



AGENDA

REGULAR CITY COMMISSION MEETING
MONDAY, NOVEMBER 1, 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 SPECIAL BUDGET COMMISSION MEETING ON SEPTEMBER 27, 2021, AND REGULAR COMMISSION MEETING ON OCTOBER 4, 2021
- V. ADDITIONS OR DELETIONS OF THE AGENDA
- VI. CHANGES TO ORDER TO TOPICS ON THE AGENDA
- VII. PRESENTATIONS
 - A. Interview of Ms. Berta Odom for Position of Junior Alternate on the Code Enforcement Board
- VIII. PUBLIC COMMENTS
- IX. COMMISSIONER COMMENTS
- X. PUBLIC HEARINGS

1. Ordinance 21-13, Second Public Hearing and Final Reading: to Prohibit the Release of Helium-Filled Balloons (Presenter: Lex Taylor, City Attorney)
2. Ordinance 21-14, Public Hearing and Final Reading: to Clarify Payment of Garbage / Trash Fees for Commercial Properties (Presenter: Bill Tredik, Public Works Director)

XI. CONSENT

3. Budget Resolutions 21-05, 21-06, and 21-07: to Amend the FY2022 General Fund Budget
4. Resolution 21-31: to Declare Surplus Equipment

XII. OLD BUSINESS

5. Ocean Walk Subdivision Flood Protection: Review of Proposed Plan of Resiliency Improvements (Presenter: Bill Tredik, Public Works Director)
6. A Street Drainage / Safety Improvements: Approval of Plan (Presenter: Bill Tredik, Public Works Director)

XIII. NEW BUSINESS

7. Budget Transfers: Proposal to Amend Section 2-103 of the City Code to Allow Finance Director and City Manager to Make Transfers of Any Amount within the Fiscal Year Budget (Presenter: Patty Douylliez, Finance Director)
8. Solid Waste Fees: Removing Condos Without Dumpsters from Monthly Billing to the Yearly Non-Ad Valorem Assessment (Presenter: Patricia Douylliez, Finance Director)
9. Vision Plan for City: Consideration of Preparing New One (Presenters: Mayor Margaret England; Max Royle, City Manager)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

NOTICES TO THE PUBLIC

1. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC)**. It will hold its monthly meeting on at 6:00 p.m. on Thursday, November 4, 2021, in the Commission meeting room at city hall.
2. **CITY HOLIDAY**. It is **VETERANS DAY**, Thursday, November 11, 2021. **CITY OFFICES CLOSED**. There will be no pickup of household waste that day. Residents scheduled for household waste removal service on Thursday will have service on Friday. Residents scheduled for service on Friday will have service that day.
3. **COMPREHENSIVE PLANNING AND ZONING BOARD**. It will hold its monthly meeting on Tuesday, November 16, 2021, at 6 p.m. in the Commission meeting room. Topics on the agenda may include a. Election of Vice Chair; b. consideration of request to remove 44-inch oak tree for new house at 1101 Laughing Gull Lane in the Anastasia Dunes subdivision; and c. review of proposed changes to the Land Development Regulations to clarify setbacks and permitting requirements

for sheds, decks, patio covers, stairs and screen enclosures, and to provide a definition for patio covers and screen enclosures.

4. **CITY HOLIDAYS.** They will be **THANKSGIVING DAY AND THE DAY AFTER THANKSGIVING.** Thursday and Friday, November 25th and 26, 2021. **CITY OFFICES CLOSED.** There will be no household waste pickup on November 25th. Residents scheduled for pickup that day will have service on Friday, November 26th. Residents scheduled for service on Friday will have service that day.
5. **ART WALK.** The City's first holiday season Art Walk will take place on Saturday, November 27, 2021, from 2 p.m. to 5 p.m. along A1A Beach Boulevard between Pope Road and A Street. Check website www.staugbch.com for more details.

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

SPECIAL CITY COMMISSION BUDGET MEETING
MONDAY, SEPTEMBER 27, 2021, AT 5:01 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 5:01 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor England led the Pledge of Allegiance.

III. ROLL CALL

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

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

IV. REVIEW OF FISCAL YEAR 2022 BUDGET

A. Discussion of Proposed Budget, Millage and Final Reading of Ordinance 21-11: to Adopt Operating and Debt Millage (Presenters: Patricia Douylliez, Finance Director)

Mayor England introduced Item IV.A. and then asked Finance Director Douylliez for her report.

Finance Director Douylliez advised at the last meeting the tentative millage was set at 2.45 mills. She explained that the budget was proposed at 2.47 mills and the staff made changes to the budget to adjust the millage to 2.45.

Mayor England commented that in the Commission's packets there was a memo from Finance Director Douylliez where she showed the changes to expenses and the contingency funds to bring the millage to 2.45 and balance the budget.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, read the Florida Taxpayers Bill of Rights that were mailed to homeowners from the St. Johns County Tax Collector. He explained that the regulations say there should have been a public notice to the residents 20 days prior to the public hearing and no notices were sent. He asked

the Commission to reconsider their actions on the non-ad valorem assessments on solid waste, collection, and recycling.

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

Commissioner George asked if non-ad valorem assessment letters were sent to the residents.

Finance Director advised that last year there was a notice of a public hearing sent to all residents. The City placed a range in those notifications and the Tax Collector advised that as long as the City stayed within that range, no new public hearing notifications needed to be sent.

Commissioner George asked City Attorney Taylor if no notice requirements were correct according to the law.

City Attorney Taylor advised the range is correct. He commented that he would have to research if the City should have sent another public hearing notice or not.

Mayor England explained that there were several meetings where this topic was on the agenda.

City Attorney Taylor commented that the City meets the requirements for the Tax Appraiser's Office because they are the department who care about the range, but he was not certain whether or not another public hearing or notification was required when the range was set.

Commissioner George advised that this was a good question that Mr. Binder brings up and she would like to have clarity on this issue. She explained that even if the letter of the law was met, she feels from Mr. Binder's request that the Commission overlooked the spirit of the law. She explained that postage she knows it is expensive to mail notices and the City does advertise in many ways as well. She asked if this point would affect the setting of the millage and budget.

Finance Director Douylliez advised that the City has to certify the tax rolls by the 15th of September. The certification was sent and accepted by the Tax Collector with the updated rates on September 14th. She commented that the discussions with Dennis Hollingsworth, St. Johns County Tax Collector, last year was that if the City set a range, the City would not have to do a public notice or send out individual notices every time the rates change if it was within the range already established. She explained that that was the whole intent on setting a range. She remarked that the tax notices are being printed now with the current information.

City Attorney Taylor agreed that there would not be a problem with the tax but is not sure if the adjustment would hold or not. He said that he would have to check if setting

the range should have been at a public hearing or not.

Mayor England advised that the range was set at a public Commission meeting and the agenda was published.

City Attorney Taylor advised that he would research what the agenda item was published and whether or not it meets the requirements to the public that the non-ad valorem assessment rate change.

Mayor England advised that the non-ad valorem assessment was a separate issue, and the Commission needs to move forward with the passing of the millage rate and budget. She then asked City Attorney Taylor to read the ordinance in its entirety.

City Attorney Taylor advised that during the tentative public hearing the ordinance numbering was off, so Ordinance 21-11 is the correct number regarding the millage rate. He then read the Ordinance 21-11 in its entirety.

Mayor England asked for a motion and roll call.

Motion: to approve Ordinance 21-11 as read. **Moved by** Commissioner Rumrell, **Seconded by** Vice Mayor Samora.

City Clerk Raddatz read the roll call:

COMMISSIONER TORRES	YES
COMMISSIONER GEORGE	YES
COMMISSIONER RUMRELL	YES
VICE MAYOR SAMORA	YES
MAYOR ENGLAND	YES

MOTION PASSED 5 TO 0.

Time millage rate was adopted was 5:13 p.m.

Mayor England moved to Item IV.B.

- B. Ordinance 21-12, Final Reading: to Adopt FY 2022 Budget (Presenter: Patty Douylliez, Finance Director)

Mayor England introduced Item IV.B and asked Finance Director Douylliez to explain the changes in the budget to the Commission and audience.

Finance Director Douylliez advised that \$5,000 was included in the budget for the Sustainability and Environmental Planning Advisory Committee (SEPAC), which was taken out of line item Garbage Other Contractual Services. She reduced the millage rate from 2.47 to 2.45, which was a \$30,000 reduction in the contingencies or the City's

reserves. She explained that according to legislation in 2021, a new fund was established for impact fees. Normally impact fees are included in the General Fund; however, with the legislative changes they were not allowed to be included and would have to be tracked in a separate Impact Fee Fund. Because of those adjustments, the revenues had to be increased to balance the budget at 2.45 mills. To do that, she increased the ad valorem tax collection rate from 95% to 98%. She explained that the ad valorem rate is being collected at a higher level, so she increased it to 98%. She advised that she increased the non-ad valorem taxes to 98% as well. She commented that she decreased what was going into the reserves by \$65,700 to balance the budget and create the Impact Fee Fund. She remarked that this would affect FY 2021 because of the changes in the legislature. This reduced the amount that was going into the reserves; however, expenses that were not used this year would go into the reserves as well.

Mayor England commented that this was brought to the City's attention by the City's auditors.

Finance Director Douylliez advised that the auditors are scheduled for their audit the week of October 11th. She commented that she feels comfortable in moving the expected receipts for collection to 98%.

Mayor England commented that the Commission has approved a step-plan for employees of 3% with a 1.4% COLA in this budget. She reminded the City Manager and staff that each individual employee should be looked at to see if they should get the increases as well as whether the employee is in their range. Increases to employees should be judged by the employees' performance, range, etc. before giving an employee an increase. She asked City Manager Royle if he agreed.

City Manager Royle advised yes.

Mayor England opened the Public Hearing. Being none, Mayor England asked City Attorney Taylor to read Ordinance 21-12 in its entirety.

City Attorney Taylor explained that in the tentative budget hearing the ordinance numbering was off, but Ordinance 21-12 is the correct number. He then read Ordinance 21-12 in its entirety.

Mayor England asked for a motion to adopt the FY 2022 Budget.

Motion: to approve Ordinance 21-12. **Moved by** Commissioner Rumrell, **Seconded by** Vice Mayor Samora.

Mayor England asked for a roll call vote.

City Clerk Raddatz read the roll call:

COMMISSIONER RUMRELL YES

VICE MAYOR SAMORA YES

MAYOR ENGLAND YES

COMMISSIONER TORRES YES

COMMISSIONER GEORGE YES

MOTION PASSED 5 TO 0.

V. ADJOURNMENT

Mayor England asked for a motion to adjourn the meeting.

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

Meeting was adjourned at 5:20 p.m.

Margaret England, Mayor

Attest:

Beverly Raddatz, City Clerk



MINUTES

REGULAR CITY COMMISSION MEETING
MONDAY, OCTOBER 4, 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, Commission Rumrell and Commissioner Torres.

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

IV. APPROVAL OF MINUTES OF SPECIAL BUDGET COMMISSION MEETING AND REGULAR COMMISSION MEETING ON SEPTEMBER 13, 2021

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

Motion: to approve the Special Budget Commission meeting and the Regular Commission meeting on September 13, 2021. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved to Item V.

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 as an addition Mr. Todd Grant, Public Works Director of the City of St. Augustine, will address the Commission regarding their loan of the dumpsters so the City of St. Augustine Beach can still recycle. He advised that Item VII.C regarding the Anastasia Island Environmental Stewardship Awards, the Sea Oats presentation, will not be done because they were unable to attend this meeting. He advised that the Northeast Florida Regional Council will be attending virtually tonight.

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. Interviews of Candidates for Two Alternative Positions on the Comprehensive Planning and Zoning Board

- Mr. R. Conner Dowling
- Mr. Kyle Vincent Lewis – was not in attendance

Mayor England introduced Item VII.A. and asked Mr. Dowling to come to the podium.

Mr. Russell Conner Dowling, 695 16th Street, St. Augustine Beach, FL, explained that he was born and raised in St. Augustine Beach and his family moved back to the City about one-and-half years ago. He is an architect and has presented to the Comprehensive Planning and Zoning Board many times. He remarked that he would like to give back to the community that raised him.

Commissioner George asked if he does a lot of business in the City and whether he knew he would have to recuse himself if he had a conflict of interest.

Mr. Dowling advised that he was aware of that requirement. He advised that his practice is varied between commercial and residential. He advised that he doesn't only work in this City and his work is spread out so a conflict would not be consistent.

Vice Mayor Samora asked if the Commission needs to indicate whether Mr. Dowling would be the Senior or Junior Alternate.

City Manager Royle advised that since Mr. Dowling is the only one here tonight that he would automatically move into the senior alternate position.

Mayor England asked for a motion.

Motion: to approve Russell Dowling as the Senior Alternate on the Comprehensive Planning and Zoning Board. **Moved by** Vice Mayor Samora, **Seconded by** Commissioner George. Motion passed unanimously.

Commissioner George asked Mr. Dowling to get with the City Manager and City Attorney to learn the Sunshine Law and what resources are available.

Mr. Dowling advised he would.

Mayor England moved on to Item VII.B.

B. Proclamation to Declare October 2021 as Domestic Violence Awareness Month as Requested by the Betty Griffin Center

Mayor England introduced Item VII.B. and asked if there was a representative from the Betty Griffin Center.

Kelly Franklin, Palm Coast, FL, CEO for the Betty Griffin Center, advised that Betty Griffin has a 24 hour help line and thanked the Commission for recognizing Domestic Violence Awareness Month.

Mayor England congratulated Ms. Franklin for being promoted to the position of CEO for the Betty Griffin Center recently. She advised that the Betty Griffin Center does so much for the community to help people in need.

Mayor England made a motion.

Motion: to approve the Proclamation for October 2021 as Domestic Violence Month. **Moved by** Mayor England, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Item VII.C.

- C. Anastasia Island Environmental Stewardship Awards by Ms. Sandra Krempasky, Chair of Sustainability and Environmental Planning Advisory Committee

Mayor England introduced Item VII.C. and asked Ms. Sandra Krempasky to come to the podium.

Ms. Krempasky, 7 C Street, St. Augustine Beach, FL, advised that it was her pleasure to introduce the winners of the Anastasia Island Environmental Stewardship Awards. These awards recognize individuals, groups, businesses, and educational institutions that are working to protect the natural resources and enhance the ecosystem within the City. The Sustainability and Environmental Planning Advisory Committee (SEPAC) recognized one group and one individual for their work. She read a letter from Alex Farr on behalf of Sea Oats Chapter of Florida Native Plant Society (Exhibit 1) who won the first award from SEPAC. She then recognized the individual award winner, Dr. Sandra Bond, for her work in global real estate impact regarding climate change.

Dr. Bond remarked that it is a pleasure to serve and she has gained a lot of knowledge over the years with her training, research, and studies. She encouraged the community to not only focus on resiliency, but also focus on climate change itself because that is the cause of all the problems we have. She thanked SEPAC for doing amazing work.

Mayor England then presented Dr. Bond with a plaque acknowledging her work. She then moved on to Item VII.D.

- D. Northeast Florida COVID-19 Recovery Plan by Representatives of the Northeast Florida Regional Council

Mayor England introduced Item VII.D. and asked Mr. Shane LaHav, Resiliency Coordinator, for the Northeast Florida Regional Council to give his presentation.

Mr. LaHav showed a PowerPoint presentation. He addressed the COVID-19 Economic Recovery Plan that was published in May 2021. He remarked that this presentation would address the American Rescue Plan Act. He advised that the Northeast Florida Regional Council (NEFRC) serves seven counties including St. Johns County, the City of St. Augustine, and the City of St. Augustine Beach. His focus has transitioned from resiliency to COVID-19 and some of the economic impacts from the pandemic. In August 2020 the NEFRC received an award at the federal level, which allowed them to establish the Northeast Florida Economic Resiliency Task

Force. The task force has met monthly over the past year and provided data on how Florida would look before and after the pandemic. He presented a PowerPoint of data formulating the Northeast Florida Economic Recovery Plan. Policy recommendations were broadband access, climate resiliency infrastructure, power projects across Northeast Florida, establishing public Wi-Fi in downtown areas, climate rated hazards such as flooding, which could be addressed through the American Rescue Plan Act (ARPA), small business assistance through University of North Florida and Jacksonville Chamber of Commerce are available to this community, crowd source funding, expand mental health resources, and to ensure affordable housing. According to estimates across northeast Florida more than \$500,000,000 are coming to counties and local governments. He suggested using ARPA funding for behavioral health care, small business support, investing in housing and the community, water and sewer infrastructure, and broadband infrastructure. U.S. Economic Development Administration announced they will give \$3 billion in ARPA funding opportunities at the federal level. These funds will be focused on economic development and could give opportunities to travel, tourism, and recreation. He requested the Commission to read his report on items that ARPA money could be used for and advised that the Regional Council can assist with planning needs related to ARPA, such as data collection or additional information. Because the Northeast Florida Economic Resiliency Task Force has federal funding, they can help the City with federal funding opportunities.

Mayor England asked if he was here to give support to the City.

Mr. LaHav advised that his task force is to give support to the City.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, asked on the pending infrastructure bill, do you foresee any of those monies fitting into any of your objectives?

Mr. Lahav advised yes, but it is still being vetted. He believes that broadband would be an additional opportunity.

Mayor England moved on to VII.E, which was added to the agenda.

E. Todd Grant, Utility Director of St. Augustine Regarding Recycling

Todd Grant, 55 White Court, St. Augustine Beach, FL, Utility Director of St. Augustine, FL, advised that the City of St. Augustine and the City of St. Augustine Beach have worked well together, and he offered services of the dumpsters for recycling. The ground rules for recycling are to break down boxes, no glass, only 1 and 2 type plastics, no plastic bags even to carry recyclables to the dumpsters, and to reduce and reuse plastics. There were two water heaters left by the dumpster, which are not allowed. He advised that he would remove the dumpsters when the Commission requested it and it is free of charge. He will continue to work with the City Manager and Public Works Director Tredik.

Mayor England thanked Mr. Grant and the St. Augustine City Commission for their help in this situation.

Discussion ensued regarding putting up signage; no glass; no pizza boxes; recycling list for the long term for what will be taken is on the City's website; paper products can be recycled; glossy

print can be recycled; no plastic bags; no styrofoam; and City putting the list on the can, so people know what to put in the dumpsters.

Mr. Grant advised that the City of St. Augustine will take electronics, can shred sensitive documents, and cooking oil even if you are not a resident of the City of St. Augustine. November will be an event at Francis Field and again on Earth Day at the wastewater facility. It is free of charge.

Vice Mayor Samora asked if Mr. Grant was working on ARPA funds for the City of St. Augustine.

Mr. Grant advised that he has made a wish list for utility projects. He explained that ARPA guidelines at present are very broad, and the City of St. Augustine is waiting for more direction.

Vice Mayor Samora thanked Mr. Grant for working with our City and hoped that some of the projects could be combined.

Mr. Grant would like to have the City of St. Augustine to process its own recycling so it would have better control and receive revenues. He advised that that is his view, not the City of St. Augustine. It makes sense for the City of St. Augustine and the City of St. Augustine Beach to work together for tourism, resiliency, and stormwater.

Commissioner Rumrell advised that the City of Flagler Beach bought an incinerator for glass.

Mr. Grant advised that he would look into their recycling of glass.

Mayor England moved on to Item VIII.

VIII. PUBLIC COMMENTS

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

Craig Thomson, 6 D Street, St. Augustine Beach, FL, asked for seasonal workshops for drainage and then read a portion of an article regarding drainage (Exhibit 2).

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, remarked that at the last meeting he asked why the public notice for changing the non-ad valorem did not go out to every citizen because people purchase property etc., and may have not been here when the first notice came out. He requested that if this happens again to please notice every change. He mentioned that recycling has been suspended and when this is done again to do a proper public notice. He remarked that non-ad valorem cannot be deducted from taxes. He requested to check with other municipalities on how they are using their ARPA funding. He asked if the Commission was invited to be a part of the Northeast Florida Economic Resiliency Task Force.

Mayor England advised that the City was not asked to be on the Northeast Florida Economic Resiliency Task Force, but it was nice that they came to the meeting and said they would help the City.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, stated at St. Johns County's public meeting that it was not right the Northeast Florida economic Resiliency Task Force did not invite a member of our Commission to be a member. He thanked the four Commissioners who voted for the increase of the waste disposal fee. He asked to stop the marijuana facility from using their packaging.

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

IX. COMMISSIONER COMMENTS

Mayor England asked Commissioner Rumrell to give comments.

Commissioner Rumrell advised that he went to the delegation meeting on Friday as one Commissioner to thank them for their support for Ocean Walk. He advised the delegation that the City will have future projects that will be sent to Tallahassee. He explained that St. Johns County has agreed to three crosswalk projects starting this year at Pier Park, Whispering Oaks Circle, and Sea Colony Parkway. They will also move the signs where they are more visible.

Vice Mayor Samora advised that there was a Tourist Development Council (TDC) meeting, but nothing new to report. TDC was finalizing the reallocations and a lot of money is going into the beach fund. He had a meeting with Public Works Director Tredik, City Manager Royle and St. Johns County regarding drainage and sidewalk projects for A Street. He gave his perspective as a business owner and a citizen. St. Johns County wanted direction from the City on what the City would like. He asked the Commission to give St. Johns County impute if they had any. St. Johns County would be coming back in January with revisions to some of their plans.

Mayor England asked if there would be a compromise on the sidewalk.

Vice Mayor Samora advise there is plenty of room for compromise and from what St. Johns County explained that they wanted input from the City on the design and maintenance perspective. He advised that the City will probably be responsible for maintaining A Street.

Mayor England advised that a serious recycling education program needs to be done. She suggested sending postcards to each resident with a listing of what can be recycled, even though it would be a cost to the City. She recommended it be done right before the City restarts the recycling program. She asked Ann Marie from Beaches Go Green to do a presentation at the November Commission meeting. She suggested to educate the citizens on what containers they purchase that can be recycled. She remarked that staff is using an Excel spreadsheet for the budget, which is very time consuming. She suggested staff research budget software and use the ARPA funds to pay for it and compare what software St. Johns County and the City of St. Augustine are using for their budgets, grants, and construction projects.

Finance Director Douylliez advised that the current software, Edmonds, does a good job in enrolling up the financials, billing, payroll, and the Building Department. Edmonds is

partnering with ClearGov Inc., which does budget software. She is not sure of the costs; however, she will research the benefits and the costs for next year.

Mayor England asked Public Works Director Tredik to speak with his peers to see what software they are using to improve managing construction projects.

Public Works Director Tredik advised that he would research it. He would like to like to add Microsoft Projects software.

Commissioner Rumrell advised that tomorrow night is National Night Out.

Police Chief Carswell advised that National Night Out is tomorrow at 5 – 8 p.m. at Pier Park.

Mayor England moved on to Item 1.

X. PUBLIC HEARINGS

1. Ordinance 21-10, Second Public Hearing and Final Reading: to Amend the Land Development Regulations Concerning Home Occupations and Conditional Use Permits (Presenter: Brian Law, Building Official)

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

Building Official Law advised this is a final reading and has no changes since last month.

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

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

Motion: to approve Ordinance 21-10 as read. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved to Item 2.

XI. CONSENT

None.

XII. OLD BUSINESS

2. 2nd Street: Review of Proposed Construction Plans (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 2 and asked for a staff report from Public Works Director Tredik.

Public Works Director Tredik showed a PowerPoint of the progress of 2nd Street (Exhibit 3). He advised that he is ready to apply for the permit to the Water Management District for the design work.

Gary Sneddon, Crawford, Murphy and Tilly (CMT) Consultant, 7400 Baymeadows Way, Suite 220, Jacksonville, FL, continued the PowerPoint presentation. He advised that he saved most of the trees on the properties except for two on the corridor. He explained the street design and taking out existing driveways that will be replaced at the correct locations. Florida Power and Light (FPL) will remove the power poles and try to replace them with utilities underground. Water and sewer will be placed under the pavement to save the trees. The cost would be \$330,000 to \$390,000 for the pavement and utilities. 2nd Street block 100 west widening will cost \$85,000 to \$100,000. He will be filing a conveyance permit to Water Management District in October 2021. November through December bids will be advertised. The contract will start January 31st and end June 30th.

Mayor England advised everything that the Commission wanted is in the design.

Vice Mayor Samora asked if the cost is in the underground utilities.

Mr. Sneddon advised yes, but not sure of the costs.

Public Works Director Tredik advised that the residents did not want sidewalks, so they are not part of the project.

Mayor England asked about the safety for pedestrians and children.

Public Works Director Tredik advised that they would not be able to completely park their cars in the driveways. They would have to park partially on the sidewalks. There are narrow rights-of-way. He remarked if sidewalks are put in, there needs to be more right-of-way.

Commissioner George advised that residents could move away, but it is a public safety issue.

Public Works Director Tredik advised that there is a lot less risk not having a sidewalk, than having the cars in the sidewalk. He advised that the plans can be changed to include sidewalks if the Commission wants them.

Mayor England advised that in the future, the City should not poll residents, but should think of safety first and keep it consistent with sidewalks.

Public Works Director Tredik advised that he did not ask the residents if they wanted a sidewalk, the residents reached out to staff and said they did not want sidewalks. Staff then reached out to all the residents, and he believed only one resident wanted a sidewalk.

Vice Mayor Samora asked about the gutter sizes.

Public Works Director Tredik explained the measurements of the gutter and the curbs.

Commissioner Rumrell asked if there will be signage.

Public Works Director Tredik advised that there will be signage.

Commissioner Rumrell asked that the contract have damages if the contractor does not finish on time.

City Attorney Taylor advised that he would keep the contractor on track to accomplish the project.

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

Marc Craddock, 116 2nd Street, St. Augustine Beach, FL, thanked staff for saving the trees. He would have liked the sidewalk because half of the homes are transient rentals. If the sidewalks are not put in, he would be disappointed. He explained that he made progress with Putnam Land Conservancy for giving the land to the City.

James Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, FL, advised on behalf of landowners he thanked the Commission and staff on their progress. He advised that on the west side of the street the sidewalks were not going to be done because of the trees and explained that most of the roads throughout the City do not have sidewalks.

Mayor England closed the Public Comments section and asked if there were any further Commission discussion.

Commissioner George asked if underground utilities would be done because she wanted to advocate for them.

Public Works Director Tredik advised that there are some difficulties doing underground utilities. The landowners would have to give up a 10-foot easement. Florida Power and Light would have to be reimbursed by the landowners or the City for connecting underground utilities.

City Attorney Taylor advised that the residents would have to be noticed and they would have to pay for the hookups, not the City.

Mayor England advised that she wants to stick to the same design throughout the City.

Public Works Director Tredik asked the Commission whether to add the sidewalk.

It was the consensus of the Commission that they did not want to change the plans to have sidewalks.

Mayor England moved to Item 3.

3. Stormwater Utility Fee: Continuation of Discussion (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 3 and asked for a staff report from Public Works Director Tredik.

Public Works Director Tredik asked the Commission whether they want a stormwater utility fee. He explained that if there was a stormwater utility fee, the monies collected would only be used for stormwater operations and maintenance for what the City has currently in place and the new projects that would be done. He explained that the cost of a project is only one of the costs and operation and maintenance of the projects are another. He commented that the annual operation and maintenance costs to run the stormwater utilities were approximately \$209,000. He explained how that could be split up between the residents per Equivalent Residential Unit (ERU) at \$45.93 or \$4.00 a month. He remarked that he knows the Commission has already increased the non-ad valorem assessment for collection, disposal, and recycling to \$315 a year,

but these costs should be done as well to maintain the City. He asked if the Commission would like to start collecting in 2023, in which case, they would have to start the process for a non-ad valorem assessment right away or wait until 2024.

Mayor England advised that the American Rescue Plan Act does not allow for operation and maintenance costs. She brought up whether to bring this issue to a referendum and let the residents decide.

City Manager Royle advised that the referendum would have to be a bond of indebtedness for several years with a specific millage rate and the voters would have to agree.

Mayor England advised that the operation and maintenance costs would have to be in the budget every year and with future Commissions, it might be better to have dedicated millage for those costs.

Commissioner George asked why the operations and maintenance should not be a part of the General Fund.

Mayor England advised that it should be in the budget every year; however, other Commissions may try to cut those costs and not maintain the stormwater system like it should be. She explained that with new projects come new operation and maintenance costs.

Commissioner George asked why these costs would not be the appropriate use of General Funds. She advised that she would not support this when the City just adopted an increase of \$315 non-ad valorem assessment for solid waste and on top of a tax increase. She remarked that the City does not have the projects yet, so this is bad timing for this request.

City Manager Royle advised that staff is not asking the Commission for the non-ad valorem right now, but whether staff should start the process. The Commission could stop the process at any time. He explained that this would only be to maintain and operate the current equipment the City has now.

Commissioner George asked what the guarantee would be for the reduction of the millage. She said there is none. She advised that this is just another way to bring more money into the City and not considering the pocketbooks of the residents.

City Manager Royle advised that more money is needed because the City is creating more drainage structures.

Commissioner George advised that the plans are not ready yet or the structures.

City Manager Royle explained that the Mizel pond needs new pumps, and they must be maintained and operated.

Commissioner George remarked that there is a Capital Improvement line item, and we should be managing the City's budget to stay within that budget.

City Manager Royle explained that Capital Improvement line item is for capital improvements, not for maintenance and operation.

Commissioner George advised that the City has been able to fund them all along.

Public Works Director Tredik advised that the City has been underfunding them.

Commissioner George advised that if this is added, she wants a reduction somewhere else. If the budget is insufficient, then she would like to see why. She commented that the Commission approved the top part of the range for the solid waste non-ad valorem assessment right away. She thought it was disingenuous to give another non-ad valorem range for stormwater and then have this Commission or another Commission go to the top of the range right away. This is premature. There is \$3.5 million from ARPA that is going to be discussed, and stormwater projects can be paid by ARPA. She stated that this was another tax, and she does not believe it would be right for the residents.

Commissioner Torres agreed with Commissioner George and asked when it would end. He said next would be a need for non-ad valorem assessment for the Police Department or other budgeted items. This is not the right time for it. He would like Public Works to spend their time on something else, not this.

Vice Mayor Samora agreed that this was not the time. He said that the City has an inherited problem bringing in revenue because of the size of the City. These items will come up until there is a drastic change. Overhead costs continue to rise on every line item. There needs to be a way to deal with it, whether it is to raise the millage, increase the size of the City, etc. The Commission needs to do something. He likes that stormwater utility fees are another option, but does not feel this is the right time. He would like another timeline where it could not be implemented for another two years. He expressed that he felt the process of the last non-ad valorem assessment was rushed for the adoption. He would not oppose this if it came back in 2024 or 2025. There is a lot of research that needs to be done before this is settled. He mentioned that the infrastructure throughout the City is getting older and asked how old the systems were.

Public Works Director Tredik advised that most of the pump systems were built in the 1990s. He explained that at the Mizel pond, the pumps are original, and one is not operating, and the other pump is rattling. He advised that over the years it has not been maintained properly. He explained that the City gives money every year, but its not enough and the infrastructure is starting to fail. The crews do a good job with the equipment, but there is more to it to keep them going. He advised that the City should have automated pumps so staff does not have to go out to turn them on when it rains. He explained that if the pump station fails, the City is in a fair amount of trouble.

Vice Mayor Samora asked how Public Works Director Tredik feels about using a non-ad valorem assessment versus a rise in millage rate.

Public Works Director Tredik advised that he would like a dedicated source like the non-ad valorem assessment because it cannot compete against other interests in the budget. He explained that if he requests a \$50,000 maintenance budget and it gets chopped down to \$40,000, some maintenance is not being done. It protects the maintenance and operating costs.

Commissioner George advised that it also means that the residents and commercial businesses are the ones getting the service, when there are public parks, public streets, county property, state property, etc. within the City's jurisdiction that are contributing to that. She advised that the City is outsourcing the financial burden on the residents as opposed to the fact that our

General Fund pulls revenue from all different locations. She advised that the ERUs should not only be for the residents and business properties, but also public properties.

Public Works Director Tredik advised taxing the City would not help.

Commissioner George advised that she did not mean taxing the City in the collection of the fees, but as a credit towards the maintenance and operating costs.

Public Works Director Tredik advised that that could be done to meet a balance.

Mayor England asked for Commissioner Rumrell's thoughts.

Commissioner Rumrell agreed that the timing should not be now, but the long-term plan needs to be completed. He commented that the City pays now or later and later costs five times more. He stated he is an advocate for user fees. He advised that taxes should not be increased for user fees. He explained that this needs to be decided soon because the state is not going to fund projects if the City does not have a maintenance plan. He stated that the City needs to look at the infrastructure and do something now because later it will cost hundreds of thousands of dollars more.

Mayor England advised that the City needs federal funds and grants to start doing these projects. She suggested a consultant to help the City find ways to bind the maintenance and operating costs in the Comprehensive Plan or by ordinance. She explained with more projects there is more maintenance and operating costs the City needs to pay for. She would like to make sure that maintenance and operating costs on the City's infrastructure could not be decreased in a budget and have them done through the millage rate. She felt that residents may be more inclined to accept an increase in the millage rate than a non-ad valorem assessment.

Public Works Director Tredik advised that he would have to research that. He advised that he is putting out a Request for Qualifications for the master drainage update in the next few weeks, which is in the budget. He said that there is never a good time to ask for more money, but it must be done to fund the new projects. The grants match to do the projects are costly and the City does not have the funds for a multi-million-dollar project.

Mayor England advised what she is hearing from the Commission is that the timing is off, and they do not want to move forward now. She would like to have research done to ensure that the maintenance and operating costs go into the budget every year by the Comprehensive Plan, resolution, or ordinance. She commented that as the residents get used to climate change and resiliency projects, maybe a referendum should be done to see what the voters want for the City. She is not negative on the referendum because she trusts the residents to be logical.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, encouraged staff to go to all the homeowner associations in the City and see if they would give up their rights to their pump stations, stormwater systems, etc. to the City and have the City take over the maintenance and operations of the systems.

Mayor England closed the Public Comments section and then moved to Item 4.

4. Proposal Ordinance: to Amend the City's General Code to Prohibit the Release of Helium or Lighter-Than-Air Balloons (Presenter: Lex Taylor, City Attorney)

Mayor England introduced Item 4 and asked for a staff report from City Attorney Taylor.

City Attorney Taylor advised he drafted an ordinance that was like St. Augustine's ordinance regarding releasing of helium balloons. He changed the code on littering to address this topic.

Commissioner Rumrell asked how this ordinance will be enforced.

City Attorney advised that the ordinance says that the person who is releasing the balloons would need to show an intent to release; otherwise if one gets away from a child there would be no enforcement.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section 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 21-13. **Moved by** Vice Mayor Samora, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved to Item 5.

XIII. NEW BUSINESS

5. Owner-Provided Solid Waste Services: Review of Proposed Ordinance (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 5 and asked for a staff report from Public Works Director Tredik.

Public Works Director Tredik explained that this would change Chapter 10 of the Code of Ordinances. He advised in 2020 the Commission adopted Ordinance 20-09, which modified and restated Chapter 10. Several changes were adopted including changes to the residential and commercial waste for dwelling units within mixed-use buildings. He explained that there was a problem with the term as mixed-use building was narrow and does not get all the intended uses the Commission wanted to do when the change was made. He advised that he proposes modifying Section 10-13 to eliminate the language in the subsection pertaining to mixed-use buildings and allow the owners of the buildings to have up to four containers and allow the owners to use the same dumpster or containers.

Commissioner George asked if someone had a duplex and one of the units is commercial and the other unit is short-term transient rental, would this change in the ordinance allow both units to utilize one account and one trash bin.

Public Works Director Tredik advised yes, if they were a commercial use in a dwelling unit, this is intended to use the property commercial dumpster.

Commissioner George asked if it would also apply if the commercial unit were paying the City for the trash service. She asked if that would be one account.

Public Works Director Tredik advised yes; it would be billed for the can usage for their combined use.

Commissioner George asked if an affidavit will trigger that if the commercial owner testifies that they are taking responsibility for the other unit.

Public Works Director Tredik advised yes.

Commissioner George asked if the commercial trash area language somehow limits that to exclude the City's commercial trash pickup.

City Attorney Taylor advised that he would research the language before the second reading of the ordinance.

Public Works Director Tredik advised that the old language did not address two commercial units in a mixed-use dwelling. It only addressed one residence and one commercial unit. This language does it all.

Discussion ensued regarding that transient rentals are considered commercial because they need a business tax receipt and are considered a business regardless of the building.

Finance Director Douylliez advised that condos are not considered residential properties under the City's billing fees regarding the non-ad valorem fee. She explained that the Finance Department is manually billing condo owners as well as transient rentals. She asked for this change to be in the next reading of this ordinance to be more efficient.

Public Works Director Tredik advised that the condo owners would be paying the same amount for their trash collection, but the Finance Department would not have to be billing, collecting, and tracking payments.

Commissioner Torres asked how many condo owners these effects.

Finance Director Douylliez advised there were 87 in Makarios and there are other homeowners associations.

Mayor England asked if the Ordinance 20-09 really worked.

Public Works Director Tredik advised that at least half were taken off the list.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section 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 21-14. **Moved by** Commissioner George, **Seconded by**

Commissioner Rumrell. Motion passed unanimously.

Mayor England moved to Item 6.

6. American Rescue Plan: Discussion of Allowable Users of Funds and Possible Projects (Presenters: Max Royle, City Manager; Patricia Douylliez, Finance Director)

Mayor England introduced Item 6 and asked for a staff report from City Manager Royle and Finance Director Douylliez.

Finance Director Douylliez advised that staff needs more direction before moving forward with any projects and gave a summary on how to spend the money (Exhibit 4). She explained that the state has not sent any money to the City and there are more delays in the process. The reporting process has been changed to April 2022 instead of October 2021. She said she is researching premium pay for essential workers. She explained that on October 11, 2021, the City Manager and her will be on a webinar to discuss further updates on ARPA. She explained that City Attorney Taylor and she will be meeting on Wednesday to go over the ARPA document to see if ARPA could be used for the solid waste new dump truck. She mentioned that the stormwater master plan would benefit the City substantially and will help to prioritize projects. The funds are supposed to be sent to the City by December 2022 and allowed to spend them through 2026.

Mayor England named the four categories for ARPA funds, which are: revenue lost, premium pay, water/sewer, and broadband. She suggested that City Attorney Taylor should ask the questions on ARPA because sometimes it is the way a person formulates the questions depends on the answers they receive. The City of St. Augustine Beach is a non-entitlement unit of government. She explained that the costs incurred must begin March 3, 2021, which puts the City in a good position for funding our projects. She suggested staff be in touch with the City of St. Augustine and St. Johns County to see how they are spending the money and if our City could work with them to combine projects. She advised that there needs to be a water quality benefit on the drainage projects. She would like to be able to see the other Commissioners' comments and thoughts during this process without violating any Sunshine Laws.

City Attorney Taylor said that the Commission could have noticed workshops where the Commissioners could be online and chat.

Mayor England thought that this should be discussed at the Commission's monthly meetings.

Vice Mayor Samora asked about revenue replacement.

Finance Director Douylliez advised that she had not run the numbers yet because she wanted to target the money going to projects. She said that Florida Government Finance Officers Association cautioned cities who benefited from grants should not use ARPA funding with those projects.

Vice Mayor Samora suggested running the numbers.

Finance Director Douylliez advised that the City did lose one full month of state revenues which was about \$15,000 and there was a decrease in sales tax revenues.

Vice Mayor Samora suggested to investigate park projects as well. He agreed with Mayor

England on seeing what the City of St. Augustine and St. Johns County are using the funds for and to see if they and our City could work together.

Commissioner George asked if most municipalities received the first half of their money.

Finance Director Douylliez advised it was not clear, but they said the deadlines have been pushed back. She suspected that many municipalities have not received their first half of their funding. She explained that she has set up an account for this money for an accurate accounting trail. Any interest would have to be used on the projects or returned if the projects are not completed along with excess funding. The bank will only give a very small interest rate for this money because they cannot use the money while in their bank.

Commissioner Rumrell advised that it sounds like ARPA funding could be used for studies for sewer projects. He supports pooling money with the City of St. Augustine and St. Johns County for regional projects. He asked to research statewide project matches with the ARPA funding.

Finance Director Douylliez advised that initially staff did not think ARPA funding could be used for project matches; however, she is researching that further.

Commissioner Rumrell asked if the City had any loans that extend past 2026 and can ARPA funding be used, especially Ocean Hammock Park because the millage ends before it is paid off.

Finance Director Douylliez advised that she would research it.

Commissioner George wanted to know if broadband would qualify in any area of the City. She would like to further the goal of underground utilities.

Mayor England asked staff to talk to the Northeast Regional Council Task Force about that. She would like to use the money first on easy known projects and spread the money between the four categories.

Commissioner Rumrell advised that it would be a good idea to work together with some of the funding that is left to complete regional projects.

Commissioner Torres agrees with stormwater projects, revenue lost, and premium pay.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, suggested using ARPA funding for the A Street paving and sidewalk project, work with the congressional districts representatives and see what their districts are doing, having a combine effort with St. Johns County and the City of St. Augustine for underground utilities on A1A Beach Boulevard, and use state and county matches for projects if allowed.

Mayor England closed the Public Comments section and then moved on to Item XIV

XIV. STAFF COMMENTS

Mayor England asked Public Works Director Tredik for comments.

Public Works Director Tredik advised that they poured the footing for the weir.

City Attorney Taylor advised that he would be on two separate podcasts regarding ARPA and will communicate the information to the Commission and staff.

Mayor England moved to adjourn.

XV. ADJOURNMENT

Mayor England made a motion.

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

Meeting was adjourned at 9:11 p.m.

Margaret England, Mayor

Attest:

Beverly Raddatz, City Clerk

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: October 18, 2021

SUBJECT: Presentation

Interview of Ms. Berta Odom for Position of Junior Alternate on the Code Enforcement Board.

Ms. Odom recently completed nine years of continuous service as a member of the City's Comprehensive Planning and Zoning Board. She has generously offered to serve on the City's Code Enforcement Board. Her application is attached.

She'll be at your meeting for the customary interview.



**ST. AUGUSTINE BEACH CITY COMMISSION
BOARD AND COMMITTEE APPLICATION**

FOR APPOINTMENTS TO COMMITTEES INVOLVED IN LAND USE

Date received by City _____

Thank you for your expressed interest in being considered for appointment to committees, boards, commissions, or advisory groups appointed by the City Commission. The Commission appreciates your willingness to serve your fellow citizens in a volunteer capacity. Please complete this application to the best of your ability. (You may attach a resume and/or additional data. Please reference attachments in the appropriate section(s).)

Name: Roberta (Berta) Cdom

Address: 7-11th St. St. Augustine, Fl. 32080

Phone #: 904-466-0114 E-Mail Address: propertybyberta@aol.com

How long have you been a legal resident of the City of St. Augustine Beach? _____

I am a full-time part-time _____ resident.

I am am not _____ a registered voter in St. Johns County.

List all active professional licenses and certifications: _____

Realtor

Educational background: BS in Psychology; Masters in Industrial Organizational Psychology

Past work experience: Currently a Realtor for REMAX (CO). State Farm Insurance for 33 years

Please list all civic clubs, professional organizations, or public interest groups of which you are a member or in which you have been active: (attached additional sheet if necessary).

1. President of the Board of Realtors
2. Treasurer of the St. Johns County Chamber of Commerce

3. City of SAB P&Z (11 yrs) 4. FLX Turtle Patrol

Please list the location and size of all parcels of property in St. Augustine Beach of which you have ownership: Only residence

Please list any companies/industries doing business in St. Augustine Beach in which you have a financial interest (i.e., proprietary, partnership, stock holdings, etc.)

N/A

Please indicate by preference all City boards, committees, or councils in which you have an interest:

1. Code Enforcement Board
2. Comprehensive Planning & Zoning Board
3. Other

I am available for meetings

- a. During the day only
- b. Evenings only
- c. Anytime

List three (3) personal or professional references:

1. Teresa Mercurio - Broker of RE/MAX 100
2. Victor Raymas - AE of the Board of Realtors
3. Isabelle Renault - President of the Chamber

You may use this space for a brief biographical profile or to list certain skills you possess that may be relevant to the appointment you are seeking. Please indicate whether you have had experience with the reading of blueprints, technical drawings or diagrams. (Indicate below if you are attaching a resume.)

After 11 years on the P&Z, I am acquainted with all the above.
Interested in staying involved with the City

NOTE: All information provided will become a matter of public record and will be open to the public. If you require special accommodations because of a disability to participate in the application/selection process, you must notify the City Commission in advance. This application will be kept for one (1) year, at which time you must notify the

City Commission of your intent to remain an active applicant and update your application accordingly or it will be removed from the active file.

I hereby authorize the City of St. Augustine Beach or its representatives to verify all information provided, and I further authorize the release of any information by those in possession of such information which may be requested by the City. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that a volunteer position provides for no compensation except that as may be provided by Florida Statutes or other enabling legislation.

Robert Adam
Signature

10-09-21
Date

Please return completed application to:

The City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, FL 32080
Phone (904) 471-2122
FAX (904) 471-4108

Thank you for your interest!

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: October 6, 2021

SUBJECT: Ordinance 21-13, Public Hearing and Second Reading: to Amend the City's General Code to Prohibit the Release of Helium or Lighter-Than-Air Balloons

At your September 13, 2021, meeting, Ms. Lana Bandy, Vice Chair of the Sustainability and Environmental Planning Advisory Committee, and Ms. Crosby, a Ponte Vedra resident, presented their proposal that the release of helium-filled balloons be banned in the City. Mayor England asked the City Attorney to review St. Augustine's ordinance that bans the release of such balloons and to work on an ordinance for our City. The City Attorney prepared the ordinance, which you reviewed and passed on first reading at your October 4th meeting.

ACTION REQUESTED

It is that you hold the public hearing and adopt Ordinance 21-13 on its second and final reading.

ORDINANCE NO. 21- 13

AN ORDINANCE OF THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA, MAKING FINDINGS OF FACT; AMENDING ARTICLE 1, SECTION 5-9 TO INCLUDE THE RELEASE OF BALLOONS AS LITTERING 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, § 166.041, Florida Statutes, provides for procedures for the adoption of ordinances and resolutions by municipalities; and

WHEREAS, the release of helium, foil, mylar or "biodegradable" balloons into the atmosphere has a deleterious effect on the environment when the balloons inevitably deflate; and

WHEREAS, these balloons inevitably return to our land and to our waterways as litter, they can travel thousands of miles, and create a blight in pristine, remote areas; and

WHEREAS, these balloons, many of which land in rivers, streams, marshes, and the oceans, represent one of the most common and destructive forms of floating garbage; and

WHEREAS, even biodegradable balloons can take up to four years to decompose and therefore cause the same injury to animals as non-biodegradable balloons; and

WHEREAS, latex and mylar balloons released outdoors kill countless animals that become entangled in the string or attempt to ingest the balloon; and

WHEREAS, experts rate balloons the single most deadly debris to sea birds and third most deadly to sea turtles and marine mammals; and

WHEREAS, Florida has more miles of coastline than any other state in the lower forty eight and 90% of all nesting sea turtles in the U.S. nest on Florida's beaches; and

WHEREAS, sea turtles ingest balloons, mistaking them for jellyfish thereby threatening and endangering all sea turtles worldwide; and

WHEREAS, mylar balloons can cause power outages when caught on power lines. In Kissimmee, Florida, a total of 4,200 homes and businesses have lost power in three separate incidents of balloons entangling in power lines according to the Kissimmee Utility Authority. Many outages have also occurred in the Florida Keys due to mylar balloons; and

WHEREAS, the Florida Legislature in Florida Statutes section 379.233 found that the release of balloons poses a danger and nuisance to the environment, particularly to wildlife and marine animals; and

WHEREAS, a ban on balloon releases would have a negligible impact on the balloon and party industry, since nearly all balloons are purchased for indoor decoration; and

WHEREAS, the City Commission of the City of St. Augustine Beach believes balloon releases should be prohibited to protect the air, land, and waters of the City; and

WHEREAS, the City Commission for the City of St. Augustine Beach finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted consistent with the requirements of Section 166.021 (4), Florida Statutes.

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 Article 1 – Section 5-9 as follows:

Sec. 5-9. - Trash and litter.

a) It is unlawful for any person to deposit, discard, throw, place or pile any trash, litter of any type, paper, garbage, cans, cartons, bottles, cigarette butts, filters, products containing tobacco or used for consuming tobacco products or other waste or discard materials on the city beach or any public street, right-of-way or other public places in the city, except in public receptacles, in authorized private receptacles for collection, or in the official city trash disposal site.

b) It shall be unlawful for any person, group, or corporation to intentionally release any helium or lighter-than-air gas filled balloons into the air within the city limits except for:

a) 1. Balloons released by a person on behalf of an educational institution, governmental agency or pursuant to a governmental contract for scientific or meteorological purposes.

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b)c) The chief of police is authorized to print or cause to be printed "litter citations" which shall contain blank spaces and have the following information:

1. Name of person alleged to have violated this section;
2. Description of the alleged violation;
3. Date, time and place of the alleged violation;
4. Witnesses, if any;
5. Name of officer charging the violation;
6. The date, time and location of the scheduled judicial hearing on the offense charged.

The litter citation will also contain a space where the alleged violator of this section may sign to indicate that he received a copy of the citation.

The litter citation will also indicate the penalty established herein for violation of this section.

e)d) _____ A person shall be charged with violation of this section by citation.

d)e) _____ A person cited for a violation of this section shall:

1. Post a bond which shall be equal to one-half ($\frac{1}{2}$) of the maximum penalty described in subsection (e); or
2. Sign and accept a citation indicating his receipt of a copy of the citation.

e)f) Any person found guilty of violating this section shall be guilty of an offense punishable by a fine not to exceed the amount of fifty dollars (\$50.00).

f)g) Any person who willfully refuses to post a bond or accept and sign a citation shall be guilty of an offense punishable by confinement not exceeding ten (10) days in the county jail or a fine not to exceed two hundred dollars (\$200.00) or both such fine and imprisonment.

e)h) _____ Any person charged with violation of this section may:

1. Pay one-half ($\frac{1}{2}$) of the maximum penalty set forth in subsection (e), either by mail or in person, within ten (10) days of the date of receiving the citation; or
2. If he has posted bond, forfeit the bond by not appearing at the scheduled judicial hearing; or
3. Appeal at a scheduled judicial hearing to contest the charge.

h)i) If the person cited follows either paragraphs (1) or (2) above, he shall be deemed to have admitted the violation and to have waived his right to a hearing on the issue of violation of this section and the amount paid or forfeited shall be deemed payment of the fine in full.

(Ord. No. 156, § 9, 5-23-86; Ord. No. 19-11, § 1, 8-5-19; Ord. No. 2021-__, § 2)

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

Date: November 1, 2021

To: Max Royle, City Manager

From: William Tredik, P.E., Public Works Director

Subject: Ordinance 21-14
Owner Provided Solid Waste Services: Review of Proposed Ordinance
2nd Reading and Public Hearing

BACKGROUND

On August 3, 2020 the City Commission Adopted Ordinance 20-09 modifying and restating Chapter 10 – Garbage and Trash, of the City Code. Several changes to Chapter 10 were adopted, including changes to Section 10-4 Residential Waste and 10-13 Commercial Waste providing for dwelling units within mixed-use buildings to be able to use the commercial dumpster or commercial trash area of the mixed-use building. The modifications adopted on August 3, 2020, however, did not account for buildings no longer being considered “mixed-use” if dwelling units within the building were operated as commercial service premises.

DISCUSSION

The proposed changes associated with Ordinance 21-14 modify Section 10-13 (f) to eliminate the language in this subsection pertaining to mixed-use buildings, and instead allow the owner or owners of a building containing a commercial dumpster or commercial trash area to permit up to four (4) commercial service premises within the building to use the building’s commercial dumpster or commercial trash area.

On October 4, 2021, the City Commission discussed the proposed ordinance at First Reading. The Commission asked whether the draft language of the ordinance allowed a commercial service premises without a commercial dumpster area or a commercial trash area to allow the use of the building’s commercial waste carts by another commercial service premises within the same building.

A review of the Chapter 10-1. – Definitions, of the City Code defines a Commercial Trash Area as follows:

Commercial trash area means any area used for accumulation of trash generated by any business, whether or not deposited in a container, which area is not enclosed within a building.

The definition of commercial trash area within the current City Code thus appears to apply only to an area not enclosed within a building. A new paragraph 10-13 (g) was therefore added to allow the owner of a building containing up to two (2) commercial service premises – but not

Ordinance 21-14
2nd Reading and Public Hearing
November 1, 2021

containing a commercial dumpster or commercial trash area – to utilize the building's commercial waste carts for both commercial service premises within the building. The owner would be required to purchase authorized waste carts of sufficient volume to serve the solid waste needs of both commercial services premises within the building.

ACTION REQUESTED

Adopt Ordinance 21-14 on 2nd Reading.

ORDINANCE NO: 21-14

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, RELATING TO GARBAGE AND TRASH; AMENDING THE CODE OF THE CITY OF ST. AUGUSTINE BEACH, CHAPTER 10, GARBAGE AND TRASH, TO AMEND, REVISE AND RESTATE THE SECTION 10-13 OF THE CITY CODE; AND PROVIDING AN EFFECTIVE DATE.

WITNESSETH:

WHEREAS, § 166.041, Florida Statutes, provides for procedures for the adoption of ordinances and resolutions by municipalities; and

WHEREAS, the City Commission for the City of St. Augustine Beach finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted consistent with the requirements of Section 166.021 (4), Florida Statutes.

BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA:

SECTION 1. The foregoing recitals are incorporated as legislative findings of fact.

SECTION 2. Amend Article 1 Section 10-13 of the Code of the City of St. Augustine

Beach, and the same is, hereby amended, revised and restated to read:

Chapter 10 - GARBAGE AND TRASH

ARTICLE I. - IN GENERAL

Sec. 10-1. – Definitions.

..... Owner means a person owning, occupying or leasing (not including transient leases) any premises coming under the terms of this chapter. There may be multiple owners to the same property.

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Sec. 10-13. - Commercial waste.

- (a) Every commercial service premises, including, but not limited to, hotels and motels and transient rentals, shall pay to the city for the collection and disposal of waste collected by the city, or the availability of such service, the service charges provided in this section.
- (b) After September 30,2020, commercial service premises having six (6) or more dwelling units are not eligible for City solid waste collection, disposal and recycling services, except as provided in subsection (c) below, and must secure private collection and disposal services from a City licensed private solid waste management company.
- (c) Commercial service premises having six (6) or more dwelling units which receive solid waste collection, disposal and recycling service from the City, as of the date of adoption of this ordinance, may petition the City to continue City service for all of its dwelling units beyond September 30,2020 due to hardship associated with the infeasibility to convert to dumpster service or obtain private collection. Hardship petitions will be reviewed and processed by the City Manager. Denied petitions may be appealed to the City Commission.
- (d) Dwelling units within condominium or apartment complexes which continue to receive solid waste collection, disposal and recycling services from the City after September 30,2020 are not required to purchase waste carts from the city and shall be allowed to place for collection the maximum quantities per dwelling unit provided in Section 10-04 - Residential Waste.
- (e) Condominium or apartment complexes which continue to receive City provided solid waste collection, disposal and recycling services for its dwelling units after September 30,2020 shall be billed the commercial rate for condominiums and apartment complexes as established by resolution.
- ~~(f) The owner or owners of a dwelling unit contained within a mixed-use building may utilize the commercial dumpster or commercial trash area associated with the mixed-use building, upon filing of permission from the commercial services premises in the mixed-use building. When a dwelling unit within a mixed-use building elects to utilize the commercial dumpster or commercial trash area associated with the mixed-use building, the dwelling unit may request exemption from the solid waste non-ad valorem special assessment, and all solid waste collection and disposal fees for the mixed-use building will be the responsibility of the commercial services premises. The owner or owners of the commercial service premises in the mixed-use building must provide a notarized affidavit indicating their authority and agreement to allow the dwelling unit within the mixed-use building to utilize the commercial dumpster or commercial trash area on the mixed-use building property. The owner or owners of a building containing a commercial dumpster or commercial trash area may allow up to four (4) commercial service premises~~

within the building to utilize the building's commercial dumpster or commercial trash area associated with the building, upon filing of permission from the owner responsible for the building's dumpster or commercial trash area. When a commercial service premises within a building elects and is authorized to utilize the commercial dumpster or commercial trash area associated with the building, all collection and disposal fees for the electing commercial service premises will be paid by the owner or owners of the building. The owner ~~or owners~~ of the building responsible for the dumpster or commercial trash area must provide a notarized affidavit indicating their authority and agreement to allow the commercial service premises within the building to utilize the building's commercial dumpster or commercial trash area.

(g) The owner ~~or owners~~ of a building containing up to two (2) commercial services premises, but not containing a commercial dumpster or commercial trash area ~~as specifically defined in City Code,~~ may allow both commercial service premises within the building to utilize the same City authorized commercial waste carts. ~~If there are multiple owners of the building, the owners must provide a notarized affidavit indicating their authority and agreement to allow both commercial service premises within the building to utilize the building's City authorized commercial waste carts. When both commercial service premises within a building elect — and are authorized by the City — to use the same commercial waste carts associated with the building, all collection and disposal fees for the two commercial service premises will be paid by the owner ~~or owners~~ of the building. The owner ~~or owners~~ of the building responsible for the City authorized commercial waste carts must provide a notarized affidavit indicating their authority and agreement to allow both commercial service premises within the building to utilize the building's City authorized commercial waste carts.~~ The Owner or owners of the building will be responsible for purchasing City authorized waste carts of sufficient volume to meet the solid waste needs of the two commercial services premises within the building.

~~(f)~~(h) Commercial services premises which ~~generate, or generate or~~ have historically generated more than an average of ten (10) thirty-two-gallon waste receptacles (or equivalent volume) of solid waste per week will not be eligible for city solid waste collection services and must a secure private hauler for solid waste collection and disposal services, provided the hauler is duly franchised and authorized to collect solid waste within the city.

~~(g)~~(i) Authorized commercial containers; collection.

- (1) Commercial service premises shall purchase, from the city, waste carts with a volume between sixty-four (64) and ninety-six (96) gallons for use in city solid

waste collection. The number of total volume of waste carts to be purchased shall be based upon historic can count information for each commercial services premises. In cases where historic can count information is unavailable, the business owner will coordinate with the public works director to determine the appropriate "starting solid waste volume" based upon similar businesses. Carts purchased from the city will be uniquely identified and will be picked up during normal solid waste collection schedules without the assessment of additional fees, provided the carts are placed appropriately per Sec. 10-3. - Placement, are in proper working order, and are not overfilled so that the lids do not completely close. Cart purchase prices will be adjusted annually by the City Manager, based upon actual material and labor costs.

- (2) For the disposal of garbage, rubbish, and trash contained in sixty-four (64) through ninety-six (96) gallon waste carts as designated pursuant to subsection (1) hereof, excluding garden trash, each commercial service premises shall pay a monthly charge for each authorized waste cart purchased from the city. Monthly charges for waste carts will be established by resolution.
- (3) Unauthorized receptacles. Solid waste in unauthorized cans, carts, bags or other containers will be logged and assessed additional pickup fees as established by resolution. The volume of any solid waste collected from unauthorized receptacles will be measured and logged. If a commercial service premises utilizes unauthorized receptacles more than six (6) times in a twelve (12) month period, the commercial service premise will be required to purchase additional waste carts of sufficient volume so as to avoid future solid waste overages. An authorized receptacle which is overstuffed so that the lid does not completely close, or not placed per Sec. 10-3. - Placement, will be deemed an unauthorized receptacle, and will be logged and assessed an additional pickup fee.
- (4) Uncontainerized solid waste. Uncontainerized solid waste will be charged additional pickup fees, depending upon the quantity, volume and type of material collected. A fee schedule for uncontainerized solid waste will be set by resolution.
- (5) Change in commercial solid waste volume. If a business undergoes changes resulting in the reduction of solid waste generation, they may request an adjustment of the mandated number / volume of solid waste carts. The business must submit, in writing, to the City Manager's office, a request for a reevaluation of solid waste fee. Upon receipt, the Public Works Department will conduct a random audit of the business's solid waste volume, to determine if a fee reduction is warranted. The random audit will be conducted within a six (6) month period to account for seasonal variation. If it is determined that a fee reduction is warranted, the business must return the appropriate number of waste carts to the city, and the monthly cart fee will be adjusted accordingly. A business may request a reduction of the mandated

number / volume of solid waste carts a maximum of once per 12-month time period.

- (6) The owner of a commercial service premises may elect, as provided in subsection (m) hereof, on a form designated by the city manager to exempt the commercial service establishment from collection by the city provided that the commercial garbage dumpster, waste receptacle storage area, waste cart storage area or commercial trash area meets the requirements of Sec. 10-3, Placement (d).

~~(h)~~(j) The quantity of garbage and rubbish which a commercial services premises may place for collection is limited to that which will fit within the business's purchased authorized commercial receptacles. The quantity of trash, white goods and recyclable material which a commercial service premises may place for collection by the city is subject to the same maximum limits provided for a single-family residence under subsection 10-4(a).

~~(i)~~(k) This section does not prohibit an owner from placing for collection garbage, rubbish, trash, white goods, and recyclable material in excess of the maximum quantities provided under subsection (i) when the city has previously agreed with the owner to collect such excess quantities. Quantities in excess of the maximum quantities will be assessed an additional pickup fee as set by resolution.

~~(j)~~(l) The city will not collect commercial waste contained in a garbage dumpster from any service premises.

~~(k)~~(m) The service charges provided in this section shall be due and by the end of the calendar month in which the invoice for such services is rendered and shall be regarded as delinquent thereafter.

~~(l)~~(n) A commercial service premises may be exempted from payment of the service charges upon written notice delivered to the office of the city manager, stating that the owner elects not to receive any waste collection and disposal service from the city, provided the owner furnishes evidence of a contract for dumpster service. It shall be a violation of this Code punishable as provided in section 10-11 hereof to collect dumpster garbage and trash between the hours of 7:00 p.m. of any day and 7:00 a.m. of the ensuing day.

~~(m)~~(o) The city manager is hereby authorized, from time to time, to determine the cost to the city for the utilization of landfills and to promulgate waste disposal service charges for each equivalent container to be charged pursuant to this section hereof in accordance with such costs. Such charges shall become effective as of the beginning of the next ensuing fiscal quarter after a copy thereof has been furnished to the city commission, unless the city commission shall, by ordinance, provide some other fee or charge or direct that no charge be made.

~~(n)~~(p) Commercial garden trash collection shall be provided to each commercial service premises once per week and be subject to the same rules governing the collection of uncontainerized and containerized residential garden trash waste. The amount charged by the city for such collection shall be set by resolution.

~~(e)~~(q) Up to two (2) cubic yards of commercial construction debris per week, if generated by the business occupant with a valid building permit, if such a permit is required, is to be collected from each commercial service premises that receives solid waste collection and disposal services from the city. (Construction debris generated by a contractor shall not be collected by the city and the contractor shall be responsible for disposal regardless of whether the waste is residential or commercial)

~~(p)~~(r) Collection of garbage and refuse for commercial service premises may be permitted in excess of one (1) day per week on a subscription basis. Commercial service premises shall pay an additional fee for each additional collection day plus the standard disposal costs as required with basic collection services. Commercial service premises may have up to one (1) additional collection days per week, provided an application for such service is made to the city and the city manager or his designee determines the public works department has capacity to provide the additional service. No garbage or refuse will be collected on Wednesdays, weekends or City holidays. Fees for the additional collection services shall be set from time to time by resolution of the city commission.

~~(e)~~(s) In lieu of receiving garbage collection service from the city, commercial service businesses may contract with a private hauler for garbage and refuse collection services provided the hauler is duly franchised and authorized to collect garbage within the city

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.staugbchl.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: October 22, 2021

SUBJECT: Budget Resolutions 21-05, 21-06, and 21-07

The Finance Director has provided an explanation for each of the attached budget resolutions. Unless you have questions about any of them, all three can be approved by a single motion and then a vote.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: BUDGET RESOLUTION 21-05
DATE: 10/21/2021

The above referenced budget resolution is requested to modify the current Building Department budget in the amount of \$38,000. This adjustment will allow the Building Department for the carryover of one vehicle from FY21 that was not received prior to end of year. The funds not spent from FY21 will be moved to the Building Department Reserves, so this purchase will be funded from reserves.

Please let me know if more information is needed.

BUDGET RESOLUTION 21-05

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

**RE: TO AMEND THE FY2022
GENERAL FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2021-2022 General Fund Budget as follows:

DECREASE: Account 001-281-7550 (Restricted Fund Bal-Bldg Dept Carryover) in the amount of \$38,000 which will decrease the appropriation in this account to \$328,679.

INCREASE: Account 001-2400-524-6410 (Prof Inspections-Software) in the amount of \$38,000 which will increase the appropriation in this account to \$76,000.

RESOLVED AND DONE, this 1st day of November 2021 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

Mayor – Commissioner

ATTEST:

City Manager

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: BUDGET RESOLUTION 21-06
DATE: 10/21/2021

The above referenced budget resolution is requested to modify the current Law Enforcement Department for the financing of Tasers. The full expense of the tasers is \$61,159.97, to be offset by Debt Proceeds to record the lease agreement.

Please let me know if more information is needed.

BUDGET RESOLUTION 21-06

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

**RE: TO AMEND THE FY2022
GENERAL FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2021-2022 General Fund Budget as follows:

INCREASE: Account 001-384-000 (Debt Proceeds) in the amount of \$61,159.97 which will decrease the appropriation in this account to \$411,159.97.

INCREASE: Account 001-2100-521-6490 (Law Enforcement-Other Equipment) in the amount of \$61,159.97 which will increase the appropriation in this account to \$110,742.97.

RESOLVED AND DONE, this 1st day of November 2021 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

Mayor – Commissioner

ATTEST:

City Manager



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-345454-44487.658CG

Issued: 10/18/2021

Quote Expiration: 10/31/2021

EST Contract Start Date: 11/01/2021

Account Number: 118633

Payment Terms: N30

Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Business;Delivery;Invoice-2300 A1A S 2300 A1A S Saint Augustine, FL 32080-2920 USA	Saint Augustine Beach Police Dept. - FL 2300 A1A S Saint Augustine, FL 32080-2920 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Christian Gardner Phone: (480) 502-6209 Email: cgardner@axon.com Fax:	Paul Abel Phone: (904) 471-3600 Email: abelpj@sabpd.org Fax: (904) 471-0737

5-

Program Length	60 Months
TOTAL COST	\$61,159.97
ESTIMATED TOTAL W/ TAX	\$61,159.97

Bundle Savings	\$4,839.52
Additional Savings	\$240.02
TOTAL SAVINGS	\$5,079.54

PAYMENT PLAN		
PLAN NAME	INVOICE DATE	AMOUNT DUE
Year 1	Nov, 2021	\$18,919.97
Year 2	Nov, 2022	\$10,560.00
Year 3	Nov, 2023	\$10,560.00
Year 4	Nov, 2024	\$10,560.00
Year 5	Nov, 2025	\$10,560.00

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: BUDGET RESOLUTION 21-07
DATE: 10/21/2021

The above referenced budget resolution is requested to modify the current Law Enforcement Department for the network system repairs that were not completed in FY21. This amount was budgeted in FY21 and since it was not use it will be applied to the City's reserves. The adjustment proposed will reduce the amount scheduled to be placed into reserves in the current year. The net results to the reserve balance will be zero.

Please let me know if more information is needed.

BUDGET RESOLUTION 21-07

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

**RE: TO AMEND THE FY2022
GENERAL FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2021-2022 General Fund Budget as follows:

DECREASE: Account 001-8100-581-9120 (Emergencies and Contingencies) in the amount of \$4,000.00 which will decrease the appropriation in this account to \$81,700.30.

INCREASE: Account 001-2100-521-6490 (Law Enforcement-Other Equipment) in the amount of \$4,000.00 which will increase the appropriation in this account to \$114,742.97.

RESOLVED AND DONE, this 1st day of November 2021 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

ATTEST:

Mayor – Commissioner

City Manager

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: ASSET SURPLUS RESOLUTION 21-31
DATE: 10/21/2021

Resolution 21-31 is to surplus equipment on the attached list from the Public Works Department. The equipment is broken however we will list it on the auction to sell for parts.

If further information is needed, please let me know.

RESOLUTION 21-31

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

**RE: TO DECLARE AS SURPLUS
AND AUTHORIZE THEIR
DISPOSAL ITEMS LISTED ON
EXHIBIT A**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in regular meeting duly assembled on Monday, November 1st, 2021, resolves as follows:

WHEREAS, from time to time the City's departments have items of property which have reached the end of their useful life, or are broken and for which the cost of repairs would exceed the value of the item(s), or are obsolete and/or no longer of use to the department, and

WHEREAS, Section 10 of the City's Capital Asset Policy requires that the City Commission approve the disposal of any property that is declared surplus.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, does declare as surplus items from various departments listed on Exhibit A (attached), and authorizes their disposal.

RESOLVED AND DONE, this 1st day of November 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

City Manager



**City of St. Augustine Beach
Disposal/Retirement of Capital Asset**

Date of Transaction: October 2021

Asset Tag #	VIN/Serial #	Asset Description	Department	Location	To be completed by Finance only.	
					Sold/Destroyed/Donated	Proceeds Received
01352		Large format scanner	PWD	PWD		
	T1C212042219	Shindawa weedeater		PWD		
	7052047	Shindawa edger		PWD		
	HL100	Stihl hedge trimmer		PWD		
	289527094	Stihl blower BG85		PWD		
	253713783	Stihl edger FC75		PWD		
	606608	Shindawa weedeater		PWD		
	1901162	Husqvarna weedeater		PWD		
	20200202	Husqvarna back pack blower		PWD		
	30800350	Husqvarna back pack blower		PWD		

Comments: All are broken and do not work.

Dept Head Approval:  Date: 10/20/21

Finance Dept Approval: _____ Date: _____

MEMORANDUM

To: Max Royle, City Manager

From: William Tredik, P.E., Public Works Director

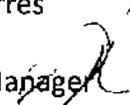
Date: November 1, 2021

Subject: Ocean Walk Subdivision Resiliency Improvements
Presentation of Drainage Analysis by Matthews Design Group

Matthews Design Group will present their drainage analysis findings for Ocean Walk Subdivision Resiliency Improvements

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: October 18, 2021

SUBJECT: A Street Drainage / Safety Improvements: Approval of Plan

INTRODUCTION

This topic concerns the section of A Street between A1A Beach Boulevard and the beach. In recent years, there's been a problem with water pooling in a certain area along the north side of A Street. The water would hinder residents from getting to and from their homes and would force persons to walk in the middle of the street. That stimulated the suggestion that this section of A Street needed a sidewalk, especially for safety reasons because of the heavy volume of pedestrian, bicycle, and vehicle traffic on it. As A Street from the beach to State Road A1A is owned and maintained by the County, any changes to it would require County planning and approval.

OPTIONS FOR CHANGES

During 2021, County and City staff met at A Street to discuss a project to solve the drainage problem and provide a sidewalk from the Boulevard to the beach for safety. The owners of adjacent properties were also involved in the discussions. The improvements would be put along the north side and there are utility poles on the south side. The outcome are four options proposed by the County. They are:

1. Construct drainage improvement only. The County will maintain.
2. Construct drainage improvements and a concrete sidewalk as planned (3-foot valley gutter and a 6-foot concrete sidewalk) to meet County standards. The County will maintain.
3. Construct drainage improvements and sidewalk (3-foot valley gutter and 6-foot sidewalk). If the sidewalk is made of alternative material, the City will maintain it.

4. Construct drainage and sidewalk (1-foot trench drainage and 6-foot sidewalk) with the sidewalk made with or without alternative material or design. The City would maintain both the drainage improvements and the sidewalk.

The County has asked the City to select one of the four options so that the construction phase of the project can begin and be finished before the spring tourist season makes A Street a congested beach access point.

Instead, Vice Mayor Samora, who has been involved with this project from its beginning, and City staff recommend the following as the plan for the A Street improvements:

Drainage

- Underground as proposed
- Gutter width 1 ½ to 2-feet width (just like every other gutter in the City). This should be acceptable as it cuts cost and conforms to our standards.
- New drainage outfall relocated to just east of the property line between 15 A Street. As discussed and agreed to in our meeting.
- County maintains drainage.

Sidewalk

- Width 5-feet (to match other sidewalks in the City, such as along both sides of A1A Beach Boulevard).
- Material – TBD. Possibilities include concrete, tabby concrete, concrete stamped with decorative design, concrete bordered with brick, or even an alternative material such as pavers. Input from the Commission would be good. The property owners have also provided feedback.
- City maintains sidewalk.

ACTION REQUESTED

It is that you approve the plan described above. If you do, the County will be informed so that the project can be done in January or earlier before the start of the spring tourist season in February.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: TRANSFER OF FUNDS
DATE: 10/22/2021

In July 2020, the Commission agreed to amend the transfer fund amounts to increase the level permitted by the Finance Director, with the City Manager's approval. This change was made on the recommendation of the Auditor based upon the following:

"During our audit of the City's budgetary compliance, we noted the budgetary legal level of control is \$ 1,500.00 for the City Manager to make intradepartmental transfers and transfers of appropriations between departments require approval of the City Commission. To increase efficiency of staff and Commission time, we recommend the City consider amending the City Ordinances to increase the legal level of control to allow City Manager approval of any interdepartmental transfers of appropriation and City Commission approval for any changes in the total budget for a fund."

I would like to revisit this to remove the limit of adjustments contained within the total budget. The limitation restricts adjustments that may be necessary at the end of the fiscal year to keep the audit report clean. I would like to propose that as stated by the auditor above, the City Manager have approval ability for any interdepartmental transfers throughout the year and the City Commission have approval ability for any changes to the total budget for a fund. All adjustments can be provided to the Commission with the monthly reports for their review.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: CONDO SOLID WASTE
DATE: 10/18/2021

As discussed in the October 4th Commission meeting, I would like to propose moving the solid waste billing for condo owners to the residential non-ad valorem assessment. In 2020, changes were made to our City Code and contained within section 10-1, Residential Service Premises was defined as the following:

Residential service premises means a service premises used as a residence or dwelling unit by one (1) or more human beings; but shall not include apartment building or complexes having more than five (5) dwelling units, condominiums having more than five (5) dwelling units, motels and hotels, nor transient rentals.

As such, this removed several condo locations from the non-ad valorem tax roll and placed them on a monthly billing schedule. When this change was made, several condo owners questioned the change and have requested this be moved back to their tax invoice. It is my recommendation that the solid waste fees be added back to the non-ad valorem tax roll for each condo owner.

If you agree with this change, staff will advertise the public hearing to discuss this change over the next four weeks, and a decision can be made at the December Commission Meeting. Once the paperwork is complete, staff can notify the Tax Collector and move forward with mailing letters to the affected condo owners and hold the necessary meetings over the course of the next six months to place them back on the tax roll.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: October 22, 2021

SUBJECT: Vision Plan for City: Consideration of Preparing New One

INTRODUCTION

In 2005, the then-City Commission decided to have a vision plan done for A1A Beach Boulevard. Though the Building Official at the time, Gary Larson, had sent a vision survey to the residents, the Commission decided that a consultant should be hired to develop the plan. After advertising for competitive proposals, the Commission selected the firm of Wallace Roberts and Todd of Coral Gables for a cost of over \$10,000. The Commission then appointed the Vision Plan Steering Committee. Its chair was a resident, Vicky Hall, who did an outstanding job of conducting the meetings and keeping the Committee on track.

The result of the Committee's and consultant's work was the presentation in May of 2006 of the A1A Beach Boulevard Corridor Vision Plan to the City Commission. Though the Commission never officially adopted the Plan, it has served over the years as an informal guide and a few of its recommendations have been adopted.

As the Plan is over 15 years old, Mayor England suggests that now may be the time to begin work on a new vision plan.

ATTACHMENTS

Because of its length, we've not attached the 2006 Vision Plan. However, for your immediate discussion, we've attached the following pages from it:

- a) Page 1, the Plan's cover.
- b) Page 2, the Table of Contents. This will give you a quick overview of the topics in the Plan.
- c) Page 3, the List of Figures provided by the consultant for the Plan.

- d) Page 4, the list of the members of the Vision Plan Steering Committee, the Planning Board, and the City Commission at the time the 2006 Plan was developed.
- e) Pages 5-6, the time frame for implementing particular goals of the Plan. You can note which goals have been achieved and which have not.

MAYOR ENGLAND'S PROPOSAL

Mayor England suggests that the structure of the new vision plan have topic headings similar to the four listed in the original Plan's Table of Contents shown on page 2.

- Introduction
- Existing Conditions
- A1A Beach Boulevard Corridor Concept Plan
- Implementation Strategy

The Mayor's proposed changes to the topics are:

- a) Include in the Introduction the Mission Statement from the proposed Strategic Plan, which is:

"St. Augustine Beach is a welcoming inclusive beachside community that strives to provide responsive services for the health, safety and welfare of its residents and visitors, and protect its inviting small-town residential and environmental character while welcoming commercial development and redevelopment that contribute to a strong economy and tax base."

- b) Add to Existing conditions the Vulnerability Study
- c) Change A1A Beach Boulevard Corridor Concept Plan to Smart City Concept Plan, and include as subtopics the following:
 - Mobility
 - Resiliency
 - Architectural Design Standards for Buildings Along the Boulevard
 - Include regulations for Conditional Use Permits in the Commercial District along the Boulevard
 - Parking (overnight and beach visitor daily parking)
 - Stormwater mitigation and undergrounding of utilities
- d) Implementation, perhaps through the Strategic Plan

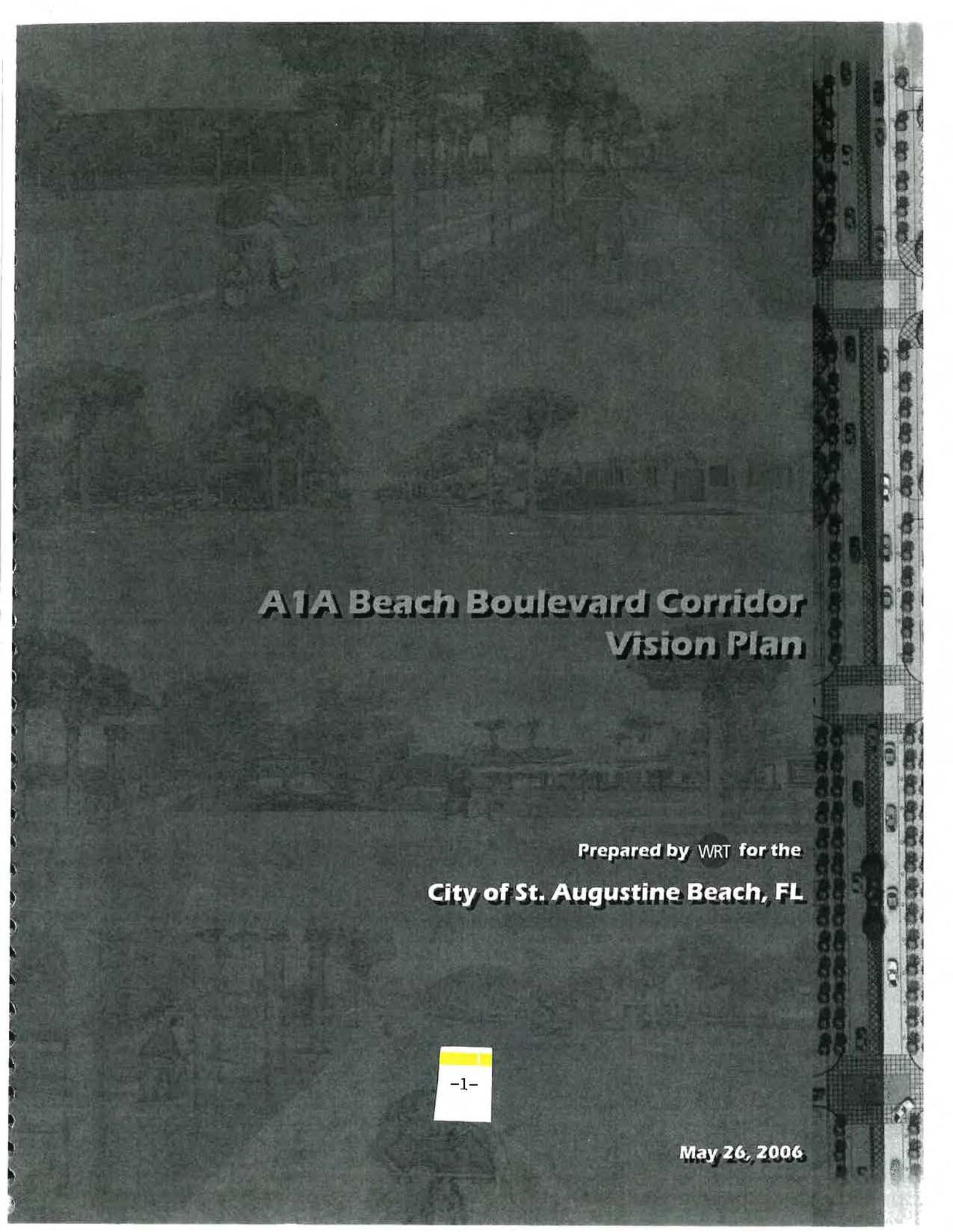
ACTION REQUESTED

It is that you discuss Mayor England's suggestions listed above and whether you collectively want to develop a new Vision Plan. If you decide that a new plan is needed, then we suggest the following:

- That you do not hire a consultant because at this time there is no money in the Fiscal Year 2022 budget for one. The City has residents on its Planning Board and SEPAC who are intelligent, know the City well, and are quite capable of developing a vision plan without a consultant's guidance. However, if you think a consultant is needed, then we recommend you take no further action on this matter in FY 22 but put money in the FY 23 budget for a consultant. The plan can then be developed during FY 23.
- Or, if you think the City should develop a vision plan now, that you not have a steering committee. Members of the Planning Board and SEPAC can serve as the steering committee.

If you agree with these suggestions, then the process could be:

1. That your major directive to each board be that the new plan does not have any goals that exceed the City's financial and staff resources to accomplish. For example, the 2006 Vision Plan suggested special landscaping, distinctive signage and unique crosswalk paving patterns, all of which cost money. For the new plan, we suggest the concentration be on changes that don't cost much for the City to implement, such as Land Development Code changes that will regulate development and re-development of private property along with Boulevard.
2. That the Planning Board and SEPAC independently of each other determine their definition of "vision" and what they recommend be included in the new plan.
3. That the Planning Board and SEPAC then hold joint meetings to work together on the definition and what will be in the new plan and provide a recommended plan to the Commission.
4. The Commission then in public meetings reviews the proposed plan and decides whether to adopt it.



A1A Beach Boulevard Corridor Vision Plan

Prepared by WRT for the
City of St. Augustine Beach, FL

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ACKNOWLEDGEMENTS

To the Citizens of St. Augustine Beach

A1A Beach Boulevard Vision Plan Steering Committee

Ms. Vicki Hall, Chair
 Mr. Sylvester Helkoski, Vice Chair
 Mr. Robert Beskind
 Mr. Peter Darios
 Hon. Commissioner Barbara Ellis
 Ms. Margaret England
 Ms. Grace Guido
 Ms. Cathi Hagerty
 Mr. Alfred Hirsch
 Ms. Lois Houghton
 Hon. Commissioner Michael Longstreet
 Mr. Rick Mauldin
 Mr. Steve Mitherz
 Ms. Nancy Nevacoff
 Ms. Ann Palmquist
 Ms. Jennifer Sauvage

City of St. Augustine Beach Planning Commission

Mr. Michael Aulicino
 Mr. Richard O'Brien
 Ms. Margaret England
 Ms. Patricia Gill
 Mr. Alfred Guido, Jr.
 Mr. Sylvester Helkoski
 Mr. Roger Miller
 Mr. Barry Tuttle

City of St. Augustine Beach City Commission

Honorable Frank Charles, Mayor
 Honorable Edward George, Vice Mayor
 Honorable Michael Longstreet
 Honorable Barbara Ellis
 Honorable Don Terrill

City Staff

Mr. Max Royle, Manager

Consultant

Wallace Roberts & Todd, LLC

Action/Project	Timeframe		
	Short-Term (1-2 years)	Mid-Term (2-5 years)	Long-Range (5+ years)
REGULATORY FRAMEWORK			
1) <i>Enact zoning/regulatory modifications</i>	√		
•Commercial and Medium-Density classifications to new Activity Center and Boulevard Mixed-Use as shown in Figure 7, "Zoning and Land Use Concept"	√		
•Review and adopt modifications to LDRs to achieve desired character recommended by the Plan in future private development: -Setbacks (8 to 10-foot build-to line recommended, with exemptions for porches, steps, and balconies) -Parking and loading (rear or side location recommended, ratios and potential reductions/shared parking, increased parking landscaping) -Site landscaping and buffering (location and width of buffer zones, required numbers of plants, plant species palette, etc.) -Building height (number of stories to maximum height) -Access management (location, shared access, connectivity) -Bicycles and pedestrian facilities (numbers, locations) -Signage (types, sizes, locations)	√		
2) <i>Develop and adopt Site and Architectural Design Guidelines for the Activity Center and Boulevard Mixed-Use Districts. Potential topics to address include, but are not limited to the following:</i> -Orientation of building entrances (with respect to to the street) -Building massing/scale -Façade and roof articulation -Preferred architectural styles/elements and detailing -Preferred materials and colors -Location and screening for utilities, services and mechanical equipment -Design of outdoor spaces (balconies, decks, patios, plazas) -Design of fences/walls/hedges	√		
3) <i>Prepare necessary Comprehensive Plan amendments to make future land use classifications consistent with proposed corridor concept, for processing in next EAR/Plan amendment cycles.</i>	√		
A STREET "TOWN CENTER"			
<i>Create "Town Center Business and Property Owner Association" as a possible step for future creation of a Business Improvement District (BID)</i>	√		
<i>Create logo for use in banners, signage, and marketing materials * (in conjunction with effort for overall corridor logo, see below)</i>	√		
"PLAZAS"			
1) <i>Investigate funding/grant opportunities for parking and open space/recreation improvements. Potential sources include but are not limited to:</i> -Florida Communities Trust/Florida Forever -Florida Land and Water Conservation Fund -Community Development Block Grant -Florida Recreation Development Assistance Program -Department of Transportation ...National Scenic Byways Program ...Safe, Accountable, Flexible, Efficient Transportation Equity Act: A -Office of Greenways & Trails Recreational Trails Program -Federal Urban Parks and Recreation Recovery Program (* if/when funding reappropriated in future FYs)	√		
2) <i>Establish priorities to meet needs/funding (Where to start? What next?)</i>		√	
3) <i>Detailed design and construction</i>		√	√

Action/Project	Timeframe		
	Short-Term (1-2 years)	Mid-Term (2-5 years)	Long-Range (5+ years)
STREETSCAPE			
Initiate dialogue with St. Johns County for potential de-designation of A1A Beach Blvd. as County road and change name to "Beach Boulevard"	✓		
Create logo for use in banners, signage, and marketing materials * (in conjunction with effort for "town center," see above)	✓		
Investigate funding/grant opportunities for streetscape improvements. Potential sources include but are not limited to: <ul style="list-style-type: none"> -Community Development Block Grant -Department of Transportation <ul style="list-style-type: none"> ...National Scenic Byways Program ...Safe, Accountable, Flexible, Efficient Transportation Equity Act: A -Office of Greenways & Trails Recreational Trails Program 	✓		
Design and implement wayfinding/directional/corridor entry signage program		✓	
Establish priorities to meet needs/funding (Where to start? What next?)		✓	
Detailed design and construction		✓	✓
UNDERGROUNDING OF UTILITIES			
Establish contact with utility provider to establish feasibility of undergrounding	✓		
If undergrounding is determined to be feasible, establish priorities to meet needs/funding (Where to start? What next?)		✓	
Coordinate with Building and Zoning, Public Works, utility providers, private landowners and developers to relocate utility lines underground when the opportunity arises.		✓	✓

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
NOVEMBER 1, 2021**

CODE ENFORCEMENT/BUILDING/ZONING

Please see pages 1-17.

COMPREHENSIVE PLANNING AND ZONING BOARD

Because it had no topics to consider, the Board did not meet in October.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's September 8, 2021, are attached as pages 18-32.

POLICE DEPARTMENT

Please see page 33.

PUBLIC WORKS DEPARTMENT

Please see pages 34-38.

CITY MANAGER

1. Complaints

A. Crosswalks on Pope Road

A resident asked if a crosswalk could be put across Pope Road from the sidewalk to Lee Drive and from the sidewalk to Mickler Boulevard. As Pope Road is owned by the County, the request was forwarded to one of the Assistant County Administrators for possible approval.

B. Sidewalk Light Not Working

A resident reported that one of the lights in Lakeside Park is dark at night. Her report was forwarded to the Public Works Director.

C. Hours When Park Used and Light Complaint

An resident living across from Ron Parker Park complained about noise from the park during early morning and late evening hours, and a bright Park light shining into his home. As the Park is owned by the County, his complaint was forwarded to one of the Assistant County Administrators. The County Parks and Recreation Director met with the resident to discuss his concerns and what the County could do to address them.

D. Trimming Mickler Boulevard Sidewalk

A Mickler Boulevard resident asked that the Mickler Boulevard sidewalk between 11th and A Street be trimmed.

E. Overgrown Vegetation by City Sign

A County employee asked that the vegetation be trimmed in the median near the intersection of State Road 312 and A1A.

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 City Commission reviewed the plans at its October 4th meeting and discussed in particular the underground of utilities and having a sidewalk along the section of 2nd Street east of 2nd Avenue. On October 14th, City staff met with representatives of FP&L to discuss the company's requirements for the underground of utilities. The first requirement is that the City obtain an easement from each property owner for the placement of FP&L's underground line and above ground transformers. The Public Works Director will ask each owner for the easement.

There are two related matters: First, two lot owners want to dedicate their lots for conservation purposes to the Putnam County Land Trust. In early August, one of the owners notified the City Manager that the first draft of the conservation easement agreement with the Trust had been prepared. In late September the City received the easement agreement and forwarded it to the City Attorney for review. He provided comments and returned the agreement to the Land Trust. No response from the Trust has been received. The second, the existing section of 2nd Street, which is between 2nd Avenue and A1A Beach Boulevard, will be slightly widened and have no pavement but no sidewalk. The cost of this project will be paid from general revenues, not by assessing the adjacent property owners.

2) Sidewalk and Drainage Improvements for 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, a underground drainage pipe will be constructed. The plans were completed in early September. On September 24th, Vice Mayor Samora and City staff met with County staff to review the plans. As a result of the meeting, the County investigated the dimensions of the sidewalk to diminish the sidewalk's impact to the properties on the north side and proposed four options. However, upon review, Vice Mayor Samora and City staff have proposed an option. It will be reviewed by the City Commission at its November 1st meeting.

3) A1A Beach Boulevard Crosswalk Improvements

The County has done a study of the Boulevard's crosswalks. The first improvement will be a pedestrian-activated crosswalk signal at the pier park. It should be in operation before the end of 2021. Based on the public's reaction to it, the County could put a similar signal at other locations along the Boulevard.

B. Beach Matters

1) Off-Beach Parking

At this time, the only parking project is improvements to the two parkettes on the west side of A1A Beach Boulevard between A and 1st Streets. The Commission appropriated \$45,000 in the Fiscal Year 2022 budget for this project. The next step is to select a consultant to do the design. The Public Works Director will check the County's list of civil engineering consultants.

Concerning parking along Pope Road: At its August 11th meeting, the City Commission approved Mayor England sending a request to the County that it include the project in a five-year plan.

There is no discussion at this time concerning paid parking.

C. Parks

1) Ocean Hammock Park

This Park is located on the east side of A1A Beach Boulevard between the Bermuda Run and Sea Colony subdivisions. It was originally part of an 18-acre vacant tract. Two acres were given to the City by the original owners for conservation purposes and for where the boardwalk to the beach is now located. The City purchased 11.5 acres in 2009 for \$5,380,000 and received a Florida Communities Trust grant to reimburse it for part of the purchase price. The remaining 4.5 acres were left in private ownership. In 2015, The Trust for Public Land purchased the 4.5 acres for the appraised value of \$4.5 million. The City gave the Trust a down payment of \$1,000,000. Thanks to a grant application prepared by the City's Chief Financial Officer, Ms. Melissa Burns, and to the presentation by then-Mayor Rich O'Brien at a Florida Communities Trust board meeting in February 2017, the City was awarded \$1.5 million from the state to help it pay for the remaining debt to The Trust for Public Land. The City received the check for \$1.5 million in October 2018. For the remaining amount owed to The Trust for Public Land, the Commission at public hearings in September 2018 raised the voter-approved property tax debt millage to half a mill. 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. The Commission will be asked at its December 6, 2021, meeting to approve the bid to construct the restrooms.

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. Construction should begin in the spring of 2022.

At its August 11, 2021, meeting, the Public Works Director and a park consultant presented an update on the proposed improvements to the Park. The plans were submitted to the St. Johns River Water Management District during the last week in September. Once permits have been approved, construction of the central trail and observation deck should start in early 2022.

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 currently two. The first will be to allow the Comprehensive Planning and Zoning Board to approve most conditional use permits. The Commission reviewed an ordinance at its August 11th meeting and passed it on first reading. The Planning Board reviewed the ordinance at its August 17th meeting and recommended that the ordinance be approved. The ordinance had its first public hearing at the Commission's September 13th meeting when the Commission passed it on second reading. Its second public hearing was held at the Commission's October 4th meeting, when the ordinance was adopted on final reading.

Another ordinance with changes to the Regulations will be presented to the Commission at its December 6th meeting. The changes will be to clarify setbacks and permitting requirements for sheds, decks, patio covers, outside stairs and screen enclosures, and to provide a definition for patio covers and screen enclosures.

3. Finance and Budget

A. Fiscal Year 2021 Budget

FY 2021 ended on September 30, 2021. The next matter concerning the budget is the auditor's review of the revenues the City received during the year and the purposes for which the money was spent. The review will begin in November with the presentation of the report to the Commission in the spring of 2021.

B. Fiscal Year 2022 Budget

FY 22 began on October 1, 2021, and will end on September 30, 2022. Revenues during the first two months of the year are usually low. The City will begin receiving revenue from its major source, property taxes, in late November.

C. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. At its October 5th 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. At its October 4th meeting, the Commission decided not to authorize the staff to proceed to the next step in the process to adopt the fee in the future. This topic will be brought back to the Commission for another review in the future.

4. Miscellaneous

A. Permits for Upcoming Events

During October, no requests for special event permits were submitted to the City.

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

In 2021, the City Commission held the following workshops:

- On March 8, 2021, 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.

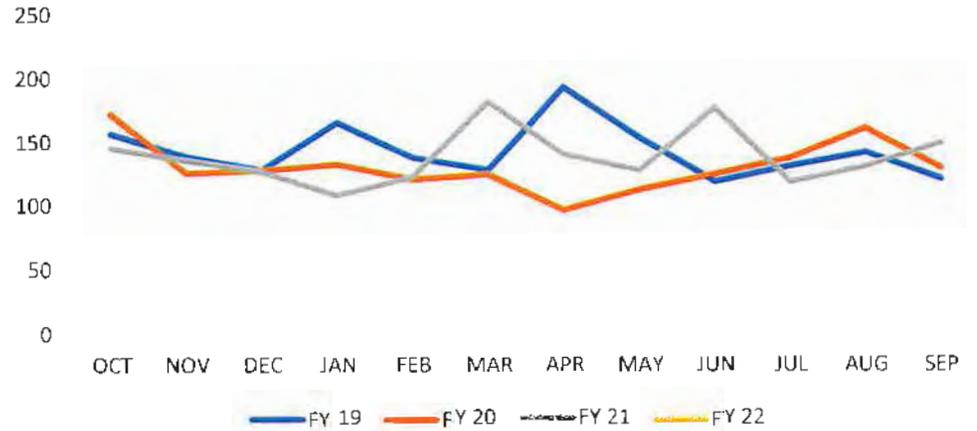
At this time, no workshops have been scheduled during the remaining months of 2021.

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	120	
AUG	143	163	132	
SEP	122	131	151	
TOTAL	1729	1583	1683	

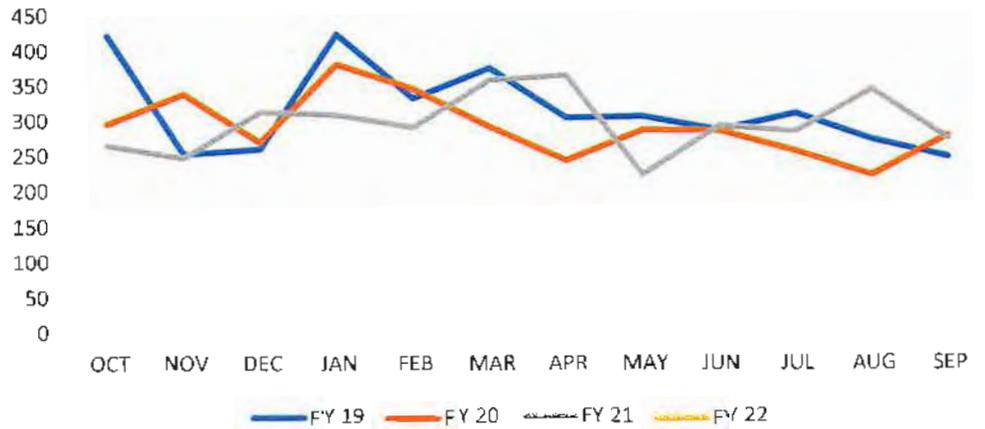
OF PERMITS ISSUED



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	287	
AUG	275	225	347	
SEP	250	281	277	
TOTAL	3817	3524	3596	

OF INSPECTIONS PERFORMED

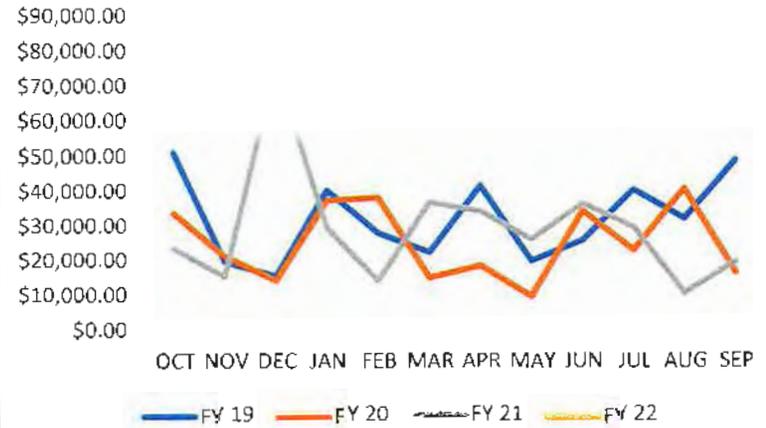


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	\$30,368.01	
AUG	\$32,714.82	\$41,455.38	\$11,236.89	
SEP	\$49,543.66	\$17,169.56	\$20,329.54	
TOTAL	\$392,880.82	\$309,768.58	\$359,577.12	

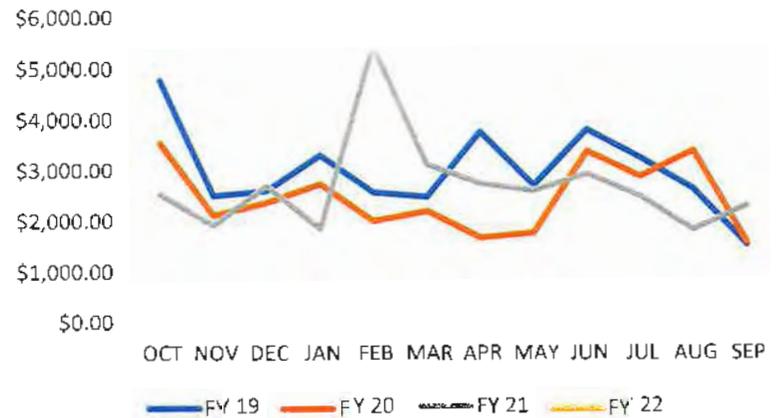
BUILDING PERMIT FEE GRAPH



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	\$2,535.39	
AUG	\$2,663.49	\$3,430.11	\$1,870.49	
SEP	\$1,579.42	\$1,621.00	\$2,352.24	
TOTAL	\$36,360.23	\$30,124.61	\$32,994.08	

MECHANICAL PERMIT FEE REPORT

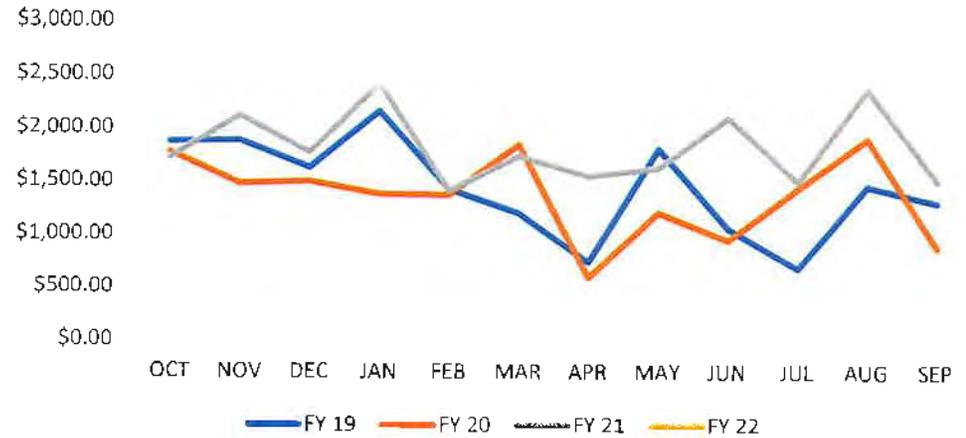


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	\$1,505.00	
AUG	\$1,460.00	\$1,910.00	\$2,375.00	
SEP	\$1,310.00	\$895.00	\$1,520.00	
TOTAL	\$17,208.61	\$16,351.00	\$21,863.00	

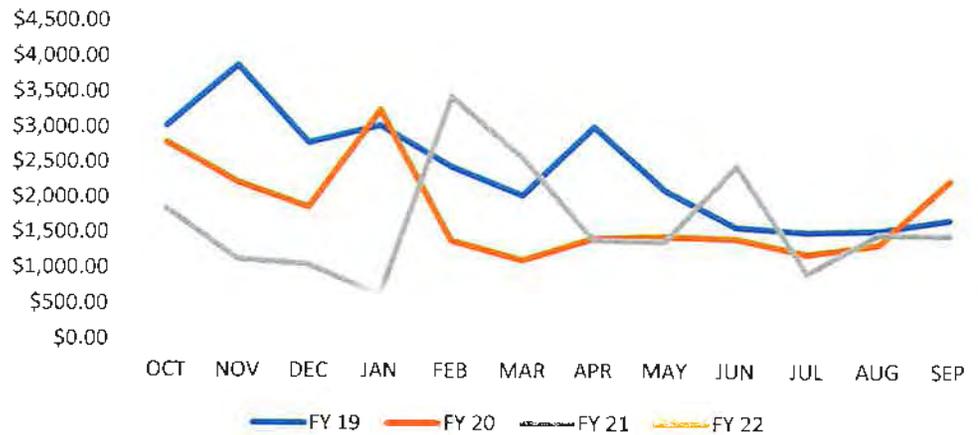
ELECTRICAL PERMIT FEE REPORT



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	\$952.00	
AUG	\$1,550.00	\$1,356.00	\$1,500.00	
SEP	\$1,706.00	\$2,270.00	\$1,490.00	
TOTAL	\$28,671.96	\$21,817.00	\$19,912.00	

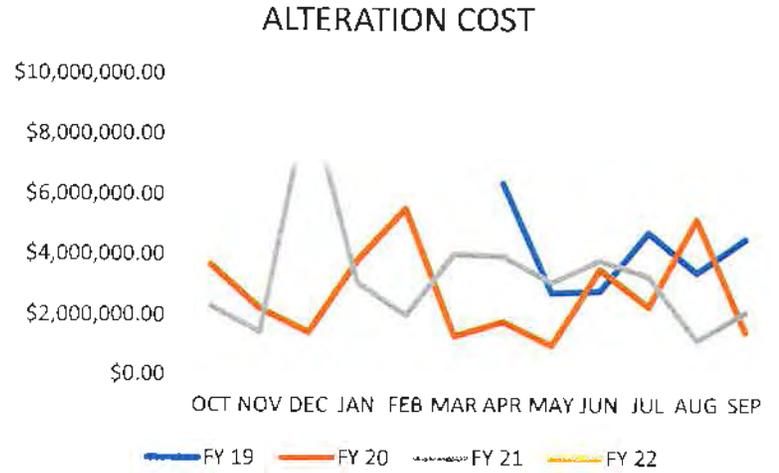
PLUMBING PERMIT FEE REPORT



CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

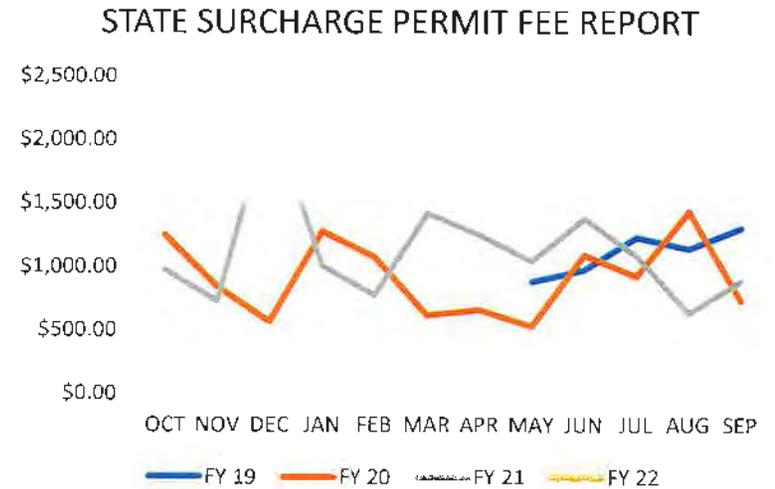
ALTERATION COST

	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	\$3,279,350.11	
AUG	\$3,393,250.74	\$5,175,949.96	\$1,182,881.00	
SEP	\$4,502,737.63	\$1,475,857.57	\$2,123,077.05	
TOTAL	\$24,475,751.90	\$33,259,014.00	\$39,436,637.57	



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	\$1,085.45	
AUG	\$1,141.48	\$1,437.49	\$642.86	
SEP	\$1,303.66	\$740.55	\$887.71	
TOTAL	\$5,529.34	\$11,046.74	\$13,417.08	



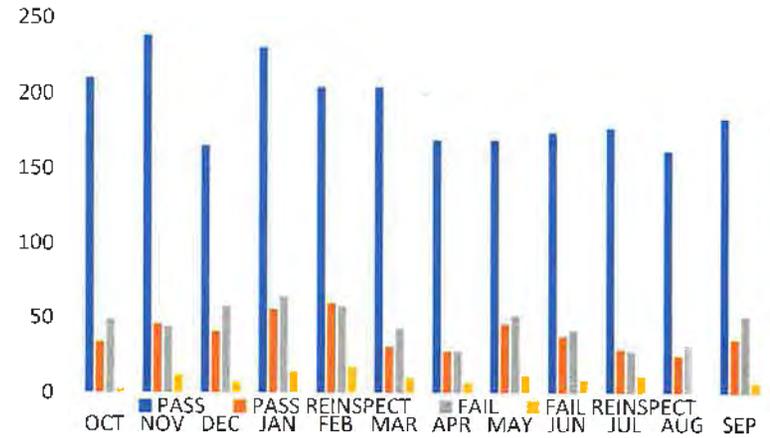
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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

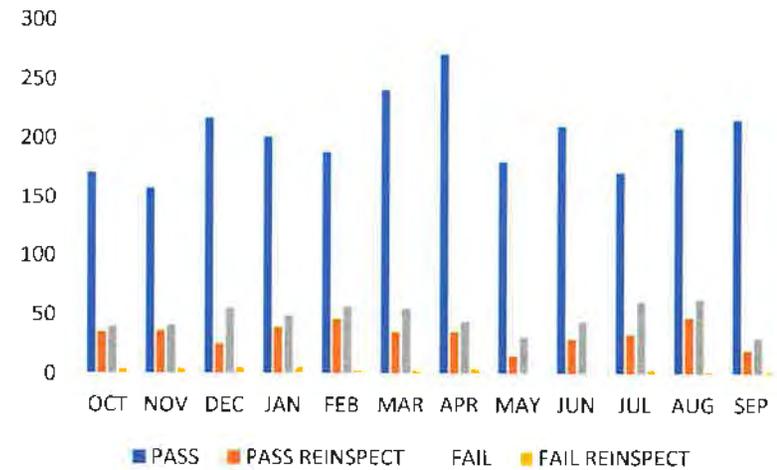


FY 21 INSPECTION RESULTS

	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	170	33	61	4
AUG	208	47	63	2
SEP	215	20	30	2
TOTAL	2421	395	571	44

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 21 INSPECTION RESULTS



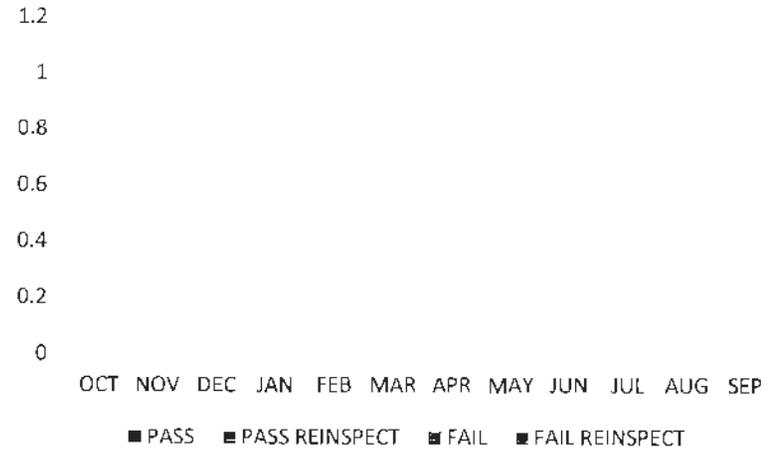
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 22 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT				
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTAL	0	0	0	0

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 22 INSPECTION RESULTS

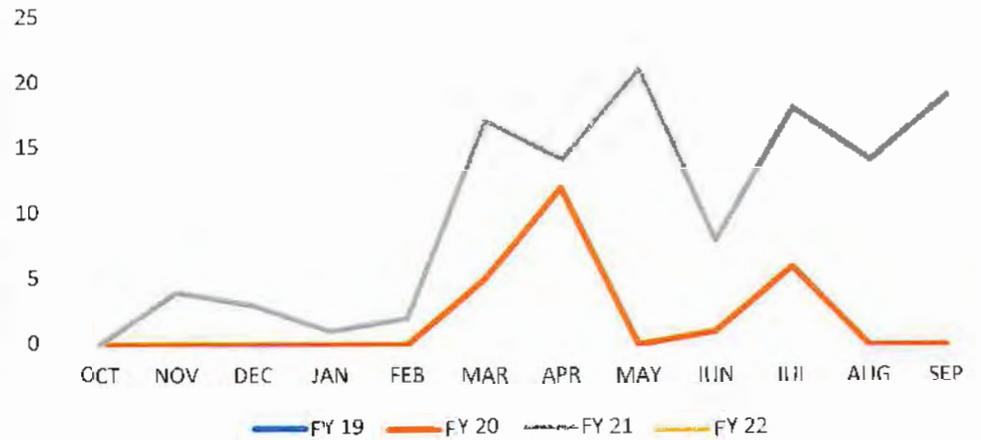


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	18	
AUG		0	14	
SEP		0	19	
TOTAL	0	24	121	

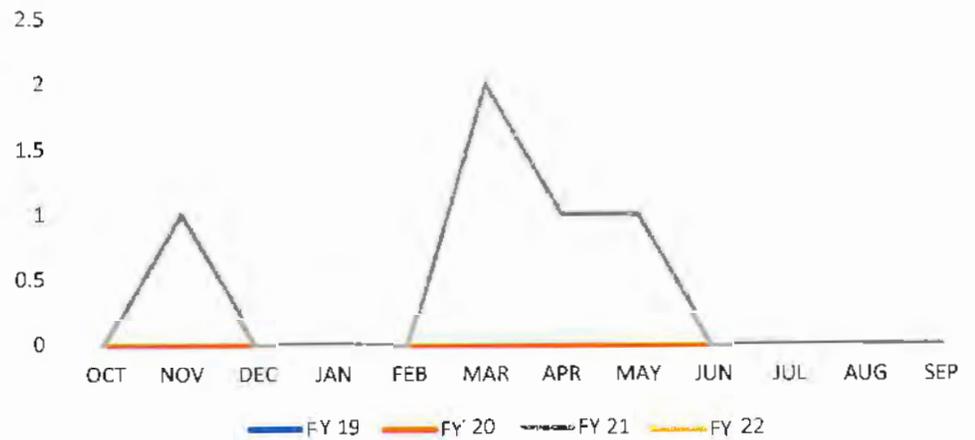
OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



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	0	
AUG	0	0	0	
SEP	0	0	0	
TOTAL	0	0	5	

OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

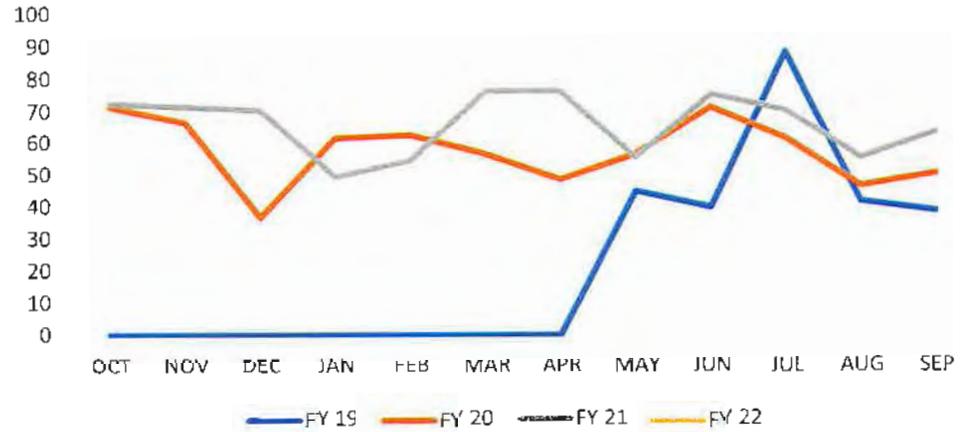


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF PLAN REVIEW ACTIVITIES PERFORMED BY BLDG. DEPT.

	FY 19	FY 20	FY 21	FY 22
OCT	0	72	73	
NOV	0	67	72	
DEC	0	37	71	
JAN	0	62	50	
FEB	0	63	55	
MAR	0	57	77	
APR	0	49	77	
MAY	45	57	56	
JUN	40	72	76	
JUL	89	62	71	
AUG	42	47	56	
SEP	39	51	64	
TOTAL	255	696	798	

OF PLAN REVIEW ACTIVITIES



COSAB COMMERCIAL CONSTRUCTION LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
594	12 13TH STREET	P1915242	COMMERCIAL NEW	9/9/2019		MIXED USE BUILDING--2 OFFICE SUITES BOTTOM FLOOR WITH 2 RESIDENTIAL SUITES ON THE SECOND FLOOR	COM
1740	116 SEA GROVE MAIN ST	P2000906	COM BUILD OUT	6/9/2020		COMMERCIAL INTERIOR BUILD-OUT FOR OFFICE SPACE/FUTURE TENANT SPACE	COM
1827	681 A1A BEACH BLVD	P2000843	COMMERCIAL NEW	4/7/2020		BUILDING-COMMERCIAL NEW BUILDING--BREWERY 1ST FLOOR AND STORAGE 2ND FLOOR	COM
1842	300 A1A BEACH BLVD	P2001952	COM ADDITION	12/14/2020		LATERAL ADDITION FOR 42 ROOMS TO AN EXISTING 175 UNIT OCEAN FRONT HOTEL	COM
2141	3930 A1A SOUTH	P2001353	COMMERCIAL NEW	8/7/2020		BUILDING ADDITION - SHELL CONSTRUCTION 4987 SQUARE FEET 6 UNITS	COM

Application Id Range: First to Last
 Issue Date Range: 10/01/18 to 10/19/21 Expiration Date Range: First to 09/08/23 Applied For: Y Open: Y
 Application Date Range: First to 10/19/21 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 ADDITION 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'22 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Description of Work 1	Issue Date	Customer	Customer Name	Description
4490	109 B ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/11/2021	JEFFM005	JEFF MOBLEY TREE SERVICE	RESIDENTIAL-TREE REMOVAL INSPECTION
4501	24 DEANNA DR	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/13/2021	ANCIE040	ANCIENT CITY ARBOR INC	RESIDENTIAL-TREE REMOVAL INSPECTION
Totals							

Application Id Range: First to Last
 Issue Date Range: 10/01/21 to 10/19/21 Expiration Date Range: First to 09/08/23 Applied For: Y Open: Y
 Application Date Range: First to 10/19/21 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
 Violation Date Range: 09/01/21 to 10/19/21
 Ordinance Id Range: First to Last
 Use Type Range: First to Last
 User Code Range: First to Last
 Open: Y
 Completed: Y
 Void: Y
 Pending: Y
 Customer Range: First to Last
 Inc Violations With Waived Fines: Yes

Violation Id: v2100055 Prop Loc: 494 PYRUS ST
 Viol Date: 09/10/21 Status: Open Comp Name: Kevin Pessina - 491 pyrus st
 Comp Phone: Comp Email: pessinak02@sbcglobal.net

Ordinance Id	Description
14-2	Sec. 14-2. - Weeds, trash, and unsanitary matter.

Description: Kevin Pessina sent in a complaint via the RSS module on 8-31-21. He claims that 494 Pyrus is neglected and overgrown.

Code enforcement will investigate further.

Code Enforcement drove past the property on 9/21/21. It does appear to be overgrown, with many areas of grass over 12 inches. See attached photos.

Created	Modified	Note
09/22/21	09/22/21	Sent Certified Mail on 9/22/2021 (see attached)

Violation Id: v2100056 Prop Loc: 609 POINSETTIA ST
 Viol Date: 09/13/21 Status: Open Comp Name: Katie Levens - 611 Ponsettia
 Comp Phone: (937)269-7224 Comp Email: klevens77@hotmail.com

Ordinance Id	Description
7.01.03	Sec. 7.01.03. - Fences and retaining walls.

Description: Katie Levens sent an email on 7/29/2021 to complain about her neighbor's fence extending into the front setback area. See attached.

Created	Modified	Note
10/05/21	10/05/21	Homeowner, Larry Mowbray called on 10/05/2021 to state that he had been out of town and just received the notice today. He said he would have his fence contractor to come by and bring the fence into compliance.

The homeowner will call when the fence has been brought into compliance.

09/13/21	09/22/21	Certified Letter Sent 9/22/21 see attached
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Violation Id: v2100057 Prop Loc: 114 11TH ST
 Viol Date: 09/17/21 Status: Open Comp Name: RICHARD GRAY - PUBLIC WORKS
 Comp Phone: Comp Email:

Ordinance Id	Description
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Description: Richard Gray of Public Works submitted a complaint (see attached) regarding a pile of tree trimming and debris at 114 11th St that is believed to be contractor generated. Richard Gray attempted to contact the owners by knocking on both doors (upper and lower) but there was no answer.

Glenn Brown the City Building Inspector also visited the property on 9/16/2021. He did not speak to the homeowners, but was able to make contact with the tenant who stated that the homeowner should be back in town by 9/17/21.

Code Enforcement sent a certified letter on 9/17/2021, see attached. This letter requested that the debris be removed by 9-24-21 at 12pm.

Created	Modified	Note
09/22/21	09/22/21	Code enforcement spoke to the homeowner who stated that he and his friend trimmed the trees and the debris was not contractor generated. He also provided me with the attached email and the paperwork for renting the machinery.
		The tree portion of this case is closed.

Violation Id: V2100058 Prop Loc: 380 A1A BEACH BLVD
 Viol Date: 09/20/21 Status: Open Comp Name: PUBLIC WORKS / FINANCE DEPT
 Comp Phone: Comp Email:

Ordinance Id	Description
10-3 PLACEMENT	GARBAGE & TRASH-PLACEMENT

Description: Rita's cancelled their trash service through the City on 8/2/2021. Richard Gray of Public works then noticed that there was a dumpster from Waste Management which is not enclosed.

Created	Modified	Note
10/05/21	10/05/21	Received an update that Rita's has switched to an appropriate dumpster and are awaiting a quote for a proper fence for enclosing said dumpster. see attached.
09/20/21	09/20/21	Certified Mail and regular USPS mail sent on 9/20/2021

Violation Id: V2100059 Prop Loc: 213 A ST
 Viol Date: 09/22/21 Status: Open Comp Name: Building Department
 Comp Phone: Comp Email:

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: On 9-22-2021 the Building Official noticed that work was being done on a 2nd story deck. There are currently no permits on this property. Code enforcement visited the property and posted a stop work order at 10am on 9/22/21. I knocked on the door and was greeted by a tenant. She then called the homeowner on speakerphone, Shannan Kolbe (Phone 956-296-4165). Ms. Kolbe was unaware that a permit was needed and stated that she has hired a contractor to do the work : VNS Builders Inc, Scott Digregorio. I instructed her that they needed to obtain a permit and not remove the stop work order until then.

Violation Id: v2100060 Prop Loc: 499 ACACIA ST
 Viol Date: 09/24/21 Status: Completed Status Date: 09/30/21
 Comp Name: Marks, Arthur 498 Acacia Comp Phone: (904)907-7584
 Comp Email: 993marks@gmail.com

Ordinance Id Description

Description: A complaint was lodged by Arthur Marks, Power of Attorney for Debbie Dean at 498 Acacia St regarding the overgrowth at 499 Acacia St.

Code enforcement drove by the property on 9/22/2021 and determined that most of the overgrowth are Florida plants and not specifically weeds or grass which is what the code describes as being a violation.

Violation Id: v2200001 Prop Loc: 214 7TH ST
 Viol Date: 10/05/21 Status: Open Comp Name: DeBlasio, Patrick
 Comp Phone: (305)469-9134 Comp Email: pdeblasio@littler.com

Ordinance Id Description

CC 6.02.03 Sec. 6.02.03. - Rights-of-way.

Description: Recieved E-mail from a Patrick DeBlasio stating that his neighboring house (214 7th St.) has been installing an excessive amount of pavers, as well as up to 6 trucks worth of fill. See Attachments for E-mail.

Created	Modified	Note
10/08/21	10/08/21	Arrived at 214 7th st. Issued a Notice of violation regarding driveway ordinance (Sec. 6.02.03) Spoke with the owner of the residence Logan, Pamela as well as the contractor leading the project: Bray, Hulsey with "Deepwater woodworking LLC". E-mailed Mr. Bray the ordinances that pertain with the current situation. Pictures and e-mail are attached.
10/05/21	10/05/21	Recieved E-mail from Mr. DeBlasio with pictures from his property of the work being done on 214 7th St. (see attached)
10/05/21	10/05/21	1102 E-mailed Mr. Tredick. see attached.
10/05/21	10/05/21	0900 Gil spoke with Mr. DeBlasio about his neighbors installation of pavers and fill. Mr. DeBlasio was informed that due to the nature of the work on 214 7th St. an inspection of the situation must come from a qualified engineer given the main issue being a drainage one. Mr. Tredick has been forwarded the e-mail and updated on the current complaint. (Attached are photos of 214 7th St. from 2018 for refrence)

Violation Id: v2200002 Prop Loc: 1 E ST
 Viol Date: 10/05/21 Status: Completed Status Date: 10/05/21 Comp Name:
 Comp Phone: Comp Email:

Ordinance Id Description

Description: Recieved complaint about illigal parking under a no parking sign and noise issues after hours

Created Modified Note

10/05/21 10/05/21 E-mailed stated that the complaints issued were to be addressed with the SABPD. See attachments.

Violation Id: V2200003 Prop Loc: 135 13TH ST
Viol Date: 10/06/21 Status: Open Comp Name: Tim & Sally Shirley
Comp Phone: Comp Email: timothyshirley2619@comcast.net

Ordinance Id Description

Description: Recieved a complaint from a Tim and Sally Shirley about an unpermitted shed that resulted in a fire at the residence of 135 13th St.

Created	Modified	Note
10/07/21	10/07/21	Received e-mail from Mr. Law stating his intentions to demolish his existing residence including the shed in subject. (see attached)
10/06/21	10/06/21	Mr. Law responded by contacting Mr. Timmons by work cell phone. Mr. Law stated that he is planning on demolishing all existing structures due to extensive fire damage, including the shed in question.
10/06/21	10/06/21	Mr. Timmons sent an e-mail requesting to open a dialog about the unpermitted shed and the actions that must take place for the removal of said shed. (see attached)

Violation Id: V2200004 Prop Loc: 510 A ST
Viol Date: 10/18/21 Status: Open Comp Name: IRA, BILLIE JEANETTE MEDLEY
Comp Phone: (904)599-1429 Comp Email:

Ordinance Id Description

CC 7.01.01 Sec. 7.01.01. - Accessory Sturctures Genera standards and requirements.

Description: Shed in front setback.

Created	Modified	Note
10/19/21	10/19/21	Spoke with owner of 510 A st. the shed company has authorized a full refund as long as the shed is returned within a certain time. Mrs. Clermont will let me know then the deadline for the refund is and what steps they intend to take afterwards.
10/18/21	10/18/21	Received complaint from Ira, Billie Jeanette Medley residing at 512 A st. about a shed located in the front setback of address 510 A st. Spoke with homeowner, Carol Anne Clermont of 510 A st. informed Mrs. Clermont of the violation. Mrs. Clermont was told by shed installers that everything was code, and is researching her right to apply for a variance.

Violation Id: V2200005 Prop Loc: 12 WILLOW DR
Viol Date: 10/19/21 Status: Open Comp Name: ISOBEL FERNANDEZ
Comp Phone: (720)341-5725 Comp Email:

Ordinance Id Description

6.07.06 Sec. 6.07.06. - Care of premises.

Description: Received written complaint from Isobel Fernandez at 5 Willow Dr. about the care of premises at 12 Willow Dr.

Created	Modified	Note
10/19/21	10/19/21	Complaint was received on 10/14/2021 Building Inspector investigated a claim that the pool had open access and the safety of the public required immediate attention. Inspector found the pool was secured by a screen porch. Inspector Brown left his business card. Mr. Timmons investigated the property on 10/19/2021 and left a notice on the door.



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 8, 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, C. Michel Cloward, and Karen Candler.

Member Ann Palmquist was absent, and Member Lonnie Kaczmarsky has notified the Board that he is moving outside the City. There is now one vacancy for a regular member and two vacancies for alternates.

Also present: Deputy City Clerk Dariana Fitzgerald and Public Works Director Bill Tredik.

IV. APPROVAL OF MINUTES OF AUGUST 4, 2021, REGULAR MEETING

Motion: to approve the minutes of August 4, 2021, with correction of typographical errors and clarification of presentations. **Moved by:** Member Thomson. **Seconded by:** Member Cloward. Motion passed unanimously.

V. PRESENTATION OF REPORTS:

1. Recycling: Discussion on Whether to Suspend Services

Deputy City Clerk Fitzgerald advised that this topic was added to the agenda at the request of Mayor England. The Commission is currently having discussions regarding what to do about recycling collection and the City taking over the services. The Mayor is asking for input from SEPAC about what the City should do in the interim, such as suspending the services until the City can effectively take over.

Public Works Director Tredik advised that he will be giving a presentation to the Commission on September 13, 2021, to discuss the City's options. The current contract expires May 31, 2022. He pointed out that there have been many delays with the City's collection services due to Covid-19 and staffing shortages. He said that eventually Public Works will take over the recycling services but that the timing is uncertain right now because the City will need to hire two more full-time employees and purchase a new trash truck. The options that he will be

presenting to the Commission are 1) to run the contract out until it expires in May of 2022 and deal with the delays until the City takes over; 2) to have the City try to take over sooner by leasing a truck which is not going to be as cost effective; or 3) to temporarily suspend recycling services until it can be effectively taken over by the City. He advised that the City is also discussing the possibility of reducing what is being collected due to no market for it or because it is frequently contaminated. He said that the City's goal is to continue recycling but to limit it to what will actually be recycled. He advised that most recycle programs have been driven by market conditions and plastics corporations. He discussed limiting the City's collection of plastics to type 1 and 2 and not collecting glass because there is no market for it, and it would just go to the landfill which is not doing any good. He advised that there is a strong market for metals, paper, and cardboard. He discussed some questionable forms of recycling such as incineration and ground up glass as landfill cover. He asked for discussion by SEPAC.

Member Thomson asked Director Tredik if he has done a white paper for the Commission. Director Tredik advised that there is a 7- or 8-page memo in the Commission's package which is also on the City's web site.

Discussion ensued regarding whether the City has looked at what other cities are doing with their recycling programs; the two possible places that the City would be taking the recyclables to (Bunnell or 9-Mile); whether there is a cost savings to cancel the current contract.

Director Tredik advised that he believes there is a minimal savings if the City breaks the contract. The savings are difficult to quantify because the City would need to hire two new employees and buy a truck, plus any unknowns such as fuel costs.

Member Candler agreed that the City should take over the recycling services. She said that if the services are suspended, that people would get out of the habit of recycling, and it could be negative for behavioral reasons. She suggested continuing some sort of collection services.

Deputy City Clerk Fitzgerald advised that there are some benefits to suspending recycling. The City is paying the current company a monthly bill which could be saved and used for the new truck, an education campaign, etc.

Director Tredik advised that there are going to be changes when the City takes over such as possibly going to three days for collection of recycling. He said that education is critical. He agreed that suspension of services would have some drawbacks and would require education and then re-education to have compliance. He advised that there could be some savings of approximately \$7,000 a month if recycling is suspended. He said that he is not a big fan of suspending the recycling program and he believes that the City can continue with it if the public is informed and educated about it.

Discussion ensued regarding posting the delays on the City's website and Facebook page; that the City is not normally informed of the delays by Waste Management until that collection day.

Chair Krempasky asked how long the suspension would last. Director Tredik advised that it would depend on whether the City decides to buy or lease the new truck. Leased trash trucks are not available at this time and it could take nine months for a purchased truck to be delivered. It may be possible to get on a waiting list for a leased truck and get a truck sooner.

He advised that Waste Management is agreeable to ending the City's contract. He said that they are losing money on it because their costs have gone up.

Member Candler said that even if the City ordered a truck today, there will be lag time between the current contract expiring and the City taking over. Director Tredik said yes. He explained that the City currently has a fleet of four trucks and could make it work, but it would be very difficult to keep up with if one or more trucks become disabled. Deputy City Clerk Fitzgerald advised that there is no win here, it is simply what decision the City can live with and that is why Mayor England wanted to get input from SEPAC.

Discussion ensued regarding leasing a truck; borrowing a truck from the City of St. Augustine; how long it takes for delivery of an ordered vehicle; that there are a lot of "what ifs".

Chair Krempasky asked to continue with the current contract and to start the education process now. She suggested that unrecyclable items could be left behind to educate the residents as to what will not be collected.

Director Tredik advised that if the contract is continued until it expires in May of 2022, that Waste Management would not enforce the education that the City is trying to do. Once the City takes over the recycling, it will start the education process and would eventually start tagging the bins to continue the education process. The City will use the website, social media, the matrix message board, and possibly mailers to educate people. Deputy City Clerk Fitzgerald advised that if there was a suspension in service then the savings could be used to pay for those mass mailings which are expensive. Member Cloward advised that there is a much less expensive way to do mailers which is to select a route and then the post office drops one in every box on that route and then there is no need to address every mailer.

Discussion ensued regarding government entities being required to notify the property owner and not the tenant; that there would need to be multiple mechanisms used; that the Commission would like to get SEPAC's help; to host recycling workshop meetings.

Member Cloward asked what the savings would be if the service is suspended. She said that she sees the pros and cons of each side. She agreed with Member Candler that stopping service could cause too much confusion, but that suspension would save money that could be used for education. She said that the current service is late, but it is still being collected.

Deputy City Clerk Fitzgerald advised that with the City's current open-top bins, that the delays could cause the container to become contaminated with rainwater, items to blow around the neighborhood, etc.

Director Tredik advised that it is hard to get good information. He described how recyclables are handled at different locations and that the higher price point locations have the capability to recycle more items that might otherwise be considered contaminated. The Bunnell facility is taking steps to increase their sorting capabilities.

Chair Krempasky agreed with Member Cloward. She suggested to not suspend the service because it sends a bad message that the City cannot provide the services. Director Tredik advised that more and more cities are deciding to suspend their recycling services for now for these same reasons. Member Cloward described her visit eight years ago to Brooklyn, New York, and that the government imposed a fine if the recycling was not separated.

Chair Krempasky asked for discussion and a recommendation to the Commission. She asked if the members wanted to take a vote.

Vice Chair Bandy asked if there is an option for residential drop off locations for recyclables. Director Tredik advised that there are options but that they are not near the City and that he would have to research it further.

Member Thomson asked if there is the possibility of placing recycling containers in the City. Director Tredik advised that there is not a central place to put the collection bins, it would lead to too much contamination, and they would also need to be staffed to ensure compliance.

Discussion ensued regarding residents separating items by using color-coded containers; that a special truck would be needed to collect it and keep it separated; to have collection sites; that Public Works does not have the ability to manage the sites properly; the need to modify a truck to have the capability; that the sites could attract rodents and residents would not want a site near their homes; whether St. Johns County's recycling bins on the beach are being properly used; that compliance will always be an issue; that St. Johns County uses Waste Management for collection of recyclables; that the County uses the closed-top carts for recycling; to borrow a truck from another city.

Director Tredik advised that if the City borrowed a truck from another city that it would not be for an extended period of time.

Deputy City Clerk Fitzgerald advised that the Commission is asking for an opinion and that it could be provided individually or as a committee. It was the consensus of the SEPAC members to provide individual opinions. Chair Krempasky advised the members to be concise.

Member Candler is not in favor of suspending the recycling services. She agreed to cut out the glass collection.

Member Thomson is not in favor of suspending the recycling services. He would like more information on other options before making a recommendation whether to have the City take over or hire an outside entity to collect the recycling.

Chair Krempasky is not in favor of suspending the recycling services.

Vice Chair Bandy is not in favor of suspension, but suggested to find a compromise such as collection every other week.

Director Tredik advised that changing the collection to every other week would lead to more confusion. He said that changing to an every other week schedule would probably be doable with the existing fleet but not the existing manpower.

Member Cloward is not in favor of suspension of service for sustainability reasons and she advised that SEPAC would like to be part of the educational campaign.

Director Tredik advised that the Commission also wanted SEPAC to give an opinion as to whether the City should continue the recycling contract until May 2022 or take over sooner.

Member Candler said that SEPAC does not have enough information to advise whether the City should take over now or later but that she would like to see the City take over as soon as possible. She commended the City Public Works department for their exceptional work.

Member Cloward agreed that she would like the City to take over recycling as soon as possible and that getting another truck is the biggest hurdle. She also agreed with starting education right away to help during the takeover.

Director Tredik asked if the committee members were also in agreement with reducing what is being recycled. The SEPAC members agreed that it is necessary to reduce what is being collected for recycling. Director Tredik advised that glass would be eliminated and only plastics #1 and #2 would be collected along with metal, paper, and cardboard.

Deputy City Clerk Fitzgerald advised that there is something referred to as “wish-cycling”, when people are unsure if something is recyclable, so they put it in the bin anyway which causes contamination. She said that there is also confusion because people associate the three-arrow triangle symbol for recyclables, but its use is not regulated and does not mean an item will be accepted for recycling.

Member Cloward asked if there would also be education about cleaning the recyclables.

Discussion ensued regarding taking labels and caps off cans and bottles; food contamination; that some facilities have the capability to take aluminum foil, styrofoam, etc.

Deputy City Clerk Fitzgerald advised that on September 13, 2021, the Commission has a budget meeting at 5:01 p.m., with the regular Commission meeting immediately following. She said that the Commission will be discussing the recycling topic as Agenda Item #4. She advised that City Manager Royle would be suggesting that the discussion of recycling be moved up before the budget meeting because the decision would impact the budget.

2. Discussion of Presentations to the Commission

Chair Krempasky said that Members Thomson and Kaczmarsky would be doing a presentation to the Commission with suggestions from SEPAC.

Member Thomson advised that he has been in correspondence with City Manager Royle over the past month to discuss what SEPAC is trying to do. He said that there are three topics that he wanted to discuss with the Commission; 1) the recommendations by SEPAC to the Commission; 2) how to have effective communication between boards; 3) to form a task force from the different boards and have monthly meetings. There have been specific agenda items that SEPAC has not been able to thoroughly discuss. He suggested that the task force meetings could be a more appropriate format to discuss such topics as climate change initiative and resiliency options. He went into further discussion about climate change and how to move forward. He said that he asked City Manager Royle about the formation of a task force and that his final remark was “he would approve it, but it would take too much of your time”. Deputy City Clerk Fitzgerald advised that if the task force was to involve City staff, it would take them away from their jobs. She said that if the task force is to include several members of SEPAC, then it would also need to be a recorded meeting to avoid Sunshine Law violations. Member Thomson advised that the task force could focus on specific topics and then make their recommendations at each monthly Commission meeting. He said that sustainability should be on the table.

Vice Chair Bandy said that there seems to be an issue of communication. She said that at the last Commission meeting a member of the public asked the Commission if they had asked for

SEPAC's advice about Ocean Hammock Park. Chair Krempasky sent SEPAC's recommendations to the Commission which possibly did not get received or were not shared with the public.

Member Thomson advised that SEPAC relies on both the Building Official and the Public Works Director to be liaisons for SEPAC's ideas to be enacted. SEPAC has done the research but there is a disconnect as to how to get the ideas to the Commission and the community.

Director Tredik suggested that an occasional workshop meeting between the advisory boards may be useful, but he is not sure that a monthly task force is needed. He agreed that environmental issues are serious, but as an engineer he may have a different approach to threats such as storm surge. He discussed several upcoming grants that have been applied for such as the next step in the Vulnerability Study which is an adaptation of the resiliency plan for \$150,000 to develop the suggested projects. He understands that there are projects that Member Thomson has suggested solutions such as retention areas, but that they are very hard for Public Works to maintain, they attract snakes, and people do not want them in their neighborhoods. He discussed how retention works and that they lose their efficiency over time. He is concerned with the challenges of the implementation of them.

Member Thomson said that debating this in front of the Commission is not a good way to do it and that a task force would present it as a joint effort to the Commission. Director Tredik asked how that would be better than an occasional workshop. Member Thomson said that the task force could be an occasional workshop and that the City of St. Augustine has done it because of the new developments that are flooding older developments. Director Tredik advised that flooding is being addressed the best it can during the building permit process. Member Thomson advised that he did not think it was being addressed.

Member Thomson said that SEPAC has made recommendations to the Commission and then the Commission says to take it to the Planning Board, and it is not being effective. SEPAC had many questions during the Vulnerability Study which were not answered. He appreciates engineering, but it is based on data, and data is changing. He asked if there are green alternatives for the future. He said that the City is behind on this issue. He advised that the engineer for the Vulnerability Study suggested a 7- to 12-foot-high seawall from Pope Road south to the pier area and the Embassy Suites Hotel. He discussed a similar situation that happened in Miami and the citizens defeated it by using an environmental solution. He said that that scenario would not be an option for SEPAC because we are not able to have communications with the engineers or any regular conversations with the Public Works Director.

Director Tredik advised that he could not commit to a task force, but he could try to do workshops and possibility more commitment from his newly hired engineer. He said that he does not believe that the City could do anything on its own to slow sea level rise, but it could be part of a bigger nationwide solution. Member Thomson advised that we are not going to stop sea level rise, but we could be making it worse by not using clean-energy trucks that are better for the environment. Director Tredik said that those are good recommendations, and he would like to move to clean energy vehicles but there are challenges. Member Thomson said there is an association between the trees, the water conservation, the run-off, and that there is a need for education about it and not to rely on an engineering solution. Director Tredik advised that the City's primary concern was to keep the storm surge from coming into

the City and to protect life and property. Member Thomson said that the Vulnerability Study only looked at a Category 1 hurricane and should have looked at a Category 2 or 3.

Member Cloward said that the concern is that SEPAC does not have a place to address these major issues. She said that she thought that was what SEPAC was supposed to be doing at the monthly meetings. Member Thomson said that Agenda Item #7 has been on the agenda for about 2 years and that SEPAC's recommendations do not go beyond the minutes. Member Cloward said that a workshop or task force would allow all the parties to get together at one time to make the recommendations. Member Thomson said that the issues are still on the agenda and going nowhere.

Chair Krempasky asked if a workshop should take place before member Thomson's presentation is made. Deputy City Clerk Fitzgerald advised that the presentation is already on the Commission's September 13th agenda at Member Thomson's request. Member Thomson asked if Member Kaczmarzsky was going to be available to make his half of the presentation. Chair Krempasky said that she did not think Member Kaczmarzsky would be available. Deputy City Clerk Fitzgerald advised that Member Kaczmarzsky is no longer a SEPAC member and could be contacted outside of the meeting.

Member Thomson asked if Director Tredik had reviewed the green infrastructure information prepared by Member Kaczmarzsky. Director Tredik advised that he read some of the information. Member Thomson asked if Director Tredik was opposed to the bioswales that Member Kaczmarzsky is proposing. Director Tredik said that they are not practical, and they are a challenge to maintain, but that they do provide an environmental benefit. Member Thomson said that if Director Tredik is not on the same page with SEPAC then he would be wasting his time making a presentation to the Commission.

Discussion ensued regarding the challenges of maintaining the bioswales; that the citizens may complain about them; SEPAC could hire master gardeners to weed the bioswales; that the City may start contracting out some mowing services; that the Matanzas Riverkeeper may have connections to people who could help weed the bioswales.

Chair Krempasky asked Member Thomson if he still wanted to make the presentation. Member Thomson asked if Director Tredik would agree to have quarterly workshops possibly during the day. Deputy City Clerk Fitzgerald advised that daytime meetings are an issue because they are regulated by the Sunshine Law and need to be recorded. She said that she would have to step away from the job that she is being paid to do to attend the daytime meetings. Chair Krempasky advised that having one person from the Comprehensive Planning and Zoning Board (CPZB), one person from SEPAC, and Director Tredik together should not be a violation of the Sunshine Law.

Discussion ensued regarding other board members attending SEPAC meetings; that there is a problem getting attendance at SEPAC meetings from the Building Official, the City Manager, and the Public Works Director; SEPAC attending CPZB meetings; that Director Tredik could attend more meetings when there is a critical item on the agenda for discussion.

Deputy City Clerk Fitzgerald questioned what a task force would do that SEPAC is not already tasked with doing. Chair Krempasky said that the task force would have input from another board. Member Thomson said that SEPAC is supposed to research and educate regarding sustainability and environmental planning, but it is not to implement or enact policy. Director

Tredik advised that SEPAC could draft something to be presented to the Commission. Member Thomson advised that SEPAC has gone that route before, and it has not been accepted.

Member Cloward asked how these types of things work for the other City boards. Deputy City Clerk Fitzgerald advised that SEPAC does a lot of research and provides a lot of information, and it needs to be simplified with the key points and accompanied by a solution outlining the specific details for the project. Member Thomson said that there are experts that work for the City, and they know the mechanics of ordinances and policies and that SEPAC should not be writing code.

Member Cloward said that it could be done by one SEPAC member emailing key City staff members and that a workshop might not be any better at getting the message out because it is too much information. She said that a great example is how overwhelming the Newsletter is, and she does not want to read it.

Chair Krempasky advised that there was a bit of a breakdown from the last meeting and that Member Kaczmarzsky was going to do his Newsletter article in sections, but that Deputy City Clerk Fitzgerald never heard back from him, so the article did not get in the September Newsletter. She asked Deputy City Clerk Fitzgerald to help with the miscommunication of the Newsletter articles so that the responsible person gets it turned in to her in a finished format. Member Cloward said that what SEPAC is saying and doing is not marketable and it would be better to condense it. Member Thomson said that there is a marketing side to water conservation, rights-of-way, climate change, etc. and that the article should have been published already so that the presentation would have backed up the Newsletter. Chair Krempasky suggested to email Member Kaczmarzsky to ask him to send his article and then it can be edited by SEPAC.

Member Cloward advised that she is not trying to stop from having a task force, that she is trying to get to the root of the problem. A task force is not going to solve the problem but instead might create more work. She suggested to condense SEPAC's message and then get help writing code. Member Candler said that she does not think SEPAC knows what its own message is to try to market it. Member Thomson said SEPAC is selling the idea. Member Cloward advised that staff already has enough on their plates and that SEPAC needs to present clear, concise information outlining the problem, the recommendation, the cost, etc. Member Thomson asked Member Cloward if she would be willing to take that on.

Discussion ensued regarding asking for a workshop meeting on a particular project and asking staff for help; that SEPAC did not have a problem selling the bioswale idea to the Commission years ago when there was money in the budget; that the Mickler Boulevard bioswale cost \$5,000; that a bioswale is not a priority right now; that SEPAC was able to get what it wanted when the City had money.

Chair Krempasky advised that she printed out an email outlining what SEPAC has done over the past five years (Exhibit A). She said that SEPAC accomplished a lot this year with only \$2,500. SEPAC cannot make changes unless protecting the green spaces becomes a priority to the Commission. She said that half of the City showed up at the Commission meeting when the parkettes were threatened and that the residents want the green spaces kept. She said that this would not be a hard sell to the community, and that a landscape architect could advise which trees soak up water. Director Tredik advised that he is not an expert on plant

species, but that he would not want a retention area with plants that are difficult for staff to maintain. Chair Krempasky said that if low maintenance is required, that an expert would need to guide the City as to what plants to use.

Chair Krempasky said that SEPAC made recommendations to the Commission regarding Ocean Hammock Park, and that SEPAC's minutes reflected that the recommendations would get to the Commission either by City Manager Royle or that they would be provided as minutes only in the agenda books. She said that she did not even bother to read the SEPAC minutes because they were ten-pages long. She did not believe that anyone would want to weed through the minutes to find out SEPAC's recommendation, so she sent the recommendation to the Commission herself. She said that the meeting was limited to 20 people in the room and that a lot of Sea Colony residents were in attendance. She thought that it might be better for the Commission to hear the same message from the residents instead of SEPAC and that she was upset that she did not stay to read the recommendation into public record. She discussed how a resident asked the Commission if they had asked their own SEPAC board for a recommendation and that Mayor England advised that SEPAC is welcome to attend. The resident said that she took that answer as a "no". She said that she does not think that what SEPAC is trying to communicate is actually being given to the Commission. Vice Chair Bandy said that the Commission is putting SEPAC at an individual level as opposed to hearing SEPAC's recommendations as a group.

Director Tredik said that the Ocean Hammock Park project has origins that are a decade old. He said that he informed SEPAC about the project because he wanted input, but did not want to change the concept plan. He said that SEPAC's suggestion to reduce the footprint and a restoration plan to reduce the impact on the park is being developed. He said that he cannot be asked to run all his projects through the different City boards, or he would not be able to get anything done. Member Thomson said that SEPAC is an advisory board to the City Commission. Director Tredik advised that initially the Board's advisory function was beautification and that it was then modified to sustainability. Member Thomson asked why environmental planning and sustainability would not be considered part of a park plan review. Director Tredik said that if SEPAC is opening the door to have all projects subject to environmental review by this board, that it would eliminate his ability to get projects done. Member Cloward said that SEPAC could improve sustainability and sea level rise through the code and make recommendations.

Member Thomson advised that the City has a Comprehensive Plan that talks about the environment and zoning policies which are part of the Land Development Regulations (LDRs) and that there are umbrella concepts. He believes that those policies and concepts are not being used for individual projects in the City. He said that SEPAC's mission is to look at sustainability and environmental planning due to climate change. He suggested that staff could use SEPAC's directional ideas and work them into the projects and that the Commission needs to know about it. He questioned whether the Commission is educated in climate change and resiliency.

Member Candler asked Director Tredik how he advises the Commission about his projects. Director Tredik said that it depends on the project. Member Candler asked specifically about the restrooms for Ocean Hammock Park. Director Tredik advised that the project had origins a decade old and that the restrooms were part of the grant application when the land was purchased.

Director Tredik discussed the Hazard Mitigation Assistance Program (HMGP) grant for County Road A1A. During the Vulnerability Study, a grant opportunity came up to apply to the state for a grant to have it done for free and that \$72,500 was received to identify the vulnerabilities. He knew what some of the vulnerabilities were, but he needed them in a format that he could take to the next level. He said that all along he was informing the Commission either by an agenda item or during staff comments at the end of the meetings. He said that a lot of his advisory information is provided to the Commission from his monthly report or an occasional agenda item for further discussion and then they can be worked into the capital improvement budget at the Commission's direction. He advised that there are some big projects in the 5-Year Capital Improvement Plan. He suggested that when a new capital project is introduced, that it might be a good idea to have an environmental component of guidelines incorporated in it that could be written into the code. Member Thomson agreed with that suggestion and said that a good example would have been the beautification of the Mickler ditch. Director Tredik said that addressing the environmental concerns early would not impact the development of the project later on by causing additional reviews. Member Thomson said that it would be very helpful.

Chair Krempasky said that Member Kaczmarzky had a suggestion to overlay the Vulnerability Study and the Urban Forestry Management Plan to make changes in the vulnerable areas with trees and landscaping. Director Tredik said that he did not know how it would be accomplished. Chair Krempasky advised that she would try to get Member Kaczmarzky's presentation.

Chair Krempasky said that she would like to do projects that impact the environment, to beautify it with trees, and accomplish both by planting in the low-lying areas. Director Tredik agreed and said that the City is trying to accomplish that. Chair Krempasky advised that Member Kaczmarzky took the most vulnerable parts of the City and determined which plants would be best suited to put in those areas.

Chair Krempasky advised that SEPAC has run into issues with projects because of Florida Power and Light (FPL), or the Florida Department of Transportation (FDOT), or trying to determine if an area is St. Johns County or the City. She said that SEPAC needs cooperation to do projects such as putting trees at the City's entrance sign at State Road 312. Director Tredik advised that there is budgeted money for beautification projects which could be linked with the tree plantings that SEPAC prefers.

Director Tredik said that several years ago there were discussions about developing a strategy and a framework of objectives so that SEPAC could recommend projects by budget season in the summer. There is a disconnect because he has things that he is tasked to take care of, and SEPAC is trying to develop a slightly different approach to beautification and sustainability. He suggested to use information that is readily available such as identifying the parkette locations on the Property Appraisers' map to determine potential targets for projects. He also said that these projects would have to involve the community.

Member Candler said that she wants to understand the process of how these projects get started and that SEPAC wants to work with Public Works. Director Tredik recommended that in early spring SEPAC should focus their meetings to decide what projects they want to add to the 5-Year Capital Improvement Plan.

Chair Krempasky asked for SEPAC to be given direction such as how the green infrastructure and the parking plans for the parkettes could work together. She said that the CPZB agreed that the boards should work together.

Deputy City Clerk Fitzgerald advised that when something is presented to the Commission that it is not the first draft because it has already been through several levels of review. She described how there are steps to each project such as when the CPZB decides on the areas for parking, then the next step would be to determine where to put landscaping, etc. She gave an example of how she wrote a code to change the City's requirement for purchasing dog tags because it was too hard to enforce, and that each department head added their notes to get the code changed. She said that projects are already being planned and budgeted for FY 23, FY 24, and FY 25. She advised that SEPAC needs to develop the project, narrow it down to the key points, and determine how to implement it.

Director Tredik advised that the more specific the project is, the better off it would be because the more generalized projects and ideas get neglected. He said that beautification can be anywhere in the City and that he does not see a clear picture of what SEPAC wants to accomplish.

Discussion ensued regarding whether SEPAC would be giving a presentation at the September 13, 2021, Commission meeting; whether Member Kaczmarczyk's information is available; that the agenda only contains Member Thomson's email and comments added from City Manager Royle.

Member Thomson asked if anyone had a copy of Member Kaczmarczyk's Green Infrastructure Newsletter article. Deputy City Clerk Fitzgerald advised that Member Kaczmarczyk provided the latest draft after the agenda books were already printed and that City Manager Royle sent emails to both Members Thomson and Kaczmarczyk asking for information for the agenda books. Member Thomson suggested that SEPAC should provide the information to Director Tredik as a joint presentation. Director Tredik agreed. Member Thomson suggested to present the Commission with a list of SEPAC's completed projects. He said that SEPAC is currently without funding and that there are concerns. Member Candler asked if the presentation is changing from green infrastructure to asking for funding. Chair Krempasky advised that it has always been about funding.

Member Thomson said that if SEPAC wants to do the model parkette project and be able to use a consultant and the tree fund money, that the funds must be approved by Director Tredik and the Commission. Director Tredik advised that he just received an "opinion of probable cost" for Ocean Hammock Park and that the figures are less than he anticipated, so there may be tree funds available for SEPAC. Member Thomson advised that SEPAC is only asking for \$5,000.

Chair Krempasky asked if SEPAC should give its presentation and advise the Commission that it would work with the Director on the project with the possibility of using tree fund money. Director Tredik said that the Commission is supportive of SEPAC and that it is a possibility that they would agree to use the funds for the project, but that the concept plan should be more developed before presenting it to the Commission. Member Thomson said that there were two choices submitted: 1) the plaza at 11th Street, which SEPAC was advised that Director Tredik did not think it would work, and 2) the plaza at the corner of 2nd Avenue and D Street.

Director Tredik advised that there is potential for 11th Street because there are design changes to the drainage and it might not need to be a retention area any longer, but that the citizens would need to be involved with any changes made. He discussed how piping could be connected to 10th Street and Ocean Ridge. Member Thomson advised that it is not supposed to be wet all the time. Director Tredik advised that that particular ditch has a foul smell. Member Thomson said that SEPAC was looking for a 50x100 foot parkette to use as a model and he asked Director Tredik for his opinion of the parkette on D Street. Director Tredik advised that he would need to research that parkette. Chair Krempasky advised that some of the residents that showed up at the Commission meeting to discuss parking and Ocean Hammock Park were from D Street and they did not seem fond of making changes to their area. Director Tredik pulled up the map of D Street and said that the parkette is relatively level with several trees on it and that neighbors would have to be involved. He said it currently provides a park-like area and he described how the environment would change if it became too wet or full of vegetation. Member Thomson said that many of the plazas in Coquina Gables hold a lot of water after it rains. Chair Krempasky suggested something along A1A Beach Boulevard. Director Tredik would like something that stays park-like for the neighborhoods to use. Member Thomson advised that every street has four parkettes on it.

Chair Krempasky asked Member Thomson if he still wants to give his presentation on Monday. Member Thomson said that he would like to postpone the presentation to have a workshop meeting with Public Works and possibly move forward with it as a capital improvement project. Director Tredik suggested to do a mailer to the local residents to hear their opinions. Member Thomson said that Director Tredik might have other suggestions for the project. Director Tredik said that a trial project in one place would be better. Chair Krempasky advised that SEPAC wanted to get the plans this year and to implement it next year.

Chair Krempasky asked Director Tredik if there was anything that he wanted to address with SEPAC. Director Tredik advised that he planned to stay for the entire meeting. Member Thomson asked to discuss the right-of-way ordinance with Director Tredik (Agenda Item 7.c). Chair Krempasky said that Building Official Law had advised that there is no right-of-way ordinance being worked on.

Director Tredik advised that he is not actively working on the right-of-way ordinance at this time and that he responded to Chair Krempasky's email today. He said that St. Johns County's ordinance is useful as a guide but would need to be tailored for the City. He advised that the City does not have the staff to take on a robust right-of-way review, the enforcement of it, the collection of fees, etc.

Member Thomson described the design of a driveway which would slope for runoff creating a swale situation. He said that it used to be turned in to the Building Department as part of the plans. He said that a workshop meeting could address this issue which is very valuable. He said that it has been on SEPAC's agenda for two years. SEPAC is not being effective, and he asked for Director Tredik's input.

Director Tredik said that there is no simple answer. There are some newer developments that have a central drainage system for stormwater with curb and gutter and that swales need to be maintained. He said that the swales in Palm Coast were built in the 1970s and had not been touched until after 2000 and they were filled in, which caused drainage problems. He advised that everything would require maintenance.

Discussion ensued regarding that Director Tredik had worked for the Water Management District; that swales have been around for a long time and require maintenance; that the swales are not being maintained now; that homeowners can make it drain to the side; that the City would have to dig out the yards in ten years; that the Public Works staff is currently focused on garbage collection, mowing, and park maintenance.

Director Tredik said that there is a very limited right-of-way permit aspect that might never be submitted to him. It is not codified, but there is an application form that the City is starting to use. Member Thomson asked if anyone has used the form for additional parking spaces. Director Tredik advised that just recently Mr. Len Weeks was asked to submit a permit for a parking space with plans. Member Thomson asked if it met the paving regulations. Director Tredik advised that the Land Development Code (LDR) specifies that you cannot have a driveway more than 18-feet. He said that that the particular parking space that was permitted is not Mr. Weeks' parking space, it is in the right-of-way. Member Thomson said that he has noticed that some new driveways have been extended beyond the right-of-way. Member Candler advised that she and Chair Krempasky attended a CPZB meeting in which they allowed a 35-foot driveway.

Discussion ensued regarding catching the unpermitted driveways; that a resident was told to limit the width of the driveway; there is a duplex north 2nd Street with blue pavers and that construction was stopped there; working on the revision of the right-of-way ordinance and setting up a fee structure; that the City's design standards need an overhaul.

Director Tredik said that he could provide updates to SEPAC and that it is a good idea for SEPAC to have input.

Chair Krempasky advised that since the meeting had run late, that SEPAC would discuss Item #3 and that Vice Chair Bandy may need input regarding her helium balloon presentation for the September 13 Commission meeting. Vice Chair Bandy advised that she did not think that any further input is needed and that she will be doing a brief overview and that Nicole Crosby will attend for support.

Chair Krempasky moved on to Item 3.

3. Anastasia Island Environmental Stewardship Awards

Deputy City Clerk Fitzgerald advised that SEPAC should discuss the candidates from each category and either mutually agree on a winner or decide by vote.

The Group (Non-Profit) candidates are: **Sierra Club** (nominated by Member Kaczmarsky), **Sea Oats Chapter, Florida Native Plant Society** (nominated by Member Kaczmarsky), **Art Gallery of St. Augustine-AGOSA** (nominated by Member Palmquist), and **Litter Gitter** (nominated by Maureen Long). Discussion ensued regarding the candidates. It was the consensus of SEPAC to select the Sea Oats Chapter for the category of Group (Non-Profit).

The Individual (Non-Profit) candidates are: **Dr. Sandy Bond** (nominated by Member Thomson), **Lauren Trice** (nominated by Maureen long), and **Alex Farr** (nominated by Member Kaczmarsky). Discussion ensued regarding the candidates. It was the consensus of SEPAC to select Dr. Sandy Bond for the category of Individual (Non-Profit).

Chair Krempasky asked if she could purchase the plaques from this year's budget. Deputy City Clerk Fitzgerald advise yes and to send the Finance Director an email about it. Chair Krempasky asked how SEPAC would like to announce the winners. Member Thomson advised that more publicity would come from presenting the awards at a Commission meeting. Member Candler suggested possibly getting coverage from the St. Augustine Record. Chair Krempasky asked if SEPAC could get on the Commission's October agenda. Deputy City Clerk Fitzgerald advised yes.

4. Reforestation and Landscaping Projects

- a. Resident Tree Program

This topic was not discussed.

- b. Mickler Boulevard

This topic was not discussed.

- c. Urban Forestry and Planning Projects

This topic was not discussed.

- d. Model Green Infrastructure Plan

This topic was not discussed.

5. Educational Programs

- a. Newsletter Topics

This topic was not discussed.

- b. Climate Change Survey

This topic was not discussed.

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

This topic was briefly discussed on page 13.

8. Sustainable Stormwater Management Research

This topic was not discussed.

VI. OTHER COMMITTEE MATTERS

Deputy City Clerk Fitzgerald asked Member Thomson for confirmation that he wants to pull his presentation from the September 13, 2021, Commission agenda. Member Thomson said to postpone it until the workshop.

Member Candler advised that the palm trees have been planted.

Chair Krempasky advised that she would be attending the budget meeting on September 13, 2021, to make an appeal for a budget for SEPAC.

Member Cloward said to add the beautification for Mickler Boulevard. Director Tredik advised that he would like to involve the residents about the Mickler Boulevard project.

Member Thomson left at 8:35 p.m.

Chair Krempasky said that Member Thomson has advised that he will not be able to meet on Wednesdays any longer due to classes and he suggested to change nights. Deputy City Clerk Fitzgerald advised that the day could be changed with a motion and vote, but it would have to stay in place as long as possible.

Chair Krempasky advised that the next SEPAC meeting would be on Wednesday, October 13, 2021, at 6:00 p.m.

Chair Krempasky asked for a motion to adjourn the meeting.

VII. ADJOURNMENT

Motion: to Adjourn. **Moved by** Chair Krempasky. **Seconded by** Member Cloward. Motion passes unanimously.

Chair Krempasky adjourned the meeting at 8:37 p.m.

Sandra Krempasky, Chair

ATTEST

Max Royle, City Manager

COMMISSION REPORT

October 2021

TO: MAYOR/COMMISSIONERS

FROM: DANIEL P. CARSWELL, CHIEF OF POLICE

DEPARTMENT STATISTICS September 20th, 2021-October 17th

CALLS FOR SERVICE - 886

OFFENSE REPORTS - 35

CITATIONS ISSUED - 46

LOCAL ORDINANCE CITATIONS - 13

DUI - 0

TRAFFIC WARNINGS - 110

TRESSPASS WARNINGS - 17

ANIMAL COMPLAINTS - 24

ARRESTS - 9

- **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 24 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES –

Tuesday, October 5th- 5-8pm National Night Out at the St. Augustine Pier

MEMORANDUM

Date: November 1, 2021
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: October 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 – Construction is underway and will be complete in July 2022.
- **Mizell Pond Weir and Stormwater Pump Station - Construction**
HMGP grant – FEMA/FDEM
Grant amount \$1.81 Million; SJRWMD Districtwide Cost Share as match
Status – Construction is underway 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 in winter 2021.
- **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 75% complete.
- **Ocean Walk Drainage Improvements**
Legislative Appropriation Request
Appropriation Request Amount - \$694,000
Status – Grant Agreement executed. Preliminary engineering 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
- **City of St. Augustine Beach Adaptation/Resilience Plan**
Resilient Florida Grant Program - FDEP
Grant amount requested \$150,000; no match required
Status – Proposal submitted to FDEP; awaiting FDEP RAI
- **Ocean Hammock Park Phase 3B - Construction**
Florida Recreation Development Assistance Program
Grant amount - \$200,000; \$200,000 match required
Status – Application made; Decision in May 2022.

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.

Fleet – The Public Works Department continues to do minor fleet maintenance on our larger trucks, heavy equipment and regular work trucks, to reduce outside repair costs.

Lakeside Park – 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. Dock will be re-decked in early FY22.

Sanitation

Curbside Recycling Temporarily Suspended– New refuse truck has been delivered to Public Works but cannot be placed into service until title is received in early December. Resolution will be approved on Dec 6, 2021, authorizing the financing of the new truck. Public works is filling vacant positions needed for the recycling program and staff is working on an education program to prepare for resumption of curbside recycling pickup on January 3, 2022.. The City of St. Augustine has provided two temporary recycling dumpsters at City Hall to provide recycling drop-off during the recycling suspension. A Matrix Message Board and information boards have been deployed at various locations throughout the city to provide information on the recycling suspension, what materials are accepted, and to inform the public of the drop-off location at City Hall. Mailers will go out to City residents informing them of changes to the recycling program.

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 October 2021 include:

- Pouring of the new concrete weir/wall
- Demolition of pump station wingwalls

Construction remains on schedule and is anticipated to be complete in July 2022.

Ocean Walk Drainage Improvements [PRELIMINARY 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 near completion by Matthews Design Group. Items complete to date include:

- Survey and Data Collection
- Preliminary analysis
- Draft Drainage Analysis Report

The revenue agreement with FDEP for the remainder of the project has been executed. Upon acceptance of the drainage analysis report, the city will negotiate a contract with Matthews Design Group to complete design and permitting of the project. Design and permitting is planned to commence in December 2021.

Oceanside Circle Drainage [DESIGN/PERMITTING] – A public meeting will be held in December 2021 after which submittal to SJRWMD will be made. Roadway paving and drainage improvements are scheduled to commence construction in the second quarter of FY 2022. Public Works has installed a temporary pump out structure and stands ready to mobilize pumps to provide flood protection until the ultimate drainage design is complete.

11th Street Pipe Repair [DESIGN/PERMITTING] – Design and permitting is underway. An update on the design will be provided in December, followed by SJRWMD permit submittal. Construction is anticipated to commence in the 2nd quarter of FY 2022.

Parks and Recreation Improvements

Ocean Hammock Park Phase 2 [BIDDING] – Public Works has 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). Construction will occur in FY 2022.

Ocean Hammock Park Phase 3 [DESIGN/PERMITTING] – Design is approximately 75% 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. Construction of portions of Phase 3 is anticipated in FY2022. Items completed to date include:

- 75% Design Plans
- Public Meeting
- Plan revisions from public feedback
- SJRWMD permit application

Lakeside Park Dock Repair [DESIGN] –Public Works is currently planning to make necessary repairs utilizing City staff in the upcoming winter.

Streets / Rights of Way

2nd Street Improvements and Extension [DESIGN] – Design is 75% complete and the SJRWMD permit application is pending. A public meeting was held on October 4, 2021 to present the proposed plans. The City is coordinating with residents to obtain required easements for undergrounding of electric utilities. Advertisement for bids will occur upon completion of design plans and final determination of electric utility changes, Construction planned to commence in FY 2022.

Roadway Resurfacing [CONSTRUCTION] – FY 2022 roadway resurfacing is currently being planned for this winter. Roads currently considered for resurfacing in FY 2022 include:

- Mickler Boulevard from 16th Street to 11th Street
- Trident Lane
- 6th Street (East of Beach Blvd)
- 7th Lane (East of Beach Blvd)
- 7th Street (East of Beach Blvd)
- 8th Street (East of Beach Blvd)
- 9th Street (East of Beach Blvd)
- Atlantic Alley

Pending available funding, resurfacing will continue northward beyond 9th Street east of A1A Beach Boulevard.

Street Lighting

FPL has installed the Phase 1 LED conversion (arterial and collector roadways). The City is working with FPL to complete the Phase 2 LED conversion in 2022.

PENDING ACTIVITIES AND PROJECTS

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.** The latest change to be approved was an ordinance to allow the Planning Board to approve certain conditional use permits. This topic will no longer be included in this report.

At the Commission's December 6th meeting, further changes to the Regulations will be proposed. They are to clarify setbacks and permitting requirements for sheds, decks, patio covers, screen enclosures and outside stairs, and to provide a definition for patio covers and screen enclosures.

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 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.

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 Board's July 20th meeting, the topic of parking improvements was tabled to the Board's August 17th meeting. It recommended the following: a. that the Commission continue to explore opportunities for increased and improve parking; b. that the City not use any currently landscape plazas for parking; c. that the City work with the County to develop a parking area along the north side of Pope Road; and that the City make a priority improving the parkette on the west side of A1A Beach Boulevard

between A and 1st Streets. The Commission discussed these recommendations at its September 13th meeting and decided that the parkettes to be improved in Fiscal Year 2022 will be the ones along the west side of A1A Beach Boulevard between A and 1st Streets. An appropriation of \$45,000 has been put in the budget for this project.

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 next joint meeting will be scheduled during the spring of 2022.

6. UPDATING PERSONNEL MANUAL

The entire Manual will be redrafted to correct spelling and remove redundant and/or obsolete provisions.

7. LED STREETLIGHTS. The City has signed a contract with FP&L. New lights have been installed along the Boulevard and Pope Road, and 16th, 11th and A Streets, and Mickler Boulevard. The next step is putting LED lights in residential neighborhoods.

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 Commission will be asked at its December 6th meeting to award the bid to construct the restrooms.
- 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 will 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 60% complete and the City has submitted an application for a permit to the St. Johns River Water Management District.

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.

The City has applied for a Florida Recreation Development Assistance Program grant for \$200,000 to complete the Park improvements.

- c. The City is applying for an adaption/resilience plan grant to further develop projects that were recommended in the vulnerability study done earlier in 2021, such protecting the east end of Pope Road

and the pier park from storm surge. Grant may provide \$150,000. It doesn't require a match from the City.

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. The project is 25% complete.

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 has reviewed and approved. The City Manager signed the contract on August 25th. It was then sent to the company for signing.

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. At its October 5, 2020, meeting, the City Commission 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 2021, 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 grant agreement has been executed. A contract has been negotiated with the Matthews Design Group of St. Augustine for the design and permitting of the project. Matthews will provide a report on the project to the Commission on November 1st. At the Commission's December 6th meeting, a contract with Matthews for final design and permitting will be presented for approval.

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. The Commission will review a proposed plan for improvements at its December 6th meeting.

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 and five-foot wide sidewalk are proposed for the north side of A Street. The Commission will review the proposal at its November 1st meeting.

f. Pipes under Pope Road and A1A Beach Boulevard. Application for 550,000, 75% of which will come from the Hazard Mitigation Grant Program.

12. STORMWATER UTILITY FEE. City staff asked the Commission at its October 4, 2021 meeting for permission to notify the residents and schedule a public hearing on the City's possible intent to levy the fee. However, the Commission decided that the timing of the request wasn't right in light of the recent increase in the non-ad valorem fee for the collection of household waste and recyclables and the increase in property taxes due to the rise of property values in the City. The suggestion for the utility fee will be brought back to the Commission later in 2022.

15. SOLID WASTE COLLECTION AND RECYCLING. 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, but at its August 13th meeting raised the fee to \$315. The new fee was sent to the Tax Collector. The fee will be each property owner's tax bill. Also, the Commission increased the City's monthly fees to collect solid waste from businesses: \$6.25 for a 64-gallon cart and \$9.30 for a 96-gallon cart.

Concerning recycling: By mutual agreement, the City and Waste Management, the company that provided recycling pickup service to the residents, cancelled the contract as of October 4, 2021 because the company was unable to provide consistent service due to a shortage of employees. The Commission at its September 13, 2021, meeting made the following decisions: to suspend the recycling program on October 4, 2021, and to have Mayor England send a letter to a garbage truck supplier, to reserve a truck that the City will purchase and use for recycling pickup. The truck was delivered to the City in early October. Once the financing to pay for the vehicle has been arranged and two employees hired, the

pickup of recyclables will be resumed by the City. This could happen in early January 2022. In the meantime, St. Augustine has loaned the City two dumpsters where residents can put their recyclables. The dumpsters are located in the southwest corner of the city hall parking lot, adjacent to the state highway.

16. 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.

17. 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.

18. 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 final report was provided in October. The report for the first quarter (October through December 2021) of Fiscal Year 2022 will be provided in January.

19. 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.

20. 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 provided an update report to the City Commission at its August 11, 2021, regular meeting. The contract with the fireworks company for a 25-minute fireworks show was signed in October. At the Commission's December 6th meeting, Events Coordinator will report on the progress of planning for the event.

21. 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. In early August, one of the owners informed the City Manager that a conservation easement agreement with the Trust had been prepared. The agreement was reviewed by the City Attorney, who proposed some changes and sent the agreement back to the Conservancy. As of the end of November, the Conservancy hadn't provided a response.

22. 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. 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, presented his city's mobility plan at the SAB City Commission meeting on August 11th.

b. 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.

c. 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.

d. 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.

e. 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. In late September, the County's Public Works Director informed the City that the first crosswalk improvement project will be at the pier park and the Boulevard.

f. Recycling. As noted above, St. Augustine has loaned two dumpsters where residents can put their recyclables for pick up.

g. Street Sweeping. Because the private company that sweeps A1A Beach Boulevard isn't doing a satisfactory job, City staff is discussing with St. Augustine the possibility of paying that city to do the sweeping.

23. 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. Money from the Act has to be spent or committed to specific projects by December 31, 2024 and spent by December 2026. The agreement with the State was signed by the Mayor at the end of August, the City has received the first payment of \$1.7 million. The Commission reviewed information and a list of possible projects from the staff at its October 4th meeting and decided a number of priority uses for the money, such as premium pay for employees who worked during the pandemic, restoring revenue lost because of the downturn in the economy caused by the pandemic, and using part of the money for drainage improvements. The Act appears to allow the use of funds for these projects. The Finance Director will provide an update at the Commission's December 6th meeting.

24. 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 FP&L staff on May 25th to discuss the preliminary steps, one of the first of which will be to provide FP&L 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 direction concerning the next step.

In the meantime, the City is exploring with FP&L its requirements for undergrounding the electric lines when a new street, 2nd Street west of 2nd Avenue, is constructed. On October 18, 2021, City staff met with FP&L representatives to discuss this project. The first step is for the City to obtain from each property owner an easement that will allow FP&L to put its underground line and its above ground transformers. This request will be made in late October or early November 2021.