FDOT's** fiscal year of June 30th following the two-year notice.

The termination of this Agreement will not terminate maintenance responsibilities for lighting owned by the **MAINTAINING AGENCY**. Maintenance obligations for lights owned by the **MAINTAINING AGENCY** will remain the responsibility of the **MAINTAINING AGENCY**. Nor does termination of this Agreement operate to relieve the **MAINTAINING AGENCY** of any maintenance obligations contained in other agreements. Maintenance of lights governed by a separate maintenance agreement will continue per the terms of that separate maintenance agreement.

2. Compensation and Payment

FDOT shall pay to the **MAINTAINING AGENCY** a sum of \$ 18,916.92 for the fiscal year in which this Agreement is signed. Payments will be calculated and made in accordance with Exhibit A.

Prior to the beginning of each fiscal year, the **MAINTAINING AGENCY** shall submit an amended Exhibit A or a certification of no change to Exhibit A and **FDOT** and the **MAINTAINING AGENCY** shall agree on the amount and percentage of lighting to be paid for the coming fiscal year. **FDOT** will issue a work order confirming the amount and authorizing the performance of maintenance for each new fiscal year. The work order must be an **FDOT**-signed letter of authorization to the **MAINTAINING AGENCY** with a subject line containing the terms "State Highway Lighting, Maintenance, and Compensation Agreement work order". The work order must reflect the contract number, financial project number, FEID No. of the **MAINTAINING AGENCY**, the fiscal year, the percentage of lighting funded and the lump sum amount to be paid for the fiscal year indicated. The work order must be signed by the **MAINTAINING AGENCY** and returned to **FDOT**. Failure by the **MAINTAINING AGENCY** to take any of the actions required by this paragraph may result in nonpayment by **FDOT**.

FDOT expressly assigns its rights, interests and privileges pertaining to damage to Facilities caused by third parties to the **MAINTAINING AGENCY**, so they may pursue all claims and causes of actions against the third parties responsible for the damage. **FDOT** will assist the **MAINTAINING AGENCY** and will confirm the **MAINTAINING AGENCY's** authorization to pursue recovery. The **MAINTAINING AGENCY** will be responsible for all attorneys' fees and litigation costs incurred in its recovery activities.

3. Record Keeping

The **MAINTAINING AGENCY** shall keep records of all activities and report all maintenance performed and replacement components and parts installed pursuant to this Agreement. The records shall be kept in an electronic format approved by **FDOT**.

Records shall be maintained and made available upon request to **FDOT** during the period of this Agreement and for three (3) years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records will be furnished to **FDOT** upon request.

4. Invoicing

The **MAINTAINING AGENCY** shall invoice **FDOT** annually in a format acceptable to the **FDOT**. Invoices must be submitted no earlier than May 1 and no later than June 15 of the fiscal year in which the services were provided in order to be processed for payment by June 30.

Upon receipt, **FDOT** has five (5) working days to inspect and approve the goods and services. **FDOT** has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within forty (40) days, a separate interest penalty at a rate as established pursuant to Section 215.422, Florida Statutes, will be due and payable, in addition to the invoice amount, to the **MAINTAINING AGENCY**. Interest penalties of less than one (1) dollar will not be enforced unless the **MAINTAINING AGENCY** requests payment. Invoices returned to a **MAINTAINING AGENCY** because of **MAINTAINING AGENCY** preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to **FDOT**.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for contractors/vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 410-9724 or by calling the Chief Financial Officer's Hotline, 1-800-848-3792.

The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one (1) year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

FDOT, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection shall be null and void, and no money may be paid on such contract. **FDOT** shall require a statement from the Comptroller of **FDOT** that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of **FDOT** which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year.

5. Default

In the event that the **MAINTAINING AGENCY** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in this Agreement, **FDOT** may exercise one or more of the following options, provided that at no time may **FDOT** be entitled to receive double recovery of damages:

- a. Pursue a claim for damages suffered by **FDOT** or the public.
- b. Pursue any other remedies legally available.
- c. As to any work not performed by the **MAINTAINING AGENCY**, perform such work with its own forces or through contractors and seek reimbursement for the cost thereof from the **MAINTAINING AGENCY** if the **MAINTAINING AGENCY** fails to cure the non-performance within fourteen (14) days after written notice from **FDOT** of the non-performance; provided, however, that advance notice and cure will not be preconditions in the event of an emergency.

6. Force Majeure

Neither the **MAINTAINING AGENCY** nor **FDOT** will be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by an act of God, war, riots, natural catastrophe, or other event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence; provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimated duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible.

7. Miscellaneous

- a. **FDOT** shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- b. The **MAINTAINING AGENCY** shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the **MAINTAINING AGENCY** in conjunction with this Agreement. Failure by the **MAINTAINING AGENCY** to grant such public access will be grounds for immediate unilateral cancellation of this Agreement by **FDOT**.
- c. This Agreement constitutes the complete and final expression of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, or negotiations with respect thereto. Without limiting the generality of the foregoing, this Agreement shall replace and supersede all prior agreements between **FDOT** and the **MAINTAINING AGENCY** with respect to maintenance of the lighting and/or lighting systems for the Facilities identified in Exhibit A.
- d. This Agreement is governed by the laws of the State of Florida. Any provision hereof found to be unlawful or unenforceable are severable and will not affect the validity of the remaining provisions hereof.
- e. All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery, electronic mail, or express mail and will be deemed to have been received by the end of five (5) business days from the proper sending thereof unless proof of prior actual receipt is provided. The **MAINTAINING AGENCY** must notify the local District of **FDOT** of the appropriate persons for notices to be sent pursuant to this Agreement. Unless otherwise notified in writing, notices must be sent to the following addresses:

MAINTAINING AGENCY:

City of St. Augustine Beach
Max Royle, City Manager
2200 A1A South
St. Augustine Beach, Florida 32080

FDOT:

Florida Department of Transportation
District Maintenance Contracts, MS- 2010
1109 South Marion Avenue
Lake City, Florida 32055

- f. **PUBLIC ENTITY CRIME INFORMATION STATEMENT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for **CATEGORY TWO** for a period of thirty six (36) months from the date of being placed on the convicted vendor list.
- g. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

- h. By signing this agreement the Maintaining Agency certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., (2) engaged in a boycott of Israel, (3) or listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes. For contracts involving \$1,000,000 or more, if the Department determines the Maintaining Agency submitted a false certification under Section 287.135(5) of the Florida Statutes regarding the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes, or for contracts involving any amount, if the Maintaining Agency has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, the Department shall either terminate the Contract after it has given the Maintaining Agency notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135(5)(a) of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135(4) of the Florida Statutes are met.
- i. Nothing herein shall be construed as a waiver of either party's sovereign immunity.
- j. **MAINTAINING AGENCY:**
1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the **MAINTAINING AGENCY** during the term of the contract; and
 2. shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the **Maintaining Agency** does not transfer the records to **FDOT**
 4. Upon completion of the Agreement, transfer, at no cost, to **FDOT**, all public records in possession of the Consultant or keep and maintain public records required by **FDOT** to perform the service. If the Consultant transfers all public records to **FDOT** upon completion of the Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to **FDOT**, upon request from **FDOT's** custodian of public records, in a format that is compatible with the information technology systems of **FDOT**
 5. Failure by the **Maintaining Agency** to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by **FDOT**

IF THE MAINTAINING AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MAINTAINING AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

District 1

863-519-2623

D1pcustodian@dot.state.fl.us

**Florida Department of Transportation
District 1 – Office of General Counsel
801 N. Broadway
Bartow, FL 33830**

District 6

305-470-5453

D6pcustodian@dot.state.fl.us

**Florida Department of Transportation
District 6 – Office of General Counsel
1000 NW 111 Avenue
Miami, FL 33172-5800**

District 2

386-758-3727

D2pcustodian@dot.state.fl.us

**Florida Department of Transportation
District 2 - Office of General Counsel
1109 South Marion Avenue, MS 2009
Lake City, FL 32025**

District 7

813-975-6491

D7pcustodian@dot.state.fl.us

**Florida Department of Transportation
District 7 - Office of General Counsel
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District 5 – Office of General Counsel
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Deland, FL 32720**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**STATE HIGHWAY LIGHTING, MAINTENANCE, AND
COMPENSATION AGREEMENT**375-020-52
MAINTENANCE
OGC - 02/21
Page 7 of 8**8. Certification**

This document is a printout of an FDOT form maintained in an electronic format and all revisions thereto by the **MAINTAINING AGENCY** in the form of additions, deletions, or substitutions are reflected only in an Appendix entitled "Changes to Form Document" and no change is made in the text of the document itself. Hand notations on affected portions of this document may refer to changes reflected in the above-named Appendix but are for reference purposes only and do not change the terms of the document. By signing this document, the **MAINTAINING AGENCY** hereby represents that no change has been made to the text of this document except through the terms of the Appendix entitled "Changes to Form Document."

You MUST signify by selecting one of the applicable options:

- ☐ No changes have been made to this Forms Document and no Appendix entitled "Changes to Form Document" is attached.
- ☐ No changes have been made to this Form Document, but changes are included on the attached Appendix entitled "Changes to Form Document."

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first written.

MAINTAINING AGENCY

DocuSigned by:
Max Royle
BY: (Signature) _____
(Printed Name: Max Royle)
(Printed Title: City Manager)

Date: 5/17/2021 | 3:58 PM EDT

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

BY: (Signature) _____
(Printed Name: Travis Humphries, P.E.)
(Printed Title: D2 Director of Operations)

Date: _____

FDOT Legal Review

BY: (Signature) _____
Counsel
(Printed Name: Melissa Blackwell)

Date: _____

Exhibit A
STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT
For Fiscal Year 21/22

1.0 PURPOSE

This exhibit defines the method and limits of compensation to be made to the **MAINTAINING AGENCY** for the services described in this Agreement and method by which payments will be made.

2.0 FACILITIES

The lighting or lighting systems listed below, or in an attached spreadsheet, or other electronic form are included with this Agreement and represent the Facilities to be maintained by the **MAINTAINING AGENCY**:

1. See Attached Lighting Inventory Sheet
2. _____
3. _____
4. _____
5. _____
6. _____

3.0 COMPENSATION

For the satisfactory completion of all services detailed in this Agreement, **FDOT** will pay the **MAINTAINING AGENCY** the Total Sum as provided in Section 2 of the Agreement. The **MAINTAINING AGENCY** will receive one single payment at the end of each fiscal year for satisfactory completion of service.

The per-light unit rate shall increase by 3% each fiscal year. E.g., the per-light unit rate of \$309.10 in fiscal year 21/22 shall increase to \$318.37 in fiscal year 22/23.

Total Payment Amount for each fiscal year is calculated by inputting the actual number of qualifying types of lights into the table below and multiplying by the unit rate and ____%. Example: 330 (lights) x \$_____ (unit rate) x 0.90 (90% requirement) = \$ 0.00

Type of Light	# of lights	LED or HPS	Unit rate	%	Total
High Mast		HPS			0.00
Standard		HPS			0.00
Underdeck		HPS			0.00
Sign		HPS			0.00
High Mast		LED			0.00
Standard		LED			0.00
Underdeck		LED			0.00
Sign		LED			0.00

State Road Number	County	Begin Milepost or Nearest Cross Road	End Milepost or Nearest Cross Road	Number of Lights Being Currently Maintained Within These Limits	Type of Light(s): High Mast, Standard, Underdeck, or Sign	LED or HPS
SR A1A	St. Johns	South City Limits	Madrid Street	46	Standard	HPS
SR A1A	St. Johns	Madrid Street	Pope Road	14	Standard	7 LED 7 HPS
SR A1A	St. Johns	S.R. A1A	Sea Colony Parkway	8	Standard	HPS
			TOTAL # OF LIGHTS BEING MAINTAINED:	68		

Light Up the Night Fireworks & Beach Blvd. Block Party - Update 8/2/21

At the direction of the City Manager and the Commission in the March Commission meeting, we are moving forward with the approved plan.

We are doing things a little bit differently in 2021 and designing the New Year's Eve event to attract visitors and locals to patronize our local businesses.

Instead of having thousands of people in one small location at Pier Park, 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 in past years. While we will provide 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 a local SJC resident looking for wonderful night out with family or friends – the Boulevard will offer something for everyone.

- 1) **Safety/Planning:** We are holding monthly meetings with the PD, PW, and other key staff to discuss several key topics such as viewing areas and needs along the Blvd., parking options, transportation, and traffic patterns.
- 2) **Marketing/Promotion:** We are working on our marketing and promotion materials. We are rebranding from BBO to Light Up the Night. We are emphasizing:
 - a) Fireworks only at the Pier,
 - b) Very Limited transportation and parking, Pedestrian event, uber, bike, walk etc.
 - c) Making plans to watch the fireworks from local businesses where available, private parties such as Embassy, Panama Hattie's, Hotels that may offer beach viewing etc.
 - d) Various locations on the beach to view the fireworks with signage and light towers, providing many options to watch the show.
- 3) **Communications:** We are sending out information to businesses on A1A Beach Blvd. outlining our vision and plans and will follow up with each business individually.
- 4) **Parking:** We have received approval to use the Anastasia Baptist Church parking lot for our one pick-up location for the shuttles.
We have received approval to use the YMCA parking lot for parking.
We are waiting to hear back from the State Park if they will allow parking an
- 5) **Transportation:** Old Town Trolley to provide five (5) – 30 passenger enclosed shuttles that are ADA compliant. This is an IN-KIND sponsorship.

6) Funding:

- a) Sponsorships. We updated our sponsorship forms and have put them in a web-based form on our website. We have sent out several sponsorship letters and to date, we received over \$4,000 in cash sponsorships.
- b) TDC Grant – At the direction of the City Manager and Finance Director, the grant was not pursued. There is a five-year limitation to receive grant funding through the TDC. It was decided that it would be best to apply for the grant in the following year when we have more clarity on the costs of all the holiday events (that we can hopefully group together in one application) and will be more beneficial to the city.

MEMORANDUM

TO: Max Royle, City Manager
FROM: William Tredik, P.E. Public Works Director
DATE: August 11, 2021
SUBJECT: Ocean Hammock Park Project Update

DISCUSSION

The Public Works Director will present a project update on Ocean Hammock Park improvements.



CITY OF ST. AUGUSTINE BEACH

*Regular City Commission Meeting
Wednesday August 11, 2021*

Ocean Hammock Park Update

William Tredik, P.E. Public Works Director

1

PARK LOCATION

- 18+ acres
- A1A Beach Boulevard to Atlantic Ocean
- Between Bermuda Run and Sea Colony
- Originally slated for development
- Acquired over multiple years beginning in 2005



2

PROPERTY CHARACTERISTICS



3

PROPOSED MARATEA DEVELOPMENT

2005

2.2 acres to deeded City

2006

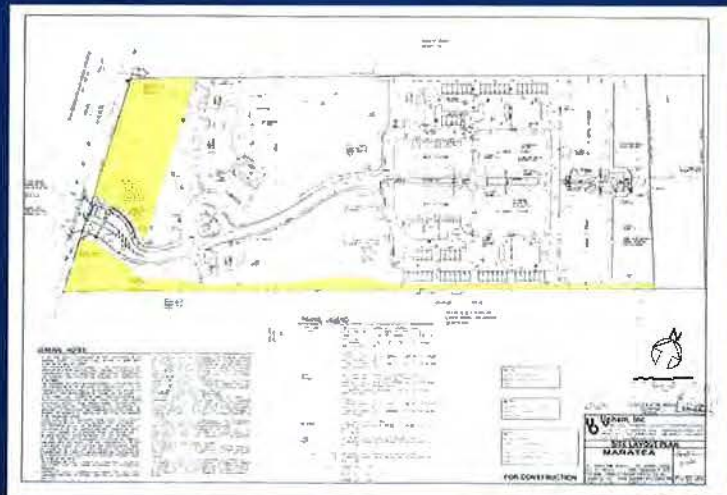
SJRWMD permit approved

2008

Referendum approved to levy up to $\frac{1}{2}$ mil

2008/2009

City continued to negotiate with developer regarding additional land acquisition



4

PARCEL ACQUISITIONS

2006 (2.2 acres - yellow)

- Deeded by Maratea
- Included Beach Boardwalk parcel

2009 (11.5 acres - green)

- Purchase price - \$5.25 million
- \$4.5 million from Florida Communities Trust (FCT)

2016 (4.5 acres - red)

- Purchase price - \$4.5 million
- \$1.5 million from FCT

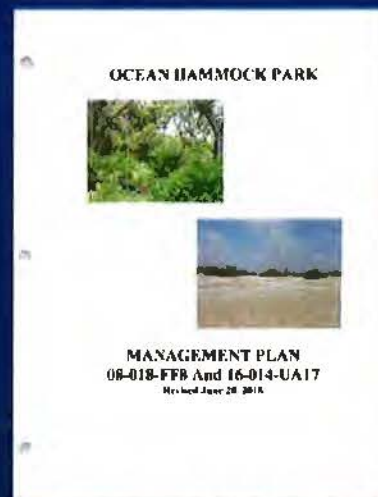


5

PARK MANAGEMENT PLANS



Supporting FCT Funding
for 2009 Purchase



Supporting FCT Funding
for 2016 Purchase

6

2009 MANAGEMENT PLAN REQUIREMENTS

- **\$4.5 million from FCT**
- **Contract required the following special conditions**
 1. Land use and zoning to recreation
 2. Permanent FCT recognition sign
 3. At least four (4) recreation facilities
 4. Pervious parking where feasible
 5. Sidewalk connection
 6. Bike racks
 7. Beach access / dune walkover
 8. Interpretative signs or kiosks
 9. Regularly scheduled educational classes
 10. Staffed nature center/museum
 11. Preservation of natural communities
 12. Protect and enhance wildlife
 13. Planting of wetland areas
 14. Invasive vegetation management
 15. Feral animal management
 16. Stormwater system to recreation open space or habitat
 17. Stormwater facilities coordinated with SJRWMD
 18. Archaeological survey
 19. Coordinate management with existing park
 20. ¼ mile minimum nature trail
 21. Enhance the designated Florida Circumnavigational Saltwater Trail

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2018 MANAGEMENT PLAN REQUIREMENTS

- **\$1.5 million from FCT**
- **Contract requires the following special conditions**
 1. Permanent FCT recognition sign
 2. At least four (4) recreation facilities
 3. ½ mile minimum trail
 4. Interpretative kiosks
 5. Regularly scheduled educational classes
 6. Listed species habitat protection
 7. Locally significant and strategic habitat conservation
 8. Vegetative enhancement – planting of 300 feet of disturbed shoreline
 9. Water Quality Facility – improve the quality of surface waters
 10. Coordinate management with existing beach boardwalk
 11. **Conditions are in addition to the requirements of FCT# 08-018-FF8**

8

PHASE 2 CONCEPTS THROUGH THE YEARS (2017)



11

PHASE 2 CONCEPTS THROUGH THE YEARS (2019)



12

CURRENT PHASE 2

- Vicinity of Parking Lot
- \$106,000 FRDAP Grant
- Remainder of Funding – Park Impact Fees
- Currently Bidding



13

PHASE 2 FEATURES

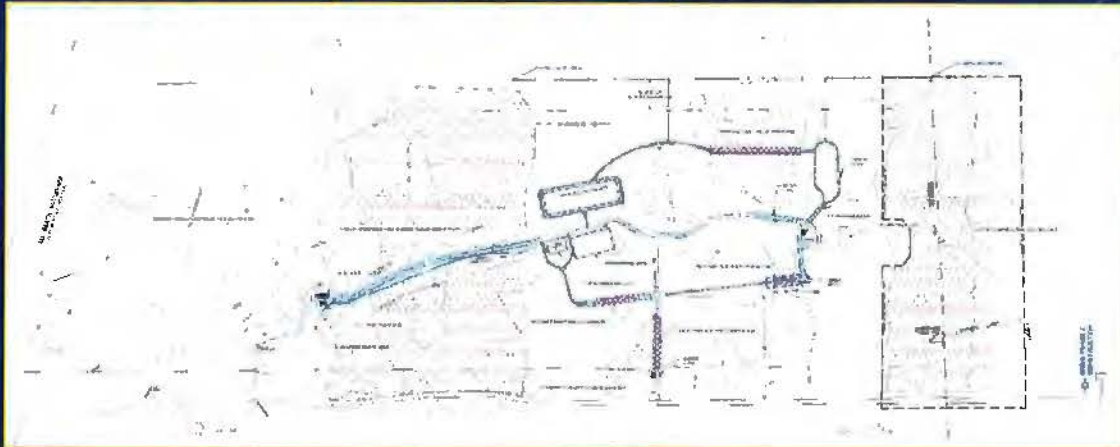
- A. Restrooms
- B. H/C parking space
- C. Outdoor beach shower
- D. Drinking fountain / bottle filling station
- E. 2 uncovered picnic areas (slab/table)
- F. Information kiosk
- G. 0.25 mile nature rail with interpretative signs
- H. Connection to beach walkway



14

PHASE 3

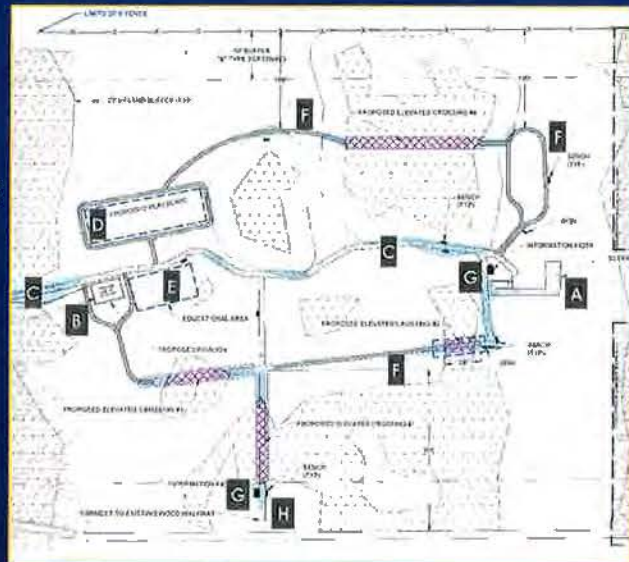
- Under Design - \$25K Coastal Partnership Initiative (CPI) Grant
- Construction begins in FY 2022 (\$60K CPI Grant)
- **Additional funding is required to complete Phase 3**



15

PHASE 3

- A. Observation deck
- B. Picnic Pavilion
- C. Accessible trail from parking to observation deck
- D. Children's Playscape
- E. Education Area
- F. Nature Trails
- G. Information kiosk
- H. Accessible connection to beach walkway



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NEXT STEPS

- 2021 Phase 2 - Bidding
- 2021 Phase 3 - Design
- 2021/2022 Phase 2 - Construction (restrooms, etc.)
- 2022 Phase 3A - Construction
- 2022/2023 Phase 3B - Funding Secure funding for remainder of construction
- 2023-???? Phase 3B – Construction (pending funding)

17

QUESTIONS?



18

MEMORANDUM

TO: Max Royle, City Manager

FROM: William Tredik, P.E. Public Works Director

DATE: August 11, 2021

SUBJECT: Resolution 2021-27 adjusting the residential solid waste and recycling non-ad valorem assessment fees, and
Resolution 2021-28 modifying commercial solid waste and recycling fees.

BACKGROUND

On August 3, 2020, the City Commission modified the Chapter 10 of the City Code, clarifying the classification of condominiums and apartment complexes as commercial service premises. As part of a commercial service premises, dwelling units within condominiums are not subject to the current solid waste and recycling non-ad valorem assessment, and must be billed for services via a commercial rate structure. In order to ensure equity between dwelling units within commercial and residential services premises – and per the terms of chapter 10 of the City code – in August 2020 the City Commission established commercial solid waste and recycling fees by resolution and set the annual fee for dwelling units within condominium and apartment complexes at \$178, matching the residential non-ad valorem assessment.

At a June 17, 2021 Workshop, the City Commission discussed the FY 2022 non-ad valorem assessment for solid waste and recycling services and expressed a desire to increase the non-ad valorem annual assessment rate from \$178 to \$211 per year, broken down as follows:

Service	Existing Annual Assessment	Proposed Annual Assessment
Residential collection	\$87.00	\$103.00
Residential disposal	\$67.00	\$80.00
Residential recycling	\$24.00	\$28.00
TOTAL	\$178.00	\$211.00

This increase to the non-ad valorem assessment rate would reduce the percentage of residential solid waste and recycling services paid for by the general fund.

DISCUSSION

In order to maintain equity between all types of dwelling units, it is necessary to increase the fee for those within condominium and apartment complexes to match the residential non-ad valorem assessment rate. Per Chapter 10 of the City Code, the commercial rates for solid waste and recycling services are to be set by resolution. Resolution 2021-28 revises the annual fee for dwelling units within Condominiums and Apartment Complexes to match the proposed fee per residential dwelling unit in the non-ad valorem assessment.

In past meetings, the City Commission also expressed a desire that fees for residential solid waste and recycling not exceed those for commercial services. The current minimum annual commercial rate (non-dwelling unit) is \$260, based upon a weekly fee of \$5.00 for one (1) 64-gallon cart. The proposed increase to the residential non-ad valorem assessment closes the gap between residential and commercial considerably, requiring a reexamination of the commercial rates for businesses.

Accurately estimating the cost per commercial customer presents a challenge due to the variability in solid waste volume among businesses. It is reasonable to assume, however, that the cost to provide weekly service for a single 64-gallon commercial cart is similar in cost to providing weekly service to a typical residential dwelling unit. As discussed in the June 17th workshop, the cost per dwelling unit is forecast to be between \$305 and \$330 in the upcoming fiscal year. Based upon the above comparison, the actual cost to provide service to a single 64-gallon cart exceeds the fees collected within the current commercial fee structure.

In order to better distribute the reduction of general fund dependence between dwelling units and businesses, staff recommends the commercial fees be amended as follows:

Service Provided	Existing Fee	Proposed Fee	Annual Change
64-gallon cart service (per cart)	\$5.00/week	\$5.50/week	\$26.00
96-gallon cart service (per cart)	\$7.50/week	\$8.25/week	\$39.00
Additional recycling bins (per bin)	\$1.00/week	\$1.50/week	\$26.00
Additional yard trash	\$8.00/CY	\$9.00/CY	N/A
Additional construction debris	\$15.00/CY	\$20.00/CY	N/A
Commercial white goods*	\$50/item	\$60/item	N/A
Container Impoundment Fee	\$20.00/container	\$25.00/container	N/A

* white goods collected free of charge for up to 2 per week to a maximum of 10 per year

The above items with an annual fee change of N/A are collected intermittently and thus cannot be calculated on an annual basis.

ACTIONS REQUESTED

1. Pass Resolution 2021-27 setting the FY 2022 residential solid waste and recycling non-ad valorem assessment rates as follows:

Service	Proposed Annual Assessment
Residential Collection	\$103.00
Residential Disposal	\$80.00
Residential Recycling	\$28.00
TOTAL	\$211.00

2. Pass Resolution 2021-28 modifying commercial solid waste and recycling fees

RESOLUTION NO: 2021-27

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY**

**RE: UPDATING RESIDENTIAL
SOLID WASTE COLLECTION, DISPOSAL
AND RECYCLING NON-AD VALOREM
ASSESSMENTS**

WHEREAS, the City Commission of the City of St. Augustine Beach funds a portion of solid waste collection, disposal and recycling services through a non-ad valorem assessment, and

WHEREAS, the City Commission of the City of St. Augustine Beach established the annual residential non-ad valorem assessment ranges for solid waste collection at \$75 to \$175; solid waste disposal at \$50 to \$150; and recycling services at \$0 to \$50, and

WHEREAS, the current non-ad valorem assessments for solid waste collection, disposal and recycling are below the cost to provide said services, and below the established maximum of the ranges for each service, and

WHEREAS, the City Commission of the City of St. Augustine Beach desires to increase the annual residential non-ad valorem solid waste collection, disposal and recycling assessments within the established ranges to fund an increased portion of the costs to provide said services.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE
CITY OF ST. AUGUSTINE BEACH, FLORIDA, IN REGULAR SESSION ASSEMBLED:**

The City Commission of the City of St. Augustine Beach hereby updates and adopts residential solid waste collection, disposal and recycling non-ad valorem annual assessment rates as follows:

Service	Annual Assessment
Residential Solid Waste Collection	\$103
Residential Solid Waste Disposal	\$80
Recycling	\$28
TOTAL	\$211

RESOLVED AND DONE, this 11nd day of August 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

RESOLUTION NO: 2021-28

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY**

**RE: UPDATING FEES RELATED TO
COMMERCIAL SOLID WASTE
COLLECTION, DISPOSAL AND
RECYCLING**

WHEREAS, the City Commission of the City of St. Augustine Beach has passed an ordinance authorizing that commercial solid waste collection, disposal and recycling fees be established by resolution; and

WHEREAS, the City Commission of the City of St. Augustine Beach adopted Resolution 20-09, establishing commercial garbage and trash collection and disposal fees; and

WHEREAS, the City Commission desires, from time to time, to adjust the commercial service premises fees to better reflect the cost to provide services;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE
CITY OF ST. AUGUSTINE BEACH, FLORIDA, IN REGULAR SESSION ASSEMBLED:**

The City Commission of the City of St. Augustine Beach hereby updates and adopts the fees for commercial solid waste collection, disposal and recycling as contained within **Exhibit “A”**, which is attached hereto.

RESOLVED AND DONE, this 11nd day of August 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

Exhibit "A"

City of St. Augustine Beach Schedule of Fees Commercial Garbage and Collection Services

Item	Fee
<u>Commercial Garbage Fees</u>	
64-gallon cart (base fee)	\$5.50 per purchased cart per week
96-gallon cart (base fee)	\$8.25 per purchased cart per week
Two pickups per week	Calculated base fee x 2
Unauthorized container	\$11.00 per container per pickup
Uncontainerized garbage	\$8.25 per 64-gallon cart equivalent volume
<u>Commercial Recycling</u>	
Recycling	\$0 for up to 1 bin per week
Additional Recycling bins	\$1.50 per additional bin per week
<u>Commercial Garden Trash</u>	
Garden Trash	\$0 for up to 2 cubic yards per week
Additional yard waste volume	\$9 per additional cubic yard
<u>Commercial Trash or Construction Debris</u>	
Trash or construction debris	\$0 for up to 2 cubic yards per week
Additional volume	\$20 per additional cubic yard
<u>Commercial White Goods</u>	
White Goods	\$0 for 2 items per week
Additional white good items	\$60 per item above ten (10) in a calendar year
<u>Condominium and Apartment Complex Fees</u>	
Offices, clubhouses or other non-dwelling unit areas	As specified above
Solid waste collection, disposal and recycling for dwelling units	\$211.00 per year per dwelling unit
Container Impoundment Return Fee	\$25 per container

MEMORANDUM

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

FROM: Max Royle, City Manager *MR*

DATE: July 14, 2021

SUBJECT: Conditional Use Permits and Home Occupations: Ordinance 21-10, First Reading, to Amend the Land Development Regulations Concerning Home Occupations and Conditional Use Permits

BACKGROUND

At this time, most conditional use permits must be approved by the City Commission. The Planning Board does review requests for such permits and makes a recommendation to you as to whether they should be approved. The Board does approve permits for home occupations.

At your May 18th joint meeting with the Planning Board and the Sustainability and Environmental Planning Advisory Committee, you discussed and approved the staff's suggestion that the Planning Board approve certain conditional use permits, such as for drive-thru windows, the outside serving of food and beverages, and the outside storage or merchandise.

The Planning Board reviewed this proposal at its June 15th meeting and by unanimous consensus recommended that an ordinance be drafted to revise the Land Development Regulations to give the Board the authority to review and grant or deny all conditional use permit applications except those that request construction of new single-family and multifamily residences in commercial land use districts.

After June 15th, the Building Official became aware of a new state law, House Bill 403, which amends Florida Statute 559.955 to pre-empt the authority of cities to regulate home occupations. Mr. Law decided that the ordinance to allow the Planning Board to approve most conditional use permits should also include the provision in House Bill 403 concerning home occupations, so that the City's Land Development Regulations would be in compliance with Florida Statute 559.955.

ATTACHMENTS

Attached for your review is the following:

- a. Page 1, the recommendation made by the Planning Board at its June 15th meeting that it have the authority to issue certain conditional use permits.
- b. Pages 2-13, Ordinance 21-10

You'll note Table 3.02.02 (pages 3-8) in the Ordinance. It shows which conditional use permits require Commission approval and which can be approved by the Planning Board.

Also, please note: a) Page 9 in the Ordinance that Section 7.02.01 of the City's Land Development Regulations shows the pre-emption by the state of home occupations; b) page 11 amends Section 10.03.03 of the Regulations to give the Planning Board the authority to issues all conditional use permits designated as C-2 in Table 3.02.02.

ACTION REQUESTED

It is that you have Mr. Law explain the background of Ordinance 21-10 and that you then approve it on first reading.

The Ordinance will then be scheduled for its first public hearing and second reading at your September 13th meeting.

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: PZB Authority to Grant Certain Conditional Use Permits
Date: Wednesday, June 16, 2021

Please be advised at its regular monthly meeting held Tuesday, June 15, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board agreed by unanimous oral consensus to recommend the City Commission move forward with the drafting of an ordinance to revise the City's Land Development Regulations (LDRs) to give the Planning and Zoning Board the authority to consider, review, and grant or deny certain conditional use permit applications.

Per Section 10.03.04 of the City's LDRs, the Planning and Zoning Board currently has the sole authority to grant or deny conditional use permit applications for home occupations only. All other conditional use permit applications, including those requesting to build single-family and multi-family residences and condominiums on commercially-zoned lots, outdoor dining, food service and sales outside of enclosed buildings, outdoor displays and sales of merchandise, and drive-thru windows for commercial restaurants and businesses, require applicants to attend and present their applications at two meetings: first, the application is reviewed and considered by the Planning and Zoning Board, which makes a recommendation of approval or denial to the City Commission, and second, the applicant then presents the application to the City Commission for the Commission's review and final say on the approval or denial of the application.

The Board agreed, by unanimous oral consensus, to recommend the City Commission move forward on the drafting of an ordinance to revise the City's LDRs to give the Planning and Zoning Board the sole authority to consider, review and grant or deny all conditional use permit applications except those which request construction of new single-family and multi-family residences and condominiums in commercial land use districts.

ORDINANCE NO. 21-10

AN ORDINANCE OF THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA, MAKING FINDINGS OF FACT; AMENDING LAND DEVELOPMENT REGULATIONS OF ARTICLE 3 DEFINING USES, ARTICLE 6 DEFINING IMPERVIOUS SURFACE COVERAGE, ARTICLE 7 HOME OCCUPATIONS, ARTICLE 10 CONDITIONAL USE PERMITS, 11 COMPREHENSIVE PLANNING AND ZONING, AND ARTICLE 12 PROCEDURES FOR AMENDING THE COMPREHENSIVE ZONING PLAN FOR THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA; AUTHORIZING RECORDING OF A CERTIFIED COPY OF THIS ORDINANCE; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WITNESSETH:

WHEREAS, the City Commission finds that it is in the best interests of the citizens of Saint Augustine Beach, Florida to allow the Comprehensive Planning and Zoning Board review some of the Conditional Use permits for the City of Saint Augustine Beach, Florida;

WHEREAS, the City has a Planning and Zoning Board which routinely reviews changes to land development and land use matters within the City;

WHEREAS, the City seeks to streamline the processes and agenda items and delegate authority to the Planning and Zoning Board;

WHEREAS, the State of Florida adopted House Bill 403 which made a change to Fla. Stat. 559.955 that preempts local regulation of some home-based business and the Code needed to be changed to come into compliance with those changes;

WHEREAS, in a previous ordinance amending section 6.01.02, the mixed use district was inadvertently left out of the table;

WHEREAS, the purposes of this article are to establish uniform procedures for the application to the City which comply with Florida Law.

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. Amend Chapter 3 of the City's Land Development Code as follows:

Sec. 3.02.02. Uses.

- 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.
- 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.
- C. For all uses designated as C-2 in section 3.02.02, the Comprehensive Planning and Zoning Board may stand in the place of the City Commission for the purposes of this section.

**TABLE 3.02.02
TABLE OF USES BY LAND USE DISTRICT**

Legend: P=Permitted; C-1= Conditional Use approved by the City Commission; C-2 = Conditional Use approved by the Comprehensive Planning and Zoning Board; X = Prohibited

Uses	Land Use District							
	L	ML	M	H	CO	I	R	C N
<i>Residential</i>								
Single-family	P	P	P	P	C-1	X	X	X
Mobile home	X	X	X	X	X	X	X	X
Multifamily, condominiums	X	X	P	P	C-1	X	X	X
Adult congregate living facility (group home)	C-1	C-1	C-1	C-1	X	X	X	X
Childcare (in the home)	X	X	X	C-2	C-2	X	X	X
Bed and breakfast	X	X	C-2	C-2	P	X	X	X
Rooming house	X	X	X	C-2	C-2	X	X	X
Temporary residences (construction, model home)	C-2	C-2	C-2	C-2	X	X	X	X

<u>Business Activities as defined under Fla. 559.955</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>All home occupations not defined as business activities under Fla. Stat. 559.955</u>	<u>C-2</u>	<u>C-2</u>	<u>C-2</u>	<u>C-2</u>	<u>C-2</u>	X	X	X
<i>Offices</i>								
Professional offices	X	X	X	X	P	X	X	X
Business offices	X	X	X	X	P	X	X	X
Banks (drive-up facilities allowed)	X	X	X	X	P	X	X	X
Post offices, including mailing, and customer services such as messenger answering services	X	X	X	X	P	X	X	X
Government offices (other than city offices)	X	X	X	X	P	P	X	X
<i>Retail Sales</i>								
Retail outlets for sale of antiques, art, artist supplies, arts and crafts supplies, bait and tackle, bicycles, books, clothing, confectionery, drug and sundries, gifts, hardware, jewelry, luggage, leather goods, office supplies, optical goods, paint, photography supplies, radios, televisions and electronic equipment, satellite equipment, shoes, souvenirs, sporting goods, and tapes and records	X	X	X	X	P	X	X	X
Farmer's market (as defined by section 12-51(f) of the City of St. Augustine Beach Code) Operated by organizations exempt from City Licensure pursuant to section 12-51(f) of such code	X	X	X	X	X	P	X	X
Garage sale (no more than two (2) per year)	P	P	P	P	X	X	X	X
Garage sale by charitable, civic or religious organization (no more than two (2) per year)	X	X	X	X	P	P	P	X

Grocery stores, delicatessens, meat markets (no live poultry or stock), and convenience type stores (beer and wine to be sold and carried off premises only, and as an integral part of grocery item displays and sales)	X	X	X	X	P	X	X	X
Pet shop (but not animal kennel)	X	X	X	X	C-2	X	X	X
Shopping centers	X	X	X	X	P	X	X	X
<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-2	X	X	X
Condominium hotels	X	X	X	X	C-1	X	X	X
Day care center	X	X	X	X	C-2	X	X	X
Equipment rental	X	X	X	X	C-2	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-2	X	X	X
Funeral home	X	X	X	X	C-2	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
Mini-storage warehouses	X	X	X	X	C-2	X	X	X
Pest control	X	X	X	X	C-2	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-2	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-2	X	X	X
<i>Educational, Cultural, Religious Uses</i>								
Elementary, middle and high schools	P	P	P	P	P	P	P	X
Vocational schools	X	X	X	X	C-2	P	X	X
Churches, synagogues, and temples	P	P	P	P	P	P	P	X
Libraries, art museums	X	X	X	X	P	P	P	X
Social, fraternal clubs, lodges	X	X	X	X	P	X	X	X
Auditoriums	X	X	X	X	P	P	X	X
<i>Recreational, Amusement, and Entertainment</i>								
Arcades	X	X	X	X	C-2	X	X	X
Uses where activity is conducted entirely within an enclosed building (bowling alleys, skating rinks, exercise facilities, billiards, pool parlors, dance studios and martial arts studios)	X	X	X	X	P	X	X	X

Privately owned recreational facilities such as golf courses, country clubs, swimming or tennis clubs	C-2	C-2	C-2	C-2	P	X	P	X
Publicly or privately recreational facilities of any kind and special events not involving amplified noise or sound outside of a structure between the hours of 10:00 p.m. and 9:00 a.m. the following day on land owned by St. Johns County or the city (See section 9.02.15)	X	X	X	C-2	P	P	P	X
Golf driving range not accessory to golf course, par 3 golf, miniature golf, water slides, skateboard parks and similar commercial ventures	X	X	X	X	P	X	P	X
<i>Medical Related Facilities</i>								
Physician offices	X	X	X	X	P	X	X	X
Medical clinics	X	X	X	X	P	P	X	X
Hospital	X	X	X	X	C-2	P	X	X
<i>Motor Vehicle Related Sales and Service</i>								
Service stations or public mechanical garages including automobile washing as an ancillary use (vehicle repair not allowed outside of an enclosed building)	X	X	X	X	P	X	X	X
<i>Miscellaneous Facilities</i>								
Public utility lines	P	P	P	P	P	P	P	P
Utility facility	C-2	C-2	C-2	C-2	P	P	C-2	X
Minor structures with state required permits on environmentally sensitive land, such as dune walkovers	P	P	P	P	P	P	P	P
City-owned or city-operated offices and facilities of any kind	P	P	P	P	P	P	P	X

Construction facilities (such as trailers, vehicles, equipment, and materials) in connection with road or drainage work performed by the State of Florida, St. Johns County, or the city, or by contractors employed by said governmental entities	P	P	P	P	P	P	P	P
Parking lots	X	X	X	X	P	X	X	X

(Ord. No. 18-07, § 1(Exh. 1), 5-7-18; Ord. No. 19-01, § 2, 3-4-19; Ord. No. 21- __, § __)

SECTION 3. Amend Chapter 6 of the City's Land Development Code as follows

s Sec. 6.01.02. Impervious surface coverage.

- A. *Generally.* Impervious surface on a development site shall not exceed the ratios provided in the table in paragraph D. of this section.
- B. *Ratio calculation.* The impervious surface ratio is calculated by dividing the total impervious surface area by the gross site area.
- C. *Alternative paving materials.* If porous paving materials are used, then the area covered with porous paving materials shall not be counted as impervious surface for high density residential and commercial only. Low and Medium density residential shall be allowed a 15% increase in impervious surface ratio if the materials used have a 10% or greater permeability.
- D. *Table of impervious surface ratios.*

Land Use District	Maximum Impervious Surface Ratio ¹
Low density residential	0.40*
Medium density residential	0.50
Medium low density residential	0.50
High density residential	0.70
<u>Mixed Use District</u>	<u>0.70</u>
Commercial	0.70

¹ The maximum impervious surface ratio is given for each district, regardless of the type of use proposed and allowable pursuant to Article III.

* In Low Density Residential land use district a 465 square feet allowance shall be provided for the construction and installation of a pool and pool decking only.

(Ord. No. 18-08 , § 1(Exh. 1), 7-2-18; Ord. No. 20-02 , § 6(Exh. 1), 3-2-20; Ord. No. 20-15 , § 3, 1-4-21; Ord. No. 21- , §)

SECTION 4. Amend Chapter 7 of the City's Land Development Code as follows

Sec. 7.02.01. -- Home occupations.

A home occupation shall be allowed in a bona fide dwelling unit, subject to the following requirements:

- A. All home occupation uses allowed under Fla. Stat. 559.955 are allowed within the City. Should any home occupation not be regulated under Fla. Stat. 559.955, this section shall control those home occupations.
- B. No more than two persons other than members of the family residing on the premises shall be engaged in such occupation.
- C. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall under no circumstances change the residential character of the structure.
- D. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation, unless a sign is required by state law. Said sign shall not exceed minimum state requirements.
- ~~E. No home occupation shall occupy more than twenty (20) percent of the first floor area of the residence. No accessory building, freestanding or attached, shall be used for a home occupation.~~
- F. No traffic shall be generated by such occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a front yard required pursuant to this Code.
- G. No equipment, tools or process shall be used in such a home occupation which creates interference to neighboring properties due to noise, vibration, glare, fumes, odors, or electrical interference. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, telephone, or television receivers off the premises or causes fluctuations in line voltage off the premises.
- H. Fabrication of articles commonly classified under the terms arts and handicrafts may be deemed a home occupation, subject to the other terms and conditions of this definition and providing no retail sales are made at the home.
- I. Outdoor storage of materials shall not be permitted.

- J. A home occupation shall be subject to all applicable city occupational licensing requirements, fees, and other business taxes.

(Ord. No. 91-7, § 2 Ord. No. 21-__, § ____)

SECTION 5. Amend Chapter 10 of the City's Land Development Code as follows:

Sec. 10.03.00. Conditional use permits.

Sec. 10.03.01. Procedures.

- A. *Rules.* The city commission shall make rules for the conduct of hearings for the granting of conditional use permits. These rules shall include at least the right of any party to:
1. Present his case or defense by oral and documentary evidence.
 2. Submit rebuttal evidence and conduct such cross-examination as may be required for a full and true disclosure of the facts.
 3. Submit proposed findings and conclusions and supporting reasons therefor.
 4. Make offers of compromise or proposals of adjustment.
 5. Be accompanied, represented and advised by counsel or represent himself.
 6. Be promptly notified of any action taken by the city commission concerning his request for the granting of a conditional use permit, or any decisions concerning procedures for the granting of such a permit.
- B. *Evidence.* The city commission shall receive into evidence that which is admissible in civil proceedings in the courts of Florida, but in receiving evidence due regard shall be given to the technical and highly complicated subject matter which must be handled, and the exclusionary rules of evidence shall not be used to prevent the receipt of evidence having substantial probative effect. Otherwise, however, effect shall be given to rules of evidence recognized by the laws of Florida.
- C. *Record.* The city commission shall promulgate appropriate rules and regulations providing for the establishment and maintenance of a record of all requests for conditional use permits. A verbatim transcript of the record is not required, but the commission shall establish such record in sufficient degree to disclose the factual basis for its final determination with respect to requests for permits.
- D. *Orders.* A final order on each request for a conditional use permit shall be made within thirty (30) calendar days of the last hearing at which such request was considered. Each final order shall contain findings upon which the commission's order is based and may include such conditions and safeguards as prescribed by the commission as appropriate in the matter, including reasonable time limits within which action pursuant to such order shall be begun or completed or both.
- E. *Limitations.* A conditional use permit shall not be granted if the proposed use will not be compatible with other uses existing in the neighborhood or the proposed use will conflict with the public interest.

F. *Violations.* The violation of any condition or safeguard when made a part of the terms under which a conditional use permit is granted shall be deemed a violation of this Code.

G. For all uses designated as C-2 in section 3.02.02, the Comprehensive Planning and Zoning Board may stand in the place of the City Commission for the purposes of this section.

(Ord. No. 91-7, § 2; Ord. No. 95-1, § 13; Ord. No. 21- , §)

Sec. 10.03.03. Appeal of decisions.

A. Appeal of decisions on conditional use permits made by the city commission shall be made to the circuit court of St. Johns County.

B. Appeal of decisions on conditional use permits ~~for home occupations~~ made by the comprehensive planning and zoning board shall be made to the city commission.

(Ord. No. 91-7, § 2; Ord. No. 93-14, § 8; Ord. No. 21- , §)

Sec. 10.03.04. ~~Home occupations. Conditional Use Permit Hearings by the Comprehensive Planning and Zoning Board.~~

~~A. — The comprehensive planning and zoning board shall have the authority to grant or deny a conditional use permit for a home occupation. It shall not be necessary for the city commission to approve or confirm the decision of the board in respect to grant or denial of a conditional use permit for a home occupation.~~

~~B. — The procedures and limitations provided under sections 10.03.01 and 10.03.02 shall apply to conditional use permits for home occupations, except that any reference to the "city commission" or "commission" shall be read as the "comprehensive planning and zoning board."~~

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A. The comprehensive planning and zoning board shall have the authority to grant or deny a conditional use permit for all the uses designated as C-2 in the table found in section 3.02.02. It shall not be necessary for the City Commission to approve or confirm the decision of the comprehensive planning and zoning board in respect to grant or deny a conditional use permit for those uses designated as C-2.

B. The procedures and limitations provided under sections 10.03.01 and 10.03.02 shall apply to conditional use permits for the uses designated C-2 in section 3.02.02, except any reference to the "City Commission" or "Commission" shall be read as the "Comprehensive Planning and Zoning Board".

(Ord. No. 93-14, § 7; Ord. No. 21- , §)

SECTION 6. Amend Chapter 11 of the City's Land Development Code as follows:

Sec. 11.02.03. General functions, powers and duties.

- A. The board shall obtain and maintain information on population, property values, the land economy, land use and other information necessary to assess the amount, direction and type of development to be expected in the city.
- B. The building and zoning department, under the direction of the building official shall serve as staff to the board. The board may request information from any city department or official.
- C. Pursuant to and in accordance with the Local Government Comprehensive Planning and Land Development Regulation Act, Chapter 163, Part II, Florida Statutes, the board is hereby designated as the local planning agency for the city and shall perform the functions and duties as prescribed in the Act.
- D. The board shall monitor and oversee the operation, effectiveness and status of this Code and recommend amendments to the city commission that are consistent with the St. Augustine Beach Comprehensive Plan.
- E. The city commission may ask the board for advice about specific land use issues and policies.
- F. The board shall keep the commission and the general public informed and advised on the land use policies of St. Augustine Beach.
- G. The board shall conduct public hearings to gather information necessary for the drafting, establishment, amendment, and maintenance of the various elements of the St. Augustine Beach Comprehensive Plan and provisions of this Code.
- H. The board may make or obtain special studies on the location, condition and adequacy of specific facilities of St. Augustine Beach, including housing and commercial and facilities, parks, playgrounds, beaches and other recreational facilities, public buildings, private utilities, transportation and parking.
- I. The board shall review any redevelopment plans prepared under Chapter 163, Part III, Florida Statutes.
- J. The board shall perform other lawfully assigned duties.
- K. The board shall review and act upon applications for development review pursuant to this Code.
- L. Pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, the comprehensive planning and zoning board is hereby designated to be the land development regulation commission and shall perform the duties and functions prescribed in the Act.
- M. The Comprehensive Planning and Zoning Board shall hear all conditional use permits designated as C-2 in Section 3.02.02 and procedurally shall have all the same powers as the City Commission in the specific authority to review and grant conditional use permits for those uses designated C-2.

(Ord. No. 91-7, § 2; Ord. No. 21- , §)

SECTION 7. Amend Chapter 12 of the City's Land Development Code as follows:

Sec. 12.06.02. Appeals from decisions of the comprehensive planning and zoning board.

A developer, an adversely affected party, or any person who appeared orally or in writing before the comprehensive planning and zoning board and asserted a position on the merits in a capacity other than as a disinterested witness, may appeal the decision on a development plan, variance, conditional use permit designated as C-2 in section 3.02.02, or an appeal under section 12.06.01 reached at the conclusion of an administrative hearing to the city commission by filing a notice of appeal with the Department within thirty (30) days of the date of the decision.

(Ord. No. 91-7, § 2; Ord. No. 92-7, § 15; Ord. No. 93-14, § 9; Ord. No. 21- , §)

SECTION 8. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 9. 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 10. 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

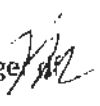
ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2021.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 26, 2021

SUBJECT: Construction of Parking Area Along North Side of Pope Road: Request for County to Include Project in a Five-Year Plan

BACKGROUND

At its August 6, 2012, meeting, the City Commission heard a presentation from Mr. Billy Zeits, who at the time was the County's Beach Operations Manager. Mr. Zeits reported about the County's plan to hire a consultant, Zev Cohen and Associates, to do a County-wide public parking study. The Commission agreed to include the City in the study and to pay \$6,400 as the City's share of cost.

Zev Cohen's report was provided to the City in the spring of 2014. Its evaluations and recommendations included such areas as the pier park, 8th Street east and west of the Boulevard, A Street, and various plazas. Also, included was a recommendation for an improved parking area at the east end of Pope Road. The County later did delineate parking spaces there and have regulation handicapped parking spaces and a sidewalk built from the Boulevard to the beach.

Also, in the Zev Cohen report, there were these two sentences: "There are also potential public parking opportunities along Pope Road, west of [County Road] A1A along the right-of-way. The County's recent intersection improvements will allow safe crossing of CR A1A." However, the County, which owns Pope Road, did not proceed with developing plans for public parking along it.

THE PROPOSAL

On July 22, 2021, during a conference call Mayor England was having with County staff persons about moving the County fire station, she asked about constructing parking improvements along Pope Road. The County staff said the City should ask that the project be included in a five-year plan.

ACTION REQUESTED

It is that by motion and vote you ask the County to include in the County's five-year construction plan public parking improvements along Pope Road, west of A1A Beach Boulevard.

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
AUGUST 11, 2021**

CODE ENFORCEMENT/BUILDING/ZONING

Please see pages 1-17.

COMPREHENSIVE PLANNING AND ZONING BOARD

The minutes of the Board's June 15, 2021, meeting are attached as pages 18-29.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's June 9 and July 14, 2021, meetings are attached as pages 30-61.

POLICE DEPARTMENT

Please see page 62.

PUBLIC WORKS DEPARTMENT

Please see pages 63-66.

FINANCE/ADMINISTRATION

Please see page 67.

CITY MANAGER

1. Complaints

A. Missing No Parking Sign

A resident of F Street east of the Boulevard asked that a missing No Parking sign be replaced. His request was forwarded to the Public Works Department.

B. Faded Emergency Location Signs on Beach

A resident pointed out that the signs on the beach that identify the streets are faded and need to be replaced. The City Manager forwarded his observation to the County's Parks and Recreation Department, which forwarded it to the County's Natural Resources Superintendent for action.

2. Major Projects

A. Road/Sidewalk Improvements

1) Opening 2nd Street West of 2nd Avenue

Consideration of opening this section of 2nd Street has been discussed at various times by the City Commission and the owners of the vacant lots adjacent to it since 1992. Finally, in 2021, an agreement

has been reached for the owners of the lot adjacent to the street to pay the cost of the new road that will benefit their property by making it available for development. At its June 7, 2021, meeting, the City Commission adopted a fee of \$3,940, which each lot owner will pay, or an owner can pay his or her total share in one payment. The City will also pay a third of the costs. In the meantime, the City's civil engineering consultant is preparing plans for the project. The plans should be completed by September. The City will then advertise for bids.

There are two related matters: First, two lot owners want to dedicate their lots for conservation purposes to the Putnam County Land Trust. As of the end of July, no information had been received concerning the dedication of the lots. Second, the existing section of 2nd Street, which is between 2nd Avenue and A1A Beach Boulevard, will have new pavement and be slightly widened. The cost of this project will be paid from general revenues, not by assessing the adjacent property owners.

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 has become part of the one to solve the flooding problem along the north side of the street. Vice Mayor Samora and City and County staff met at A Street to review the plan. In addition to the sidewalk, an underground drainage pipe will be constructed. The project will begin this fall, after the summer tourist season has ended.

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 16th 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 still to be scheduled, the Commission will discuss again a parking plan and whether to have paid parking. In the meantime, in response the resident requests, the City staff posted No Parking signs along the east side of 2nd Avenue between 3rd and 7th Streets. Other residents have requested that No Parking signs be posted along the west side of 2nd Avenue between 3rd and 7th Streets.

At its May 24th continuation meeting, the City Commission discussed locations for a five-year parking improvements plan and requested that the Planning Board develop a list of prioritized projects for a five-year plan. The Board discussed this at its June 15th meeting and decided that each member is to send their respective list to the Building Department's Executive Assistant. Only the Board's chairman provided a list. At its July 20th meeting, the Planning Board reviewed his list and other information and decided to table the matter because the Board had only four members present for the meeting.

Also, the County was asked about its plans from several years ago to have parking along the north side of Pope Road between A1A Beach Boulevard and the driveway to the YMCA. It responded that it had no plans for the project at this time. At its August 11th meeting, the City Commission will ask the County to include in a five-year plan the construction of parking spaces along this section of Pope Road.

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. A condition of the two grants is that the City implement the management plan that was part of the applications for the grants. The plan includes such improvements as restrooms, trails, a pavilion, and information signs. The Public Works Director 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 be done in the summer of 2021.

Also, to implement the management plan, 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 by the City 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. Unlike Ocean Hammock Park, there is no management plan for Hammock Dunes Park.

D. Changes to Land Development Regulations

There are several. The first one amends Section 3.02.03 by adding to the list of prohibited uses in the City any business or organization that is required to be regulated by the State of Florida's Substance Abuse Services law. The ordinance adopting this change was approved by the Commission on first reading on June 7th. The ordinance had its first public hearing on July 6th, when the Commission passed it on second reading. The ordinance will have a second public hearing and final reading at the Commission's August 11th meeting.

A second change to the Regulations will be to allow the Comprehensive Planning and Zoning Board to approve most conditional use permits. The Commission will review an ordinance at its August 11th meeting.

A third change is to have the Planning Board hold the first public hearing on changes to the Land Development Regulations. The Commission passed an ordinance on first reading to allow this. The ordinance will have its first public hearing and second reading at the Commission's August 11th meeting.

3. Finance and Budget

A. Fiscal Year 2021 Budget

FY 21 began on October 1, 2020, and will end on September 30, 2021. June 30, 2021, marked the end of the ninth month of the Fiscal Year. The June monthly financial report shows that for the General Fund, the City had received \$6,759,100 and had spent \$4,731,216. The year-to-date surplus of revenues over expenditures is \$2,027,885. A year earlier at the end of June 2020, the surplus was \$467,652. Unlike in previous fiscal years, the surplus this year has not diminished significantly during the latter half of the fiscal year. The City receives most of the revenue from property taxes between November and April. By the end of June 2021, the City had received \$3,460,643 from property taxes, or 102% of the total projected for the entire fiscal year. A year earlier, at the end of June 2020, the amount received from property taxes was \$3,161,129, or \$299,514 less than was received by June 30, 2021. Also, other significant sources of revenue by the end of June 2021 were communication services tax (\$467,837), electric utility tax (\$417,075), building permit fees (\$267,420), electric franchise fee (\$232,568) and solid waste service fee (\$470,806).

B. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. At its October 5, 2020, 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. The Commission discussed the stormwater fee at its workshop meeting on June 17, 2021, but made no decision concerning it. This topic will be on the agenda for the Commission's September 13, 2021, meeting.

At the October 5th meeting, a Commissioner suggested considering paid parking again. No date has been set for a workshop on this topic.

C. Preparations for Fiscal Year 2022 Budget

The preliminary draft of the budget was completed by the Finance Director in early July and meetings with individual Commissioners and the department heads were held later in July. The Commission held the first public review of the budget on July 26th and decided to set the preliminary property tax millage for FY 22 at 2.5998 mills, or \$2.60 per each \$1,000 of the assessed value of each parcel of real estate in the City. The millage for the current fiscal year, FY 21, is 2.45 mills, or \$2.45 per each \$1,000 of assessed value. Thus, the increase is 15 cents for each \$1,000 of assessed value. The Commission also set the debt millage at .50 or half a mill and scheduled the first public hearing on the millage and the budget on Monday, September 13, 2021, at 5 p.m.

4. Miscellaneous

A. Permits for Upcoming Events

In July, the City Manager approved the permit for the winter TNT Arts and Crafts Show at the pier park on January 8-9, 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 10th meeting and asked that the Planning Board and the Sustainability and Environmental Planning Advisory Committee be asked to provide their suggestions for the plan. The responses were reviewed by the Commission at its August 5th meeting. The Commission decided to have a mission statement developed. Suggestions for the statement were provided to the Commission for consideration at its September meeting. By consensus, the Commission asked the City Manager to develop a Mission Statement and provide it at a future meeting. This has been done along with a Vision Statement, a Values Statement, and a list of tasks. The City 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 6th 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 8th 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 goal, Transparent Communication with Residents and Property Owners, was reviewed at the Commission's April 5, 2021, meeting. The Commission discussed having residents sign up for information, authorizing the use of the City's phone system for event information and purchasing an electronic message board to replace the old-fashioned manual sign on the west side of the city hall by State Road A1A, and the costs of mailers and text messages, etc. to residents. However, because of budget constraints, the message board has been deleted from the proposed Fiscal Year 2022 budget.

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. The results of that workshop were:

- At its April 5th meeting, the Commission approved the City administration's proposal to bring up the pay of those employees that a study showed were below the average for comparable cities in the northeast Florida area. The adjustments will go into effect on July 1, 2021.
- At its May 3rd meeting, the Commission discussed whether the pay for the Commission needs to be adjusted and decided to leave the current pay unchanged.

-
Also, at the May 3rd meeting, the Commission decided to hold two workshops: a joint one with the Planning Board and the Sustainability and Environmental Planning Advisory Committee on May 18th and a workshop to review options concerning the City's solid waste/recycling operations on May 24th. Both these meetings were held.

At its June 7th regular meeting, the Commission scheduled a workshop meeting on Thursday, June 17th, to consider adopting a stormwater utility to provide funding for the maintenance of the City's drainage infrastructure; and setting the rate for the non-ad valorem assessment for the collection of household waste, special waste, and recyclables. The outcome of the workshop was direction by the Commission to the City administration to make \$211 the yearly non-ad valorem assessment for solid waste and recycling pickup/disposal, to educate residents concerning what's can be put in the recycling bins and what is not recyclable, to investigate the leasing of a garbage truck, and to meet with the company that picks up recyclables in the City concerning what can be done to reduce recycling costs.

At this time, no workshops have been scheduled during the remaining months of 2021.

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	184	
APR	195	98	142	
MAY	155	114	129	
JUN	120	126	179	
JUL	132	139		
AUG	143	163		
SEP	122	131		
TOTAL	1729	1583	1280	

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	360	
APR	306	246	367	
MAY	308	289	226	
JUN	288	288	295	
JUL	312	259		
AUG	275	225		
SEP	250	281		
TOTAL	3817	3524	2685	

OF INSPECTIONS PERFORMED

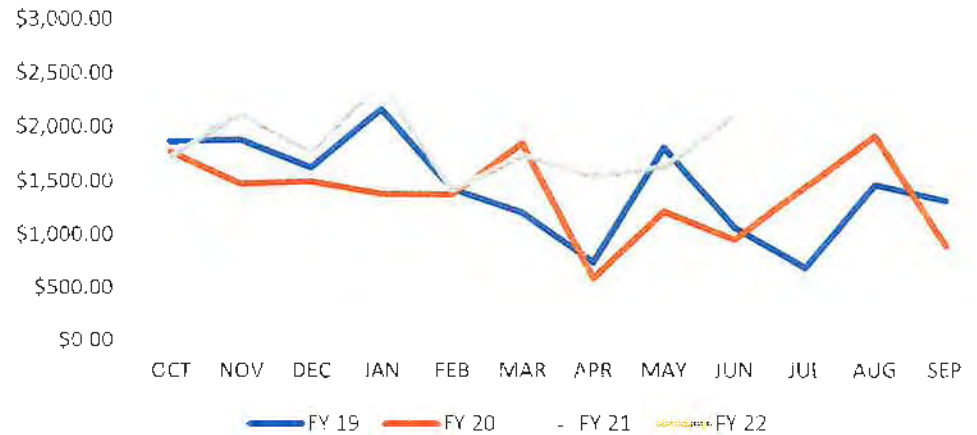


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	\$1,740.00	
APR	\$743.00	\$600.00	\$1,553.00	
MAY	\$1,805.00	\$1,215.00	\$1,628.00	
JUN	\$1,065.00	\$955.00	\$2,108.00	
JUL	\$690.00	\$1,443.00		
AUG	\$1,460.00	\$1,910.00		
SEP	\$1,310.00	\$895.00		
TOTAL	\$17,208.61	\$16,351.00	\$16,463.00	

ELECTRICAL PERMIT FEE REPORT



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	\$2,579.00	
APR	\$3,015.00	\$1,430.00	\$1,411.00	
MAY	\$2,110.00	\$1,459.00	\$1,390.00	
JUN	\$1,590.00	\$1,432.00	\$2,474.00	
JUL	\$1,525.00	\$1,218.00		
AUG	\$1,550.00	\$1,356.00		
SEP	\$1,706.00	\$2,270.00		
TOTAL	\$28,671.96	\$21,817.00	\$15,970.00	

PLUMBING PERMIT FEE REPORT

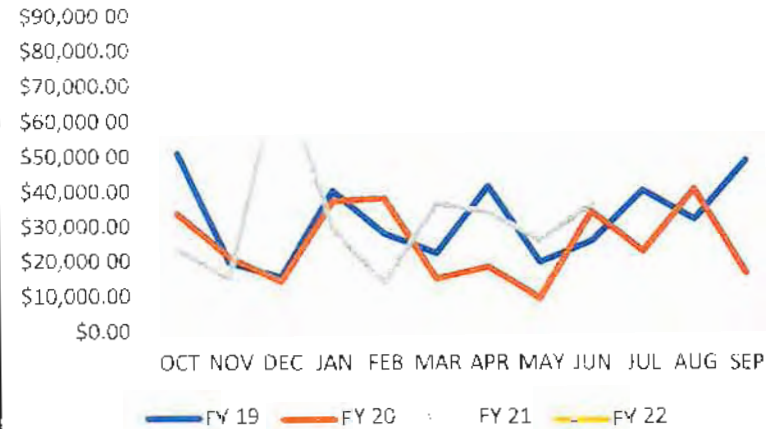


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	\$37,447.22	
APR	\$42,292.91	\$19,092.61	\$34,884.49	
MAY	\$20,391.12	\$10,194.02	\$26,753.41	
JUN	\$26,445.26	\$34,939.40	\$37,149.19	
JUL	\$41,120.86	\$23,555.36		
AUG	\$32,714.82	\$41,455.38		
SEP	\$49,543.66	\$17,169.56		
TOTAL	\$392,880.82	\$309,768.58	\$297,642.68	

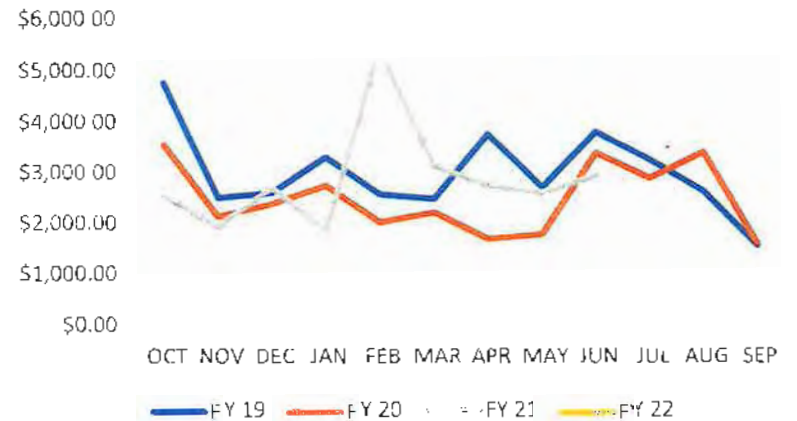
BUILDING PERMIT FEE GRAPH



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	\$3,163.00	
APR	\$3,801.26	\$1,716.00	\$2,784.79	
MAY	\$2,736.33	\$1,809.00	\$2,637.52	
JUN	\$3,844.54	\$3,417.00	\$2,978.00	
JUL	\$3,286.00	\$2,917.93		
AUG	\$2,663.49	\$3,430.11		
SEP	\$1,579.42	\$1,621.00		
TOTAL	\$36,360.23	\$30,124.61	\$26,235.96	

MECHANICAL PERMIT FEE REPORT

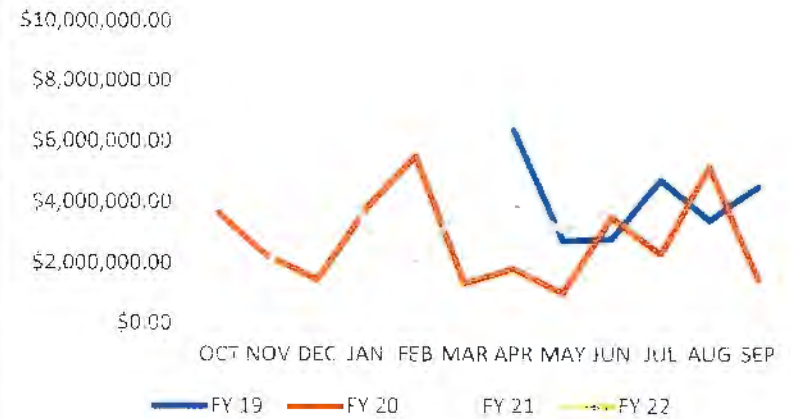


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	\$4,010,607.80	
APR	\$6,338,617.35	\$1,803,157.19	\$3,939,394.49	
MAY	\$2,731,410.75	\$1,003,140.58	\$3,080,108.00	
JUN	\$2,792,442.43	\$3,519,844.50	\$3,807,580.85	
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		
TOTAL	\$24,475,751.90	\$33,259,014.00	\$32,851,329.41	

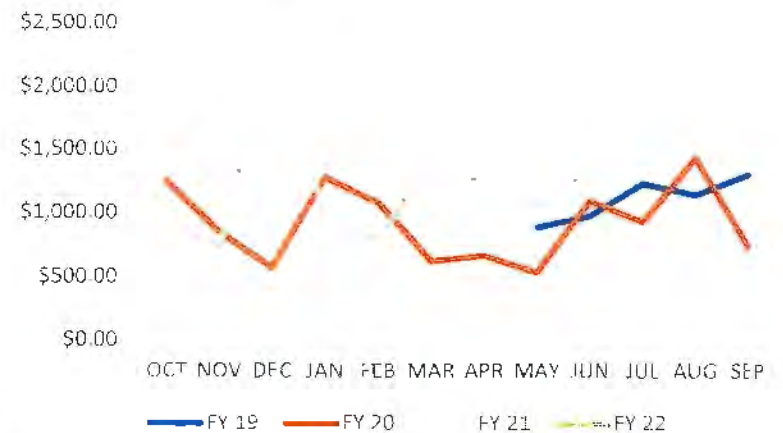
ALTERATION COST



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	\$1,417.90	
APR		\$666.54	\$1,250.09	
MAY	\$881.45	\$537.83	\$1,043.38	
JUN	\$972.50	\$1,093.02	\$1,378.01	
JUL	\$1,230.25	\$928.44		
AUG	\$1,141.48	\$1,437.49		
SEP	\$1,303.66	\$740.55		
TOTAL	\$5,529.34	\$11,046.74	\$10,801.06	

STATE SURCHARGE PERMIT FEE REPORT

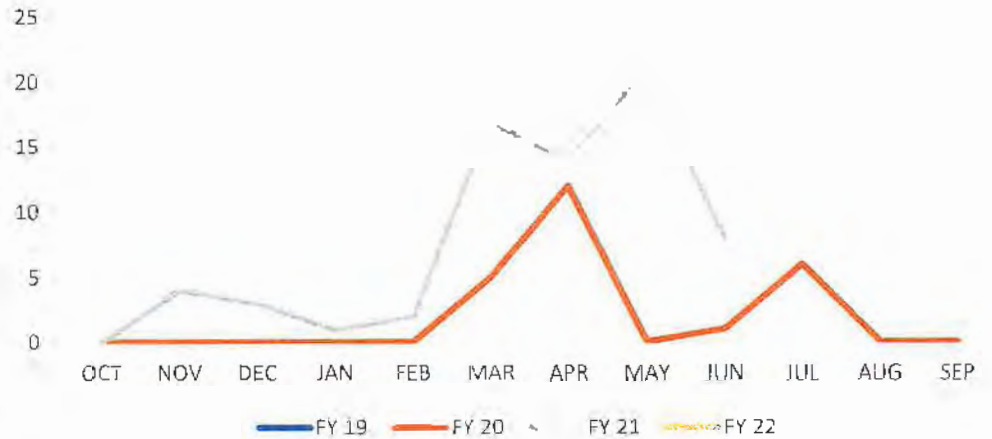


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	17	
APR		12	14	
MAY		0	21	
JUN		1	8	
JUL		6		
AUG		0		
SEP		0		
TOTAL	0	24	70	

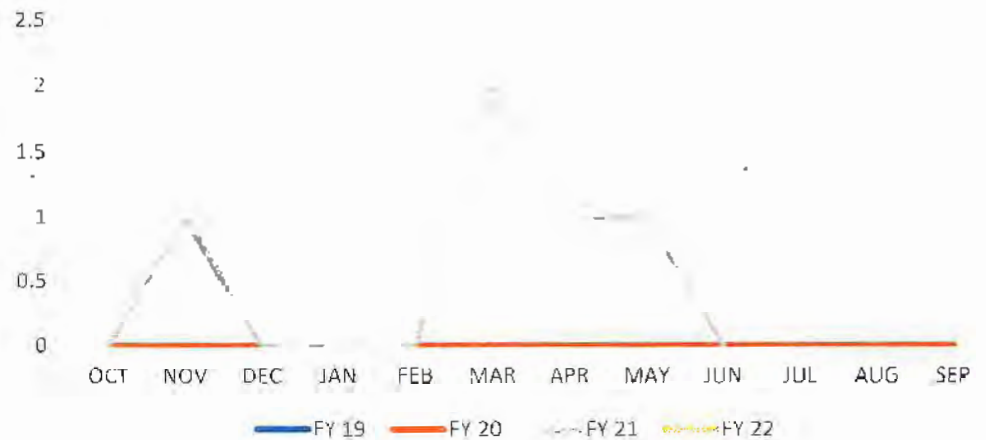
OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



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	2	
APR	0	0	1	
MAY	0	0	1	
JUN	0	0	0	
JUL	0	0		
AUG	0	0		
SEP	0	0		
TOTAL	0	0	5	

OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER



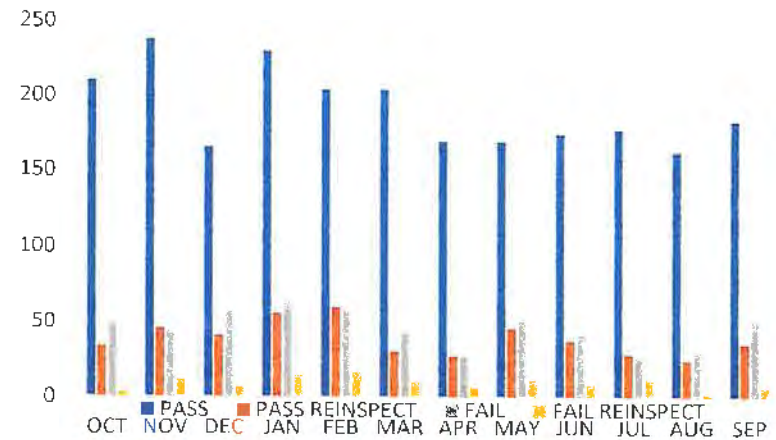
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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
TOTAL	2285	470	550	113

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 20 INSPECTION RESULTS

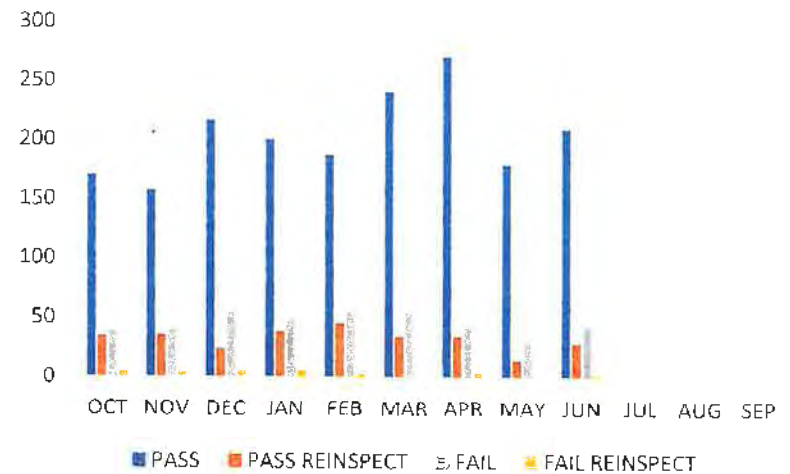


FY 21 INSPECTION RESULTS

	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	240	35	55	3
APR	270	35	44	5
MAY	179	15	31	1
JUN	209	29	44	2
JUL				
AUG				
SEP				
TOTAL	1828	295	417	36

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 21 INSPECTION RESULTS

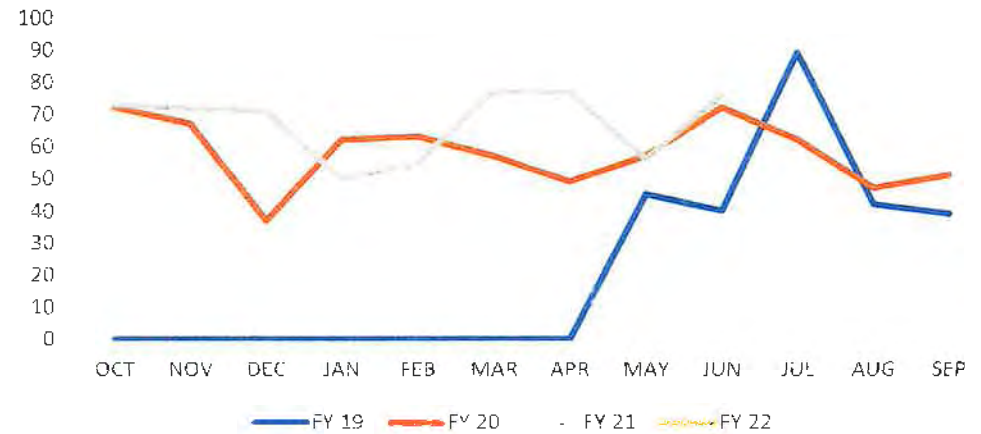


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	77	
APR	0	49	77	
MAY	45	57	56	
JUN	40	72	76	
JUL	89	62		
AUG	42	47		
SEP	39	51		
TOTAL	255	696	607	

OF PLAN REVIEW ACTIVITIES



COSAB NEW CONSTRUCTION SFR LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 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
1341	1004 ISLAND WAY	P2000359	SFR-D	2/4/2020		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
2095	138 WHISPERING OAKS CIR	P2001973	SFR-D	12/18/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2372	26 SABOR DE SAL RD	P2001362	SFR-D	8/6/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2598	7 6TH ST	P2100089	SFR-D	1/28/2021		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
3073	105 3RD ST	P2100541	SFR-D	4/23/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3101	121 5TH STREET	P2100710	SFR-D	6/3/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3102	125 5TH STREET	P2100725	SFR-D	6/4/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3103	129 5TH STREET	P2100711	SFR-D	6/3/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3173	534 RIDGEWAY RD	P2100306	SFR-D	3/16/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3319	736 OCEAN PALM WAY	P2100390	SFR-D	3/26/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3372	957 DEER HAMMOCK CIR	P2100397	SFR-D	3/30/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3510	315 RIDGEWAY RD	P2100462	SFR-D	4/13/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3614	421 NIGHT HAWK LN	P2100817	SFR-D	6/17/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3655	366 RIDGEWAY RD	P2100879	SFR-D	6/30/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3676	104 3RD ST	P2100598	SFR-D	5/7/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3690	98 RIDGEWAY RD	P2100908	SFR-D	7/8/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3693	370 OCEAN FOREST DR	P2100618	SFR-D	5/18/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3704	695 POPE RD	P2100960	SFR-D	7/21/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3734	108 7TH ST	P2100660	SFR-D	5/27/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3747	529 RIDGEWAY RD	P2100925	SFR-D	7/15/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

Application Id Range: First to Last

Issue Date Range: 07/01/19 to 07/29/21

Expiration Date Range: First to 09/02/22

Applied For: Y Open: Y

Application Date Range: First to 07/29/21

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-D

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 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	P2000643	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 CONSTRUCTION4987 SQUARE FEET 6 UNITS	COM

Application Id Range: First to Last

Issue Date Range: 07/01/19 to 07/29/21

Expiration Date Range: First to 09/02/22

Applied For: Y Open: Y

Application Date Range: First to 07/29/21

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 Status to Include: None: Y

All: Y

User Selected: Y

COSAB FY'21 ZONING REPORT

Application Id	Parcel Id	Property Location	Owner Name	Activity Type	Inspector	Date	Status
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	Z-COND USE	BONNIE M	11/9/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	Z-COND USE	BONNIE M	11/9/2020	APPROVED
2626	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2627	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	Z-VACATE ALLEY	BONNIE M	12/15/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	Z-VACATE ALLEY	BONNIE M	1/4/2021	APPROVED
2753	1699000000	7 4TH ST	MARZIANI PAUL J, CHERYL	Z-VARIANCE	BONNIE M	11/17/2020	APPROVED
2762	1698800000	7 6TH ST	PAUL DONALD, LINDA	Z-VARIANCE	BONNIE M	10/19/2020	APPROVED
2847	1629610940	455 HIGH TIDE DR	CULLOTTA PETER D, LAURIE L	Z-VARIANCE	BONNIE M	12/15/2020	APPROVED
2897	1675600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	Z-COND USE	BONNIE M	12/15/2020	APPROVED
2897	1675600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	Z-COND USE	BONNIE M	1/4/2021	APPROVED
2908	1629610950	459 HIGH TIDE DR	TAMMS ERIC VICTOR	Z-VARIANCE	BONNIE M	12/15/2020	APPROVED
2981	1641730020	23 OCEAN PINES DR	RHYS MARK AND KELLY RENEE SLAUGHTER	Z-TREE REMOVAL	BONNIE M	12/15/2020	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	Z-VACATE ALLEY	BONNIE M	3/16/2021	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	Z-VACATE ALLEY	BONNIE M	4/5/2021	APPROVED
3044	1684000000	9 11TH ST	KLING PROPERTIES LLC	Z-VARIANCE	BONNIE M	1/19/2021	DENIED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	Z-COND USE	BONNIE M	1/19/2021	APPROVED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	Z-COND USE	BONNIE M	2/1/2021	APPROVED
3073	1693800100	105 3RD ST	LEHAN, BRADLEY D	Z-VARIANCE	BONNIE M	1/19/2021	DENIED
3175	1631510351	2 QUAIL CT	GLASGOW, JAMES LESLIE, CATHERINE JANE	Z-TREE REMOVAL	BONNIE M	2/16/2021	APPROVED
3261	1687700000	12 6TH ST	KAIN JEFFREY, MARCIA	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3261	1687700000	12 6TH ST	KAIN JEFFREY, MARCIA	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3298	1693000090	104 3RD ST	BRADLEY LEHAN IRA/DEBORAH RODRIGUES	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3298	1693000090	104 3RD ST	BRADLEY LEHAN IRA/DEBORAH RODRIGUES	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3308	1709300000	103 E STREET AND 104 F STREET	LEONARD AND RENEE TRINCA	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3308	1709300000	103 E STREET AND 104 F STREET	LEONARD AND RENEE TRINCA	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3316	1700400001	ALLEY BETWEEN A AND B STREETS	COQUINA GABLES SUBDIVISION NO 1	Z-VACATE ALLEY	BONNIE M	3/16/2021	APPROVED
3316	1700400001	ALLEY BETWEEN A AND B STREETS	COQUINA GABLES SUBDIVISION NO 1	Z-VACATE ALLEY	BONNIE M	4/5/2021	APPROVED
3347	1628201030	109 KINGS QUARRY LN	PAWLOWSKI MICHEL S	Z-VARIANCE	BONNIE M	3/16/2021	DENIED
3458	1705200010	2-B F ST	CANEEL CAPITAL GROUP LLC	Z-VARIANCE	BONNIE M	4/20/2021	DENIED
3912	1693500000	106 2ND ST	DIRECT HOME BUYER 1 INC.	Z-VARIANCE	BONNIE M	7/20/2021	APPROVED
3965	1698900180	16 5TH ST	16 5TH STREET LAND TRUST	Z-APPEAL	BONNIE M	6/21/2021	CANCEL

Application Id Range: First to Last Range of Building Codes: ZONING to ZONING
 Activity Date Range: 10/01/20 to 08/31/21 Activity Type Range: Z-APPEAL to Z-VARIANCE

Inspector Id Range: First to Last
 Included Activity Types: Both

Sent Letter: Y

COSAB FY '21 TREE INSPECTIONS

Application Id	Property Location	Permit No	Work Type	Issue Date	Description	User Code 1
2754	1144 OVERDALE RD	P2001707	TREE REMOVAL	10/16/2020	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
2802	3900 A1A SOUTH	P2001752	TREE REMOVAL	11/2/2020	RESIDENTIAL-TREE REMOVAL INSPECTION	COM
2803	1200 MAKARIOS DR	P2001751	TREE REMOVAL	10/29/2020	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
2900	685 POPE RD	P2001848	TREE REMOVAL	11/16/2020	19 INCH OAK TREE AND 18 IN MAGNOLIA	RES
3167	115 14TH ST	P2100067	TREE REMOVAL	1/15/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3460	407 OCEAN DR	P2100647	TREE REMOVAL	5/19/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3465	703 POPE RD	P2100364	TREE REMOVAL	3/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3481	24 DEANNA DR	P2100362	TREE REMOVAL	3/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3775	117 BAY BRIDGE DR	P2100820	TREE REMOVAL	6/17/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3786	1 SEA OAKS DR	P2100657	TREE REMOVAL	5/21/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3827	45 OCEAN CT	P2100795	TREE REMOVAL	6/15/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
4016	208 10TH ST	P2100885	TREE REMOVAL	6/30/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
4097	413 OCEAN DR	P2100971	TREE REMOVAL	7/21/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
4098	415 OCEAN DR	P2100972	TREE REMOVAL	7/21/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES

Application Id Range: First to Last

Issue Date Range: 10/01/20 to 07/29/21

Expiration Date Range: First to 09/02/22

Applied For: Y Open: Y

Application Date Range: First to 07/29/21

Use Type Range: First to Last

Hold: Y

Building Code Range: TREE to TREE

Contractor Range: First to Last

Completed: Y

Work Type Range: First to Last

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

Range: First to Last	Use Type Range: First to Last	Open: Y
Violation Date Range: First to 07/29/21	User Code Range: First to Last	Completed: N
Ordinance Id Range: First to Last		Void: N
		Pending: N
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 encroachment 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 pertaining to a transient lodging facility renewal (Code 3.09).

Created	Modified	Note
03/29/21	03/29/21	The number Liv called from on 3-29-2021 was different from what we have on file, 904-788-9522
03/29/21	03/29/21	Debra @Liv Johnson called the office of 3/29/2021. She stated that she just picked up the certified mail today regarding the Code Enforcement Board Meeting on Wednesday, March 31st . She stated that her daughter is having surgery tomorrow and she will be taking care of her and will be unable to make it to the meeting. She asked if I could put her on the agenda for April's meeting instead, however, I told her that decision would be up to the code board. I let Ms. Johnson know that I had hand delivered the notice to appear on March 15th and I sent her an email with the notice to appear on March 24th. She stated that she does not usually check her email and is not great with computers. I told her that if she wanted to write a letter explaining to the code board why she can't make it and what her plans are, to go ahead and drop it off prior to the meeting and I will include it in the board packets.
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.
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 acquired. This is the second request. Also requested was info pertaining 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.

Created	Modified	Note
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: V2100016 Prop Loc: 721 A1A BEACH BLVD
Viol Date: 01/25/21 Status: Open Comp Name: Building Dept
Comp Phone: Comp Email:

Ordinance Id	Description
IPM SEC 304	EXTERIOR STRUCTURE

6.07.02 Structural Requirements

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 Leonardi 904-540-0314

Violation Id: V2100033 Prop Loc: 207 8TH ST
Viol Date: 04/16/21 Status: Open Comp Name: Todd Alexander
Comp Phone: (904)703-2191 Comp Email: wtajax@yahoo.com

Ordinance Id	Description
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Description: On February 12, 2021, an anonymous complaint was filed regarding a travel trailer at 207 8th St in the driveway.

Later, Todd Alexander sent an email 4-8 to let me know that he was the complainant. See attached.

Code Enforcement drove past the property and confirmed that the travel trailer was there. It is located in the front driveway.

Created	Modified	Note
05/03/21	05/03/21	Certified Mail Received APRIL 22, 2021 -- SEE ATTACHED
05/03/21	05/03/21	Notice of Violation Sent 4-16-21, removal of trailer requested by May 1st, 2021.

Violation Id: V2100037 Prop Loc: 641 A1A BEACH BLVD
Viol Date: 04/22/21 Status: Open Comp Name: Josh Patterson
Comp Phone: (904)557-5252 Comp Email: jpatterson@kleinfelder.com

Ordinance Id	Description
10-3 PLACEMENT	GARBAGE & TRASH-PLACEMENT

Description: Josh Patterson sent a complaint to the City Clerk on 2/17/21. See attached.

The complaint is regarding commercial dumpsters at Kookaburra and Tides which are not enclosed.

Created	Modified	Note
05/10/21	05/10/21	Felicia, the business owner called to say that she was having someone come out tomorrow to build the enclosure. 904-669-9966, she said she would call me tomorrow with a status update. 5-10-21
05/03/21	05/03/21	The property owner called on 4-30-2021 to let code enforcement know that the letter was received. The owner Kevin Vahey (471-6719) stated that the business owner Felicia was going to construct a dumpster enclosure.
04/22/21	04/22/21	Notice of violation sent on 4/22/2021. See attached. dumpster enclosure to be erected by 5/10/2021

Violation Id: V2100044 Prop Loc: 208 4TH ST
Viol Date: 05/28/21 Status: Open Comp Name: Ahua Fescue Sikora-212 4th St
Comp Phone: Comp Email:

Ordinance Id	Description
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Description: On 5-26-2021 a complaint was made regarding an unpermitted 2nd story deck at 208 4th St. See attached complaint.

The Code Enforcement Officer and Building Official visited the property the afternoon of May 26th. We spoke to the owner Joan Le Boss who showed us the second story deck. She explained that the second story deck was existing, however she had enclosed the deck with a screen and a roof. (The screen, new posts, and roof were all unpermitted work).

The Building Official explained to Ms. Le Boss that she would need to acquire an after the fact permit as well as stamped engineered plans. Ms. Le Boss stated that she would reach out to an engineer to begin the permitting process.

See notes.

Created	Modified	Note
07/19/21	07/19/21	Dave Mullins sent an email July 14th with an update. See attached.
07/08/21	07/08/21	Contractor Dave Mullins called on 7/7/2021. He spoke with Code Enforcement and the Building Official to discuss what exactly he would need for submitting a building permit package. The Building Official let Mr. Mullins know that he would need an engineer or architect to sign off on the balcony. Mr. Mullins said he will submit as soon as possible.
05/28/21	05/28/21	Later in the day on 5-28, Ms Le Boss emailed. See attached.

05/28/21 05/28/21 On the 27th Ms. Le Boss came into the office to get the permit applications.

Then on the 28th Ms. Le Boss called the office to request a copy of the original complaint. Code enforcement sent her the complaint via email and made note that the name "Donna C." was added to the complaint by me, after looking up ownership of the property on the property appraisers website.

Ms. Le Boss called back soon after and asserted that the complaint was false, because the name of the complainant is not the name of the owner. I told Ms. Le Boss that a tenant is allowed to make a complaint, and pointed out that the owner and the complainant have the same last name, "Sikora". Ms. Le Boss insisted that the name on the complaint form is a false name and therefore makes the complaint a false record. I told Ms. Le Boss that because the complaint was verified by the Building Official and myself, that the complaint is valid, even if the complainant information is false. Ms. Le Boss then began insisting that she will not allow a false record regarding her be in our files and stated she was going to hire a lawyer. At this time, Code Enforcement ended the conversation with Ms. Le Boss. -JT

violation Id: V2100051 Prop Loc: 1017 SEA FOREST LN
Viol Date: 06/29/21 Status: Open Comp Name: Lindsay Lanier
Comp Phone: (904)461-9708 Comp Email: llanier@mayresort.com

Ordinance Id Description

Description: Lindsay Lanier of May Management submitted a complaint via the RSS module. CASE #14.

She stated: Neighbor suspects resident at 1017 has cleared upland buffer area, sodding.

Certified letter sent to homeowner on 6/29/2021. See attached.

Created	Modified	Note
07/28/21	07/28/21	Certified Letter returned 7/27/21.

Sent letter USPS regular mail on 7/28/21

Violation Id: V2100054 Prop Loc: 206 10TH ST
Viol Date: 07/26/21 Status: Open Comp Name: Richard Gray Public works
Comp Phone: Comp Email:

Ordinance Id Description

Description: On 7/23/2021 Richard Gray from Public works told Code Enforcement that when he went to 206 10th St to pick up trash, it was not out by the street, shortly there after a person who identified themselves as a property maintenance employee for the home arrived and place the trash by the street. They stated that this was a transient rental and handed Richard Gray a card for:

"Vacation Rentals Beach Properties" www.vacationrentaltime.com owner-founder John Clark, john.vrbp@gmail.com, 5633 A1A South, 904-679-5425, 904-509-0088

Code Enforcement visited this website and found the home listed as a 3 night rental. A customer review also mentions that there is a listing on Airbnb, which was verified. See attached photos.

Created	Modified	Note
07/28/21	07/28/21	Certified Mail Sent 7/28/2021 7020-0640-0000-7966-5402



MINUTES

PLANNING AND ZONING BOARD MEETING

TUESDAY, JUNE 15, 2021, 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

I. CALL TO ORDER

Chairperson Kevin Kincaid called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL-CALL

BOARD MEMBERS PRESENT: Chairperson Kevin Kincaid, Vice-Chairperson Berta Odom, Larry Einheuser, Dennis King, Hester Longstreet, Chris Pranis, Junior Alternate Scott Babbitt. *[Recording Secretary's Note: Junior Alternate Scott Babbitt arrived late to the meeting at 6:12 p.m. and was not present for roll-call or for the approval of the April 20, 2021 regular monthly meeting minutes.]*

BOARD MEMBERS ABSENT: Victor Sarris, Senior Alternate John Tisdall.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, City Manager Max Royle, Recording Secretary Lacey Pierotti.

IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF APRIL 20, 2021

Motion: to approve the minutes of the April 20, 2021 meeting. **Moved** by Ms. Odom, **seconded** by Mr. Pranis, **passed 6-0** by unanimous voice-vote.

V. PUBLIC COMMENT

Mr. Kincaid asked for public comment pertaining to anything that is not on tonight's agenda.

Craig Thomson, 6 D Street, Unit A, St. Augustine Beach, Florida, 32080, said he appreciates the Board members showing up and taking their jobs as Planning and Zoning Board members seriously.

Cameron Jewell, 482S A1A South, St. Augustine, Florida, 32080, said she is concerned about all the dead animals on A1A South, the homeless community, and overdevelopment on Anastasia Island.

Mr. Kincaid suggested these concerns be more appropriately addressed by the City Commission, which is the elected governing body for St. Augustine Beach. This Board deals with more specific planning and zoning matters.

VI. NEW BUSINESS

- A. Presentation from the City of St. Augustine Beach Sustainability and Environmental Planning Advisory Committee (SEPAC) to discuss the inclusion of tree protection regulations in Chapter 15, Article III, of City Code

Sandra Krempasky, 7 C Street, Apartment A, St. Augustine Beach, Florida, 32080, SEPAC chairperson, said in 2019, SEPAC, primarily with the help of one its members, Dr. Kaczmarzsky, wrote what was needed for the City's grant application through the Urban Forestry Department. The City was awarded \$8,750 to put towards a project that includes an updated tree inventory and tree canopy analysis report. The City put out a request for a proposal for bids and accepted a bid from Legacy Arborist Services, resulting in the City of St. Augustine Beach Urban Forest Management Plan 2019. This plan includes an analysis of the City's current tree ordinances and other codes, discusses their effectiveness as they relate to management of the urban forest, and proposes improvements. After the joint workshop meeting held last month with the City Commission, Planning and Zoning Board, and SEPAC, Mr. Royle outlined procedure for SEPAC to put into effect changes to City Code, starting with bringing them before this Board for the Board's recommendation to the City Commission. In the Executive Summary of the Urban Forest Management Plan, Certified Arborist Charles R. Marcus, who wrote the plan and also has tree risk assessment qualifications, indicates the current City tree canopy cover is 38.5%, which compares favorably with similar cities nearby. Better than that, the canopy coverage has increased at a rate of 8.8% since 2010. The best way to continue this trend is to retain large canopy trees in a healthy condition. She is here to present Mr. Marcus' recommendation and suggestions to amend Chapter 15, Article III, of City Code, which addresses excavation and land clearing on private property, for the Board's recommendation to the City Commission.

Mr. Kincaid asked what the additional cost and difficulty is to the builder and the building process for the compaction of materials and the retaining fence required around protected trees during construction. He fully agrees with protecting trees and the tree canopy, but he would like to know how reasonable these recommended tree protection regulations are in relation to construction costs and the overall building process.

Mr. Law said they are not really reasonable at all. City staff goes to great lengths to ensure the tree protection or critical zones on construction sites, but to require a 15-foot barrier around a 20-inch diameter-at-breast-height (DBH) tree would be a significant impact and may not even be possible given the small size of most of the lots in the City and the required setbacks. Concrete, lumber, and other construction trade trucks have to be able to access lots, and he has a strong opposition to any code that could potentially be thrown back at a government jurisdiction. He recognizes the need to protect tree root zones and believes the City's building inspector does a great job in making contractors put up the required fencing around tree protection zones, but it should be kept in mind that the Florida Building Code (FBC) stands alone from local zoning regulations. The Building Department cannot turn a job down in plan review because of a zoning issue, but it must be built to what zoning has approved, so it rolls into an enforcement issue, and if the City adopts a rule that cannot be enforced, people say the government is not doing its job. If a tree protection barrier or fence is down, he might not have staff to send to the construction site to enforce that the barrier around the tree protection zone is in place. What Mr. Marcus recommends is not a change to the tree protection regulations and standards in City's Land Development Regulations (LDRs), which the Building and Zoning Department already follows, but to Chapter 15, Article III of City Code. He strongly cautions against the recommendation of any code that can be thrown back at City staff for non-implementation or enforcement. This is obviously a presentation and recommendation from SEPAC, and it is the Board's decision to pass it on up to the City Commission or not, but he would not recommend City Code be changed with any verbiage that uses definitive terms such as "shall" or "must," which should be stricken from any proposed code change, as this could potentially inhibit development on small-platted 50-foot-wide lots.

Ms. Krempasky said at the end of the day, some things have to be prioritized, as protecting these trees is one of the single-most important things SEPAC does as a committee. She is not disputing anything Mr. Law has said but finds it hard to believe a certified arborist would recommend measures that cannot be legally taken or enforced.

Mr. Law said a certified arborist is not a state-certified contractor licensed to build homes. Under no circumstances is he recommending that tree root systems not be protected, but he does not want to see a City

law get created that could lead the City into an enforcement issue, nor does he want to bog down the government in more paperwork and application forms, even though this would be on the zoning and clearance side. He would like to see Mr. Marcus' recommendations and detailed diagrams and pictures put in a tri-fold brochure that could be distributed to contractors and homeowners with building permits for new construction, but it is up to the Board to forward SEPAC's recommendations to incorporate them into City Code to the City Commission, or not.

Mr. Pranis asked about potential root damage under paved surfaces. Typically, people's driveways get pushed up by roots and driveways are destroyed so all the pavement or concrete has to be removed, and as the technique of removing all that seems to be quite difficult, how are tree roots protected during excavation of paved surfaces?

Mr. Law said he has been hearing that the removal of a driveway to just put in pavers costs property owners about \$20,000 for a standardized paver driveway. It is unfortunate, and expensive, when property owners have to rip out their own driveways. By that logic, not allowing a concrete driveway to be put over an existing root system would be interfering with development, and the Building and Zoning Department tries very hard to not interfere with the development of property and people's property rights. Flexible setbacks allowed for the preservation of trees provide a good avenue for saving trees, as the fact is, properties need to have driveways, which are going to go over some tree roots if there are trees near them. Trees do push up concrete, and they have seen an increase in the use of pavers for driveways, as using permeable pavers that have 10% or greater permeability allows an increase in ISR coverage for medium density and low density residential properties. As of now, however, the City has no law or regulation that requires paver driveways, and in 2018, the requirement for all driveways on residential lots to be paved was removed. However, he cannot stress enough that he agrees trees and their root systems need to be protected, and that his staff already goes to great lengths to ensure this is done.

Craig Thomson, 6 D Street, Unit A, St. Augustine Beach, Florida, 32080, SEPAC member, said one of SEPAC's issues is protecting the environment, and trees are the most critical natural resource for doing this, as trees work for a lot of different reasons, including stormwater management and energy conservation. What is proposed is just a standard where you know the diameter of a tree and know there should be a protected area around it. The scenario he wanted to bring up are the trees and urban forests in the old alleyways that have not been opened up or vacated. As these alleyways are gradually being vacated, it would be nice to have an easement to protect them. He understands site plans for new construction and development are reviewed by the Public Works Director for drainage, lot grading and ISR coverage, providing another standard to the contractor as to how trees are protected within their particular tree protection zones. Obviously, Mr. Marcus, as the consultant hired to look at the City's tree standards and regulations, thinks the new plan presented to the Board by SEPAC would be an improvement and provide a better standard to protect trees. The Mayor and several City Commissioners indicated any ideas to help preserve trees should be brought to the Board by SEPAC; so this is the procedure, to come to the Board first, and hopefully, the Board will forward a recommendation of approval to the Commission.

Mr. Taylor said if the Board wants to give him direction on the drafting of an ordinance, he needs specific direction that contemplates the worse possible scenarios, for example, where there might be multiple trees on a site that could quickly make it impossible to develop it. When new rules are created, the Building and Zoning Department will try to enforce them, so they have to make sense, and there has to be some sort of guidance on what to do in the worse-case scenarios. If there is one tree located in a decent spot on a site, the best practice is to save and protect this tree, but if a tree is not in a perfect spot and preserving it is going to make building and development on the site hard, the worse possible scenario of not being able to preserve a tree needs to be contemplated if new standards are to be crafted. New standards need to be enforced the same way on every single property without a lot of leeway given to staff to make exceptions, as that is not the way these types of standards work.

Mr. Law said this Board does not have the authority to direct the City Attorney to draft an ordinance. The way

this has to work is that after hearing the presentation from SEPAC, the Board will decide if there is enough merit in what SEPAC is proposing to recommend the City Commission move forward with this. If the Commission agrees to adopt what SEPAC proposes, the Commission will direct the City Attorney to draft an ordinance to amend City Code to incorporate the recommended tree protection standards and regulations. If the Board thinks what is proposed needs more work, information, or detail before making a recommendation to the Commission, they can continue this to a future meeting agenda after additional work or information has been provided by SEPAC.

Ms. Odom said SEPAC does a great job and has put a lot of work into the new report and urban forest management plan. She has listened to the concerns that have been voiced and asked if there is any way they can come to a compromise on how this is written so it does not hold the City legally with something that cannot be enforced. She thinks what SEPAC proposes in regard to amending City Code is valid, in trying to save trees and tree canopies, deal with stormwater, and all that, but it needs help, and nobody is helping SEPAC with this.

Mr. Law said his recommendation is for SEPAC to work on a rough draft ordinance, as staff cannot allocate time for “what-ifs.” The Building and Zoning Department is understaffed and can barely keep up with the workload it has, and everyone knows what the labor pool is like. Staff agrees tree root protection zones are important, but so are property rights and the ability to spin a code backward against the government. Once that code is spun, the City is in a bind. That is why whatever is written and embedded in City Code needs to be iron-clad, so it is beyond reproach and obviously vetted by the City Attorney, to prevent the City from ending up in a courtroom.

Ms. Krempasky said SEPAC members are not code writers. SEPAC initially brought the recommendations from the arborist, Mr. Marcus, to the Commissioners, Mr. Law, Mr. Tredik, and Mr. Royle. At the joint workshop meeting held last month, Mr. Taylor gave the language a quick glance, and thought there was enough there to start writing some sort of code. If they need to get more specific within setback areas, as obviously, you cannot have a 20-foot tree protection zone in a 10-foot side yard setback area, they can look at things like that as a sort of compromise.

Mr. Taylor said what has been provided in the information copied to the Board to add tree protection standards to Chapter 15, Article III of City Code (page 40 of the Urban Forest Management Plan 2019), is very close to what they are looking for, in terms of what needs to be written in an ordinance. Regarding what they have talked about tonight in worse-case scenarios, it does not have to be in a specific ordinance format, as he will put it in the right format, but what they need are SEPAC’s suggestions for handling some of these worse-case scenarios and weirder cases where there are multiple trees on a lot, as there are things that need to be further explained because whatever is done has to be enforced uniformly. SEPAC may have some suggestions on how to handle these things, but they do not have to write a code to have good suggestions. A good start and good discussion have been made tonight in bringing up some holes and issues with what is proposed. The goal is not to create regulations and standards that are unenforceable and may end up actually leading to the destruction of more trees instead of saving trees. He needs a kind of flow chart of how things would work and a description of how SEPAC envisions an orderly process that can be enforced by staff and not done by making decisions arbitrarily.

Mr. Kincaid said he would like to see the Board indicate its support for everything that has been proposed, but not in the form of a code, as he does not think it is ready for the Board to weigh in on it as a code change, and this Board does not write code either. Personally, he would like to see an informational source put together, whether it is a brochure, a pamphlet, a Power-Point presentation, or some other kind of package, of best practices to incorporate all of the proposed goals, to hand out to every contractor and property owner who gets a building permit, so everyone who comes into the Building and Zoning Department can go out with these recommendations. Right now, there is no enforcement aspect or penalties for not doing something or for doing it wrong, but an informational source would be a way to get the information out to everybody, so it is a starting

point. If staff realizes this is not working and people are ignoring the recommended best practices, they can be reviewed to see in what areas teeth need to be put into them, and at that point, this can be added to City Code.

Mr. King asked how they could make the builders responsible to bear the burden of this by requiring them to submit their own plans for maintaining and taking care of trees during construction. Requiring builders to provide this information with the expectation that they will follow it would take the burden and responsibility off the City.

Mr. Kincaid said that is implicit that the City is going to require builders to follow practices and standards in conjunction with a code or an ordinance. Building plans have to comply with the building code, but the City does not have a tree code that says you have to do this, this, and this, so he is not sure what they would be referencing.

Ms. Longstreet said the City has some regulations for trees, in the respect that the LDRs require approval from this Board to remove trees that are 30-inch DBH or greater. Protecting tree trunks and bark is something she thinks is very important and regulations for doing this should be added to City Code. She also has a problem with the fill soil builders add to lots, as this kills trees, and with builders not going down a certain amount of distance when putting in any kind of infrastructure, so as not to disrupt any tree roots. These are three major things that could be added to the tree regulations already in the LDRs, to give more teeth to current tree protection standards.

Mr. Kincaid said his concern is still that they do not create such a burden that it is easier to remove trees than it is to comply with the burden of the best practices and regulations. The best practices proposed by SEPAC include a critical tree protection zone that, based on the size of a tree, could be 15 or 20 feet around it, and if there are two or three such trees on a lot, the tree protection zones would basically limit the possibility of doing anything on a small lot. As this may make it financially infeasible to build on this lot, he does not think they can take parts of this and forward it to the Commission as just a vague idea. The Board should send an actual motion to the Commission that either incorporates all of this or is very specific as to what the Board recommends be adopted.

Ms. Krempasky said SEPAC could also take the Board's recommendations to its next meeting and come back at a future Board meeting to discuss the worse-case scenarios and how those might be handled by the code.

Ms. Longstreet agreed it would be a good idea to take the Board's recommendations back to SEPAC for discussion to come up with solutions to some of things that have been brought up. For example, saying fill should not be added to lots is too broad a statement, so SEPAC should discuss how many inches or feet away from a protected tree fill, and the amount of fill, can be placed on a lot. The same should be done for the placement of underground infrastructure underneath and around trees, using the most prevalent tree in the City as a base.

Ms. Krempasky said the Urban Forest Management Plan actually says the City has more palm trees than anything else, and it is not a good thing to have so many of one thing because if there is a disease or blight of some kind, it can wipe them all out. Mr. Marcus recommends using different tree species to rebuild the hardwood canopy.

Mr. Thomson asked if the Public Works Department reviews site plans for drainage and trees, or if the Building Department does this. He also asked about the City's tree fund, which has a considerable amount of money in it.

Mr. Law said traditionally, the Public Works Director reviews site plans for drainage and lot grading. The City is currently in the process of hiring a secondary engineer to review drainage projects for new construction, as the Building and Zoning Department is not equipped to handle the City's drainage issues. A tree survey is typically required for new construction along with a site plan showing a drainage and lot grading plan. Public Works, however, by its title, deals with trees and landscaping on public, not private, properties. Public Works would have no authority over trees on private property or the rules and regulations for trees as addressed in Section 5.00.00

of the City's LDRs. Concerning the tree and landscape fund, he thinks there is somewhere around \$20,000--\$30,000 in this fund. It is at the discretion of the Public Works Director to make recommendations to the City Commission for the use of that money. If SEPAC has ideas for the use of this money, now is the time to get the bid together, as the City is rolling into the budget cycle. This fund is a great avenue for the City to help develop City plazas or parkettes and rights-of-way, deal with the problem of having too many palm trees, etc.

Mr. Kincaid said unless somebody wants to make a motion to move this forward, he would like Ms. Krempasky to take the information that has been shared and discussed tonight back to SEPAC. Most of what he has heard is information that they would like to get out to the builders, members of the public, and everybody who values trees and has these same goals of saving trees and the methods that can be used to do this, all of which can be put into an informational packet or brochure. If SEPAC would like to have teeth put into a code to make it enforceable, this also needs to be brought back with specifics as to what is required and how it can be enforced in worse-case scenarios. What has been presented and discussed is great information, but it is not ready to be put into a code that can be enforced, and this is not something SEPAC or this Board is prepared to do tonight.

Mr. Thomson said the SEPAC members are volunteers, just like the members of this Board. What they are hoping to do is help the Board and SEPAC get more formalized perhaps by working with a consultant, who could take suggestions from them along with suggestions from the Building and Zoning Department and Public Works, and then put everything together. They have a tree fund, and the question is whether this a worthy use of tree fund money to try to get this developed so it can be put into City Code and ordinances in a way everyone is happy with.

Mr. Kincaid said he may be wrong, but he does not think this Board spends money here. Any money that is spent is going to have to go through the City Commission. This Board could recommend SEPAC be given the resources they need, as their goals are shared by everybody, the Commission, this Board, and the residents. The Board would also be happy if SEPAC brings something back that incorporates all the information and has teeth as to what is needed for enforcement, and what should be put forward as suggestions and informational items.

Ms. Odom agreed, as she'd hate to see all of this work that has been done not be considered by the Commission. If it had teeth, for lack of a better word, that might help, and the Board willing to help SEPAC with this.

- B. Ordinance No. 21-07, passed on first reading by the City Commission at its regular monthly meeting held Monday, June 7, 2021, to amend Section 3.02.03 of the City of St. Augustine Beach Land Development Regulations (LDRs), to provide an addition to prohibited uses listed in this section regarding the regulations of drug and alcohol rehabilitative and other related medical facilities

Mr. Taylor said he has been directed by the City Commission to look into ways to control and monitor how a drug and rehab facility might come into the City as a permitted use. This has become an issue because there was a possible drug rehab center put in at the Seagrove Towne Center. Seagrove is a Planned Unit Development (PUD), so the uses allowed in it are subject to the PUD ordinance approved for Seagrove, but there were concerns that this might be something that could also be put on a commercial parcel in the City. The City Commission asked him to draft an ordinance that would keep that type of use out of the commercial areas in the City. The proposed ordinance references a chapter in the Florida Statutes that regulates drug rehab facilities and requires these facilities to get some sort of license from the state, so there should not be a question as to what the definition of these types of facilities are. There has also been a question as to whether or not this is something the City can do, and after doing the research, he believes that it is. St. Augustine Beach is a small city, it is not very large, and there are a lot of things it does not have, such as a hospital, or a public school, so there are things that are just not appropriate to have in this City. To give a little bit of history, there have been problems across the country, especially in California, and also in South Florida, with some drug rehab facilities amassing a bunch of people and

bringing them in from outside the city limits to put them in a nice facility and treat them for a short amount of time while they drain as many Medicaid dollars as possible. They then release these people, who kind of get lost and become homeless in a community they have no real connections to. For whatever reason, this seems to happen in a lot of the coastal communities in California and Florida. The proposed ordinance the City Commission asked him to draft is very narrow, as it just adds one more thing that cannot be done in the commercial land use districts within the City limits per Section 3.02.03 of the LDRs, pertaining to prohibited uses. He does not see any issues with it, but if the Board sees any, or has any questions, he is here to answer them.

Mr. Kincaid asked if anyone has any questions for Mr. Taylor, or if there is any public comment, to which there were no questions and no public comment. He asked if the Board's motion would be to recommend passage of this ordinance to the City Commission as drafted or with any recommendations for amendments or revisions.

Mr. Taylor said yes, correct.

Motion: to recommend passage on final reading of Ordinance No. 21-07 as drafted to the City Commission. **Moved** by Mr. Einheuser, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

- C. Discussion of allowing the Planning and Zoning Board to review, consider and have the final authority to approve or deny conditional use permit applications for outside dining, sales, and service, outside display and storage of items, and drive-thru windows

Mr. Law said at the recent joint workshop meeting of this Board, the City Commission, and SEPAC, he expressed the need to help thin out the Commission's agendas by giving this Board the power to grant or deny all conditional use applications with the exception of those that request to build residential structures in commercial land use districts. It seems redundant for the Board to vet conditional use applications and make recommendations to the Commission, which then goes through the whole presentation and review process all over again at the next available Commission meeting. He displayed the table of allowed uses by land use district per Section 3.02.02 of the LDRs, and briefly summarized the uses allowed by approved conditional use permit. His recommendation is to give this Board the authority and power to grant or deny all conditional use applications with the exception of those that request to build single-family or multi-family residences on lots in commercial land use districts.

Mr. Kincaid said he is comfortable with this because he thinks the Board is very capable of the consideration and deliberation required to make rational decisions. Also, it is comforting to him as a citizen to know that if a conditional use application is denied by this Board, the appeal process would then be heard by the City Commission. Currently, the Board makes recommendations to the Commission for most conditional use applications, and the Commission has the final authority to grant or deny them. If someone wants to appeal a decision made by the Commission, they have to file an appeal to the St. Johns County Circuit Court. With this Board making the final decision on most conditional use applications, there is one more local layer of ability for conditional use applicants to accomplish what they want by giving this Board the authority to grant or deny conditional use applications, as appeals of the Board's decisions would then go before the City Commission.

Mr. Law said that is correct. The Board is being asked to consider and forward to the Commission whether or not they agree or disagree with his recommendation to give this Board the authority and power to review, consider, and grant or deny all conditional use permit applications with the exception of those that request to build single-family or multi-family residences on lots in commercial land use districts. The Board's motion will then be forwarded to the Commission and if the Commission agrees, Mr. Taylor will incorporate the proposed changes to the LDRs, which the Board will see, as all changes to the LDRs come before the Board in the form of an ordinance for the Board's recommendation to the Commission as to whether or not the changes should be adopted. This is

a way to thin out the Commission's agendas, and in his opinion, this Board is very capable of making decisions on conditional use permit applications, which include zoning aspects and issues pertaining to what this Board does.

Ms. Odom agreed, as she thinks the Board should have had this authority over conditional use permit applications all along. However, it could have been presented to the Board under better circumstances, and not as something that will take the load and work off the Commission, as this presentation does not sit well with her.

Mr. Taylor said the Commission also pointed out that this Board might pay more attention to conditional use applications and take more time considering them than the Commission, which is a bit of a compliment.

Mr. Kincaid asked Mr. Law if the Board can agree to this by general consensus, or if a motion to move this forward to the Commission for the drafting of an ordinance is required.

Mr. Law said a consensus from the Board is fine.

Mr. Kincaid asked if there is anyone opposed to sending this forward to the Commission. There was no opposition and the Board agreed, by unanimous oral consensus, to the City Commission moving forward on the drafting of an ordinance to revise the LDRs to give the Planning and Zoning Board the authority to consider, review, and grant or deny all conditional use applications with the exception of those which request to build single-family residences, multi-family residences, and condominiums in commercial land use districts.

D. Discussion of public parking and creating a priority list of projects for creating a five-year plan for improvements to recommend to the City Commission

Mr. Royle said the City Commission asked that this be brought to the Board because public parking for beach visitors has become a very hot topic of late, though it has really never disappeared in the over 30 years he's been City Manager. Beachgoers are parking in residential neighborhoods creating litter, noise, and congestion, and the residents are up in arms over that, particularly with parking along 2nd Avenue, between 3rd and 7th Streets. He provided a memo to the Board that basically looks at two types of projects. The first is improving areas for parking such as existing rights-of-way the public currently uses for parking. The second is creating new parking areas where there currently is no parking. The Commission has asked the Board to consider creating a prioritized list for a five-year plan, and he would like to suggest possibly having a project, or two or three, in each year, with at least one that would be for new parking and one or two for improved parking on existing rights-of-way. In a way, they are trying to strike a balance between how much of the City should be turned into a parking lot, particularly along A1A Beach Boulevard, and how many of the City plazas outlined in his report should be converted to parking.

Mr. Pranis said at the joint workshop held last month with this Board, the City Commission, and SEPAC, updating the City's Vision Plan was discussed. As he thinks the Vision Plan and parking improvements would go hand in hand, are they putting the cart before the horse by working on improving parking without an updated Vision Plan?

Mr. Royle said that is an interesting question, but he is sure the Commission would want to look at what this Board comes up with instead of hiring a consultant to do a vision plan that sits on the shelf for the next 12 years. The Commission would love the Board to develop a vision plan with the Mr. Law's staff, himself, and SEPAC, as to what they want the City to be in 10 or 15 years. For the immediate need, at least to some residents, of providing more parking, he thinks they would do well to get a plan for improved parking and development of new parking areas. Existing public parking is at Pier Park, and there is also parallel parking along 16th Street, west of the Boulevard. There is existing public parking on the City plaza north of 14th Street on the west side of the Boulevard, but of course, this is adjacent to Sunset Grille, and a lot of this restaurant's patrons park there. On the southwest corner

of 11th Street and the Boulevard there is public parking on the City plaza in front of Café Eleven, and on the east side of the Boulevard at 10th Street, the City owns three lots, which it purchased about 15 years ago, to build the public restrooms and parking that is there. The City plaza on the east side of the Boulevard at 8th Street is a beautified plaza that has public parking, and it is an example of the kind of balance that can be achieved in creating a nice-looking plaza that also has parking. On the northwest corner of 8th Street and the Boulevard in front of Best Western Seaside Inn is a City plaza beautified by the hotel owners with palm trees and grass that looks very good. Opposite this on the southwest corner of 8th Street and the Boulevard, right next to A1A Auto Center, is a City plaza that could be converted into a parking lot, as it is currently not used for anything. On the east side of the Boulevard at 5th Street, public parking has been put in along the south side of 5th Street next to Island South Condominiums, and he and Public Works Director Bill Tredik have talked about the same sort of parking along 5th Street on the west side of the Boulevard, adjacent to the Courtyard by Marriott. Right now, people cannot park there because there is an embankment that would have to be bulkheaded and shored up so it would not collapse. There are plazas that have public parking on both the north and south sides of 3rd Street west of the Boulevard, but the plaza on the south side of 3rd Street, adjacent to the Kookaburra Coffee Shop, only has four public parking spaces because the Kookaburra owners have beautified it partly with a nice little round seating area in front of palm trees. Directly across the street from the Kookaburra on the north side of 3rd Street is a City plaza adjacent to the Sunshine Shop, which, along with the Tides Oyster Company and Grill, uses this plaza for overflow parking. There are two vacant plazas on the east side of the Boulevard at 3rd Street that could be used for parking, but these plazas are adjacent to houses and residential properties, so people may not care to have public parking there. On the northeast side of A Street and the Boulevard, the City plazas have paved parking and restrooms, and on the west side of A Street and the Boulevard, there are two plazas between A Street and 1st Street. The dilemma with these two plazas is that they slope to the west and have drainage issues, so it is going to take some engineering and good design work to really make them effective for parking, although people do park there now, and this area is very well used by patrons of Jack's Barbeque and the A1A Burrito Shop to the north as well as people going to the beach. From A Street south along the Boulevard, there is no public parking, and no City plazas, with the exception of Ocean Hammock Park, on the east side of the Boulevard between Bermuda Run and Sea Colony Subdivisions. There are currently 20 public parking spaces in Ocean Hammock Park, but more parking can be created there, so this would be an area for new parking with 20 more spaces. There are other areas that could be used for parking, but he does not think they would be well-received by residents. Some people may remember the community garden fiasco on the plazas west of the Boulevard between A and 1st Streets, along 2nd Avenue. The residents blew up about this, and absolutely did not want this garden there, so he does not think they would be all that pleased to have these plazas turned into parking lots. There are plazas going further north, in Chautauqua Beach Subdivision, on the corners of 3rd Street and 2nd Avenue, and plazas on the corners of 8th Street and 2nd Avenue, but these plazas border residential properties, so he does not know how receptive people would be to having public parking there. There are also plazas in Coquina Gables Subdivision on the corners of each of the intersections of D Street and 2nd Avenue, 3rd Avenue, and 4th Avenue. There was a proposal several years ago to put a playground on one or more of these plazas, but the residents at that time said absolutely not, as they wanted the plazas to remain natural, and did not want to have any development on them. Out of all these areas, the Commission has asked this Board to create a priority list for a five-year plan of parking improvements and new parking areas. Also, as it is possible all of the areas that could be used for parking have not been identified, if any of the Board members have ideas for locations for new parking, they are asked to provide input on that as well.

Ms. Odom said it has probably been five years or so ago, when David Bradfield was on this Board, that a study was done to try to identify lots that were available for purchase by the City for new parking areas.

Mr. Royle said the City has an indebtedness to the year 2039 for buying property for parks like Ocean Hammock Park, and various other lots for parking. This is quite a bit of debt for a small city, so he does not think buying more land is feasible. The owner of the property between 4th and 5th Streets west of the Boulevard called recently

to ask if the City would be interested in buying this property for parking, for \$3,000,000, which is beyond the ability of the City to buy. He did leave out one area which might be a possible location for new parking, along the north side of 4th Street in the pool parking area next to Island South Condominiums. It has been found that putting improved parking next to existing multi-family condominiums does not create a lot of fuss. Condo people are used to a lot of vehicles going in and out, so having parking near them does not bother them. Single-family residential neighborhoods, on the other hand, really do not want public parking for beach visitors near them.

Ms. Odom said talking about Ocean Hammock Park, doesn't the City also own property on the west side of A1A Beach Boulevard, across the street from Ocean Hammock Park?

Mr. Royle said yes, the City owns 6.1 acres, called Hammock Dunes Park, on the west side of the Boulevard, and this is owned free and clear by the City. It is topographically very interesting, with hills and dales. Public parking could be put there if the sand borough adjacent to the Boulevard could be moved. People parking there would have to walk across the Boulevard to access the beach walkway at Ocean Hammock Park. Hammock Dunes Park is a very unique piece of land, so the question is, how much public parking should the City have, and how many City plazas and parks should be kept as landscapes and beautified? Of course, the City will never be able to provide a parking space for everybody who wants one, and there are other cities that provide parking lots for beachgoers.

Mr. Pranis asked if a case study has been done of what kind of revenue could potentially be generated if the City bought the property for sale for \$3,000,000 on the north side of 4th Street west of the Boulevard and put a parking lot or parking garage there. This may be controversial, but every little beach town up and down the coast has some type of pay-to-park parking and that is how they buy land for parking and maintain those parking facilities.

Mr. Royle said that is a very interesting topic, as pay-to-park parking was debated in this room at length month after month by the City Commission not long ago. Commissioner George was familiar with pay-to-park parking in Gainesville and thought they should try it here, as the City of St. Augustine was at the beginning stages of its pay-to-park parking proposal. This City's dilemma is that as long as the St. Johns County Pier Park has free parking, people will park there before they pay to park anywhere else. The County has wrestled with pay-to-park parking too, and the County Commission said no. This City will probably want to team up with the County if the County ever decides to use pay-to-park parking as a revenue source. The City did a very preliminary study, and the numbers were really suspect upon second thought that so much could be charged per hour for parking to make the estimated \$400,000 that would be needed to put parking stations and meters in nearly every place parking could be located in the City. Residents just do not want parking, pay-to park or free, in their neighborhoods.

Mr. Kincaid asked if the City has a list of streets that have signs prohibiting parking on them. There are signs on the east side of 11th Street, where he lives, saying no parking is allowed on the pavement, but people park on the sides adjacent to and off the pavement, and on vacant lots. He does not think the rules about parking are the same on every street and he does not think the right-of-way widths are the same on every street in the City.

Mr. Royle said most streets have a 40-foot right-of-way, but some have a 60-foot right-of-way, such as A Street, 3rd Street, and D Street. He thinks 2nd Avenue is probably 60-80 feet wide.

Mr. Kincaid asked if these rights-of-way are City-owned public property, what keeps people from parking on the grass on the sides of these streets?

Mr. Babbitt said "No Parking" signs are posted there, and homeowners have put "No Parking" signs there too.

Mr. Kincaid said the "No Parking" signs posted by homeowners are not enforceable.

Mr. Babbitt said right, but people looking for a parking space do not know that. There is a lot more parking needed above the 162 additional parking spaces shown in the information provided by Mr. Royle. Why not capitalize on the need for additional parking, and make people who want to come here and go to the beach pay for parking?

Mr. Kincaid said he'd like to start with what is available for new parking, aside from City-owned plazas and parks. He asked if there is a way to quantify the public parking spaces already on public streets and what is available on rights-of-way in residential areas, unless it is decided to make that completely not available for public parking.

Ms. Odom asked if the City has ever considered having shuttles run from the City Hall parking lot to the beach.

Mr. Royle said no, the County runs shuttles during Memorial Day weekend and the 4th of July holiday. He is at City Hall sometimes on these holidays and it does not appear the shuttles are used that much. There are, however, about 80 parking spaces in the City Hall parking lot.

Mr. Law said his recommendation would be for each individual Board member, including the two alternates, to make a priority list with rankings of the seven potential locations proposed by the Public Works Director as feasible for additional public parking. Each Board member could rank the seven locations from first to last and email them to Ms. Miller, who as the liaison for this Board, could then provide this information to Mr. Royle to forward to the Commission. The Commission has shown great interest to not let this die again on their level and they hoped the Board could assist them by ranking the potential locations for additional parking, which would also help with the budgeting and financial issues. Also, the Board members could suggest any new locations or ideas for parking.

Ms. Odom said she recommends the Board get back together and discuss and review all of their rankings and suggestions to give a more cohesive recommendation to the Commission.

Mr. Law said if that is the Board's recommendation, they could all email their individual rankings and suggestions to Ms. Miller, who can compile them for next month's meeting. Mr. Royle can then inform the Commission of the Board's wishes, and they can keep this topic moving forward, as the City is now going into budget season.

Mr. Kincaid said there is not really a cost-benefit analysis in the information given to the Board, as the seven potential locations for public parking total 162 additional parking spaces, which will all be filled up by 10:00 o'clock each morning. He is not saying these 162 parking spaces would not help, or that this is not an approachable gain in parking, but what will the cost be to the residents of the City? It seems residents have to be willing to pay for additional parking if they want to keep people from parking on their lawns and on the rights-of-way of their streets. Nobody wants a parking lot in their backyard, if they do not want a playground in their neighborhood, they certainly do not want a parking lot, so they are going to have to convince people it is worth paying for more parking, even though residents are going to be affected differently, depending on the locations for new parking.

Mr. Pranis said it is hard to say, if there is no cost analysis, that fixing the lots that have drainage issues and need to be shored up to put parking on them is more cost effective than purchasing a \$3,000,000 piece of property.

Mr. Kincaid said he personally thinks they ought to relook at pay-to-park parking for visitors and parking permits for people who live here. He asked how many parking spaces are at Pier Park.

Mr. Royle said about 150-160.

Mr. Kincaid said there would still be free parking, then, for the first 150-160 people at Pier Park, and the rest of the people going to the beach would have to pay for parking. He asked if all the Board members could submit

before next month's meeting priority rankings of locations for new parking, and any other ideas anyone may have. They can then, as a Board, maybe put something together that is easier for the Commission to work with, digest, and act on. He asked if there are any objections to doing this and continuing this topic to next month's agenda.

Ms. Odom said no, but she would like to have a little more meat to it, so everyone should think about prioritizing the potential locations for additional parking and writing down any new ideas for additional parking.

Mr. Kincaid asked the Board members to email their priority rankings for potential new locations for additional parking and any other ideas they may have about parking to Ms. Miller, within the next two weeks, if possible, so Ms. Miller can compile them and distribute them to the Board as a whole for next month's meeting.

Mr. Taylor said as long as everything is sent individually to Ms. Miller, she can compile all the information and put it in next month's agenda packets, and the Board can review it all here at the next meeting. Discussion of agenda items should not be done outside of a publicly advertised meeting, otherwise, it could be a Sunshine Law violation.

Mr. Kincaid said that will give everybody the opportunity to look at what everyone else is thinking so the Board can then start to develop a cohesive direction for a five-year parking plan they can forward to the City Commission. He asked if everyone is okay with this. The Board so agreed, by general oral consensus.

VII. OLD BUSINESS

There was no old business.

VIII. BOARD COMMENT

Ms. Longstreet thanked the Board members for the lovely card they sent to her.

Ms. Odom said they are all sorry for Ms. Longstreet's loss. She asked when the setback changes become effective.

Mr. Law said the setback changes went into effect the date of the City Commission's last meeting, which was held on Monday, June 7, 2021, when the Commission passed the ordinance to change them.

IX. ADJOURNMENT

The meeting was adjourned at 7:49 p.m.

Kevin Kincaid, Chairperson

Lacey Pierotti, Recording Secretary

(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDING WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE AUDIO/VIDEO CAN BE OBTAINED BY CONTACTING THE CITY MANAGER'S OFFICE AT 904-471-2122.)



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING

WEDNESDAY, JUNE 9, 2021, AT 6:00 P.M.

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

I. CALL TO ORDER

Chair Krempasky called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

III. ROLL CALL

Present: Chair Sandra Krempasky and Members Craig Thomson, Lonnie Kaczmarsky, and Karen Candler.

Vice Chair Lana Bandy and Members C. Michel Cloward and Ann Palmquist was absent.

Also present: Deputy City Clerk Dariana Fitzgerald and Grounds Foreman Tom Large.

Chair Krempasky advised the Committee that Deputy City Clerk Fitzgerald has been trying to contact Member Palmquist regarding her extended absence and has had no response. She asked if the Committee wanted to exercise its right to ask Member Palmquist to officially resign from the Committee. Chair Krempasky advised that she would try to contact Member Palmquist directly. Deputy City Clerk Fitzgerald advised that since Chair Krempasky is a Board Member, that she could not contact Member Palmquist directly.

Discussion ensued regarding writing a letter to Member Palmquist to give her the option and to try to get a response; that SEPAC is short a member without her participation; finding a replacement; that SEPAC could look for alternates now, etc.

Chair Krempasky asked if any Members have seen Member Palmquist. Member Kaczmarsky said that his wife spoke to Member Palmquist a few weeks ago and she said that she was not coming back due to Covid-19 and would only return when he did. He also said that Member Palmquist was upset that the artists that painted the trash cans were not nominated for the stewardship awards. Deputy City Clerk Fitzgerald said that Member Palmquist sent her an email the day that the stewardship applications were to be discussed, but did not submit a nomination form.

Chair Krempasky asked Deputy City Clerk Fitzgerald to email Member Palmquist to make sure she knows that the applications have been re-opened, and that she has until the end of the month to submit her nomination. Deputy City Clerk Fitzgerald advised that she has been sending Member Palmquist the agendas and minutes all year and that there has been no communication back from her. She advised that the Commission relaxed the standards due to Covid-19, but it has not

officially changed. The policy is that if three consecutive meetings are missed, that the Member should be removed by having the Chair write a letter to the Commission to decide.

Chair Krempasky asked if SEPAC is still a Committee with six members. Deputy City Clerk Fitzgerald advised yes. Chair Krempasky said to wait until the next meeting to decide.

IV. APPROVAL OF MINUTES OF MAY 12, 2021, REGULAR MEETING

Motion: to approve the minutes of May 12, 2021, with correction of typographical errors. **Moved by:** Member Candler. **Seconded by:** Member Thomson. Motion passes unanimously.

Chair Krempasky moved on to Item 1.

V. PRESENTATION OF REPORTS:

1. Update on Vulnerability Study from Public Works

Chair Krempasky introduced Item 1 and asked for an update report from Foreman Large.

Foreman Large advised that the Vulnerability Study was submitted to the State and has been accepted. He said that there will be a workshop meeting on June 17, 2021, at 6:00 p.m. to discuss this with the Commission and that SEPAC is welcome to attend the meeting. Member Thomson asked if the workshop would be discussing the Vulnerability Study and what the next steps will be. He also asked if the consultant be there. Foreman Large advised that he did not know if the consultants would be at the workshop meeting. Deputy City Clerk Fitzgerald said that this workshop meeting was planned immediately after the Commission meeting. Member Thomson asked if Public Works Director Tredik would be at the workshop meeting. Foreman Large advised that Director Tredik would be at the workshop meeting.

Member Thomson said that SEPAC submitted Vulnerability Study questions twice and that it would be important to have those questions answered at the workshop meeting. Chair Krempasky said that Mayor England replied that they were good questions, and that Director Tredik could supply the answers. Foreman Large advised the Director Tredik did pass the questions on to the people that were doing it, but he does not have a report. Member Thomson asked if the questions could be submitted to the Commissioners again. Chair Krempasky advised that she would forward the questions to the Commission again.

Discussion ensued regarding the questions; that Phase III came out; the next step would be resilience or adaptation planning based on the entire study; etc.

Chair Krempasky said that SEPAC has been hoping for guidance from the Commission for a Strategic Plan, and the Commission thought it would be a good idea for the Comprehensive Planning and Zoning Board (CPZB) to provide a vision for what A1A Beach Boulevard would look like in the future and to try to do something environmental with the City parkettes. She suggested that this could also be brought up at the workshop meeting. She said that Director Tredik has it in his future budget to do something with the parkettes, but that she did not know if some of them would be turned into parking lots or maybe a combination with some environmental spaces. She said that it would be nice to have some of the City's parkettes be a diverse park area. Member Kaczmarzsky suggested a rain garden. Member Thomson said that it has been discussed several times for the City to have a green infrastructure and that

SEPAC should stress that as an option for specific areas and that there is a need for consulting help.

Discussion ensued regarding if grants are available for these types of projects; to have one "model" parkette; coming up with a concept; asking Director Tredik or Foreman Large to identify a parkette to clear out; looking for grants, etc. Member Kaczmarzsky advised that he would look into grants.

Chair Krempasky advised that she would like to attend the workshop meeting on June 17th. She also encouraged other Members to attend. Member Thomson asked if the workshop was scheduled during the last Commission meeting or the prior meeting. Deputy City Clerk Fitzgerald advised it was scheduled at the last Commission meeting on June 7, 2021. Member Thomson advised that the video from the June 7th Commission meeting was not working properly to see the entire meeting. Deputy City Clerk Fitzgerald advised that the IT Department is aware of the video and audio issues, and they are trying to resolve the problems.

Chair Krempasky moved on to Item 2.a.

2. Reforestation and Landscaping Projects

Chair Krempasky introduced Item 2.a and asked Foreman Large for his staff report.

a. Resident Tree Program

Foreman Large advised that Deputy City Clerk Fitzgerald provided on the back, the City of St. Augustine's - Tree Canopy Enhancement Program and also the City of Orlando's - One Person, One Tree handout (Exhibit A). He advised that he tried to print the questionnaires from each of the websites, but it did not print. He said that SEPAC Members can go on the websites and view the questions to get some ideas of what they are asking. He said that each of these cities has a separate department that handles these programs, and our City does not. Director Tredik is working with the City Manager to determine how to handle the City's program and that Public Works is ready to move forward as soon as the logistics get worked out.

Member Thomson asked if Director Tredik thinks he has the staff to do the project. Deputy City Clerk Fitzgerald advised that the Public Works Department is terminally understaffed. She said that consistently over the past few months there has been a lot of employee turnover in the Public Works Department.

Member Thomson asked if the City Administration staff would collect the applications and the money and then Public Works would plant the trees. Foreman Large advised that Director Tredik is working with the City Manager to work the details out.

Member Thomson said it would be similar to the City's Palm Tree Program. Foreman Large advised that it should work similarly and that he is going to try to monitor both the City of St Augustine's and the City of Orlando's programs to see how many trees are being requested and planted. He said that those cities' applications will be collected until September and then the trees will be planted in the winter.

Chair Krempasky advised that the City of St. Augustine is doing a site assessment by having someone go to the residence and determine the best tree for the site.

Member Thomson said that SEPAC and Public Works are supposed to have an annual responsibility to come up with a tree planting plan. He suggested that every September there should be a workshop meeting devoted to discussing the tree planting plan. Deputy City Clerk Fitzgerald advised that the tree planting plan should be set before the budget season. Foreman Large advised that the budget plans start in July for allocating money, but that the planting plan could be later in August.

Chair Krempasky asked if Public Works Director Tredik came up the tree planting idea. Deputy City Clerk Fitzgerald advised that in 2019, the SEPAC members came up with the tree planting idea. Foreman Large advised that Director Tredik is on-board with the tree planting idea, but that the details still need to be worked out. He said that he would like to see how the process goes with the other two cities that have already started their tree programs.

Deputy City Clerk Fitzgerald advised that the logistics that need to be worked out are not just determining who will handle the paperwork, but also to determine how many trees can reasonably be planted in one season by Public Works, etc.

Member Thomson said that the City Commission is backing this tree program and that in the past local businesses, such as Southern Horticulture, have helped to plant trees and that that could be another option. He advised that there is a huge tree farm that is not being used. He said that the City needs to move forward with the project and that possibly Director Tredik and City Manager Royle will have an operations plan to present to SEPAC next month.

Chair Krempasky asked how large the other cities trees will be. Foreman Large advised that he has spoken to the City of St. Augustine, and they did not specify the tree sizes. He advised that he would try to obtain that information and bring it back for the next SEPAC meeting.

Chair Krempasky said that some of the trees on the City of St. Augustine's list are flowering trees. She asked if there were any types of trees that would not be recommended for the program. Member Kaczmarzsky said that he did not think that Dogwood would be good choice along the beach, but it could work more inland. Member Thomson suggested that Simpson Stopper could be added.

Chair Krempasky advised that the City of St. Augustine's website has the selection divided between small, medium, and large trees and that an assessment by the City will determine what size tree would suit the area. Deputy City Clerk Fitzgerald advised that the assessment would also be for underground and overhead utilities, other trees in the area, etc.

Discussion ensued regarding other trees on the City of St. Augustine's list for their tree program; that the City of St. Augustine's Tree Board has been in existence for a long time; that the City of St. Augustine and the City of St. Augustine Beach have similar environments; that some of the trees from their list would work; the City needs to work out the details; etc.

Deputy City Clerk Fitzgerald advised that both of the other cities are much larger than the City of St. Augustine Beach, so the City would need to trim it down.

Chair Krempasky suggested that the number of plantings could be limited to 12 trees a year and have something like a lottery drawing for the trees which could eliminate the application process. Deputy City Clerk advised that the City of St. Augustine is doing an application process and then they can weed out the locations that will not work. Member Kaczmarsky suggested to use the Urban Forestry Management Plan map that identified the areas that need trees. Member Thomson said that some of those on the Urban Forestry Management Plan map were not in front of a residence and would not work.

Discussion ensued regarding the maintenance and responsibility of the trees on public land vs. private property; whether Director Tredik has decided if the plantings will be on the City's rights-of-ways or private property; that both of the other cities tree program are allowing plantings on both public and private property.

Foreman Large advised that he believes that the City will move in the same direction as the other two cities and allow for the trees to be planted on either private or City property.

Chair Krempasky suggested that Director Tredik should contact Building Official Law and ask about using the money from the Tree Fund account for this project. Foreman Large advised that he had already made a note to ask Director Tredik about the Tree Fund. Member Kaczmarsky said that there is approximately \$37,000 in the Tree Fund. Foreman Large advised that the Tree Fund money is probably appropriated for specific things and that he would have to ask about it. Deputy City Clerk Fitzgerald advised that if a resident wants to remove a tree, they then have the option to replace the tree or pay a fee.

Discussion ensued regarding uses for the Tree Fund money.

Chair Krempasky moved on to Item 2.b.

b. Mickler Boulevard

Chair Krempasky introduced Item 2.b and asked Foreman Large for his staff report.

Foreman Large said that he was hoping to have received information from the Lowe's 100 Hometowns program. Deputy City Clerk Fitzgerald advised that she did not receive any notification from Vice Chair Bandy regarding the status of the Lowes program. Foreman Large advised that Director Tredik would like to move forward with the project and have SEPAC fund it. Chair Krempasky asked how much of the project was to be funded using the money from Lowes. Foreman Large advised all of the project was to be funded by the Lowe's grant and if it does not come through then the City will move forward with SEPAC funding the project. Deputy City Clerk Fitzgerald advised that if it is to be a project for this year, that SEPAC has about \$2,000. If is for next year, then SEPAC could do a proposal to have money set aside for the project.

Chair Krempasky advised that there is \$1,936 left in the SEPAC budget and asked the Committee if they thought this project would be a good use of that money. Member Thomson said that it is not a lot of money. Deputy City Clerk Fitzgerald advised one of the stipulations for the Lowe's grant money is that it had to be for a project that had not already been started and if the City moves forward with the project now, then what happens if the grant money comes through. Foreman Large advised that Public Works would like to get the project implemented before October.

Chair Krempasky said that when the Lowe's application was being discussed that she remembered the suggestion to ask for more money than was needed for the project. She asked how far the current SEPAC budget of \$1,936 would go for this project.

Member Thomson said that SEPAC is being asked to beautify an area that is going to continue to flood. He said that the project does not have to happen this year and asked why it is a priority. Foreman Large advised that this project was suggested by a SEPAC member because of the pedestrian traffic in the area and the need for benches.

Member Thomson said that it is a sensitive environmental area. He suggested to have more discussion about the Vulnerability Study and what is going to happen in that area. That it is the area where the storm surge is going to come into the City and there could be flooding due to hurricane season.

Member Candler asked if the pipe would take the place of the ditch. Member Thomson advised yes.

Foreman Large advised that the City does not know what is going to happen and that it may be an option to wait to see what Lowe's comes back with.

Chair Krempasky said that it seemed like every year she asked for money that she has been told that SEPAC did not spend the money it had from the previous year. She said that she would like to spend the \$1,936 to show that there was a project created and that it was funded from the \$2,500. She advised that SEPAC could always ask for more funds if there is a project. She said that several of the Commissioners have mentioned that Mickler Boulevard was not very attractive and that it needed to be landscaped.

Member Thomson advised that SEPAC has been asking for six palm trees to be planted on A1A Beach Boulevard between B and C Streets. He said that SEPAC has asked for ground cover for some of the parkettes to create more infrastructure. He said that SEPAC has a lot of projects, and nothing gets done.

Discussion ensued regarding palm trees at Public Works facility; Public Works not having enough manpower to accomplish some of the tree planting projects; the need for an agreed upon plan; spending the money to hire someone to plant the trees; whether this time of year is the proper time to plant trees; Public Works would still need to have the manpower to irrigate the new plantings.

Foreman Large advised that he is currently the only employee manning the watering truck and he described how the process works and the time needed to be dedicated to it. He said that ideally the Public Works Department would only want to have a

select few plantings a year to be able to dedicate the proper watering schedule to ensure that those new plants become established.

Member Thomson asked if the Public Works yard has an automated watering system. Foreman Large advised that it does not, but that there is a gravity-fed well that is used to water the palm trees. Foreman Large advised that other trees, such as the trees from Arbor Day, need to be watered with the watering truck every day.

Discussion ensued regarding why the City is not planting the trees that are in the Public Works yard; if planted, how would those trees get watered; waiting to hear about the Lowe's grant money; using the plants before September to allow them to get established; asking a previously hired landscaping company for a price to plant the palm trees on the Boulevard between B and C Streets.

Foreman Large advised that he would discuss the planting of the palm trees with Director Tredik and Assistant Director Gatchell and would get pricing and bring it back to SEPAC next month.

Deputy City Clerk Fitzgerald advised that it would be better to have the palm trees planted with the current funds and wait for the money from Lowe's. She advised that the budget needs to be finalized by September 30, 2021.

Member Thomson advised that since Building Official Law has been employed at the City, he has been able to increase the construction fees allowing for part of that money to go to the Tree Fund which now has a balance of \$37,000. He suggested to ask Mayor England or City Manager Royle if SEPAC would be able to use some of the funds for landscaping projects.

Member Candler said that she has a problem with the City fining residents. Member Thomson advised that this is not a fine, it is part of an impact fee. Discussion ensued regarding how to use the money in the Tree Fund; to contact the Finance Department to ask about the use of the funds. Chair Krempasky advised that she would email Finance Director Douylliez to ask about the Tree Fund use.

Member Thomson advised that part of SEPAC's tasks next year could be to start the projects even if Public Works is too busy. He said that the Tree Funds could allow for SEPAC to hire someone to complete the projects.

Chair Krempasky asked Member Thomson if he knows any landscapers. Member Thomson said that the recommendations from Mr. Charles Marcus were very specific, and he is very familiar with the beach. He would like to have a continuing contact with someone like Mr. Marcus so that the City would have a person to go to for the designs.

Chair Krempasky advised that the City could have a contract or do a bid for proposals to get the best price. Deputy City Clerk Fitzgerald advised that there would need to be a specific project to have a bid and that it would depend on the anticipated price of the project.

Chair Krempasky asked Member Thomson if he would contact Mr. Marcus. Member Thomson advised that he would contact Mr. Marcus. He said that he has also had discussions regarding this with Mayor England and City Manager Royle and they

seemed positive. He said that getting a design started should not be a problem, the problem would be if Public Works would be available at the time of the project.

Chair Krempasky moved on to Item 2.c.

c. Urban Forestry and Planning Projects

Chair Krempasky introduced Item 2.c and asked for an update report.

Member Thomson advised that SEPAC is supposed to work with Public Works on an annual planting plan. He said that he would like for Director Tredik to provide a monthly planting plan and to look at the old master plan so that everyone is on the same page. He discussed 2nd Avenue and that there has been nothing developed with it since last year.

Foreman Large advised that the Cypress trees will be planted there.

Discussion ensued regarding the uses for the Cypress trees; not planting too close to the pipes; the need for a consensus; wanting to be more effective by using a yearly planting plan; discussion of what was planted last year.

Chair Krempasky asked Foreman Large to follow up with Director Tredik regarding the annual planting plan.

Discussion ensued regarding the 11th Street planting recommendations from Member Kaczmarzsky to block the neighbors view of the pond; that plants were removed because the neighbors were not happy; that Public Works Director Tredik would like to use something other than plants.

Chair Krempasky suggested that Foreman Large should discuss 11th Street with Director Tredik again because the consultant's recommendation was to use natural barriers instead of an engineered solution. She said that it could be in the budget for next year.

Chair Krempasky moved on to Item 3.a.

3. Educational Programs

a. Newsletter Topics

Chair Krempasky advised that she had the summary information provided from Vice Chair Bandy (Exhibit B). She said that after reviewing the minutes, that all Members were supposed to provide a topic for discussion.

Discussion ensued regarding the Newsletter and what was decided at the last meeting; that Member Cloward would need time to develop the images to go with the topic of Vice Chair Bandy's article; this topic could be for next month's Newsletter.

Deputy City Clerk Fitzgerald advised that since Member Cloward is not here, that she could forward the article to her, and she could develop the images. She said that SEPAC could allow Member Cloward to choose the images to go with Vice Chair Bandy's statement in Newsletter or it would have to come back to SEPAC for approval next month.

Chair Krempasky said that if the text gets approved today, would SEPAC agree to allow Member Cloward to select the images.

Discussion ensued regarding using images for the Newsletter to attract readers; the City's electric car charging station; using images from the old survey; is there a need for a quote for the Newsletter article; the old survey had a large response; whether the news article is ready to be submitted or if it needs changes.

Chair Krempasky asked if SEPAC wanted to approve Member Cloward's survey questions before they are posted. She asked when the Newsletter is normally posted each month. Deputy City Clerk Fitzgerald advised that the Newsletters are posted on the first of each month.

Member Candler suggested to post the old survey again for anyone that might be interested. She said the new survey could be used in August.

Member Thomson advised to remove the quote and the sustainability challenge. He said SEPAC could compare the new responses to the previous responses.

Chair Krempasky asked Deputy City Clerk Fitzgerald to paraphrase the language and forward it to Member Cloward for her to select the images and then it could be sent to Coordinator Conlon. Deputy City Clerk Fitzgerald advised that she would first need to have Vice Chair Bandy finalize her article and then she could forward it to Member Cloward and that it should be able to be done by July 1st.

Member Candler asked what SEPAC would want for its August Newsletter. Member Thomson suggested to use Member Kaczmarsky's information regarding stormwater runoff (Exhibit C). Chair Krempasky asked Member Kaczmarsky if he would like to do the next Newsletter. Member Thomson asked if the images from Member Kaczmarsky's information could be used. Member Kaczmarsky advised that he would have to get permission to use the images. Chair Krempasky advised that she would get pricing. Member Kaczmarsky said that he would write the copy.

Chair Krempasky advised that she has a friend that is a graphic artist who could do the layout. Member Thomson said that SEPAC is doing the research, but the message is not getting to the Commission. Member Candler said that the residents need to know that the City is putting in the effort. Member Thomson said that it is a great project for SEPAC.

Chair Krempasky asked if there is evidence proving that there is less flooding in that swale area. Member Thomson asked for a display in the area.

Chair Krempasky advised that she would contact the artist about a sign at the swale. Member Kaczmarsky advised that there is a lot of literature about swales and plants that specifically absorb heavy metals from roadways. Member Thomson said that it is not just about absorption, it is also about keeping the pollution out of the runoff.

Discussion ensued regarding the drawing; plants that flower at different times of the year; being designed to absorb pollutants in water; which plants should the artist use; to use simple images that will last in the weather.

Chair Krempasky asked if there was any further discussion regarding the Newsletter.

Member Candler suggested to be one month ahead.

Member Kaczmarzsky suggested for educational purposes there could be pollinator nesting boxes at each parkette which Public Works would have to change out every year. Foreman Large advised that he would have to find out if they would work for those areas. Member Kaczmarzsky advised that they work everywhere. Foreman Large advised that the City's mutt mitt boxes have to be cleaned out from wasp's nests. Member Kaczmarzsky advised that the pollinator boxes do not attract those types of bees and to include an educational plaque about increasing biodiversity. Member Thomson suggested that the pollinator box would be a nice article for the Newsletter. Member Candler suggested to do the living drain/bioswale article in conjunction with the sign being erected on Mickler. Member Thomson asked if Member Kaczmarzsky could put up a pollinator box. Foreman Large said it would be a great project for SEPAC to do. Member Kaczmarzsky advised that it is not expensive to make the pollinator boxes but that the signs would cost more. Member Thomson asked if Member Kaczmarzsky would provide an example of the pollinator box and the sign. Member Kaczmarzsky advised that he makes his own pollinator boxes from the bamboo that he cuts down. He said that he would send the literature to Deputy City Clerk Fitzgerald to forward to SEPAC.

Member Kaczmarzsky advised that the newest Commissioner for the City of St. Augustine, Commissioner Barbara Blonder, is an Associate Professor of Natural Sciences at Flagler College and she had the City sign up to be a "Monarch City". He said that 90% of Monarch butterflies have died over the past ten years.

Member Thomson asked if the City of St. Augustine Beach could sign up to be a "Monarch City". He said that there were thousands of Cedar trees at the Cedar Ridge development across from City Hall and that Cedar trees are where the Monarchs breed. He added that St. Augustine Beach should be a "Monarch City". Chair Krempasky asked how to sign up to be a "Monarch City". Member Kaczmarzsky advised that there is a national organization that links cities together.

b. Climate Change Survey

This Item was not discussed.

4. Development of a Committee Strategic Plan

This Item was not discussed.

5. Environmental Policy & Planning Recommendations

Member Thomson advised that SEPAC made three or four appearances to show the environmental issues associates with reduced setbacks and the possible unintended consequences. He asked Chair Krempasky what the outcome was of the final reading at the Commission meeting.

Chair Krempasky advised that every prior vote had been unanimous, but that two Commissioners had changed their minds for different reasons. She said that there was a lot of discussion among the Commissioners, and that Mayor England gave her reasons for wanting the ordinance to move forward. Ordinance 21-04 was approved

by a 3 to 2 vote. She commended the Members for doing a good job representing SEPAC at the workshop meeting.

Member Kaczmarzsky commented that going from 5 yes votes to 3 yes votes should have made them more hesitant to move forward.

Chair Krempasky advised that as a citizen, not a SEPAC member, she has contacted City Clerk Raddatz to hold a Citizen's Initiative to petition the Commission to reconsider its vote.

Member Thomson said that he appreciated Chair Krempasky's speech at the workshop meeting indicating that the City of St. Augustine Beach is moving in the opposite direction from what other cities are doing. He said that for whatever reason SEPAC is not getting its message across to the Commission. He added that part of this initiative was recognition of SEPAC's concerns. He suggested to create formatted information showing the effects of the setback changes. He said that at the last meeting SEPAC required that revisions of the Land Development Regulations (LDRs) include the tree protection that was recommended as part of the regulations. He asked how SEPAC would follow up on it.

Deputy City Clerk Fitzgerald advised that there is a Comprehensive Planning and Zoning Board (CPZB) meeting on Tuesday, June 15th at 6:00 p.m. and that SEPAC is on the agenda to make a presentation regarding tree protection from the Urban Forestry Manual. She said that SEPAC needs to select which Member would be giving the presentation. If the CPZB supports it, then it would be put in an ordinance.

Chair Krempasky advised that she forwarded the information to the Board's secretary, Ms. Miller, to be included in their agenda books. She said that she is going to be the presenter at the meeting and that she would like for another SEPAC Member to attend with her. She advised that if the Board reads their agenda books, they should be well informed as to why Mr. Marcus recommended that the tree protection should be added to the LDRs.

Member Kaczmarzsky said that if the CPZB agrees that this language needs to be added to the LDRs, then it goes to the Commission.

Chair Krempasky advised that City Attorney Taylor said that Mr. Marcus's recommendation was well developed and that if the CPZB recommends it to the Commission, that it could easily be turned into an ordinance. She said that this is not SEPAC's recommendation, it is the recommendation from an expert.

Deputy City Clerk Fitzgerald advised that the CPZB agenda and book for the June 15th meeting are up on the City's website and that SEPAC's presentation is the first item on the agenda.

Member Thomson said that he believes that SEPAC has made progress getting the support of the CPZB. He suggested to have as many Members present to show that SEPAC is working with them to develop policies that fit the City's Comprehensive Plan. These conditions should be utilized to offset the reduced setbacks. He would like to have similar efforts to codify other things such as water and hydrology conservation because the tree protection being added to the LDRs does nothing for water

conservation and runoff. He said that there are sections of the LDRs that deal with runoff and conservation. He suggested to use a consultant to draft the revisions and to present the recommendations. He discussed the Vulnerability Study and Urban Management and ways to have both onsite and offsite control.

Discussion ensued regarding what type of person would be able to help draft recommendations for the LDRs; a vote to proceed with a strategy to development LDRs; whether Building Official Law will have a planner; it would need to be an environmental engineer or landscape architect; SEPAC has money to hire someone to draft the LDR recommendations.

Chair Krempasky asked if Member Thomson would try to find out the cost to hire someone. Member Thomson agreed to contact Mr. Marcus.

Chair Krempasky advised that after the Vulnerability Study workshop meeting on the 17th, she thought there might be a better idea how the Commission plans to get some of these things done.

Member Thomson advised that the engineer of the Vulnerability Study was not able to combine rainfall and storm surge issues. That is a critical issue, and it is why more retention and drainage are needed.

Chair Krempasky suggested to try to find someone who would take the Vulnerability Study findings and come up with a more environmentally friendly, cost efficient way to provide comparable protection for the City with plantings.

Member Thomson advised that the City has used this same engineering company for twenty-five years and they believe that it can be done with pumps. He said that the City hired someone else to determine what was happening on Mickler Boulevard because the engineer's proposal did not work. He believes that the Commission is starting to listen and that recommendations should be drafted by a professional.

Chair Krempasky said that her opinion is that the Commission would pay attention to SEPAC if the City did not have to pay for a consultant.

Member Thomson said that SEPAC has done the research but does not write code. He said that the engineer made \$50,000 designing a pipe that did not work, so would the Commission spend \$2,500 for green infrastructure. He advised that every other City is focusing on Land Development Regulations and how to reduce the risk of flooding by using green infrastructure. He wished the City had someone that knew hydrology better. He said that it has been his experience that the Commission does not listen to SEPAC and that if a consultant with the necessary credentials presented recommendations to the Commission that they would listen.

Chair Krempasky asked Member Thomson to contact Mr. Marcus. Member Thomson said that he would like to invite Mr. Marcus to a SEPAC meeting. Chair Krempasky said that she believes that this year had the largest budget for environmental issues for the State of Florida. Deputy City Clerk Fitzgerald said that she believed the City was awarded \$694,000 for Ocean Walk drainage issues and that Commissioner Rumrell went to Tallahassee and pushed the project for the City.

a. Sea Level Rise and Adaptation Plans

This Item was not discussed.

b. Climate Change Initiatives

This Item was not discussed.

c. Right-of-Way Ordinance

Chair Krempasky asked if Director Tredik and Building Official Law were still working on a right-of-way ordinance. Deputy City Clerk Fitzgerald said that she believes that they are working on the ordinance. Member Thomson said that the City needs a green right-of-way ordinance and a sustainable stormwater system. Member Kaczmarzsky said that Director Tredik was thinking about where to put trees such as the rights-of-way.

Member Thomson said that a swale is needed in the driveway when a property is developed. He described the way property is developed by sloping from the front to the back. Chair Krempasky advised that she spoke to Commissioner George, and she was open to suggesting that swales be part of the building process. Member Thomson said that it has been on the agenda for a year, and it has not happened.

Member Candler asked what the City's percentage of single- family homes, Planned Unit Developments, and businesses are. Member Thomson advised that the City has a map that breaks it up into those uses. Deputy City Clerk Fitzgerald explained the color chart of the different density zones within the City.

Discussion ensued regarding the money that was received for Ocean Walk drainage.

Member Kaczmarzsky advised that other cities are providing compost bins. He said that as a future topic under "Planning Recommendations" that SEPAC could recommend that the City provide compost bins as a way to help keep compostable waste from going into the garbage.

Member Thomson said that he would like to find a way for people to get credit for doing environmentally conscious things. He said that there is a tax for solid waste and that people should be able to get credit if there is something like a composting program established. The next big tax is a utility tax to pay for the stormwater drainage, and he does not think that everyone should be under a blanket tax if they are trapping and reusing their rainwater. He said that the City of St. Augustine has a graduated tax that evaluates each residential property. He commented that impervious surface was unregulated for years and it creates runoff.

Chair Krempasky advised that Director Tredik is proposing a flat rate because the City does not have the manpower to go to every home and assess the percentage of the lot that is covered. Member Thomson said that there is no incentive for people to reduce runoff which is a sustainability issue. Chair Krempasky advised that she spoke to Commissioner George, and she said that the Commission is not looking forward to raising any other fees. Member Thomson said that he understands that, but the taxpayers are paying a million dollars to repair certain neighborhoods that have poorly designed stormwater systems and that if the City of St. Augustine can do it

then the City of St. Augustine Beach can too. Deputy City Clerk Fitzgerald advised that the City of St. Augustine is a much bigger city, and they have a department dedicated to handling it.

Member Thomson asked what SEPAC can do environmentally to educate and also give credit back. Chair Krempasky said that she agreed with Member Thomson and that former Public Works Director Joe Howell had also brought it up. Member Thomson said that the Commission should be thinking about the future and right now the Commission is doing the opposite for the environment.

Chair Krempasky said that she believes that the Commission would be more receptive to what Director Tredik is recommending even though in her opinion it is not the best solution. Member Thomson asked how it encourages conservation. Chair Krempasky said that she does not understand why Member Thomson would keep going back to the Commission only to get the same answer. Member Thomson said that SEPAC is here to do the research and to try to educate and that is why he wants to hire an environmental engineer to show the advantages and benefits. Chair Krempasky advised that she did not want residents to pay more money. Member Thomson advised that these expenses are coming up and that SEPAC needs to find ways to show the Commission and homeowners that there are advantages and benefits to being environmentally conscious. Chair Krempasky said that Mayor England advised that the City is behind saving trees and is not behind a stormwater fee for citizens.

Member Thomson advised that he is not proposing a stormwater utility fee. He said that is why Item 6 in on the agenda to research and find ways to conserve water and reduce runoff. He advised that SEPAC could vote whether to keep the topic on the agenda and that if it stays as an agenda item then SEPAC needs to keep developing it. Chair Krempasky advised that there is a difference doing the research as a group vs. taking it to the Commission knowing that they will turn you down. Member Thomson advised that he is not going to take the utility fee to the Commission, he is trying to point out that this is important. Chair Krempasky advised that the Commission is trying to find ways to streamline their agendas, not to have more presentations from the Boards. Member Thomson advised that that is why he wants to talk to Mr. Marcus and ask him to draft revisions to the LDRs and to make the presentations to the Commission. Deputy City Clerk Fitzgerald advised that presentations do not do any good without a solution. Member Thomson said that SEPAC should work on codifying these policies for the CPZB to make recommendations to the Commission.

6. Sustainable Stormwater Management Research

VI. OTHER COMMITTEE MATTERS

Foreman Large asked if Member Kaczmarsky had more information regarding the composting program.

Deputy City Clerk Fitzgerald advised that the City of St. Augustine has their own garbage department. She said that they have the ability to bill monthly for the compost program and the City does not. If the City wanted to do this type of program it would have to be city-wide and be included in their taxes like the current trash and recycling is done.

Member Kaczmarsky asked if SEPAC could use its budget to buy home-use compost bins for the residents that are interested.

Deputy City Clerk Fitzgerald said that there are approximately 7,000 residents in the City and that 2,000 would be a good estimate of how many households could participate.

Discussion ensued regarding the compost bins; doing more research on the topic; asking for sponsors such as Lowe's to pay for the bins.

Chair Krempasky asked Deputy City Clerk Fitzgerald if it is against the Sunshine Law if someone informs her that Member Kaczmarsky is weeding the swale. Deputy City Clerk Fitzgerald advised it would not be a violation as long as there is no discussion between members regarding SEPAC agenda items.

Member Candler asked if SEPAC could hold an off-schedule meeting at the swale. Deputy City Clerk Fitzgerald advised that there would be no way to record the meeting and if SEPAC were a club, they could do whatever they wanted to. Member Candler said that maybe SEPAC should become a club. Deputy City Clerk Fitzgerald advised that if SEPAC were a club that the beautification line item in the budget would still be there under Public Works.

vii. ADJOURNMENT

Motion: to Adjourn. **Moved by** Member Thomson. **Seconded by** Member Kaczmarsky.

Chair Krempasky adjourned the meeting at 8:02 p.m.

Sandra Krempasky, Chair

ATTEST

Max Royle, City Manager



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING

WEDNESDAY, JULY 14, 2021, AT 6:00 P.M.

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

I. CALL TO ORDER

Chair Krempasky called the meeting to order at 6:01 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, Ann Palmquist, Lonnie Kaczmarzsky, and Karen Candler.

Member C. Michel Cloward was absent.

Also present: Deputy City Clerk Dariana Fitzgerald and Grounds Foreman Tom Large.

IV. APPROVAL OF MINUTES OF JUNE 9, 2021, REGULAR MEETING

Motion: to approve the minutes of June 9, 2021, with correction of typographical errors. **Moved by:** Member Thomson. **Seconded by:** Member Candler. Motion passes unanimously.

Chair Krempasky advised that there are speakers present for Public Comments. Chair Krempasky opened the Public Comments section. The following addresses the Committee:

Kevin Hoey, 1657 Makarios Drive, St. Augustine Beach, FL, said that he is here regarding the Ocean Hammock Park project update, and he asked if the public could get a copy of the Phase II plan.

Foreman Large advised that he had a copy of the plan with him. Deputy City Clerk Fitzgerald advised that it was supposed to be posted to the City's website today, but that Public Works Director Tredik had a few updates to add before it gets posted. Foreman Large provided Mr. Hoey with a copy of the plans. Deputy City Clerk Fitzgerald advised that there was a townhall meeting on June 24th.

Deputy City Clerk Fitzgerald advised that SEPAC has nothing to do with the project and that Agenda Item 1 is only an update report on Ocean Hammock Park. Chair Krempasky said that SEPAC is an advisory board and provides opinions only and that no decision making is done by SEPAC.

Chair Krempasky asked if the others present in the audience were there for the same reason as Mr. Hoey. The audience members answered yes. Deputy City Clerk Fitzgerald suggested to move on to Item I and allow the attendees to make their Public Comments afterwards.

Chair Krempasky moved on to Item 1 and asked Foreman Large for his report.

V. PRESENTATION OF REPORTS:

1. Update on Ocean Hammock Park

Foreman Large provided a handout for the Ocean Hammock Park plan and advised that the map is showing Phase II and Phase III (Exhibit A). He advised that he does not know the figures for Phase II. He said that Phase III would require plantings that could partially be funded from the Tree Fund. Foreman Large advised that Phase III could have some changes because of Gopher turtle habitat areas.

Deputy City Clerk Fitzgerald advised that, to her knowledge, Phase II was put off for nearly a decade because the City did not have the funding. She said that the City has managed to get partial funding through a grant but if the City does not meet the conditions of the purchase of the property, the City could potentially be forced to forfeit the land to the State, and they could develop it themselves or sell it to a developer. She said that there is not much the City can do other than to move forward.

Chair Krempasky asked if the presentation that Attorney Doug Burnett made at the Commission meeting on July 6th was true. She said that he referenced that the Comprehensive Plan was not being followed. Deputy City Clerk Fitzgerald advised there are certain aspects of the Comprehensive Plan that would apply to this project such as conservation, etc. She said that the Commission is trying to find additional parking along A1A Beach Boulevard, which some people may have confused with the development plans for Ocean Hammock Park. She said that the City does have plans to improve the current parking at Ocean Hammock Park which would better accommodate the disabled and to possibly add up to 20 additional spaces.

Chair Krempasky advised that the comments that she has heard regarding the additional 162 parking spaces were about A1A Beach Boulevard and that it did not seem to be popular. Deputy City Clerk Fitzgerald advised that Public Works Director Tredik located City land that could potentially be used for 162 parking spaces without the City having to purchase more land, and that there has been no decision made for the use of the land at this time. Member Candler asked if the land is the City's parkettes. Deputy City Clerk Fitzgerald advised that some of the spaces are on parkettes, and other areas would improve and/or expand existing parking. Chair Krempasky asked if the Comprehensive Planning and Zoning Board (CPZB) was going to be discussing parking. Deputy City Clerk Fitzgerald advised that the CPZB is going to discuss parking at its July 20, 2021, meeting.

Member Thomson asked if Gulfstream Design Group is a landscape architect firm. Foreman Large advised that he did not know. Member Thomson said that there are no details for the structures or walkways in the design and that there also should be some landscaping material. Foreman Large advised that landscaping would be done in Phase III and that more information would be available in the fall. Member Thomson asked when Phase III is scheduled. Foreman Large said that Phase III is scheduled for the fall. Deputy City Clerk Fitzgerald said that having these defined plans may help fend off the State by showing that the City is moving forward.

Vice Chair Bandy asked whose idea it was to do the Ocean Hammock Park project. Deputy City Clerk Fitzgerald advised it was part of the purchase agreement when the City purchased

the land. Member Thomson asked what the land use was identified as at that time. Deputy City Clerk Fitzgerald advised that it was supposed to be a park and conservation area.

Discussion ensued regarding the specific uses identified in the grant; could SEPAC have a copy of the grant emailed to the members; that it is overkill for a conservation area; to have minimal development that is useable to the public; 4-H may put wood duck nesting boxes in the park; some changes could still be made to the design; why make a more extensive network of walkovers and trails.

Member Thomson asked if the improvements are part of the grant. He said that he does not understand what is driving this because there is no program of how it is going to be used and it is disturbing the natural area extensively. Member Kaczmarzsky asked if an impact study was done. Deputy City Clerk Fitzgerald advised that SEPAC would need to discuss these questions with Director Tredik. Member Thomson asked if Director Tredik would come to a SEPAC meeting and make a presentation. Deputy City Clerk Fitzgerald advised that Director Tredik may not want to give an individual presentation to SEPAC and that he gave a presentation at the townhall meeting on June 24th, 2021.

Discussion ensued regarding the June 24th townhall meeting not being widely publicized; that the townhall meeting was mostly for the areas within close proximity to Ocean Hammock Park; that the park project has and will continue to be discussed by the Commission.

Vice Chair Bandy advised that she lives across the street from Ocean Hammock Park and that she did not recall being invited to the townhall meeting.

Member Thomson said that the Commission put the topic on SEPAC's agenda for review and to give comments. Deputy City Clerk Fitzgerald advised that the only reason the Ocean Hammock Park topic is on the agenda is because SEPAC asked for an update. Member Thomson asked that Director Tredik give a presentation to SEPAC showing the program of use, the cost, why is it going extensively into the natural area, etc. Deputy City Clerk Fitzgerald advised that she would try to obtain the PowerPoint presentation that Director Tredik already gave at the October 2020 Commission meeting.

Member Candler asked if the property across the street is part of Ocean Hammock Park. Deputy City Clerk Fitzgerald advised that they are separate. Member Kaczmarzsky asked if there are similar conditions attached to the other property. Deputy City Clerk Fitzgerald advised that Hammock Dunes Park is nothing like Ocean Hammock Park, and probably cannot be developed.

Discussion ensued regarding Hammock Dunes Park and the hearsay about bike trails; that Publix tried to purchase it from the City.

Chair Krempasky asked Deputy City Clerk Fitzgerald to forward Director Tredik's PowerPoint presentation to SEPAC if it is available and if the presentation is not available, that she would ask Director Tredik to attend the next meeting to answer questions.

Member Thomson said that he is interested in the specific requirements and how to protect the natural area and the sustainability of the area. Deputy City Clerk Fitzgerald advised that she would ask Director Tredik for any further information. Vice Chair Bandy advised that it seems drastic. She said that she had only heard about the restrooms up until now and that the City will lose a lot of natural area.

Deputy City Clerk Fitzgerald advised that this topic has been on the backburner for at least ten years, but that it would get cut from the budget each year. She said now that there is a grant, the City must move forward with the plan to create a useful park area or risk losing the property.

Linda Miles, 928 Ocean Palm Way, St. Augustine Beach, FL, said that she did not think that that statement could be made without knowing. She said that she has been to the different meetings and there have been differences as to what has been said, specifically regarding the swings and slides. She said that SEPAC did not seem very organized and that you are saying this has been planned for ten years and that no one knows what the grant requirement is. She said that the bathroom, playground, and picnic area have not been planned for ten years.

Deputy City Clerk Fitzgerald advised that the grant is completely different than the purchase agreement and that it requires certain things. She described the purchase agreement and advised the audience members that SEPAC is not involved in this project, and they would be better to take their concerns to the Commission.

Ms. Miles said that she did attend the Commission meeting and it seems like they are being told to talk to someone else, or that someone else is in charge. She said that no one wants the restrooms because they are unsafe and that the park has not been maintained as it is. She asked how the City would maintain additional amenities. Deputy City Clerk Fitzgerald advised that those are all issues that should be directed to the Commission and the Public Works Director because SEPAC has nothing to do with the project.

Member Kaczmarzsky asked if the grant requirements and the purchase agreement can put it on the website. Deputy City Clerk Fitzgerald advised that Director Tredik is developing an Ocean Hammock Park page for the website. Member Kaczmarzsky asked if the web page would be up in time to give feedback before the project begins. Deputy City Clerk Fitzgerald advised that she did not know the schedule for the project.

Chair Krempasky asked Ms. Miles if she spoke at the Commission meeting. Ms. Miles advised that she did speak to the Commission but mostly about the parking issue and security. Ms. Miles said that when this land was purchased it was presented as being a conservation area and now it is becoming a different thing.

Deputy City Clerk Fitzgerald advised that she did not know what was presented to the public when the land was purchased ten years ago. She said that she read the agreement several months ago, so it is not fresh in her mind. She said that there were several pages of itemized conditions that had to be met.

Member Thomson asked if City Manager Royle is in his office and if so, could he be asked to join the meeting.

The meeting was halted at 6:35:25 while Deputy City Clerk Fitzgerald left the room to see if City Manager Royle was available. The meeting resumed at 6:36:16.

City Manager Royle joined the meeting and asked how he could help.

Chair Krempasky said that since the Ocean Hammock Park purchase agreement was done ten years ago, the environmental concerns have changed and are much more strenuous now. She

asked if there is a way to indicate that a playscape is not a good use of this property environmentally.

City Manager Royle advised that when the City purchased the property, there were two grants provided to the City under the condition that there would be a Management Plan. Under that Management Plan there had to be certain amenities put on the site such as trails, signage, parking, etc. He said that as the aerials show, the idea is not to use the entire property for amenities but to preserve as much as possible for conservation and to concentrate the amenities around the current parking area. The idea is to have a walkway into the middle of the site so that people can observe the flora and fauna without going into the dunes and disturbing nature.

Member Kaczmarzsky said that the design seems excessive and that he wants to have input. He asked if there is an opportunity to change the space.

City Manager Royle advised that Director Tredik will discuss the topic on Wednesday, August 11, 2021, at the regular Commission meeting. He said that Director Tredik has been in touch with the engineering consultant/park planner to discuss moving the amenities away from the adjacent subdivisions, etc. He advised that having a Management Plan was a condition of the City receiving the grant money. He said that if the City does not have a Management Plan with certain amenities on that property, then the City risks losing the grant money. If the grant money is lost, then the future of the property would be decided by the State, and it could be sold to a developer.

Member Kaczmarzsky asked what the details are of the purchase agreement and the grants, and what is the possibility of having less amenities and still being able to keep the grant. City Manager Royle advised that Director Tredik sent him information and that there is now a link that people can go to for information about the Management Study, the conditions of the grant, etc. which was created by the City's Events Coordinator. Deputy City Clerk Fitzgerald advised that the link had been taken down.

Discussion ensued regarding whether the link is active or not; making sure it is up and running; sending SEPAC a link; that there is plenty of time between now and August 11th; concerns about the Commission making decisions without advice from SEPAC.

Chair Krempasky advised that citizens are saying that over the past ten years that the use for the area has changed. City Manager Royle advised that they can see what was originally planned for and that, yes, there have been changes, but that the City has made it less intense.

Mr. Hoey commented that the confusion at this meeting is the same confusion that the public has. He said that at the meeting he attended, people were not under the impression that there were going to be 162 parking spaces at Ocean Hammock Park. He said that he went to the website and that he could not find anything. He asked where the information will be on the website. Deputy City Clerk Fitzgerald advised that it is supposed to be on the front page of the City's website.

Mr. Hoey asked if there would be any public comments available before the August 11th Commission meeting. City Manager Royle advised that that is the next available time in front of the Commission, but that anyone can email comments to him at mroyle@cityofsab.org. Chair Krempasky advised that the best way to have your comments on the record is to speak

in person. Member Thomson asked if the Comprehensive Planning and Zoning Board (CPZB) would be reviewing Ocean Hammock Park. City Manager Royle advised the CPZB is only reviewing parking, not Ocean Hammock Park.

Discussion ensued regarding how the land is to be developed; concerns about how the development will be positive for the community and the environment; to email the concerns to Commissioners.

Member Palmquist advised that she was in Tallahassee ten years ago when the City received the grant. She suggested to the citizens to make a public records request to the State for the grant information. She also suggested that they contact their County and State representatives. She said that she remembers that there was an element for receiving the grant and for the environment to be included and developed in some manner as a benefit for the community.

Ms. Miles said that it is still unclear as to what the purchase requirements are, and she asked if it will be part of the information that is provided to the public. City Manager Royle said that the actual contract with the State was up on the City's website and that if it has been removed, he would find out what happened to it. Deputy City Clerk Fitzgerald said that an email could be sent to the City at records@cityofsab.org for a public records request of the Ocean Hammock Park information. Ms. Miles said that it is not fair to say what the State would do with the land. City Manager Royle advised that he was just speculating what the State could do with the land but that the City is under an obligation to have a Management Plan and that the City proposed certain amenities as part of the application of the grant.

Discussion ensued regarding the usefulness of a kayak rack; to have more environmentally friendly bicycle racks instead of more parking spaces; there is still confusion about the requirements of the grant; concerns that the additions to the park would not be maintained; concerns for security.

Chair Krempasky advised the residents to check the City's website in the morning for the Ocean Hammock Park information and to make the records request for the purchase agreements. She said that she appreciated the residents coming to speak about their concerns.

Vice Chair Bandy and Member Kaczmarzsky asked how much the grants were. City Manager Royle advised that the first grant was \$4.5 million and the second was \$1.5 million, and the City paid approximately \$1.5 million of its own money. Member Kaczmarzsky asked if that grant money included the Hammock Dunes Park on the west side of the Boulevard. City Manager Royle advised that it did not include Hammock Dunes Park. He said that the City and St. Johns County purchased Hammock Dunes Park jointly for \$2.5 million with each paying half the amount and that the County has given the City ownership with restrictions as to what it can be used for. Member Kaczmarzsky asked if the grants were used for the purchase of the land. City Manager Royle advised that the two State grants were used totally for the purchase of the land and that the current grant was from State Recreation Program money for development of the property.

Chair Krempasky asked if it is possible to now ask to alter the development of the land for conservation and environmental protection reasons that might not have been considered ten years ago. City Manager Royle advised that it is always a possibility and that the State may be

agreeable to a less intense plan. Chair Krempasky asked if the City would be willing to do that. City Manager Royle advised that any changes to the development plan would have to be approved by the Commission. Member Kaczmarsky said that less amenities would mean less maintenance.

Member Thomson said that Phase II identifies conservation areas, but Phase III does not. He asked for the background of Gulfstream Design Group and if they are landscape architects or environmental engineers. City Manager Royle said that he believes that Gulfstream Design Group is environmental engineers and that Director Tredik hired them. Member Thomson asked what their fees are. City Manager Royle advised that he did not know their fees.

Member Thomson advised that SEPAC has been very involved with the development of the parkette designs and he asked if there was a reason that Director Tredik or Gulfstream Design Group would not have made a presentation to SEPAC before going forward. City Manager Royle advised Member Thomson that he would have to ask Director Tredik. Chair Krempasky asked if SEPAC could get the PowerPoint presentation.

Member Thomson advised that there is not enough time for SEPAC to effectively review this project before the Commission sees it again. City Manager Royle advised that the Commission will review it again at the regular Commission meeting on August 11, 2021, and that SEPAC is welcome to attend the meeting. Member Thomson said that SEPAC does not meet again before that date, so unless it makes recommendations tonight, then the Commission will not have any response from SEPAC.

Discussion ensued regarding August 11th being the normal date for SEPAC to meet; that scheduling a new date for SEPAC's August meeting will be discussed during Other Committee Matters; whether the Commission is asking for SEPAC to review the Ocean Hammock Park plans.

Foreman Large advised that Director Tredik has said that SEPAC would be involved during Phase III. Member Thomson asked if the specific design is something that SEPAC can comment on. Foreman Large said that he was not sure.

Member Thomson asked City Manager Royle if there was a reason why Director Tredik was not able to attend the meeting to address SEPAC's questions. City Manager Royle advised that Director Tredik is extremely busy and that he is entitled to have time with his family and away from his job. He said that Director Tredik works weekends and nights, etc. Member Thomson said that previous Directors have attended SEPAC meetings. City Manager Royle advised that Director Howell attended SEPAC meetings for a while, but later stopped attending. He advised that specific items for Director Tredik could be delegated to Foreman Large to provide a response to SEPAC. Member Thomson said that Foreman Large does not always have that type of information and that is why he requested that the City Manager join this meeting because SEPAC is not getting the information.

Member Thomson asked if SEPAC was going to make a recommendation to the Commission regarding Ocean Hammock Park. Chair Krempasky advised that Member Thomson should view the PowerPoint to see if it answers some of his questions. Member Thomson said that SEPAC has to look at it from an environmental planning perspective and give the Commission a recommendation. Chair Krempasky advised that the Commission is not asking for a recommendation. Member Kaczmarsky said that SEPAC should advise the Commission that

they want to be included in the Ocean Hammock Park project. Chair Krempasky said that the only recommendation she is hearing from SEPAC is to ask for more time to review the project. Member Thomson said that it is obvious that certain things will still move forward, but that he would like to give an opinion as to the intensity of the use vs. conservation of the property and that the Commission may take it into consideration since SEPAC is an advisory committee. Chair Krempasky asked if Member Thomson would like to draft something for the Commission. Member Thomson said that he would like to have a motion and send a recommendation on the item because it is on the agenda for SEPAC to review. Chair Krempasky advised that it is only on the agenda for SEPAC to have an update report. Member Thomson said that he would like to comment on the two plans that the City Commission will be reviewing and approving at their next meeting. Chair Krempasky suggested to choose a date to reschedule the SEPAC August meeting so that there is time to work on it. She said that the only way it would be in the Commission packet is if SEPAC's meeting is a week before the August 11th Commission meeting. Member Kaczmarzsky said that the design should be scaled back.

Motion: In reviewing the two drawings that were presented, the Committee recommends that the Phase III drawings seem to be too intensive and do not preserve the natural habitat and that there are concerns regarding maintenance and upkeep in addition to sustainability of the park. The Committee recommends reducing the project to minimize the impact. **Moved by** Member Thomson, **Seconded by** Member Candler. Motion passes unanimously.

Discussion ensued regarding why SEPAC cannot comment on Phase II; whether Phase II has started yet; whether to include Phase II in the motion or make a second motion; are the restrooms safe; that the concrete trail will damage trees.

Motion: to amend the previous motion to include a reference to the restrooms in Phase II and would like additional information on the environmental impact of the restrooms and the four-foot-wide concrete nature trail. **Moved by** Member Candler, **Seconded by** Chair Krempasky. Motion passed 5-1. Member Palmquist opposing.

Chair Krempasky moved on to Item 2 and asked Foreman Large for his update report.

2. Update on Vulnerability Study from Public Works

Foreman Large advised that Director Tredik said that the Vulnerability Study would be on the website soon.

Chair Krempasky advised that she attended the June 17th workshop meeting thinking it would be part of the Vulnerability Study, but it was a presentation on recycling and the stormwater fee. She said that part of Waste Management's contract is to provide education to the public, and that she volunteered Member Cloward to follow up. Deputy City Clerk Fitzgerald advised that the City has been trying for years to get the company to follow through with the education part of the contract.

Chair Krempasky said that St. Johns County has a program called "Take-5" which tells you five items that can be recycled. She said that it is her understanding that the recycling program could be halted until Public Works is able to take over. Deputy City Clerk Fitzgerald advised that the City's current recycling contract is up in the spring of 2022. Chair Krempasky suggested trying an education program rather than the Commission deciding not to provide

the service at all because then the items would wind up into the trash. Deputy City Clerk Fitzgerald advised that a significant amount of items that go to the recycling center are still going to the trash. She said that the City of Deltona recently stopped their recycling program and their numbers showed that 55% of the items sent to the recycling center were not actually being recycled in the manner that people thought the items were being used for. She said that stopping the recycling program saved the City of Deltona \$716,000 a year and eliminated the 57,000 pounds a year of carbon dioxide that the hauling trucks generated.

Chair Krempasky said that she would like to see if Member Cloward and Finance Director Douylliez can approach Waste Management. Deputy City Clerk advised that the City has been trying to communicate with the company, but she is not sure how much they want to be involved or if they are just trying not to break the contract with the City. She advised that Finance Director Douylliez has prior experience working for a waste company and has insider knowledge.

Chair Krempasky said that the Commission seemed resistant to have the stormwater fee. She said that she spoke to the Commission as a resident and said that SEPAC has discussed the stormwater fee and a possible recommendation about it. She said that Director Tredik wanted to approach consultants about how to streamline it so that City staff does not have to do it and that it would be assessed in taxes. Deputy City Clerk Fitzgerald said that it is not a "one-size-fits-all" type of program and that Director Tredik pointed out that there are more than a hundred cities in Florida that have a stormwater fee. Chair Krempasky said that she would support the City doing a Request For Proposals (RFP) or a Request For Qualifications (RFQ) to see if there is anyone that has done this type of fee for other municipalities.

Member Palmquist asked what the stormwater fee program would involve. Chair Krempasky said that it would be to support the drainage projects in the City. Member Thomson said that it would be to prevent flooding and that SEPAC is proposing green infrastructure as opposed to pipes. Deputy City Clerk Fitzgerald advised that the money collected can only be used for stormwater related issues and that the benefit would be that the City's stormwater needs would be able to be met without having to compete with the rest of the City's budget needs. Member Palmquist asked if an analysis had been done of the other cities that are already doing the program. Chair Krempasky advised the Director Tredik has done the analysis of the other cities. Member Thomson said that Public Works should have the information. Deputy City Clerk Fitzgerald said that there is no hard data on specific projects yet, but that this fee is just to ensure that the City has the funds to address stormwater issues. Member Palmquist said that if other cities have done it, then they must have results that need to be reported. Deputy City Clerk Fitzgerald said that this fee is just to gather money for future projects, projects will be evaluated for effectiveness when needed. Chair Krempasky advised that the consultants have identified projects that need to be done and a presentation was given to the Commission. Member Palmquist asked if the information was available to SEPAC to comment as an advisory committee.

Discussion ensued regarding the results of projects from other cities; the purpose of the fee; getting Director Tredik's PowerPoint presentation; that the PowerPoint presentation lists areas of concerns and the estimated costs; what rates other cities are charging; that the details from the presentation are on the City's website in the agenda book; the City is only in the information phase currently.

Chair Krempasky moved on to Item 3.

3. Anastasia Island Environmental Stewardship Awards

Chair Krempasky advised that there is not a deadline for the awards and asked if the Item could be tabled to the August meeting. Member Palmquist advised that she was given a deadline for submittal and asked why there would be a delay. Member Thomson asked if there was a reason that Member Palmquist could not do it next month. Member Palmquist said yes, because SEPAC has the information now and that she has reviewed it.

Chair Krempasky asked for a vote to move the Anastasia Island Environmental Stewardship Awards to the August meeting. The SEPAC members voted 5-1 to move the Stewardship Awards to the August agenda. Member Palmquist opposed.

Chair Krempasky moved to Item 4.a and asked Foreman Large for his report.

4. Reforestation and Landscaping Projects

a. Resident Tree Program

Foreman Large advised that he has spoken with Communications and Events Coordinator Conlon, and she is reviewing what the City of St. Augustine and the City of Orlando are doing with their tree programs and to gather information for the City's program. He said that Coordinator Conlon is also checking to see who would maintain the website and how to get the information to Public Works. Chair Krempasky advised that Mr. Grant said that the number of requests has been overwhelming and that it is a popular program. Deputy City Clerk Fitzgerald said it would be interesting to get the other cities' data on how many successful applications they had.

Chair Krempasky moved on to Item 4.b and asked Foreman Large for his report.

b. Mickler Boulevard

Foreman Large asked if there was any further information from Lowe's. Vice Chair Bandy advised that Lowe's would be publicizing the winners on July 20th.

Chair Krempasky asked if Foreman Large was able to contact a company to plant the palm trees. Foreman Large advised that he contacted Leonardi's Nursery, Southern Horticulture, and Ham's Nursery. He said that Ham's Nursery and Southern Horticulture are very short staffed and that they could not put in a bid (Exhibit B). He said that Leonardi's provided a bid of \$1,399.98 and that they were the only company that has sufficient manpower to do the job at this time. He asked if SEPAC wants to move forward with the proposal from Leonardi's or wait for the Lowe's winner announcements and then SEPAC could decide if it wants to use the money for the Mickler Boulevard project instead. He said that Public Works would rather have the palm trees planted because it has been requested by SEPAC for years. Member Candler said that SEPAC needs to do more work on the Mickler Boulevard Project anyway. Foreman Large said that the area where the palm trees will be planted is staked out if anyone is interested to see it.

Discussion ensued regarding the existing palms that used to be in the area years ago; that the buildings in the area preceded the Avenue of Palms project.

Motion: to accept Leonardi's proposal to plant five sabal palm trees on B Street, west of A1A Beach Boulevard, for \$1,399.98. **Moved by:** Chair Krempasky. **Seconded by:** Member Palmquist. Motion passed unanimously.

Discussion ensued regarding why Mizell Road is part of the proposal; that Mizell Road is in the proposal because that is where Leonardi's Nursery will have to pick up the palms to take them to the planting area; whether there was supposed to be six palms or five.

Vice Chair Bandy asked if the Mickler Boulevard project would only move forward if the Lowe's grant is awarded. Chair Krempasky advised that the Mickler Boulevard project could be in the budget for next year. Member Candler asked if the pipes would be extended past 16th Street. Foreman Large said that he did not know. Deputy City Clerk Fitzgerald said she believed it was planned to be extended but may not have been in the budget. Member Thomson said he believed it was designed to be left opened.

Chair Krempasky moved on to Item 4.c.

c. Urban Forestry and Planning Projects

Member Thomson said that he would like to add a topic that was discussed last month to create a model green infrastructure plan to the parkettes. He advised that he spent a considerable amount of time emailing City Manager Royle trying to verify the use of a landscape architect to do a model plan. Typically, a Request For Proposals (RFP) would be done and he sent the information to City Manager Royle with a scope of work describing the use of one of the parkettes as a model along with a copy of a green garden. He would like to get it added to the agenda. He said that the City Manager was not sure if the parkette could be used or not. He said that he would like to work with a planner and that the fee would be under \$5,000 and that the money could possibly come from the Tree Fund (Exhibit C). Member Candler asked if the design would be for just one parkette. Member Thomson said that the "model" would be the concept that could be used for other parkettes as well. Member Kaczmarzsky said that Public Works could probably duplicate it on other parkettes without having to pay a designer again.

Discussion ensued regarding the slight differences between the parkettes; that some parkettes have utilities above or underneath them; that some of the parkettes may be converted to parking areas.

Member Kaczmarzsky advised that he asked that the Members be provided with a map of the parkettes (Exhibit D). He said that the stormwater drainage plan from Director Tredik can be overlayed on the map and that Public Works could advise which parkettes SEPAC should use (Exhibit E). He said that he also sent a map of the Urban Forestry Plan (Exhibit F) that could also be overlayed for other projects.

Chair Krempasky said that it is confusing that the Comprehensive Planning and Zoning Board (CPZB) is being asked to review and prioritize areas such as the parkettes for

additional and/or improved parking and that SEPAC is being asked to create green spaces. Member Kaczmarsky said that SEPAC is pushing against their approach and can provide an alternative to the Commission asking for a combination of the two. Chair Krempasky said that she did not feel that SEPAC was included with the information. Member Candler advised that SEPAC needs to attend more meetings. Member Thomson said that there is no reason that SEPAC could not attend the CPZB meeting about the parking. Member Kaczmarsky asked to send the CPZB a motion or recommendation now. Vice Chair Bandy said she does not understand why the City needs more parking.

Discussion ensued regarding parking issues; making a recommendation; that SEPAC is being asked to attend the CPZB meeting on July 20, 2021; for the Boards to work together to create a solution for the parking issue and to maintain green spaces.

Member Kaczmarsky asked which areas the CPZB is supposed to review. Chair Krempasky said that the CPZB was given a list of the recommended plazas and parkettes to be considered. Deputy City Clerk Fitzgerald advised that the list can be found on the City's website for the CPZB agenda book. Chair Krempasky advised that the residential areas would probably not be considered for parking.

Member Thomson said that what he would like to do with the SEPAC project is to recommend a site, and that he would propose the northeast plaza on D Street and 2nd Avenue. Member Kaczmarsky said that it is not near the areas of concern for stormwater, and he thought SEPAC should target an area that overlapped with Director Tredik. Member Thomson said that A Street already has enough parking, and that SEPAC was held up from doing anything in that area by a previous Commissioner. He said that SEPAC needs to designate at least one parkette to start on as a model. Member Kaczmarsky asked Foreman Large if it could be discussed with Director Tredik. Foreman Large said yes and he advised that a portion of the Tree Fund money would be used for Ocean Hammock Park.

Member Palmquist suggested that the parkette at 11th Street would be a good use for the model because it could not be used for parking because of the swale, the retention area, etc. Member Thomson asked for Director Tredik to comment on both areas for use as the model. Member Kaczmarsky said it is a good suggestion. Chair Krempasky agreed with the idea and said that she is concerned that there are two committees working on it in different aspects. Member Thomson said that he would like to work together with the CPZB.

Discussion ensued regarding the use of impervious pavers, like on 16th Street, and to consider green infrastructure on the rights-of-way.

Chair Krempasky asked Foreman Large to follow up with Director Tredik. She asked the Members if they wanted to make a recommendation as a Committee before the CPZB meeting on July 20th. Member Kaczmarsky said to have green infrastructure for the plazas and to possibly integrate parking on the larger parkettes with impervious pavers. Member Thomson agreed and said to consider using pavers for absorption and that the City should consider some green infrastructure. Member Kaczmarsky advised that there is grant money out there. Chair Krempasky advised that SEPAC

would need to get pricing for the project to get it into the budget for next year. Member Thomson said to use the Tree Fund because it is a dedicated source for the design.

Discussion ensued regarding the use of the Tree Funds; working in conjunction with Public Works each year to come up with an Urban Forestry Plan; that a consulting fee would be under \$5,000; getting an interpretation from the City Attorney; moving forward on the project; forwarding the emails or putting the information in the SEPAC agenda books for the next meeting; the purpose of the Tree Fund.

Deputy City Clerk Fitzgerald described how the Tree Fund works. She said that projects are initially funded from other sources, such as Public Works' budget, and then the "qualifying" projects would be reimbursed from the Tree Fund. Member Thomson said that Director Tredik would have to address SEPAC's recommendation for the green infrastructure plan for the designated parkette and for him to get it approved by the Commission. Chair Krempasky said that SEPAC needs to have the money in its budget next year. Deputy City Clerk Fitzgerald advised that there must be a plan in place to get the money in the budget. Member Thomson suggested to have the design one year and the implementation the next year. Deputy City Clerk Fitzgerald advised that Section 5.01.03.B.2 of the Code states that funds are used to plant trees or fund designs by a registered landscape architect and that the area must be able to accommodate the trees. Member Kaczmarsky asked if it would also have a dry retention basin design. Deputy City Clerk Fitzgerald said that that is where the pre-approval would come in. Member Kaczmarsky said that the basin would be positioned with the trees in mind and that a landscape architect would be able to help because a dry retention pond requires a drain and an engineering design. He asked if the Tree Fund would cover it.

Discussion ensued regarding the dry retention pond with a drain and that it has to be maintained and cleaned out; that the fiscal year begins October 1st; that the first budget proposal meeting is July 26, 2021; putting a recommendation in the budget to include these plans and construction costs; making a motion for the money to be in the budget; justifying the request for money; requesting the money in phases; that the budget is already tight; asking for \$10,000 in the SEPAC budget; getting the request for SEPAC funds to the Finance Director immediately; that Ocean Hammock Park is a City owned park.

Chair Krempasky advised that she would email Finance Director Douylliez tomorrow.

Member Kaczmarsky said that the Urban Forestry Plan identified sites throughout the City for tree planting and now there is information from Director Tredik depicting flood prone, problematic areas. He asked if SEPAC could ask for funding to plant trees in those areas to help with stormwater. Member Thomson said that he would like to propose a workshop meeting with Public Works to identify where they are planning to plant year-to-year. Member Kaczmarsky said that SEPAC needs to ask for money in the budget by tomorrow and that it should target the same areas that Director Tredik has. Member Thomson said that there is a dedicated fund that comes with being a Tree City. Member Kaczmarsky said that Director Tredik could add this as part of the Public Works budget. Member Thomson suggested that Member Kaczmarsky should

contact Director Tredik because he is preparing his budget now. Chair Krempasky advised that a workshop meeting with Director Tredik could be a possibility during the daytime. Deputy City Clerk Fitzgerald advised that Public Works' budget is already getting reduced and that a last-minute request from SEPAC would be highly unlikely to be included. She suggested to get a detailed plan together. Member Kaczmarsky said that he would put something together for later.

Chair Krempasky moved on to Item 5.a.

5. Educational Programs

a. Newsletter Topics

Vice Chair Bandy asked several questions; 1. when it is supposed to start; 2. did SEPAC approve her Newsletter article with a few deletions; 3. will it go in the August Newsletter; 4. are the graphics from Member Cloward going with the article or instead of.

Chair Krempasky asked if the "Survey" Newsletter article was posted. Deputy City Clerk Fitzgerald advised that she never received the finalized draft back.

Discussion ensued regarding the graphics from Member Cloward; to possibly postpone the Newsletter submission until next month; that the Newsletters are posted on the 1st of each month and to have copy turned in at least a few days before; that there are still a few weeks before the next Newsletter.

Vice Chair Bandy said that she would remove the quotation from her Newsletter article and forward it to Deputy City Clerk Fitzgerald. Deputy City Clerk Fitzgerald advised that she would forward the article and the graphics to Coordinator Conlon for the upcoming Newsletter. Vice Chair Bandy said that she would add the link for the survey. She said that this article would be for the August Newsletter and Member Kaczmarsky's article would be for September (Exhibit F).

Chair Krempasky noted the printout of Member Cloward's email to Deputy City Clerk Fitzgerald with comments on Member Kaczmarsky's article (Exhibit G).

Discussion ensued regarding Member Kaczmarsky's article having a link to read the entire article; the suggestion to section Member Kaczmarsky's article into several parts to make a series.

Vice Chair Bandy agreed and said that it would give SEPAC material for future articles if Member Kaczmarsky's article were made into a series.

Discussion ensued regarding different ways to separate the article; the editing of the article; the target audiences; using a link to the full article for interested readers; to include the Commission to receive copies of the articles; asking Chair Krempasky to write a letter.

Deputy City Clerk Fitzgerald advised that SEPAC Members can freely contact the Commissioners and could forward their articles to them. She advised that the Newsletters are aimed at residents. Chair Krempasky asked to make a note that

SEPAC is editing this article to be included in the September Newsletter. Vice Chair Bandy advised that she would do a final proof to correct any inconsistencies.

Chair Krempasky asked if the article was sent to the SEPAC electronically. Deputy City Clerk Fitzgerald advised that Member Kaczmarzky's article was sent electronically.

Discussion ensued regarding sending the articles to each other; sending the articles to Deputy City Clerk Fitzgerald; not being able to move a Word document around.

Chair Krempasky moved on to Item 5.b

b. Climate Change Survey

Chair Krempasky said that last month Member Kaczmarzky discussed joining "Monarch City USA" (Exhibit H). She advised that it is only \$50.00 for a lifetime membership plus the purchase of a sign. She said that it is a great idea, and that SEPAC has about \$400 left in this year's budget. She said that she could go to the Commission to ask if the City would want to become a member. Member Palmquist asked how many signs are required at the cost of \$150 each. Chair Krempasky advised that the purchase of one sign is required. Member Palmquist asked if the program is educational. Chair Krempasky advised that the program will ask the public to do certain things, and she suggested that this could be information for a future Newsletter article. Vice Chair Bandy suggested that the City could promote it by giving away Milkweed plants or a Monarch butterfly festival.

Discussion ensued regarding including Coordinator Conlon in the "Monarch City" program; putting a Milkweed garden to create a Monarch butterfly sanctuary at Ocean Hammock Park; to have plantings that could support biodiversity at the parkettes.

Member Palmquist advised that she is in favor of the butterflies, but not in favor of investing the money in something that SEPAC may not actively support. Chair Krempasky advised that she could actively support it. Member Palmquist said that she has expressed herself and that it is 8:30 and the meeting is not finished. Deputy City Clerk Fitzgerald suggested to test it out to see how the public responds before buying the membership. Member Palmquist agreed that testing it out first would be better and that after 2 ½ hours into this meeting, that it is not a pressing issue. Chair Krempasky advised that SEPAC would revisit the "Monarch City" topic in September.

6. Development of a Committee Strategic Plan

This topic was not discussed.

7. Environmental Policy & Planning Recommendations

a. Sea Level Rise and Adaptation Plans

This topic was not discussed.

b. Climate Change Initiatives

This topic was not discussed.

c. Right-of-Way Ordinance

Member Thomson referenced the St. Johns County Right-of-Way Ordinance. He suggested to ask Director Tredik to review the information and to respond. He said that the main conditions he would like to point out are to protect sightlines from the driveway, and to create a small swale in the driveway design. He has asked multiple times why it was dropped from the Building Department permitting, and they said that they do not do site plan reviews any longer. He said that Director Tredik has taken over the site plan reviews, and it is a simple engineering issue. He said that 50%-60% of the houses in the City have this driveway swale, and that the new houses do not which adds to the runoff significantly. He said that as a sustainability board, SEPAC should propose that the City adopt the minimum driveway standards that St. Johns County has. He asked for SEPAC to agree to it and for it to be sent to Director Tredik as a recommendation that it become part of the right-of way ordinance that he is preparing and that it will match the County's requirements.

Deputy City Clerk Fitzgerald advised that typically adjacent cities are taken into consideration when the City prepares an ordinance. She said that Director Tredik has already reviewed this same County ordinance. Member Thomson said that this is very specific to what the City is not doing. Deputy City Clerk Fitzgerald advised that Director Tredik and Building Official Law are working on the right-of-way ordinance but that it is not their highest priority. Chair Krempasky said that she would forward the ordinance to Director Tredik and Building Official Law to ask that they consider this in their right-of-way ordinance. Member Thomson asked to make sure that the diagram is included.

Member Candler asked if SEPAC could make suggestions to Homeowners' Associations and businesses. Deputy City Clerk Fitzgerald advised no, not as a City Board Member, only as an individual. Member Kaczmarsky said that sometimes new businesses would ask SEPAC for input on landscaping and plantings. Member Candler said that she is bothered by the palm tree trimming. Chair Krempasky advised that there is a guide for trimming palm trees.

Discussion ensued regarding how terrible some of the palm tree trimming looks; to write a letter explaining what they are doing to the trees; having more success writing a letter as a public citizen; to do a general information campaign in the Newsletter.

8. Sustainable Stormwater Management Research

This topic was not discussed.

VI. OTHER COMMITTEE MATTERS

Member Kaczmarsky advised that he started on the pollinator article and that he reached out to several local businesses for funding, such as Lowe's, Home Depot, Walmart, Target, etc. He said that the store managers would give gift cards to buy products in their stores. He said that the pollinator boxes would cost approximately \$8.00 each and could be put in the parkettes. Foreman Large asked if this is something that SEPAC is allowed to do as a Board or an individual. Deputy City Clerk Fitzgerald advised that SEPAC could authorize an individual Member to act on the

Boards behalf. Member Kaczmarzsky said that he also found information for a grant for the green infrastructure which he sent to Deputy City Clerk Fitzgerald, and that the deadline has been missed for this year but could be done next year.

Deputy City Clerk Fitzgerald said as a reminder, that the Comprehensive Planning and Zoning Board is asking SEPAC to attend their meeting on July 20, 2021, at 6:00 p.m. to discuss parking issues. She advised that the Commission has scheduled their August meeting for Wednesday, August 11, 2021, at 6:00 p.m., which is normally the day of the month that SEPAC would meet. She said that SEPAC needs to decide on another date in August to meet.

Vice Chair Bandy said that SEPAC would want to meet before the Commission meeting on August 11th. Member Palmquist asked if August 4th is available. Member Thomson asked if the other Members were available for a daytime meeting to possibly have better communication with City officials during working hours. Foreman Large advised that he would not be available during the daytime for meetings.

Discussion ensued regarding whether daytime meetings would work; which staff members would be available; who is representing the City for Planning meetings.

Deputy City Clerk Fitzgerald advised that SEPAC would have to arrange daytime meetings with those specific officials to ensure that they would be available. Member Thomson said that he has repeatedly asked for Director Tredik or City Manager Royle to attend the SEPAC meetings and to ask if Director Tredik would be able to attend a 3:30 p.m. meeting. He said that SEPAC is not achieving much without Director Tredik. Chair Krempasky advised that it could not be done before the next meeting.

Member Thomson advised that there is a lot of information that could be provided from City officials during the SEPAC meetings. He said that it this has to be better, and that he was going to protest tonight and leave early if they did not show up again. He said it is very frustrating to try to accomplish things through emails.

It was the consensus of the Members to schedule the SEPAC meeting for August 4th, 2021, at 6:00 p.m.

Chair Krempasky advised that she would contact Director Tredik.

VII. ADJOURNMENT

Motion: to Adjourn. **Moved by** Member Thomson. **Seconded by** Vice Chair Bandy.

Chair Krempasky adjourned the meeting at 8:44 p.m.

ATTEST

Sandra Krempasky, Chair

Max Royle, City Manager

COMMISSION REPORT

July 2021

TO: MAYOR/COMMISSIONERS

FROM: DANIEL P. CARSWELL, CHIEF OF POLICE

DEPARTMENT STATISTICS June 20, 2021-July 26

CALLS FOR SERVICE - 1378

OFFENSE REPORTS - 55

CITATIONS ISSUED - 79

LOCAL ORDINANCE CITATIONS - 75

DUI - 2

TRAFFIC WARNINGS - 154

TRESSPASS WARNINGS - 22

ANIMAL COMPLAINTS - 24

ARRESTS - 11

- **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 24 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES –

June 30: COA Lawn Mowing

July 12: Blood Drive 33 units of Blood

MEMORANDUM

Date: July 26, 2021
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: July 2021 - Public Works Monthly Report

Funding Opportunities

Public Works is managing the following active grants:

- **Mizell Pond Weir and Stormwater Pump Station - Construction**
Districtwide Cost Share – St. Johns River Water Management District
Grant amount \$632,070; FEMA HMGP money as match
Status – Revenue agreement has been executed. Contractor agreement is executed. Construction has commenced and will be complete in July 2022.
- **Mizell Pond Weir and Stormwater Pump Station - Construction**
HMGP grant – FEMA/FDEM
Grant amount \$2.58 Million; SJRWMD Districtwide Cost Share as match
Status – Grant agreement executed by City. Awaiting fully executed agreement from FDEM. Construction has commenced and will be complete in July 2022.
- **Ocean Hammock Park Phase 2 - Construction**
Florida Recreation Development Assistance Program
Grant amount - \$106,500; \$35,500 match required
Status – The Grant Agreement has been executed. SJRWMD permit received
Bidding underway.
- **Ocean Hammock Park Phase 3 - Design & Permitting**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$25,000; \$25,000 match required
Status – The Grant Agreement has been executed. Design 50% complete.
- **Ocean Walk Drainage Improvements**
Legislative Appropriation Request
Appropriation Request Amount - \$694,000
Status – Project approved. Grant agreement preparation underway

Additionally, Public Works has applied for the following grants:

- **Ocean Hammock Park Phase 3A – Construction**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$60,000; \$60,000 match required
Status – Grant Applied for on 9/24/2020. Approved by FDEP. Contract execution after completion of design and permitting.
- **Hazard Mitigation Grant Program - Dorian**
HMGP grant - FEMA/FDEM
Projects Applied for: CRA1A Storm Surge Protection \$550,000
Status – Pending FDEM Review

Maintenance Activities

Rights-of-way and Parkettes – Public Works continues to provide essential maintenance services on rights-of-way and parkettes. Restrooms on 10th St. and A St. are open all day and are regularly cleaned and disinfected. Seasonal mowing requirements has increased.

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. Major repairs, however, are not done in-house due to the need for specialized equipment and expertise. The frequency and cost of major vehicle repairs has increased in the current fiscal year due to the aging of the Public Works fleet.

Lakeside Park – Statue bases have been repainted in lakeside park. The steel sculpture of a phoenix “sonorous” has been temporarily removed for reconditioning. It will be restored to its place in the park upon completion of reconditioning.

Drainage Improvements

Mizell Pond Outfall Improvements (HMGP Project No. 4283-88-R) [CONSTRUCTION] – The project includes repairing and improving the damaged weir, replacing stormwater pumps and improving the downstream conveyance. FEMA will reimburse of 75% of the total construction cost, with \$632,070 to be paid by the St. Johns River Water Management District (SJRWMD) FY2021 districtwide cost-share program. Items completed in July 2021 include:

- Pre-construction meeting / construction commencement
- Clearing and grubbing in downstream bulkhead area (Marsh Creek)
- Lowering of pond water levels to construct coffer dam at pump station

Construction anticipated to take one (1) year and will be complete in July 2022.

Ocean Walk Drainage Improvements [DESIGN] –

Public Works has installed a pump-out structure at Mickler Boulevard as well as a backflow prevention device to prevent water in the Mickler Boulevard drainage system from backing up into the Ocean Walk neighborhood. Preliminary design is underway by Matthews Design Group. Items completed in July 2021 include:

- Survey and data gathering

Staff is preparing documents for a revenue agreement for the final design and construction of the project, after which a revised scope of services will be negotiated with the consultant.

Oceanside Circle Drainage [DESIGN] – The project is in design. Roadway paving and drainage improvements to be constructed in FY 2022. Public Works will be installing an interim temporary pump out structure and will be ready to mobilize pumps to provide flood protection until the ultimate drainage design is complete.

11th Street Pipe Repair [DESIGN] – Design and permitting is underway. The project will be bid upon completion of design and permitting.

Parks and Recreation Improvements

Ocean Hammock Park Phase 2 [BIDDING] –Public Works has completed design and received a SJRWMD permit for Phase 2 improvements to Ocean Hammock Park. The Phase 2 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, and a nature trail with interpretative signage. Construction is funded by park impact fees and a \$106,500 grant from the Florida Recreation Development Assistance Program (FRDAP). Project is in the bidding phase.

Ocean Hammock Park Phase 3 [DESIGN] – Design is approximately 50% complete. Phase 3 includes 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 an accessible connection to the parking lot and the beach walkway. Design 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, followed by construction in FY 2022. Items completed in July 2021 include:

- 50% Plans
- Public Meeting
- Plan revisions from public feedback

A project update is to be presented at the August 11, 2021 City Commission meeting.

Lakeside Park Dock Repair [DESIGN] – A Request for Proposals to construct repairs to the Lakeside Park dock was advertised on Demandstar. The City received no responses to the bid and is investigating piggybacking of a St. Johns County contract to complete the work. Initial prices are higher than anticipated and the City is working with the contractor to adjust the scope of work. Construction is dependent upon successful negotiation of a scope and fee.

Streets / Rights of Way

Roadway Resurfacing [CONSTRUCTION] – Roadway resurfacing for FY21 is underway. Current repaved roads include:

- Tides End Drive
- Mickler Boulevard between Pope Road and 16th Street
- Mickler Boulevard from A Street to 11th Street

Paving of Mickler Boulevard between 11th Street and 16th Street has been delayed due to a failing sanitary sewer line, just south of 16th Street, which is causing roadway subsidence. This stretch of roadway will be resurfaced after the line is repaired and the roadway base is repaired by St. Johns County Utilities.

Street Lighting

FPL is currently designing the Phase 1 LED conversion (arterial and collector roadways). Construction is anticipated to commence in Fall 2021.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: MONTHLY REPORT
DATE: 7/16/2021

Finance

The finances of the City are doing well for FY 21 and I believe that we are on trend to finish strong for this year.

Work continues on the budget and a preliminary document is being prepared for distribution and review by the commission at the July 26th budget hearing. This meeting will set the preliminary millage for the city in fiscal year 2022.

Information continues to be distributed regarding the American Rescue Plan Act and it is still anticipated that the first half of our money will be received by the end of July. I have attached a summary of a webinar that I attended regarding ARPA and the approved uses as well as reporting responsibilities.

Communications and Events

With no immediate events, Melinda is focused on making changes to our events/communications page so we can better communicate with the residents. She is also working on our year-end fireworks show and will be presenting further information during our next commission meeting.

Technology: The IT Staff has no updates.

PENDING ACTIVITIES AND PROJECTS

Revised August 2, 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 had been elected Sheriff of St. Johns County, the Commission did not do his review as he had 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 CHANGES.** There are three changes. The first concerns drug/alcohol rehab and medical facilities. The Commission discussed this topic at its May 3rd meeting. In response to that discussion, the City Attorney prepared an ordinance for to amend Section 3.02.03 of the Regulations. The amendment stated that businesses required to be regulated by Chapter 397, Florida Statutes, Substance Abuse Services, are prohibited in the City. The Commission reviewed the ordinance at its June 7th meeting and passed it on first reading. The ordinance had its first public hearing and second reading at the Commission's July 6th meeting. It is now scheduled for its second public hearing and final reading at the Commission's August 11th meeting.

A second change is to have the first public hearing for amendments to the Land Development Regulations and Comprehensive Plan held by the Planning Board. The ordinance for this change was approved on first reading at the Commission's July 6th meeting. The ordinance's first public hearing will be held at the Commission's August 11th meeting.

A third change is to allow the Planning Board to approve certain conditional use permits. The ordinance is scheduled for its first public hearing at the Commission's August 11th meeting.

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 1st meeting, but because of time, the Commission scheduled discussion of it to the continuation meeting on February 8th. 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 5th meeting, the Commission reviewed the City administration's recommendation concerning the implementation of the plan's first goal, Transparent Communication with Residents and Property Owners, and discussed how to better communicate with residents and businesses, such as a text message system. One improvement will be having money in the Fiscal Year 2022 budget to

purchase an electronic sign to replace the old-fashioned meeting announcement sign that is adjacent to SR-A1A on the west side of city hall. However, because of budget constraints, the electronic sign was deleted from the Fiscal Year 2022 budget.

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. Proposed locations for parking improvements were provided to the Commission at its May 3, 2021, meeting. However, because that meeting ran late, the topic was postponed for discussion at the Commission's May 24th continuation meeting. As that meeting, the Commission by consensus asked that City staff present a list of parking projects to the Planning Board for it to prioritize. The Board discussed this request at its June 15th meeting and decided that each Board member will provide their list of parking projects. As only the Chairman submitted a list and as there were only four Board members present for the July 20th meeting, the topic of parking improvements was tabled. The Board may discuss the topic at its August 17th meeting.

At the Commission's October 5, 2020, meeting, a Commissioner proposed that paid parking be discussed again. However, no date has been scheduled for that discussion.

5. **JOINT MEETINGS:**

- a. With the County Commission. No date has yet been proposed by either Commission for a joint meeting.
 - b. With the Comprehensive Planning and Zoning Board and the Sustainability and Environmental Planning Advisory Committee (SEPAC). The Commission held the workshop with these two boards on May 18th. Matters discussed included Ordinance 21-04, to change the building setbacks for small-platted lots and to abolish the overlay district; and communications/relations between the Commission and the two boards. Two outcomes of the discussion were the possibility of giving the Planning Board the authority to approve certain conditional use permits, and that SEPAC should submit its proposed Land Development Regulation changes to the Planning Board, which will then decide whether to recommend the changes to the Commission. To date, SEPAC hasn't submitted any proposed changes to the Planning Board.
6. **UPDATING PERSONNEL MANUAL.** During 2021, the City Commission amended the Manual several times. The Commission adopted the latest changes at its June 7, 2021, meeting: to make minor changes regarding shift work for the Police Department; to make minor modifications to the Standards of Conduct and Discipline; to delete the regulation concerning employees making long-distance telephone calls on a City phone; to delete sick leave incentive pay and add an employee's birthday as a personal holiday; and to change the criteria of employees who can denote their sick leave to another employee and who can be a recipient of the donation.
 7. **LED STREETLIGHTS.** FPL has put eight new lights along State Road A1A. For 10 new lights along A1A Beach Boulevard, an agreement has been signed with FPL for them. Also, the Public Works Director presented a plan to the City Commission at its May 3rd meeting for FPL to convert to LED streetlights the lights on arterial and collector roads in the City. However, because that meeting ran late, approval

of the plan was postponed to the May 24th continuation meeting. Also, at the meeting, the Commission authorized replacing the existing high pressure sodium streetlights along the Boulevard with LED lights but with lower illumination power. The City is waiting for a revised contract with FPL.

8. 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. The St. Johns River Water Management District has approved the permit. The City is advertising for bids. Construction will be started during late summer 2021.
- 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. The survey has been completed, plans are 50% complete and the City will submit an application for a permit from the St. Johns River Water Management District within the next two months.

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 state has approved the grant. The grant agreement will be executed upon completion of design and permitting.

- 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 funding, a 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 occurred on February 24, 2021. The final report was presented at the City Commission's May 3rd meeting. The report has been accepted by the state and the City has requested reimbursement of the costs.
 - 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 was \$600,000. The District appropriated the money in its Fiscal Year 2021 budget and the contract has been executed. The City advertised for bids and the bid was awarded scheduled to Sawcross, Inc., which has started construction.
9. 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.

10. 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. The company has provided a proposed contract, which the City Attorney. Final execution of the contract is pending.
11. 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 16th 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 had the Mickler and 11th Street ditches clear of debris, so as to improve the flow of water, and proposed that the subdivision be surveyed and the City's civil engineering consultant, CMT, review the project. At the Commission's September 14, 2020, 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 5th 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 could 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, 2020. 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 1st meeting, the Commission approved the contract with Matthews. In March, the City was notified that its request to the Florida Legislature to appropriate \$694,000 for Ocean Walk drainage improvements was approved and in late May the City was notified that the appropriation had survived the Governor's veto. The Public Works Director is preparing information the execution of the grant agreement.
 - b. Oceanside Drive. This street is located in the Overby-Gargan unrecorded subdivision, which is north of Versaggi Drive. A survey has been done to determine the road's right-of-way and the design of a new road is underway by the City's civil engineering consultant.
 - 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 6th 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 8th meeting. On February 26, 2021, Commissioner 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 Vice Mayor met with County and City staff members at A Street on July 9, 2021, to review the plan for improvements. An underground drain will be constructed along the north side of A Street along with a sidewalk. The project will be done in the fall, after the summer tourist season.
12. **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 5th meeting. The Commission decided not to levy the fee at that time. On June 17, 2021, the Commission had a workshop meeting and reviewed the Public Works Director's list of drainage needs and projects, the proposal to have a stormwater fee that each property owner would pay and the need to hire a consultant with expertise in developing a stormwater fee. The Commission decided it need more information and that it might consider the hiring of a consultant at a future meeting.
13. **SOLID WASTE COLLECTION AND RECYCLING.** The current contract for a private company to pick up recyclables in the City expires in May 2022. At its May 3, 2021, meeting, the City Commission decided to hold a workshop meeting on Monday, May 24th, to discuss recycling. That outcome of the workshop was direction to the staff for the City to seek Requests for Proposals from solid waste companies and for the City staff to develop a proposal for the City to provide recycling pickup service with its own crews and trucks. Also, on June 17, 2021, the Commission held a workshop meeting to increase the non-ad valorem assessment that residential property owners pay for the solid waste service. The Commission decided to put a fee of \$211 per household in the Fiscal Year 2022 budget, which will go into effect on October 1, 2021.
14. **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. At the Commission's May 3, 2021, meeting, Commissioner George reported she is having ongoing discussion with the St. Johns County Cultural Council and that she will bring proposals and timelines to the Commission in June.
15. **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.

16. **QUARTERLY REPORTS ON PROGRESS OF PROJECTS.** At its September 22nd 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) was forwarded to the City Commission in April. The next report was submitted to the Commission in July.
17. **REPAIR OF POPE ROAD.** At the City Commission's February 1st 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 5th 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 16th Street, as 16th 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.
18. **NEW YEAR'S EVE FIREWORKS SHOW.** Because of the pandemic, the show for December 31, 2020, was cancelled. At its February 1st 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. At its April 5th meeting, the Commission approved the proposal of Ms. Conlon, the Events Coordinator, to have a New Year's Eve event that will benefit local businesses. Ms. Conlon will provide the next update report to the City Commission at its August 11, 2021, regular meeting.
19. **PROPOSAL TO DEED THREE LOTS FOR CONSERVATION.** The lots are located along the north side of the unbuilt part of 2nd Street, west of 2nd 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.
20. **INTERGOVERNMENTAL PROJECTS.** When the Commission discussed the strategic plan at its February 1st 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 22nd, the Public Works Director and the City Manager met with staff persons from the County and St. Augustine, to discuss what each government is doing concerning resiliency. The County isn't doing a study. However, the two cities and the County agreed to coordinate on resiliency issues. At the Commission's May 3rd meeting, the Public Works Director provided report on the City's resiliency study.
 - 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 met 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 locate a hub in our City. St. Augustine's Public Works Director, Reuben Franklin, will present his city's mobility plan at the SAB City Commission meeting on August 11th.

- 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 possibly 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 25th, 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 has yet to be announced. 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.
 - f. Pedestrian Crosswalk Safety Signals. The County's study of the A1A Beach Boulevard crosswalks has been completed. City Commissioner Rumrell and County and City staff met to review it on July 9th. The study shows that over all the current crosswalk system is working well and only needs some minor changes. The consultant will fine tune the report and most likely will have the final draft done by the end of August 2021.
21. AMERICAN RESCUE PLAN ACT. This was passed by Congress and approved by President Biden in February and March 2021. It will provide money to states, cities and counties to help them recover from the pandemic's effects. Our City is eligible to receive \$3.5 million. However, the money can be spent only for allowable projects and will be provided to small Florida cities through the state of Florida. On May 10th, the U.S. Treasury Department issued guidelines. Drainage projects appear to be eligible for money from the Plan. The state may provide the first installment of the money to the City

in late July 2021. At this time, the City's eligible projects will be stormwater-related ones. The City staff will prepare a list of projects for the Commission's review. Money from the Act has to be spent or committed to specific projects by December 31, 2024.

22. UNDERGROUNDING OF UTILITIES. At its May 3, 2021, meeting, Commission George ask for Commission support to have Florida Power and Light come to a meeting to discuss the undergrounding project. The City Manager contacted Florida Power and Light, which owns the electric lines, about meeting to discuss the preparation of a presentation concerning costs and scope of work. City staff met with FPL staff on May 25th to discuss the preliminary steps, one of the first of which will be to provide FPL a list of the areas where the City proposes the lines be put underground. The City staff will prepare the list and the company will then provide a preliminary estimate of the costs to do the project. This information will be presented to the Commission for a decision on the next step.