



AGENDA
REGULAR CITY COMMISSION MEETING
MONDAY, AUGUST 5, 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."

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON JULY 1, 2019, AND SPECIAL COMMISSION MEETING ON JULY 2, 2019
- V. ADDITIONS OR DELETIONS OF THE AGENDA
- VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA
- VII. PRESENTATIONS

None
- VIII. PUBLIC COMMENTS
- IX. COMMISSIONER COMMENTS
- X. PUBLIC HEARINGS
 - 1. Continuation of Review of Request for Conditional Use Permit to Construct Five Houses in the Commercial Land Use District on North Side of 7th Street, Opposite Marriott Hotel (Lots 5, 7, 8, 9 and 10, Block 15, Chautauqua Beach Subdivision) (Mr. James Whitehouse, Agent for MSB Hotels of Ormond Beach, Florida)
 - 2. Ordinance 19-10, Public Hearing and Final Reading: to Levy a Franchise Fee for Solid Waste Haulers (Presenter: Jim Wilson, City Attorney)
 - 3. Ordinance 19-11, Public Hearing and Final Reading: to Add Cigarette Butts and Tobacco-Related Products to the Definition of Litter (Presenter: James Wilson, City Attorney)
 - 4. Ordinance 19-12, Public Hearing and Final Reading: to Vacate Alley on East Side of A1A Beach Boulevard in Block 9, Chautauqua Beach Subdivision, between 2nd and 3rd Streets (Presenter: James Wilson, City Attorney)

XI. CONSENT

5. Resolution 19-08, to Adopt New Financial Policies
6. Budget Resolution 19-06 and 19-07, to Transfer and Appropriate Money in the General Fund and the Road / Bridge Fund for Unforeseen Expenses
7. Re-Appointment of Comprehensive Planning and Zoning Board Members Mr. Keven Kincaid and Mrs. Elise Sloan to Another Three-Year Term

XII. OLD BUSINESS

8. Sunshine Bus Service: Review of Request from County for Subsidy of \$49,000 (Presenters: Representative from County Staff; City Communications Coordinator Cindy Walker)
9. Streaming of City Meetings and ADA Compliance: Review of Options (Presenter: Anthony Johns, Information Technology Manager)
10. Non-Ad Valorem Assessment to Pay Costs to Collect Household Waste, Recyclables, and Yard Trash: Continuation of Discussion (Presenter: Bill Tredik, Public Works Director)
11. Strategic Plan: Review of Suggestions for Goals from Comprehensive Planning and Zoning Board and the Sustainability and Environmental Planning Advisory Committee (Presenter: Max Royle, City Manager)

XIII. NEW BUSINESS

12. Educating Businesses for Compliance with Ordinances Banning Single-Use Plastic Items: Review of Proposal from Full Circle Resource Management (Presenter: Ms. Jennifer Snare)
13. Electric Scooters and Other Mobility Devices: Consideration of Regulations (Presenter: Max Royle, City Manager)
14. Dog Licenses: Consideration of Removing the Requirement for Them from the City Code (Presenter: Beverly Raddatz, City Clerk)
15. Flying Non-Government Flags on City Property: Consideration of Policies (Presenter: Max Royle, City Manager)
16. 2020 Legislative Priorities: Request from County and Northeast Florida Regional Council (Presenter: Max Royle, City Manager)
17. Water Resources and Issues: Invitation for a City Commissioner to Attend the Tri-County Water School in January 2020 (Presenter: Max Royle, City Manager)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

NOTICES TO THE PUBLIC

1. **CITY HOLIDAY.** It is Labor Day, Monday, September 2, 2019. CITY OFFICES CLOSED. There will be no pickup of household waste on Monday. Monday's pickup will be done on Tuesday, September 3rd. The schedule for pickup of yard trash, special wastes and recyclables will not be changed.
2. **NATIONAL NIGHT OUT.** The St. Augustine Beach Police Department will host it on Tuesday, August 6, 2019, at the County pier park from 4 p.m. to 9 p.m. A family-centered event that will feature law enforcement and first responder vehicles and equipment, food, music and games.
3. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING AND ADVISORY COMMITTEE.** It will hold its monthly meeting on Thursday, August 8, 2019, starting at 6 p.m. in the Commission meeting room.
4. **COMPREHENSIVE PLANNING AND ZONING BOARD.** It will hold its monthly meeting on Tuesday, August 20, 2019, at 6:00 p.m. in the Commission meeting room at city hall. If any topics are presented to it for a decision.
5. **VACANCIES ON CITY BOARDS.** There are two vacancies. One for the junior alternate on the Comprehensive Planning and Zoning Board; the other for the junior alternate on the Code Enforcement Board. Interested residents may obtain a copy of the application form by contacting the Building Department's Executive Assistant, Ms. Bonnie Miller at bmiller@cityofsab.org or by calling her at 471-8758.

NOTE:

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

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

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



MINUTES

REGULAR CITY COMMISSION MEETING

MONDAY, JULY 1, 2019, AT 6:00 P.M.

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

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Mayor George asked to Commissioner Kostka lead the Pledge of Allegiance.

III. ROLL CALL

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

Also present: City Manager Royle, City Attorney Wilson, Police Chief Hardwick, Chief Financial Officer Burns, City Clerk Raddatz, Building Official Law, and Public Works Director Tredik.

IV. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON JUNE 10, 2019, CONTINUATION OF THE REGULAR COMMISSION MEETING ON JUNE 11, 2019 AND SPECIAL COMMISSION MEETING ON JUNE 17, 2019

Mayor George introduced Item IV and asked the Commission if there were any discussion regarding the minutes. Being none, Mayor George asked for a motion.

Motion: to approve Regular Commission meeting on June 10, 2019, Continuation of the Regular Commission meeting on June 11, 2019 and Special Commission meeting on June 17, 2019. **Moved by** Commissioner Rumrell, **Seconded by** Vice Mayor England. Motion passed unanimously.

V. ADDITIONS OR DELETIONS OF THE AGENDA

Mayor George asked if there were any additions or deletions of the agenda. Being none, Mayor George moved on to Item VI.

VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

Mayor George requested to change Item 9 regarding Ordinance 19-11 to the first item under Old Business, as Item 7.

It was the consensus of the Commission to change the order of the agenda as requested by Mayor George.

VII. PRESENTATIONS

A. Results of the Citizen Survey (Presenter: Cindy Walker, Communications / Events Coordinator)

Mayor George introduced Item VII.A. and asked Cindy Walker, Communications / Events Coordinator to come to the podium.

Ms. Walker showed a PowerPoint presentation and recapped the findings from the survey. She also gave her email address and text number to the public in case they would like the City's e-newsletter monthly.

The Commission thanked Ms. Walker for presentation and the concise information she gathered for the Commission's benefit.

Mayor George asked Ms. Walker to work with the City Manager to update the request to speak forms to include for the public if they would like to receive text messages and the e-newsletter.

Commissioner Samora asked for Ms. Walker to send her bulletin points to all the Commissioners.

Mayor George moved on to Item VIII.

VIII. PUBLIC COMMENTS

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

Maureen Long, 1821 Castile Street, St. Augustine, FL, asked the Commission to send a letter to Governor Ron DeSantis showing support for funding to save Fish Island.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, supported saving Fish Island; thanked previous Mayor Snodgrass for his support of Fish Island; thanked Mayor George, Vice Mayor England and Commissioner Kostka for making the City Manager fly the Rainbow flag; complained that the Rainbow flag was not put on the flag pole for two days because of the City Manager didn't do it and advised that the City Manager and CFO were incompetent and needed to be replaced.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, thanked the Public Works Department for moving ahead with discussions with the Department of Transportation regarding the lighting on A1A South; advised that if the Commission approves a non-ad valorem tax it would be the same as increasing the millage, which would not be good for those who are struggling to make ends meet; requested not to be quick to reduce the millage at the first public hearing in order to add fees; and evaluate the City's services needed or wanted before decreasing the millage.

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

IX. COMMISSIONER COMMENTS

Mayor George asked Commissioner Kostka if she had any Commissioner Comments.

Commissioner Kostka asked the Public Works Department to place trash cans at every crosswalk and parkettes that have seating since there has been more foot-traffic.

Vice Mayor England advised that she attended the North Florida Transportation Planning Organization meeting for June. She advised that they did a presentation on a new software program called SMART Florida, which was amazing. She explained that any city can create an account and this technology could track hotel occupancy, traffic, number of transient rentals, etc. and it would be a part of a huge database that is used to help all communities and cities. She commented that it would also help in applying for grants and she advised that she would send the information to City Manager Royle for him to use.

Mayor George asked the Commission if they were all in support of saving and funding of Fish Island, so she could send a letter on behalf of the Commission.

It was the consensus of the Commission for Mayor George to send the letter to Governor DeSantis.

Mayor George announced that this was the City's 60th anniversary so everyone could be proud of the community. She advised that she attended the Tourist Development Council meeting and explained that everything is going well for tourism. She commented that it helps St. Johns County funding to hold cultural events.

Mayor George moved on to Item 1.

X. PUBLIC HEARINGS

1. Continuation of Review of Request to Construct Five Houses in the Commercial Land Use District on North Side of 7th Street, Opposite Marriott Hotel (Lots 5, 7, 8, 9 and 10, Block 15, Chautauqua Beach Subdivision) (Mr. James Whitehouse, Agent for MSB Hotels of Ormond Beach, Florida)

Mayor George introduced Item 1 and advised that this is a continuation from last month. She then asked Attorney James Whitehouse if he had any comments.

Attorney Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, representing MSB Hotels of Ormond Beach, Florida. He explained that these five lots split the back half of the other five lots are medium density. He commented that even though he is representing MSB Hotels, the land is under contract to Mr. Vincent Groom who lives in St. Augustine Beach. He advised that Mr. Groom is developing the donut shop in St. Augustine Beach as well. He explained that he had a concept of what the houses would look like and advised that they would be developed as single-family residences. He advised that the Commission received the Comprehensive Planning and Zoning Board minutes now and explained that they recommended approval with three conditions which were: 1) the conditional use permit would be transferable with the land because MSB Hotels owns it now, but it is under contract to Mr. Groom, 2) the properties be regulated as medium density in the setbacks, lot coverage, impervious surface ratio as specified in the City Land Development Regulations, and 3) the construction permit be issued by the Building Department within one year of the conditional use permit. He explained that the Comprehensive Planning and Zoning Board really didn't discuss the third condition and advised that with five houses sometimes they all cannot be constructed in one year. He then asked Michael Stauffer, Architect, to show a conceptional design of how the homes would be placed on the lots.

Michael Stauffer, 621 Bowers Lane, St. Augustine Beach, FL, showed Exhibit 1 and explained the concept design of the single-family homes on the lots with the medium density setbacks, the requirements of impervious surface ratios, and the lot coverage which are required. He commented that the owner does not know how they will sell because the buyers may want 3,000 square foot homes or may want three-story homes. He explained that these lots are truly going to be residential.

Discussion ensued regarding the homes would be 2,200 to 3,000 square feet and two to three story homes; homes would not have a homeowners association or specific architectural design; buffer is not required between commercial properties and residential and could not place a fence or a buffer without taking most of the lot; landscaping would be placed on the lot with the home; Lot 7 having a large tree in the middle of the lot, which the Commission wants to save; and deed restrictions for the lots.

Attorney Whitehouse advised that the Comprehensive Planning and Zoning Board did not talk about any deed restrictions because they didn't know how the conceptual design would be on the lots. He explained that the owner would be willing to discuss deed restrictions if the Commission would allow the project. He advised that Mr. Groom would be willing to discuss saving the tree if the Commission would move forward with the project. He advised that his client didn't purchase these lots for short-term rentals but wants to do residential homes in a commercial district which is allow by the City's code. He advised that if the owner would be willing to donate Lot 7 with the tree to the City, then maybe the Commission would consider some of the homes to be short-term rentals. He recapped by saying the owner wants to put five homes in the commercial lots with the conditional use permit.

Discussion ensued regarding having more buffering between the commercial area and the residential homes and limiting short-term rentals to only two or three homes in the commercial lots.

Mayor George asked whether limiting the short-term rentals would apply to the 100 transient rental permit limits if these homes would developed under medium density.

City Attorney Wilson advised that it would be possible for the Commission to impose a condition that they would not be used for short-term rentals, but not the zoning rules to it.

Vice Mayor England advised that there was a difference in the City's codes regarding short-term rentals, which must be rented on a monthly bases, versus transient rentals, which can be rented less than a month. She commented that her concern is once these are approved as single-family homes, it would be part of a neighborhood in a medium density zoning. She asked to add to the conditions that these lots would be subject to Section 3.09.00 of the City's code for transient rentals, which would apply to medium density zoning. She commented that short-term rentals are allowed, which would be reasonable.

Commissioner Samora clarified his comments from the last meeting regarding transient rentals. His concern is protecting the City's commercial land for commercial use. He asked for the intent of the owner for these homes. He explained that this would be a mixed neighborhood of some people living there full-time and others as transient rentals, which the Commission receives complaints about all the time. He advised that he wants to save the beautiful tree that is on Lot 7 and he would be in favor of all rentals like 25 room hotel or transient rentals in a cluster than some residents living full-time with transient rentals. He wants to preserve the intended use of the commercial property.

Attorney Whitehouse advised that he is familiar with the City's code and advised that the zoning would still remain the same with a conditional use permit, so the commercial district would be preserved. He advised that his client would like the ability to have transient rentals in case of the economics in selling the properties. He explained that the owner would be willing to compromise with the two homes bordering the commercial district. He advised that the owner is not going to hang on to these lots and would be selling them to individual families. He commented that the owner is willing to put more buffering if the Commission wants it in the conditions and would agree to some of homes not to be short-term rentals.

Vice Mayor England asked Attorney Whitehead when he is using short-term rentals did he mean transient rentals.

Attorney Whitehead advised yes.

Vice Mayor England advised that there are exceptions regarding transient rentals. She asked Building Official Law to read Section 3.09.00 for the Commission.

Building Official Law read Section 3.09.00 and definitions between short-term rentals and transient rentals and their exceptions.

Mayor George was concerned with not knowing what the lots would be used for and no clear direction on what the Commission would be agreeing to for the whole property. She explained breaking up five commercial lots, which together could be used for a commercial purpose, into separate structures, separate ownerships, and separate uses. She explained that in the City there are not a lot of areas with a full block of commercial properties. She would like something that contributes to the community and breaking it up to a non-conforming use or conditional use without knowing how it will be developed or that it would be a cohesive project. She advised that she would not mind if the whole block would be vacation rentals or transient rentals and explained that it would be more economic if you have transient rentals instead of short-term rentals. She commented that this is a limited vision and she would need to know what type of use each home would be used for.

Attorney Whitehouse commented that if the Commission advised his client that they wanted and would allow transient rentals on the lots, then he would not hesitate to decide what the homes' use would be for. He said that if the majority of the Commission said they would allow transient rentals in the front five lots and in the back five lots residential homes, his client would agree to that. He remarked that there is a vision for these lots and all the homes will look the same. His client would agree to the buffer area between the two uses of the homes and it will be a nice development.

Mayor George advised that once these homes are sold separately, there is no way to restrict someone from only doing transient rentals. We have complaints that residential and transient rental blocks are not doing well together and this would contribute to those problems as well as obliterating any hope of having commercial development in the area.

Attorney Whitehouse suggested making the first two homes transient rentals with a buffer between the last three homes.

Mayor George advised if the front two homes were transient rentals, then you would be separating the last three commercial lots behind them.

Attorney Whitehouse advised that the property would still be commercial because they are not changing the zoning with a conditional use permit.

Commissioner Kostka asked if there were any neighbors in the audience.

Attorney Whitehouse advised that a neighbor did speak at a previous meeting and he advised that he would much rather have homes than a commercial building in the neighborhood.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, advised this is residential intrusion into commercial zone and the client does not have a plan. He asked to deny conditional use permit with prejudice or to do a motion to table this item. He requested to save the tree and advised that the survey from the residents show they want more commercial uses.

Craig Thomson, 6 D Street, St. Augustine Beach, FL, explained that the owner was willing to negotiate with the Commission on saving the large oak tree and did a good job of the street scape and the concept design. He suggested restricting the transient rentals to the front but keep residential on the backside of the street.

Mayor George closed the Public Comments section and then asked for Commission discussion.

Mayor George asked how to proceed with negotiations.

City Attorney Wilson advised that the Commission can negotiate. He suggested to appoint one Commissioner to meet with Attorney Whitehouse and his client to see what their intentions are and then come back with solutions. He advised that there has been previous conditional use permits in commercial districts until recently because of changed conditions of wanting commercial businesses. He explained that a conditional use permit is not given unless it is compatible. The Commission does not have consensus at this point.

Mayor George advised that there was not a long history of allowing conditional use permits having residential in commercial zones.

City Attorney Wilson advised that he thought there were substantial conditional use permits for residential homes in commercial zones.

Mayor George advised that there was a mis-reference regarding a hotel being turned down before. She advised that it was south of that location. She explained that for the last 20 years nothing has been turned down on this block. She advised that she was in full support of anything we could do to preserve the tree. She would like a cohesive plan that could be drafted around the tree.

Attorney Whitehouse advised that he would be glad to meet with a Commissioner.

Vice Mayor England advised that even if a Commissioner speaks with Attorney Whitehouse if any Commissioner is against the conditional use permit, negotiating will not work. She advised if the Commission agrees with the conditional use permit, then the conditions could be added such as the tree and which lots would be subject to transient rentals and which one cannot be transient rentals. She advised that the property cannot be used as commercial if the tree is preserved.

Mayor George advised that there could be pervious parking around the tree. She asked the Commission what the consensus is.

Commissioner Samora said that he was in favor of moving forward with negotiating, but he advised that all the Commissioners would have to say what everyone's concerns are in order to negotiate. He considers transient rentals a commercial use and is no different than having a hotel and would be more fitting for the City instead of a hotel. He would like to preserve the commercial zoning and stated that he does not know the right vehicle to move forward with keeping the commercial use with transient rentals and the rear lots would be medium density. He advised that in the negotiations City Attorney Wilson should be present.

City Attorney Wilson advised that the conditional use permit is allowed for this scenario as long it is compatible with the surrounding properties.

Commissioner Rumrell advised that he agrees with Commissioner Samora and he doesn't want to give away commercial properties. He explained that if we keep the commercial designation, then the Commission answered both questions. He also requested to save the oak tree.

Vice Mayor England asked if Commissioner Samora and Commissioner Rumrell want to limit the transient rental use.

Commissioner Samora advised that he would want to have language saying it is transient use only.

Vice Mayor England advised that it would be wide opened since the lots are in a commercial designation.

Commissioner Samora explained that he would be more concerned if the homeowner uses the home as a residence and asked City Attorney Wilson how to get to that end result.

City Attorney Wilson advised that he could get there if there was a firm proposal.

Commissioner Kostka commented that there have been a lot of transient rentals lately and she is concerned about having more. She asked what the City wants to be as a whole, tourism or hometown community. She advised that maybe any development is better than none, but if the lots are used for transient rentals then no other commercial use could be done in the future. She suggested that all parties come up with a more concrete plan that everyone agrees to.

Vice Mayor England asked to make motion for discussion.

Mayor George asked if she would like to have someone negotiate first.

Vice Mayor England advised that she doesn't like to discuss this out of the Sunshine and is afraid that it would delay this further.

Motion: to grant the conditional use permit with the three conditions and the third condition that the construction permit is to be issued from the Building Department within one year except for Lot 7 which shall be preserved. **Moved by** Vice Mayor England.

Mayor George asked for more specificity.

Vice Mayor England advised further that the lots facing 7th Street would not prohibit transient rentals because it is zoned commercial, but the lots facing 8th Street would come under the ordinance on transient rentals Section 3.09.00, which is two lots. She advised that the tree would be preserved and the other two lots facing the hotel would not come under that ordinance.

Mayor George explained that she was good with the concept because she is for preserving the tree. She suggested some architectural cohesiveness but given the concept design the Commission may not have to go that far. She asked Attorney Whitehouse what the client would be willing to do to preserve the tree.

Attorney Whitehouse he would be in agreement to move forward with those conditions and to save the tree. He advised that his client could donate Lot 7 to the City and would be understanding of working with the City to preserving the tree with the conditional use permit.

Mayor George advised that she would not be comfortable moving forward without the mechanics of the motion being worked out.

Commissioner Rumrell asked if the City would have to purchase Lot 7 if the City denies them the right to build on that lot.

City Attorney Wilson advised that there would be a way to do it without the City having to purchase Lot 7. He explained that the owner could have half of the lot to the east and half of the lot to the west and have the center as a conservation easement.

Building Official Law explained that the setbacks would have to be worked out.

It was the consensus of the Commission to have Attorney Whitehouse, Mr. Groom and City Attorney Wilson to work on the details presented by the Commission.

Motion: to table this item until August 5, 2019 at 6:00 p.m. as paraphrase by City Attorney Wilson. **Moved by** Mayor George, **Seconded by** Commissioner Samora. Motion passed

Mayor George moved on to Item 2.

2. Request for Modification to Final Development Order for Anastasia Dunes Subdivision to Allow a Maximum of 45 Percent Total Lot Coverage and a Maximum of 55 Percent Total Impervious Surface Ratio Coverage Mr. James Whitehouse, St. Johns Law Group, Agent for the Anastasia Dunes Association, Inc. (Presenter: Brian Law, Building Official)

Mayor George introduced Item 2 and asked Building Official Law for his report.

Building Official Law explained that Anastasia Dunes is a low-density residential community that has had three development orders since inception. They were given flexible setbacks to save the natural topography and was almost designed as a Public Utility District (PUD). He explained that the residents are suffering from a 40% impervious surface ratio. He explained that because of renovations to the property residents are having to remove pavers and pools to meet the impervious surface ratios. The Comprehensive Planning and Zoning Board recommended by a 5 to 2 vote to leave the lot coverage at 35% and to increase the impervious surface ratio to 50%.

Discussion ensued regarding the roadways, parking lots being a part of the impervious surface ratio when platted and whether marshlands would have a different peroration rate.

Mayor George asked Building Official Law if he recommends approving this.

Building Official Law advised yes.

Attorney Whitehouse explained that the Comprehensive Planning and Zoning Board did recommend the impervious surface ratio to be 50% and commented that all the vacant lots should be the same at 50%. He commented that not all the conservation areas are not marshlands. He requested to add in number 2 and 4 that they only exceed 50% as maybe provided for after a variance hearing is provided as according to the City code. He explained that he didn't want to leave the impression that the vacate lots could never do it and that if someone's house burns down they could rebuild as it was.

Mayor George asked Attorney Whitehouse to reiterate.

Attorney Whitehouse explained that on page 2, number 2, at the end it says.... "district to allow 50% maximum impervious surface ratio coverage" add, "and may only exceed 50% as may be provided for after variance hearing as provided for by City code." Also, under number 4 it says, "shall be maintained and not increased except be provided for..." add, "after provided for after variance hearing by the City code."

Vice Mayor England thanked the Comprehensive Planning and Zoning and Attorney Whitehouse for their hard work on this item.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, was concerned raising the impervious surface ratio to 50% because the Building Department needs to make sure that the runoff goes to the proper location; otherwise the homes may be affected on the other side of Anastasia Dunes. He gave a history of the drainage in the area.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, asked for a motion to table to get more scientific testimony from environmental groups.

Mayor George closed the Public Comments section and then asked for Commission discussion.

Mayor George asked if the City has enough monitoring of the runoff.

Building Official Law advised that he forwards the site plan to the Public Works Director who approves it.

Public Works Director Tredik advised that he does not see an impact, but he can take a look at it if the Commission wants him to.

Commissioner Kostka asked if it flooding happened during the last two hurricanes.

Police Chief Hardwick advised no, just some branches down.

Motion: to approve this as recommended by the Comprehensive Planning and Zoning Board and with modifications to the draft Final Development Order provided in the Commission's book including at paragraph 2, ending the paragraph with the language "and may only exceed 50% as may be provided for after variance hearing as provided by City code" and second modification to the draft in paragraph 4 ending that paragraph with additional language reading "except as may be provided for after variance hearing as provided by City code." **Moved by** Mayor George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor George moved on to Item 3.

3. Ordinance 19-03, Public Hearing and Final Reading: to Prohibit the Use of Polystyrene Containers and Single-Use Plastic Straws in City (Presenter: James Wilson, City Attorney)

Mayor George introduced Item 3 and asked City Attorney Wilson for his report.

City Attorney Wilson explained that the Commission has discussed this several times and asked to read the title of the ordinance.

Mayor George advised that this is the same ordinance as Palm Beach County. She advised that what was in the book didn't include language that said retail establishments or food service providers can distribute these and the new ordinance does.

Discussion ensued regarding the penalties and give a specific fine structure in this ordinance; whether fines should be by resolution and medical and dental facilities would be listed under retail establishments.

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

Craig Thomson, 6 D Street, St. Augustine Beach, FL, showed a City recycling bag and said they can be purchased yearly and this ordinance is a small step forward to save the environment.

Cora Good, 116 Cypress Road, St. Augustine, FL, she advised that she was speaking for the children holding up signs who were at the meeting earlier to save the environment; she is hosting an event called Plastic Free July to challenge people to decrease the single use plastics; urged everyone to use alternative plastics to save the planet.

Sunny Burns, 6857 E Seacove Avenue, St. Augustine, FL, explained that she didn't know how plastics harmed the planet and now is encouraging everyone to use alternatives to plastics. She explained that the children here earlier were her children. She advised that it may cost businesses more for green products, but in the bigger picture it is insufficient.

Jen Lomberg, 291 Cabbage Road, St. Augustine, FL, said it was appropriate to pass this ordinance tonight since the survey was read that the environment is really important to the residents in the City.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, agree with the speakers but asked to restore the language in the ordinance that extends City Ordinance 1-9 regarding environmental crimes.

Nana Royer, 6 Willow Drive, St. Augustine, FL, did not want to speak, but asked to pass the ordinance.

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

Mayor George advised that the new enforcement language in the proposed ordinance is stronger than City Section 1-9.

Commissioner Kostka agreed with Mayor George and asked to keep it.

Discussion ensued regarding whether to change the one-year implementation to January 1st and delete the one-year implementation.

Commissioner Samora advised that he doesn't like receiving ordinances at the meeting. He asked if food service and retail providers should be in the title of the ordinance instead of restaurants.

City Attorney Wilson advised that the title is not specific.

Commissioner Samora advised that in Ordinance 19-04, the number is incorrect in Section 13-05 and asked why two definitions are done in two different sections.

Vice Mayor England agreed with Commissioner Samora that she didn't like getting this at the meeting.

City Attorney Wilson advised that it was his fault. He thought he had sent the newer version and didn't.

Mayor George asked for a motion.

Motion: to approve 19-03 with the only amendment on the second to last whereas clause to remove the language one-year implementation. **Moved by** Mayor George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Commissioner Kostka thanked the children who came out with their signs to support this ordinance and said that she was a full supporter of people getting involved in the government and voicing their opinions.

Mayor George moved on to Item 4.

4. Ordinance 19-04, Public Hearing and Final Reading: to Prohibit the Sale, Use and Distribution of Single-Use Plastic Bags by Retail Establishments in the City (Presenter: James Wilson, City Attorney)

Mayor George introduced Item 4 and advised that in the last two months twice a plastic bag got sucked up into their car engine and it damaged their vehicle.

Commissioner Kostka suggested corrections to the 2nd paragraph from the bottom of the first page to delete one-year implementation so it matches the January 1, 2020 start date and the numbering on Section 13.45.

City Attorney Wilson advised that the reason for the two definitions is because one on Section 13.44 is the prohibition of single-use bag carryout for special events and the other is for carry out plastic bags by retail establishments.

Mayor George asked to delete the paragraph regarding alternative programs from Section 13-45 (b).

Commissioner Samora asked if there were any responses regarding this from the businesses within the City limits.

City Manager Royle advised no, unless they were on the City's Facebook page and Ms. Walker was not at the meeting to respond.

Mayor George advised Brud Helhoski advised at a previous meeting that this would not fix the problem but explained that this was a small step to start to fix the problem.

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

Adam Morley, 1205 E State Road 206, St. Augustine, FL, thanked the Commission for their vote on Ordinance 19-03 and would like to remind the Commission that this took three years to be passed and the businesses were notified, and they have not given any negative responses and he has received overwhelming support.

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

City Attorney Wilson advised read the title of the ordinance.

Commissioner Samora asked that all the businesses be notified by the letter of the ordinances in order to get the message out and asked to get the message out that these ordinances only effect the businesses within the City of St. Augustine Beach.

Mayor George made a motion.

Motion: to approve Ordinance 19-04 with the following amendments: firstly, in the second to the last whereas clause removing the language 1-year implementation, secondly, under Section 13-45 (b) (c) removing the paragraph that starts with retail establishments and ends with case by case bases in its entirety, and thirdly, correcting the numbering in Section 13-45 so that the numbers follows as subparagraphs to the lettered paragraphs. **Moved by** Mayor George **Seconded by** Vice Mayor England. Motion passed unanimously.

Mayor George advised that this shows the character of the City and even if there is a small cost to takeout foods everyone is willing to chip in an extra penny to get rid of the plastics and the styrofoam as well.

Mayor George moved on to Item 5.

5. Ordinance 19-08, Public Hearing and Final Reading: to Establish Resident Only Parking Permit System (Presenter: James Wilson, City Attorney)

Mayor George introduced Item 5 and asked City Attorney Wilson to give a staff report.

City Attorney Wilson explained he made the changes that the Commission requested at the first reading and then read the title of the ordinance.

Vice Mayor England asked City Manager Royle to come back to the Commission with a policy on how the implementation of the hang-tags would be established. She explained that it needs to be flexible when the residents come and ask to invoke this ordinance.

Commissioner Samora advised that under the definitions, he would like to emphasize the term being defined as resident permit parking area means... so that it is clear. He also asked under Section 19-55 (a) if the City has a Traffic Engineering Division.

City Attorney Wilson advised that it should be the Public Works Department.

Mayor George advised on page 8, Section 19-60, subparagraph 3, to add at the end of the sentence "or new residents and may not be maintained by any former property owners or former residents."

Commissioner Rumrell asked whether this would be a yearly permit that needed to be issued.

Mayor George advised that the ordinance says only two permits are issued per property, so if a new resident would come into city hall for permits, the City would facilitate the transfer.

Commissioner Rumrell advised he understood.

Mayor George opened the Public Comments section. The following addressed the meeting:

Jeff Sturtevant, 506 B Street, St. Augustine Beach, FL, explained that he was against it because the ordinance was vague and confusing and asked the Commission to table the ordinance. He asked what happens if the residents on the street only has 59% approval and he explained that all the residents are against this.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, asked to table the ordinance and stop wasting the Commission's time because no one wants it. He advised that the businessowners and residents don't want this. He commented that Mayor George has not answered his public record request on this issue and this is a big waste of time.

Mayor George closed the Public Comments section and advised that ordinance is not related to paid parking and explained that this did not come out of any discussion regarding paid parking. She commented that this was a recommendation from a workshop with the Commission and the Comprehensive Planning and Zoning Board. She explained that some residential streets may want to impose the ordinance, and some may not, but it is up to the residents to decide on their street. She explained that this is the only way to stop non-residents from parking on residential streets and lawns. She advised that this would prevent the overflow of parkers in the neighborhoods.

Commissioner Rumrell advised he agrees, and he explained that it is protecting the residents and that was the number one thing he wants to do for the residents.

Commissioner Samora agreed and advised that on 13th and 14th Streets the signs have resolved their problems with parking.

Mayor George asked for a motion.

Motion: to adopt Ordinance 19-08 with the following changes: in the definition section the term being defined when printed in italics; in Section 19-55 (a) that Traffic Engineering Division is changed to the Public Works Department; and in Section 19-60, subsection 3, change the following language “permit shall be transferable to any purchaser of the property or new resident or former resident.” **Moved by** Vice Mayor England, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor George moved on to Item 6.

6. Ordinance 19-09, Public Hearing and Final Reading: to Change Parking Regulations in Chapter 19 of the City Code (Presenter: James Wilson, City Attorney)

Mayor George introduced Item 6 and asked City Attorney Wilson for his report.

City Attorney Wilson advised he cleaned up the language of the present ordinance and added the position of Parking Enforcement Specialist in the event that the City decides to start paid parking.

Mayor George advised that regardless if we have paid parking or not, this allows the Police Department to have a Parking Enforcement Specialist position available.

City Attorney Wilson advised that is correct and explained that it prohibits overnight camping on the plazas east and west of the Boulevard, Ocean Hammock Park and any other areas designated for paid parking. He then read the title of the ordinance.

Commissioner Rumrell advised that on paragraph (e) on page 3, the last line, it should say feet.

Mayor George asked if the Commission decided on 24 hours.

Commission agreed it was 24 hours.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, asked to have a record of when the ordinances are passed and who was the author of the ordinance. He also asked if this and the previous ordinances were created by Passport Labs, Inc. because City Attorney Wilson would have not have drafted with Traffic Engineering Division in the previous ordinance. He asked that the author of the ordinance be affixed to the bottom of each page.

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

City Attorney Wilson advised that he wrote both of the ordinances and he has had on contact with Passport Labs, Inc. He explained that this ordinance was reviewed by Police Chief Hardwick and by IT Manager Johns. He advised that they made suggested changes that he put in the ordinance. He explained that the residential permit ordinance was put together by several different ordinances from different cities. He advised it was his fault for not knowing that the City did not have a Traffic Engineering Division.

Mayor George asked for a motion.

Motion: to approve Ordinance 19-09 with the correction in Section 6, letter (e) to say feet instead of dee. **Moved by** Commissioner Samora, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor George moved on to Item 7.

XI. CONSENT

None

XII. OLD BUSINESS

9. Ordinance 19-11, First Reading: to Add Cigarette Butts and Tobacco-Related Products to the Definition of Litter (Presenter: James Wilson, City Attorney)

Mayor George introduced Item 9 and asked if there were any Public Comments. Being none, Mayor George asked for Commission discussion.

Commissioner Rumrell advised that he and City Manager Royle will be having a meeting on July 8th with the business who have the cigarette butt receptacles, so the City can receive them and connect them to the trash cans.

City Attorney Wilson read the title of the ordinance.

Mayor George asked for a motion.

Motion: to accept Ordinance 19-11 as read by the City Attorney. **Moved by** Commission Rumrell, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor George moved on to Item 7.

7. Streaming of City Meetings: Review of Responses Received to City's Request for Proposals (Presenter Anthony Johns, Information Technology Manager)

Mayor George introduced Item 7 and asked for Information Technology Manager Johns to give his report.

Information Technology Manager Johns asked if the Commission had any questions.

Mayor George asked if Mr. Johns heard of rev.com.

Mr. Johns advised that he did not.

Mayor George advised that they charge \$1.00 per minute for large corporations that use them. She explained that if the City uploads the video file at 99% accuracy.

Mr. Johns advised that Commissioner Rumrell received a quote from another agency for \$99 per month.

Commissioner Kostka asked if they received any information from Full Full Sail University.

Mr. Johns advised that he sent an email to Full Full Sail University's public relations and got no response. He explained that the only phone number was to the admissions office.

Commissioner Kostka asked about a sign language for ADA compliance.

Mr. Johns advised that sign language is for the deaf or hard of hearing, but most people would not be able to keep up with someone translating. He advised that it does not work for people who are hard of hearing.

Commissioner Rumrell thanked Mr. Johns and Ms. Raddatz for their research and advised that he looked at the memorandum and called the company with the EEG iCap encoder and they advised that instead of purchasing the equipment and keeping it up to date, the City could lease it for \$99 a month with a \$400 setup fee and that would include the upgrades. He explained that the other recommended company would also be needed.

Mr. Johns advised that there will always be reoccurring costs with video production.

Commissioner Rumrell advised that staff is addressing the cyber attacks that other cities have endured regarding ransomed for their information. He was concerned that if the City goes to a cloud-based program, it could be hacked.

Mr. Johns advised that if the Commission wants to speak to him one on one or at a Shade meeting, he would do that, but he doesn't want to address security issues at a public meeting.

Mayor George advised that if Mr. Johns wants a Shade meeting, the Commission can schedule it.

Mr. Johns suggested speaking about that after the meeting.

Mayor George asked City Attorney Wilson regarding the pending suit. She asked if closed captioning is required if it is online or if it is broadcasted by the City.

City Attorney Wilson advised that streaming is more common and has no laws yet. He advised that there needs to be an understanding for small cities and their budgets that there be another way to address these issues. He advised that if a member of the public asked for accommodation, the City can try to provide it.

Mayor George asked if the City can resume having the broadcasting online.

City Attorney Wilson advised yes, it is worth the risk of doing so because otherwise the public doesn't have access. He explained that even though the survey says the public doesn't care, it is still a tool that should be kept open if someone needs it.

Vice Mayor England asked City Clerk Raddatz if she had another information.

City Clerk Raddatz advised no, just what she submitted to the Commission previously.

Mayor George asked if the letter from Mr. Price asked for ADA compliance on closed captioning.

City Clerk Raddatz advised no; however, it said that everything on the City's webpage should be ADA compliant, which included the video.

Mr. Johns advised that the closed captioning was the only legal opinion referenced. He explained that the legal opinion was talking about Netflix, Hulu, etc., but they will be discussing it in the future.

Mayor George advised that the City could upload the videos while this process is being discussed regarding closed captioning and give the residents some relief, so they know what is going on at the City.

Commissioner Rumrell advised that he feels comfortable with uploading the video now because the Commission is seriously trying to move forward getting close captioning.

Vice Mayor England asked if there was a price difference in having the closed captioning four days later.

Mr. Johns asked if the Commission what to start streaming the videos starting July 2nd.

It was the consensus of the Commission to start the online streaming.

City Attorney Wilson advised the Commission to move forward with the video streaming now and posting the current meetings on the webpage, but the Commission could post the old videos on the City's webpage if they want.

Mayor George advised that the videos can be posted and work towards a reasonable solution regarding closed captioning.

Vice Mayor England explained that Swagit can pick the topic the residences want instead of watching the whole video.

Mr. Johns advised that it is video indexing and we did have that with Granicus, which staff was not happy with.

Vice Mayor England asked to investigate the other areas that the Commission may want when deciding on the close captioning vendor. She advised that the residents may want to look at the videos if they could index.

Mr. Johns advised that the costs are more expensive with Swagit and Granicus. He explained that staff was manually video indexing it with Granicus, but Swagit charges more for video indexing.

Mayor George asked if YouTube would be used tomorrow for the meeting.

Mr. Johns advised yes, unless directed not to.

Mayor George advised that there was no reason not to because the Commission would investigate the close captioning aspect.

City Manager Royle advised that streaming will start tomorrow, but asked what staff is to do moving forward on closed captioning.

Mayor George asked City Manager Royle and Commissioner Rumrell to talk with EEG iCap to see what they have to offer. She explained that Rev will be contacting her directly and she will forward the information.

Commissioner Rumrell advised that Caption Services was the same company the EEG iCap suggested working with.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, advised that Swagit is being used by the City of St. Augustine and St. Johns County and it works well. He advised that YouTube is worthless. He asked why the staff did not contact Full Sail University by phone instead of email or why they didn't contact Commissioner Kostka for a phone number.

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

Mayor George advised that she was surprised that a call was not made to the admissions office at Full Sail University because it was a good lead. She advised that she asked City Manager Royle to contact Flagler University's Communications Department. She thanked Mr. Johns for all his hard work on this.

Mayor George moved on to Item 8.

8. City Attorney Services: Review of Proposal from Coquina Law Group (Presenter: James Wilson, City Attorney)

Mayor George introduced Item 8 and asked City Attorney Wilson for his report.

City Attorney Wilson advised he loved working for the City and it is pleasure working with the Commission, who has been one of the best Commission's that he has worked with. He explained that the job duties have changed as the Commission is aware of because of more meetings, ordinances, and documents that are required by his office. He advised that the firm requested a retainer of \$6,000 a month and he would train Attorney Jeremiah Mulligan for six months and be a consultant. He explained that the two law firms who answered the Request for Proposals retainers were \$6,000 a month, which is competitive. He also advised that the Commission has the right to terminate the contract within 30 days' notice. He explained that Attorney Mulligan and others in Coquina Law Group understands the City because they were involved in the Embassy Suites lawsuit and other documentation for the City.

Mayor George thanked City Attorney Wilson for staying on with the City during this time. She advised that the \$6,000 retainer works out to be 20 hours a month at \$300 per hour. She asked how accurate the 20 hours a month.

City Attorney Wilson advised that it would probably be more than that, but he has not kept track of the time until recently when he was retiring. He explained that he responds to the staff daily including all the documentation. He gave an estimate of 30 to 40 hours a month and that would be a modest guess. He explained that all the night meetings are part of that estimate.

Mayor George advised that it is a good rate for a law office in this area.

City Attorney Wilson advised that he didn't do billable hours until recently and was shocked at the amount of time he spent. He advised that his contract was \$175 a hour over 20 hours and he was talked into not doing billable hours and would have been happier with his original proposal.

Vice Mayor England asked what City Attorney Wilson's time would be during the four to six months before he stops working for the City.

City Attorney Wilson advised that he shares the fees currently, but he doesn't want to come to the office every day. He advised that Attorney Mulligan would pick up the times he would not be available. He explained for the time being he would come to the meetings and continue the work to the extent that he can.

Motion: to extend the meeting. **Moved by** Mayor George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

City Attorney Wilson advised that Attorney Mulligan will come to the meetings more often. He said that Attorney Mulligan is already involved with the City's background.

Vice Mayor England asked if they would do some of the document work.

City Attorney Wilson advised yes. He explained that the firm's staff has been involved with litigation for the City. He said he never had peer review before and Attorney Mulligan had good suggestions.

Commissioner Samora thanked City Attorney Wilson for staying on and asked if this could wait until next budget season.

City Attorney Wilson advised no, the firm will not wait, and such be effective today.

Mayor George asked if there would be any middle ground on Commissioner Samora's request.

City Attorney Wilson advised no.

Mayor George asked if there were enough resources in the current budget.

Chief Financial Officer Burns advised yes.

Commissioner Rumrell asked why Attorney Mulligan didn't apply.

City Attorney Wilson advised that what the City was paying him was not enough for him to apply. He explained that a lot of attorneys are aware of the open position and he had a lot of calls, but the pay was not enough to apply for what he is being paid.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, advised that City Attorney Wilson has done a fine job, but in fairness to the applicants he would like the candidates who applied for the Request for Proposal to be interviewed. He suggested Attorney Ralf Brooks. He recommended that no action be taken at this meeting and to schedule an interview with Attorney Brooks and Coquina Law Group and not to hire any attorneys that represent developers.

Mayor George closed the Public Comments section and requested that the City do another RFP in a few months and to continue with the Coquina Law Group.

Commissioner Kostka explained that she would support continuing RFP and to continue Coquina Law Group for four to six months. She explained that there were a couple of typos in Exhibit A.

Commissioner Rumrell agreed to continue with the Coquina Law Group for a few months and then Attorney Mulligan would have some training and a new RFP could be done and they could bid if they choose to.

Mayor George explained that the word would get out that it is more competitive bidding and hopefully there would be more applicants.

Commissioner Samora agreed.

Vice Mayor England agreed and asked that the retainer be increased.

Discussion ensued regarding whether the motion needs to be the change in the retainer or to the contract.

Mayor George asked for a motion.

Motion: to accept the proposal from Coquina Law Group and to raise the retainer to \$6,000 a month effective immediately. **Moved by** Commissioner Samora, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor George moved on to Item 9.

9. Ordinance 19-12, First Reading: to Vacate Alley on East Side of A1A Beach Boulevard in Block 9, Chautauqua Beach Subdivision, between 2nd and 3rd Streets (Presenter: James Wilson, City Attorney)

Mayor George introduced Item 10 and asked City Attorney Wilson for his report.

City Attorney Wilson advised this was recommended to be approved by the Comprehensive Planning and Zoning Board and this alley has no public access to the beach. He explained that it would be of no purpose to the City to provide a real access to the beach because it has not been an access point to the beach historically forever. He then read the title of the ordinance.

Mayor George opened the Public Comments section. Being none, Mayor George asked for Commission discussion. Being none, Mayor George asked for a motion.

Motion: to approve Ordinance 19-12. **Moved by** Vice Mayor England, **Seconded by** Mayor George. Motion passed unanimously.

Mayor George moved on to Item 10.

XIII. NEW BUSINESS

12. 2020 U.S. Consensus: Appointment of Representative to County's Complete Count Committee (Presenter: Max Royle, City Manager)

Mayor George introduced Item 12 and asked if any member of the Commission wants to be appointed as representative. She asked if anyone did not have any committees.

Commissioner Kostka advised she didn't, but she would be out for all of July.

Mayor George advised that would only be one meeting.

Vice Mayor England advised that she would be Commissioner Kostka's backup if she would like her to.

It was the consensus of the Commission to have Commissioner Kostka be the representative and Vice Mayor England to be the alternate.

Mayor George opened the Public Comments section. Being none, Mayor George moved on to Item 13.

14. Proposed Fiscal Year 2020 Budget: Scheduling Date for Special Meeting in Late July to Review Budget and Set the Tentative Millage (Presenter: Max Royle, City Manager)

Mayor George introduced Item 14 and asked City Manager Royle for his report.

City Manager Royle suggested July 29th.

Mayor George advised that she would be flying in on that date and asked to schedule it on July 30th.

City Clerk Raddatz advised that St. Johns County School Board would be having their meeting on that date and we could not conflict with them.

It was the consensus of the Commission to schedule the meeting on July 31, 2019 at 6:00 p.m.

Mayor George moved on to Item 10.

11. Property, Liability, Vehicle and Workers Compensation Insurance: Consideration of Whether to Advertise Request for Proposals (Presenter: Max Royle, City Manager)

Mayor George introduced Item 11 and asked City Manager Royle for his report.

City Manager Royle advised that the Florida Municipal Insurance Trust (FMIT), which operates under the Florida League of Cities, has been our insurance agent at least 20 years or more. He explained that the City pays \$192,000 a year on insurance. He explained that PRIA had an inquiry about the insurance. He commented that they are not like FMIT because they are a broker for another company called Preferred Government Insurance Trust (PGIT). He advised that he was bringing this to the Commission because of the inquiry and asked whether the Commission wanted to go out for a Request for Proposal for all the insurances.

Mayor George asked if the City goes out for a Request for Proposal could anything be jeopardized with FMIT.

City Manager Royle advised no. He advised that he was sure FMIT would apply to the Request for Proposal.

It was the consensus of the Commission to go out for a Request for Proposal.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, advised that he supports the Request for Proposals and this should have been bid out before this in order to stop corruption.

Mayor George closed the Public Comments Section and then moved on to Item 12.

13. Performance Evaluation of Police Chief and City Manager: Discussion of Process and Timetable (Presenter: Max Royle, City Manager)

Mayor George introduced Item 13 and asked if there were any questions about the form.

City Manager Royle advised that the form in the books was obsolete and gave a new form revised by Vice Mayor England last year, which is tied into the Strategic Plan goals that is obsolete now. He explained that it is a flexible form and would be a guide to use.

Vice Mayor England advised that the form is flexible, and each Commissioner can change the headings if they want to.

Mayor George suggested that this be brought back in three months because Commissioner Rumrell has not had enough time to evaluate City Manager Royle or Police Chief Hardwick.

Commissioner Rumrell explained that he would like to have more time but would do what the Commission wants.

After discussion, it was the consensus of the Commission to have this come back on the November Commission meeting and to have the form completed by October 21, 2019 to have them ready for the Commission books for the November meeting.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, asked the Commission to table this item until tomorrow's meeting. He disagreed with the form and asked what City Manager Royle has on the Commission to make them wait until November's meeting.

Mayor George closed the Public Comments section and asked if any Commissioner has any concerns about having this done in November.

Commissioner Samora advised that the time line is appropriate.

Commissioner Kostka advised she was okay with the timeline.

Commissioner Rumrell commented that he would appreciate it.

Mayor George moved to Item XV.

XIV. STAFF COMMENTS

This item will be discussed on July 2nd Commission meeting.

XV. ADJOURNMENT

Mayor George asked for a motion to adjourn.

Motion: to continue the meeting until July 2, 2019 at 5:30 p.m. at the Special Commission meeting. **Moved by** Mayor George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor George adjourned the meeting at 10:00 p.m.

Undine C. George, Mayor

ATTEST:

City Clerk



MINUTES

SPECIAL CITY COMMISSION MEETING

TUESDAY, JULY 2, 2019, AT 5:30 P.M.

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

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Mayor George asked Vice Mayor England to lead the Pledge of Allegiance.

III. ROLL CALL

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

Also present: City Manager Royle, City Attorney Wilson, Police Chief Hardwick, Building Official Law, Public Works Director Tredik, and City Clerk Raddatz.

IV. CONTINUATION OF JUNE 10, 2019, PUBLIC HEARING FOR TRANSMITTAL TO STATE OF CHANGES TO THE CITY COMPREHENSIVE PLAN (Presenter: Ms. Janis Fleet, Planning Consultant)

Mayor George introduced Item IV and asked Ms. Fleet for a staff report.

Ms. Fleet, Planning Consultant, Fleet and Associates, 4041 Sunbeam Road, Jacksonville, FL, showed a PowerPoint, Exhibit 1. She explained that she prepared a draft document based on the Evaluation and Appraisal Report (EAR) amendments for the Comprehensive Plan. She remarked that once the Commission agrees with the draft, she will transmit the document to the Department of Economic Opportunity and seven other agencies. Once the agencies review it within the 60-day timeframe, it will come back with comments to her whether they agree or disagree with the Comprehensive Plan amendments the City made and then she will come back to the Commission for another public adoption hearing. She explained that she had meetings with the Commission and staff and made revisions based on the meetings and brought a draft back to the Commission on January 8, 2019. She then made changes to the draft from the Commission meeting on January 8, 2019 and presented it to the Comprehensive Planning and Zoning Board. The Comprehensive Planning and Zoning Board had a public meeting on February 19, 2019, when they decided to take comments, but to defer the public meeting until April 16, 2019, where the Board voted to transmit the draft Comprehensive Plan with comments to the Commission. The Board never made any specific changes to the Comprehensive Plan. She responded to all comments that she received until April 8, 2019. She explained that the Comprehensive Plan draft is composed by elements and the comments were included in the Commission books to discuss tonight. She stated the elements were: Future Land Use, Transportation, Infrastructure, Conservation and Coastal Management, Recreation Open Space, Intergovernmental Coordination, and Capital Improvements. She stated that she did not receive any comments for Intergovernmental Coordination or Capital Improvements. She commented that this is the City's

Comprehensive Plan and any revisions, deletions, or changes are up to the Commission. She explained that if the Commission agrees to move the Comprehensive Plan forward after this meeting, she would transmit it to the Department of Economic Opportunity and the other seven agencies in the underline and strikethrough format. She asked the Commission to be specific in their language, so she could transmit it to the appropriate authorities.

Mayor George explained that the Commission could go element by element or just bring up any additional comments that the Commission would like to change. She told the Commission that she would like to integrate the majority of the comments that the Comprehensive Planning and Zoning Board made to the Comprehensive Plan. She explained that regarding the environmental issues, she does not want to rely on St. Johns County, but have the City provide their own decisions. She advised that the City could have a stronger basis for enforcing environmental issues and protections than the State of Florida or St. Johns County does. She commented that even if there is no staffing now, they could be noted as aspirational policy goals that the City wants to address in the future.

Ms. Fleet advised that one of the good things that the State Statutes did was to combine the full process together instead of coming back two years later; however, it is more rushed now because it should be done within a year's time. She explained that in five years the City will have to do this process again and advised that the Commission could add comments and see where the City is in five years. She explained that the Water Supply Plan was not even envisioned in 2008 and the sea level rise was not discussed in 2008 either but have been added with this Comprehensive Plan.

Vice Mayor England suggested where there are umbrella agencies, she would like to encourage language that the City wants to participate. She gave an example that she and staff go to the North Florida Transportation Planning Organization to be involved and would like it wherever possible to have the Commission or staff attend the umbrella agencies to participate and suggested an ordinance be established to actively participate with these agencies.

Ms. Fleet advised that Vice Mayor England's example was a good reason why the City should be involved.

Mayor George suggested moving forward with the Future Land Use Element first and asked Ms. Fleet to point out anything that is critical to the Commission.

Ms. Fleet commented that transient rentals need to be included in all the appropriate categories if it is included in the Future Land Use Element; otherwise, it would not be interpreted that transient rentals are allowed.

Mayor George agreed with Ms. Fleet's recommendation on transient rentals.

Vice Mayor England asked that under L.1.3.6, the language says that transient rentals shall be allowed in medium low and medium zones. She explained that the City has an ordinance that limits transient rentals in certain zones and was concerned about the word shall.

Ms. Fleet asked the Commission to look on page 5 in L.1.8.1, which goes together with L.1.3.6. She explained that in L.1.8.1 shows the land uses and what it allows in each of the land use categories. She advised that there is language for each zoning category by the Future Land Use Map and details what is allowed in each zoning category.

Vice Mayor England asked why the Comprehensive Plan has to say that transient rentals shall be allowed.

Mayor George agreed with Vice Mayor England.

Ms. Fleet advised that it can be removed. She explained that that was a recommendation that people wanted to address, so she included it, but she will remove all the language regarding transient rentals if that was what the Commission wants.

After discussion, it was the consensus of the Commission to remove all the language in Mixed Use, Commercial, High Density Medium, and Medium Low categories regarding transient rental and remove L.1.3.6.

Ms. Fleet advised that she would take that policy out of the Comprehensive Plan. She then asked if the Commission wanted to include the recommendations in the Future Land Use Element or not.

Mayor George asked to include the recommendations, unless Ms. Fleet feels that any of them are particularly dire.

Ms. Fleet advised that there were a lot of recommendations regarding the Sustainability Action Plan and they are addressed in L.1.1 but they are also addressed substantially in the Conversation and Coastal Management Element. She asked if the Commission wants the Sustainability Action Plan.

Mayor George advised that the Beautification Advisory Committee was just renamed the Sustainability & Environmental Planning Advisory Committee (SEPAC). She advised that she would be in favor of supporting the plan.

Ms. Fleet asked if she should change L.1.1 to read how the Commission would accomplish the goal.

Discussion ensued regarding Ms. West included her recommendations to be transmitted to the Commission with the draft Comprehensive Plan; Comprehensive Planning and Zoning Board did not vote what to include in the Comprehensive Plan; the draft Comprehensive Plan had all the comments that were received from all parties who participated; and the comments in the draft Comprehensive Plan do not have a consensus; and once the Comprehensive Plan is transmitted, then the agencies will make comments, and it will go back to the Commission for approval or changes.

Commissioner Rumrell requested to look at CC2.10.2, CC1.2, and CC1.2.2 regarding beach erosion and dunes. He explained that the dunes are the only defense to sea level rise and asked if the Commission should keep CC2.10.2 and change it to “the City shall work with the appropriate agencies to restore degraded natural areas in conjunction with the appropriate state agencies per present and future City owned properties’ vegetation, shoreline, and dunes restoration.” He explained that he doesn’t want to remove language regarding dune restoration or to work with the appropriate agencies to maintain the City’s shoreline.

Ms. Fleet advised that sea level rise is addressed on page 31.

Commissioner Rumrell explained that there is language for potentially affected areas, coastal flooding due to high storm surge, but doesn’t see the word dunes on page 31. He advised that it is imperative that the City maintain some sort of protection with St. Johns County, Department of Environmental Protection, etc. to help replenish sea oats or dunes in a catastrophic hurricane.

Ms. Fleet asked if Commissioner Rumrell would like to change the policy.

Commissioner Rumrell advised that he was comfortable changing CC2.10.2 with his suggested language or “the City shall work with the appropriate state agencies on present and future City owned properties through new or non-vegetation, shoreline or dune restoration and the restoration of natural hydrology.” He explained that he would like language to protect the dunes because that is the wall for sea level rise and storm surge.

It was the consensus of the Commission to use Commissioner Rumrell's language in the Comprehensive Plan.

Vice Mayor England asked to go in order of the elements.

Ms. Fleet asked what other comments the Commission had on the Future Land Use Element.

Mayor George advised that there is direction on the transient rentals and asked the Commission for any other comments.

Vice Mayor England asked to look at L.1.34 on page 3. She advised that the Commission approved rezoning a piece of property from residential to commercial for parking. She asked the Commission to discuss language regarding parking on the east side of A1A Beach Boulevard in particular. She asked if L.1.34 would prohibit that action.

Ms. Fleet explained that when there is language about retention and parking, they are there to serve commercial development. She advised that the City of Jacksonville looks at a retention area when it serves a commercial district. She explained that the City of Jacksonville locally considered that they needed residential areas for commercial development and the City of St. Augustine Beach could do the same with parking. She commented that the Commission could use what is in the City's codes and say that parking is allowed on either side of commercial development.

Commissioner Rumrell suggested changed the word from "should" to "could."

Commissioner Samora advised that L.1.35 describes what Ms. Fleet just said.

Vice Mayor England asked if the Commission wants an exception for parking.

Ms. Fleet advised that she would do this in the Land Development Regulations, not in the Comprehensive Plan. She suggested defining language such as, "parking and retention areas even if they are serving commercial development are allowed in residential areas" in the Land Development Regulations.

Vice Mayor England suggested to add commercial development structures to L.1.34.

Ms. Fleet advised that L.1.34 and L.1.35 is specific to the Future Land Use Map and it would not be right to do commercial development in an area that is designated as residential.

Vice Mayor England asked if the Commission rezoned a property from residential to commercial for parking, would that be a problem for this goal.

Ms. Fleet advised no because it is specific to the Future Land Use Map.

Building Official Law advised that regarding parking lots, he reserves the right to change the rules regardless of the square footage in a commercial development if he feels it would be detrimental to the City.

Mayor George pointed out L.1.5 and asked if there should be a reference to the objective, even if the City does not have a carrying capacity.

Ms. Fleet explained that the carrying capacity has been taken out of the state legislation, so the City does not have to have it in the Comprehensive Plan. She explained that it is addressed through the evacuation routes.

Building Official Law advised that the City is not building any more subdivisions because of limited open property and the City's roads are part of the St. Johns County Emergency Operations Center.

Ms. Fleet moved on to the Transportation Element.

Mayor George was concerned on T.1.1.6 and advised that the City has a maintenance plan, so it shouldn't be removed.

Ms. Fleet advised that she would include it back in the Comprehensive Plan.

Mayor George was concerned about T.1.1.10 and advised it should also be put back in the Comprehensive Plan.

Vice Mayor England agreed with Mayor George.

Ms. Fleet advised that she would include T.1.1.10 in the Comprehensive Plan.

Commissioner Kostka asked if the public could speak after every element.

It was the consensus of the Commission to have public comments after every three elements discussed.

Commissioner Samora asked whether the Commission would agree to include in the goal T.4.1 to seek funding.

It was the consensus of the Commission to add to that goal to seek funding.

Mayor George was concerned about removing the first policy because she felt that the City has an obligation to improve the City's facilities, which the City is doing. She suggested retaining T.4.1.1. She also suggested in T.4.1 to remove the strikethrough on "evaluate and."

The Commission agreed to keep "evaluate and" in T.4.1 and to keep T.4.1.1.

Commissioner Kostka advised that a lot of safety items have been struck through and she was concerned about the pedestrian crossings along A1A Beach Boulevard.

Ms. Fleet suggested T.4.1 objective deals with pedestrian and bicyclist safety. She also suggested adding another policy regarding monitoring pedestrian and bicyclist safety on A1A Beach Boulevard.

The Commission agreed to keep some of the policies that were taken out as discussed and adding a policy on monitoring pedestrian and bicyclist safety on A1A Beach Boulevard.

Commissioner Rumrell asked if T.3.1.1 affected the residential parking system.

Ms. Fleet advised that she would remove the strikethrough and leave it in the Comprehensive Plan and will remove on a yearly basis. She then moved on to the Housing Element and advised that there were not many comments.

Vice Mayor England asked if Ms. Fleet would add the language "new renovations" to H.1.1.

Ms. Fleet advised that she would add that language.

Mayor George asked to keep H.1.1.1.

Ms. Fleet advised that H.1.1.1 is more operational instead of a Comprehensive Plan issue.

Building Official Law advised that the Building Department has a residential sufficiency checklist already.

Discussion ensued regarding extending the public comments to three minutes instead of two because of the specificity of the Comprehensive Plan.

The Commission agreed to allow three minutes for public comments on the Comprehensive Plan.

Mayor George opened the Public Comments section on the first three elements. The following addressed the Commission:

Dr. Sandy Bond, 1117 Compass Row, St. Augustine, FL, advised that just because the City does not have the staff does not mean that the issues should be ignored and advised that there were a lot of deletions that should be kept in the Comprehensive Plan. She suggested having a definition on

what sustainability is in the Comprehensive Plan, along with definitions of terms on the technical language. She requested public housing to be included.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, agreed with Dr. Bond and thanked the Commissioners who requested those items to be kept in the Comprehensive Plan. He suggested that the City hire a City Planner. He asked to restore everything that has been deleted.

Vice Mayor England advised that what has been brought back tonight is the City's work product of the Commission and the other Boards and explained that the Comprehensive Plan needs to be more palatable and more efficient, so there can be some things removed and combined.

Craig Thomson, 6 D Street, St. Augustine Beach, FL, explained that the residents live with A1A Beach Boulevard zoning, but if the residents live a couple of blocks off A1A Beach Boulevard they have certain zoning rights. He explained that the Comprehensive Plan should stop the commercial zoning from coming into the residential zones. He asked the Commission to give the residents who do not have gated communities an appeal process through the Comprehensive Plan. He commented that L.1.3.1 would give the residents a certain level of assurance to the community and to keep in the Comprehensive Plan L.1.6.1 regarding lots cannot be cleared of coastal hammocks and cannot be built over the footprint of the previous structure. He suggested in C1.2.1 rights-of-way be restricted. He explained sea level rise floods the waterway by the retention pond and showed Exhibits 1 and 2.

Mayor George asked to be on point with public comments for the items being discussed regarding the Comprehensive Plan.

Mayor George closed the Public Comments section and explained H.1.7 that she would like this policy to be reinforced and given more substance. She suggested promoting green building and more efficient environmentally friendly features.

Ms. Fleet advised that a definition of sustainability would be better in the Land Development Regulations than the Comprehensive Plan. She explained that she could put language that by date certain the City will determine what the definition of sustainability is in the Comprehensive Plan.

Mayor George advised that sustainability in housing and building also includes reduction of waste programs and methods of standards to minimize negative impact against the environment, which has gotten lost in the Comprehensive Plan. She requested green progressive thinking in the Comprehensive Plan.

Ms. Fleet advised it would be better to add language in Conservation than Housing. She said that it would be more global in Conservation.

Vice Mayor England advised that she saw more policies with regards to plastics in Conservation. She asked how much the City's Building Department can do with the staffing they have.

Mayor George wanted to bring in the objectives with the policies, such as water conservation and irrigation. She advised that it is not only housing, but it should also be commercial buildings.

Ms. Fleet advised that that is why it should be in Conservation because it can be addressed in more categories than Housing. She explained that the reason why she took out public housing was because she thought that St. Johns County would be in charge of it, but they don't have a Public Housing Authority either and there was no intent for the City to have one.

Vice Mayor England asked on H.1.7 if Building Official Law and Ms. Fleet could work together on the Housing language.

Building Official Law advised that every three years before the building code is re-issued by the Florida Building Commission, the Florida Energy Codes increase efficiencies, such as LED lighting and energy efficient for air conditioners. Commercial buildings are regulated by C.4.05 of the

Energy Codes which relates to light reduction controls and advised that the State of Florida is on top of this issue. He advised that he has no legal authority under the State Building Code; however, if someone wants it, he would allow it. He suggested not to put something in the code that he cannot regulate. He explained that he can put the same language that the Florida Energy Codes has.

Commissioner Samora suggested language to encourage energy efficiency without being so specific as using language as the Green Building Council. He asked Building Official Law and Ms. Fleet to find a middle ground to maintain the aspirational aspects, such as water conservation, energy efficiency, sustainability, but take out the references like Energy Star, etc.

Commissioner Rumrell suggested language that “the City shall support the state initiative for sustainable housing.”

Building Official Law advised that language could say that the City promotes energy efficiency and sustainable housing.

Ms. Fleet advised that she is using the same Future Land Use Map, but there was one-word correction.

Commissioner Kostka commented that in L.1.6.1 it says, land clearing is limited in coastal hammock to that required of structures, access, and parking.

Mayor George asked to add language to the end of the sentence on L.1.6.1 “parking, to maximize preservation of the hammock. She also added the language to “maximize permitted.”

The Commission moved on to the Infrastructure Element.

Commissioner Kostka advised that she likes U.1.2.2 but it should be changed to show that the ordinance prohibits plastics. She asked to change the language to “the City shall continue to develop public education programs to make the public aware of problems and techniques.” She then advised that U.1.3.3 talks about a master drainage plan, but the City already has a master drainage plan.

Ms. Fleet explained that U.1.3.3 needs to be in the Comprehensive Plan because the City does have a master drainage plan that will need to be updated.

Commissioner Rumrell asked about U.1.3.1 why the language was stricken to seek assistance from the St. Johns County River Water District for technical matters on drainage.

Public Works Director Tredik advised that the City does consult with St. Johns County River Water District on drainage matters in certain cases.

Building Official Law suggested to change the word will to may.

Commissioner Rumrell agreed to change the word to may in U.1.3.1.

Mayor George advised U.1.2.4 addressed the reduction of solid waste and explained that she has been getting information on municipal composting programs. She explained that even if it is not done now, she suggested language change to “the City will cooperate with appropriate agencies or organizations and work to reduce solid waste by whatever reasonable and effective means available.”

Ms. Fleet moved on to Conservation Coastal Management Element.

Commissioner Rumrell advised that CC2.10.2 on page 28 requested to add the language to work with the appropriate agencies but remove the word “state.”

Mayor George moved to CC1.2 regarding the preservation of the dunes. She explained that there have been a couple of instances where property owners have torn down the dunes and the City

did not have any language saying that they violated the City's standards. She commented that any enforcement has been handled by the state, which includes any potential fines. She explained that the City's hands are tied with no legislation.

Ms. Fleet asked if the Commission would want to draft an ordinance for the Land Development Regulations regarding dune protection and City standards.

Building Official Law advised that he can take the property owner to the Code Enforcement Board because the codes say that the property owner needs a Department of Environmental Protection (DEP) permit before disturbing the dunes.

Mayor George requested to have a City permitting process.

Building Official Law explained that the City has one because the property owner would need a letter from him to allow the property owner to request a permit to DEP. He requested more information on whether the City has the legal authority to fine a property owner that really is not the City's jurisdiction.

Mayor George asked to create an ordinance to regulate any modification of the dunes within the City's jurisdictional boundaries. She asked staff and legal to work on the ordinance.

Ms. Fleet advised that she would add a policy under CC1.2.10 that will address Mayor George's concerns. She then moved on to sewer and advised that St. Johns County Health Department would be the agency responsible for the sewer in this jurisdiction and if the property owner has a septic tank, the St. Johns County Health Department would have to permit the property to bring it into compliance with the sewer system.

Building Official Law advised that they cannot force property owners to hook into a force main for sewers, unless the property owner is renovating, and the Health Department makes them go to the sewer system.

Vice Mayor England asked why objective CC2.9 was removed.

Commissioner Kostka advised that it is stated in another area under CC1.6.1 and CC1.6.2, which are both removed and asked to keep those policies.

Ms. Fleet advised she would put back CC2.9, CC1.6.1 and CC1.6.2.

Mayor George requested CC2.7.1 be put back as well.

Ms. Fleet advised that the intent was to eliminate the size in CC2.7.1 because the City does not have any larger parcels. She asked whether the City wants a developer to do a management plan.

Mayor George advised yes.

Ms. Fleet commented that she would put the information back in for a developer to do a management plan for new developments.

Commissioner Rumrell asked about CC1.3.6 whether the City of St. Augustine Beach should not be removed since staff does participate in the evacuation plan when a natural disaster hit.

Mayor George advised that she was concerned because it did not say the City would update their evacuation plan periodically. She suggested language "the City of St. Augustine Beach will periodically update its disaster preparedness plan and coordinate disaster preparedness with St. Johns County and other local agencies."

Vice Mayor England advised that the City needs a plan for communications and beach walkovers.

Commander Ashlock advised that they do go to St. Johns County Emergency Operation Center to do planning and practice for an emergency. He explained that they do it once a year and sometimes more frequently.

Commissioner Samora advised that he would like a reference on when the preparations would be done than to say periodically.

Ms. Fleet advised that she will discuss this with St. Johns County to get their schedule on updates.

Vice Mayor England advised that CC.4.4.3 needs to have the word “Beach” taken out.

Mayor George asked why the historical sites were being deleted.

Ms. Fleet advised that staff said the City did not have any historical sites.

Mayor George advised that there are some historical sites and historic structures. She requested that the language be kept in the Comprehensive Plan.

Ms. Fleet advised that she would keep the goal and the policy on page 28.

Mayor George asked to use language for the objective as “the City of St. Augustine Beach will take efforts to identify and protect historically or culturally significant sites.”

Ms. Fleet advised that the local mitigation strategy is under the umbrella of St. Johns County.

Mayor George asked if the local mitigation strategy is after a natural disaster.

Ms. Fleet advised that it shows what the hazards are in St. Johns County.

Mayor George asked about the air quality objective and she would like to keep CC.2.8 on page 27.

The Commission agreed to keep CC2.8 in the Comprehensive Plan.

Ms. Fleet moved on to Recreational Element.

Mayor George advised that she liked R.1.2.5 regarding the bicycle paths and after discussion decided to keep it as it was.

Ms. Fleet suggested adding a complete street policy. It is a policy relating to the entire roads and streets.

Vice Mayor England asked on page 33 regarding the park standards because as the population rises there will be no further land available for courts.

Ms. Fleet advised that she thinks the City is fine with this language because of the parks that are already in the City. She explained that new developments have their own recreational areas usually.

Commissioner Samora asked to look at R.1.2.9 regarding public beach access. He suggested that the City review public beach access periodically and asked it to be included in the Comprehensive Plan.

Mayor George advised that every five years St. Johns County does research public beach access for the beach renourishment funding. She asked to review R1.1.11 to keep the last sentence that says, “development will be done in aesthetic and environmentally sensitive manner.”

Vice Mayor England requested to keep the first sentence on R.1.1.5 and remove the second sentence. She advised that she was thinking about Pier Park.

Mayor George asked to look at R.1.2.8 and advised that the City is currently working with the River and Sea Loop and asked if the language should remain the same as a greenway plan or was there a more updated terminology.

Vice Mayor England advised that the City is participating, not developing a greenway plan.

Ms. Fleet explained that the lead agency is the North Florida Transportation Planning Organization because they just funded a regional greenway plan.

Mayor George requested language change for R.1.2.8 as follows: "Will participate in greenway planning."

Ms. Fleet advised that Intergovernmental and Capital Improvements did not have any comments, unless the Commission has questions.

Vice Mayor England requested that C.1.3.1 to review and see if there a word missing.

Ms. Fleet advised that she would check it.

Mayor George asked why Ms. Fleet removed the rest of the sentence.

Ms. Fleet advised that she is repeating the statute in that full sentence, so it could be left in.

Mayor George asked to include language that it would be prior to the issuance of the development order or permit.

Ms. Fleet advised that it has to be when the impact occurs, so it cannot be prior to the issuance but at the same time.

Mayor George advised to leave it as it is and not delete any parts of the sentence. She asked if the Comprehensive Plan has references to the Police Department.

Ms. Fleet advised that that was not a required part of the Comprehensive Plan according to Florida Statutes.

Mayor George opened the Public Comments section on the first three elements. The following addressed the Commission:

Dr. Sandy Bond, 1117 Compass Row, St. Augustine, FL, quoted the New York Times regarding climate change. She requested to add a Climate Action Plan for the City and not to rely on St. Johns County or the City of St. Augustine. She asked how successful the three agencies have worked together in the past and asked the Commission to approve the City's own Climate Action Plan.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, agreed with Dr. Bond and asked Mayor George to be the leader for St. Johns County Climate Action Plan. He asked for strong language to protect the park next to Publix. He also wants clean air and advised that St. Johns County has been an unjust steward on that. He said that where Embassy Suites is now may have been where the City of St. Augustine moved in 1566 to 1571 after the Indians burned down the City. He commented that public housing should be included, and the dunes should not be tampered with.

Craig Thomson, 6 D Street, St. Augustine Beach, FL, agreed with Dr. Bond and Mr. Slavin that the City should adopt its own Climate Action Plan. He appreciated the Commission's environmental concerns and feels that historic preservation is important. He asked for a storm surge map for the City (Exhibits 1 and 2).

Mark Krempasky, 114 13th Street, St. Augustine Beach, FL, asked to put impervious surface ratios in the Comprehensive Plan in order to deal with flooding. He also asked the Commission to give incentives to property owners who add trees to the City because there were a lot of trees removed through development.

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

Ms. Fleet advised that in the Land Development Regulations there are impervious surface ratios and tree incentives. She explained a Climate Action Plan needs to be countywide, but that is up to the Commission. She explained that the City is participating in the Climate Action Plan.

Mayor George suggested adding a policy that the City should work to identify and apply for grants to fund studies on a Climate Action Plan. She explained that there are grants available.

Ms. Fleet asked if Mayor George wanted to keep the County policy too.

Mayor George advised yes.

Ms. Fleet advised that she would add that policy. She asked if the Commission wants to transmit the document with these changes.

Mayor George advised yes but wanted to clarify that the Comprehensive Plan would return to the Commission for one more review.

Ms. Fleet advised yes.

Mayor George asked for a motion.

Motion: to approve the transmitting of the planned amendments as presented and modified through the discussion here tonight. **Moved by** Mayor George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

V. IF NECESSARY, CONTINUATION OF AGENDA TOPICS FROM JULY 1, 2019, REGULAR MEETING (Presenter: Max Royle, City Manager)

Staff Comments:

Mayor George introduced Item V and asked City Manager Royle for his comments.

City Manager Royle explained that staff is searching for a Chief Financial Officer and as of today the City has received 30 resumes, 19 from the State of Florida and the rest throughout the nation. He explained that a lot of the resumes are private sector Finance Directors, but there are several non-profits and one government Financial Officer that staff will look closely at. He explained that this will leave a Finance Department with only one employee and suggested moving the Finance Assistant up in terms of title and pay because of the responsibilities. He explained that it may take two-three months to get a Chief Financial Officer because of the selection, interviewing, background checks, and the employee giving their notice to their current employer. He explained that it is possible that the selected employee may have to move, which will delay the process even more. He suggested the title for the Finance Assistant be Interim Finance Director and explained that she knows the basics and the financial systems and should be compensated accordingly. He commented that because the Commission is not meeting to discuss the budget until the end of July, it will give staff time to get the information to the Commission. He remarked that Chief Financial Officer Burns said she would leave the City in good health budget wise.

Mayor George asked what the Commission needs to do for the transition.

City Manager Royle advised that they are looking for a temporary person to fill in because one person cannot do it on their own.

Mayor George explained that when you have this type of transition the City should do their due diligence and conduct a forensic audit so the new person coming in would know where everything is and will have a clean slate.

City Manager Royle advised that Ms. Burns' has been here 17 years and he has never had to do a forensic audit before.

City Clerk Raddatz commented that the Finance Assistant has been working with Ms. Burns for five years and very well trained on all the accounts that Ms. Burns does. She explained Ms. Douylliez has done Ms. Burns' work when she has been on vacation or vocation. She will need help from the temporary agency to key figures into the computer.

City Manager Royle advised that Ms. Douylliez has a Baccalaureate Degree in Public Administration from Flagler College.

City Clerk Raddatz advised that Ms. Douylliez has been a Controller for several major companies. She is well versed and does know the job.

Commissioner Kostka explained that a Chief Executive Officer (CEO) is usually in charge of all the finances. She commented that she doesn't want to pay somebody for a title that isn't the job that they are doing. She remarked that maybe the Commission needs to look at what the job description is and then decide what the title should be. She explained that there could be a difference from a Comptroller and a Chief Financial Officer (CFO). She advised that she is not saying that the City should hire someone less qualified than Ms. Burns, but in the business world there is a substantial difference in money, quality of work, and responsibilities. She commented that a CFO has total access to all the finances for a corporation. She explained that it is industry standard that they would not hire a CFO with less than 100 employees and \$50 million in revenues.

Mayor George remarked that that was a good point.

City Manager Royle advised that Ms. Burns has complete control over the finances for the City and by the excellent audit reports, has kept the City in good standing for the time she has been with the City.

Mayor George explained that there is an opportunity now that she is leaving.

City Manager Royle advised that any candidate that is picked may not care about their title as much as the compensation. He explained that the labor market is extremely tight. He commented that the candidate may not want to move here for less because it is expensive to live in this district.

Mayor George asked what the CFO range is.

City Manager Royle advised \$52,093 to \$82,882.

City Clerk Raddatz advised that range was for the Deputy Finance Director. The CFO's range is \$71,554 to \$107,331.

City Manager Royle advised that Ms. Burns is being paid \$88,886.

Mayor George advised that she started out without the credentials, the master's degree, and the pay, but was doing the same job.

City Manager Royle advised no. The job rose in complexity since she arrived here.

Mayor George asked how the position has grown in complexity.

City Manager Royle advised that there are accounting rules that local governments must abide by. He explained that he didn't know the rules verbatim, but they were less when Ms. Burns was hired.

Commissioner Kostka commented that that is true with any position and in any industry.

City Manager Royle explained that the title can be what the Commission wants, but the City advertised for a CFO because that was what the Commission had approved back when Ms. Burns wanted the position or title.

Commissioner Kostka was concerned about paying for a title that may not be what is required. She requested a job description of the Chief Financial Officer position.

Vice Mayor England commented that if the job description is accurate and the amount of money that must be managed, who can evaluate that to say what the market will pay in this area. She explained that she doesn't know if she could do that.

Mayor George remarked that she was always uncomfortable that Ms. Burns was doing the salary surveys and who handpicked which cities and jobs to review. She advised that she was the one that got the biggest increase in salary from the surveys. She explained that the Commission has an opportunity to re-evaluate what the comparative work is.

Commissioner Kostka advised that it the Commission's responsibility to review that.

Commissioner Samora asked if the Commission could get the detail of the salary survey as it pertains to the CFO position.

Mayor George asked to reach out to the cities and find out what makes them relatively comparable to our City. She asked who the PhD was who told what cities would be comparable.

City Manager Royle advised Dr. Bob Lee.

Mayor George asked to take a lot of that report as well.

Vice Mayor England asked if the Florida League of Cities (FLC) could base the job description responsibilities to what salary should be paid.

City Manager Royle advised that the FLC did salary surveys years ago, but not currently.

Vice Mayor England advised that Ms. Burns does all the accounting and bookkeeping, which she is really good at.

City Manager Royle advised that he was trying to get a replacement for Ms. Burn's position, no matter what the title is, and he can get the details about the CFO position and their salary. He advised that he would give the details regarding the salary survey that was just done. He explained that Police Chief Hardwick was also involved in the pay study as well as Ms. Burns. He commented that it wasn't Ms. Burns alone who picked the cities.

Mayor George thanked City Manager Royle for that clarification.

Commissioner Samora asked for the background data on the cities they picked, such as the population, what are their budgets, so the Commission can compare the different cities.

City Attorney Wilson left the meeting at 8:02 p.m.

Commissioner Kostka explained that online searches can be done, and it boils down to the job description and requested the appropriate title for the appropriate job description and then compare the statistics.

Commissioner Samora asked about the forensic audit being done by the person coming into the position who would direct an outside firm to do the work.

Mayor George agreed.

It was the consensus of the Commission to bring the forensic audit discussion back once the position is filled.

Building Official Law advised that Panama Hatties passed their elevator inspection today. He explained that no new plans have been submitted for commercial development; however, the Fire Department is reviewing Corral Dental as a shell building and then the dental office will be built under a separate permit. He commented that the donut shop was starting their renovations and the Old Shell Shack has begun its renovations.

Public Works Director Tredik explained that there will be a busy weekend on July 4th. He explained that the Public Works Department will do their best to make sure the trash cans are cleaned as late in the day as possible on the holiday weekend and again in the morning. He explained that the Mickler Ditch Project contract of clearing the vegetation and is now in the process of removing the muck in the bottom of the ditch. Once the muck is removed the pipe will be installed. He commented that the Urban Forestry Management Plan is progressing nicely, and he has a meeting with the consultant next week. He advised that the consultant will be doing a presentation at the SEPAC meeting on July 11th. He advised that the Commission will receive a preliminary report on August 1st and a final report at the end of August. He is addressing the dark areas with Police Chief Hardwick and FPL discussed along A1A Beach Boulevard. He commented that the first meeting for Beach Blast Off will be July 12th, so staff preparations are moving forward.

Vice Mayor England asked about the flooding on A Street after St. Johns County paved the street.

Public Works Director Tredik advised there was, and he is addressing it with St. Johns County. He explained that he has been discussing with St. Johns County to install a sidewalk and drainage along A Street for pedestrian safety.

Vice Mayor England advised that A Street is very visible in the City and asked to get St. John County to address it soon.

Public Works Director Tredik advised that he has taken pictures of the flooding and sent pictures to St. Johns County, so they are aware of it.

Commissioner Rumrell asked if recycling will be the same during the July 4th weekend.

Public Works Director Tredik advised yes.

Commissioner Samora asked the progress on the weir.

Public Works Director Tredik explained that he will have a meeting regarding the weir within a week or so with the Water Management District. He advised that the plans are about 50% complete. When the plans are completed, the consultant will submit the plans to the Water Management District and they will have 30 days to respond. He hopes to finish the design this summer and be to ready to start construction in the next fiscal year.

Commander Ashlock advised that the Police Department will be busy as well this weekend. He commented that there will be a lot of officers in the field starting tomorrow night and through Saturday. He explained that they will try to limit the fireworks activities. He explained that the Police Department regularly meets with Ms. Burns and has met with Ms. Douylliez regarding the budget last week. He remarked that Police Chief Hardwick was confident that Ms. Douylliez would be able to carry through the next budget cycle. He confirmed that St. Johns County does the hurricane drill annually.

Commissioner Samora asked about the traffic plan.

Commander Ashlock explained that there will be a Public Safety Assistant on A Street on July 4th to monitor the beach entrances. He commented that A Street will allow 4 x 4 cars only on the beach.

Commissioner Rumrell asked City Manager Royle to try to get a lifeguard by Ocean Hammock Park because there are no lifeguards in that area.

City Manager Royle advised that he would call the County to find out why they have no lifeguard near Ocean Hammock Park.

VI. ADJOURNMENT

Mayor George asked for a motion to adjourn.

Motion: to adjourn. **Moved by** Mayor George, **Seconded by** Commissioner Kostka. Motion passed unanimously.

Mayor George adjourned the meeting at 8:17 p.m.


Undine C. George, Mayor

ATTEST:

City Clerk

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 9, 2019

SUBJECT: Continuation of Review of Request for Conditional Use Permit to Construct Five Houses in the Commercial Land Use District on the North Side of 7th Street, Opposite the Marriott Hotel (Lots 5, 7, 8, 9, and 10, Block 15, Chautauqua Beach Subdivision), Mr. James Whitehouse, Attorney for MSB Hotels of Ormond Beach, Florida

INTRODUCTION

There are five lots owned by MSB Hotels north of 7th Street. All five lots are in the commercial land use district that's 300 feet west of the center line of **A1A** Beach Boulevard. The owner wants to construct a single-family home on each lot. However, Table 3.02.02 in the City's Land Development regulations allows the construction of residential units in a commercial land use district only if a conditional use permit has been approved by the City Commission.

MSB Hotels submitted an application to the Comprehensive Planning and Zoning Board for a recommendation to you to approve the conditional use permit. The Board reviewed the application at its May 21st meeting and recommended by a 5-2 vote that you approve the conditional use permit.

The Board's recommendation is stated in a memo (page 16 attached) from the Building Department's Executive Assistant, Ms. Bonnie Miller.

You reviewed the request at your June 10 and July 1, 2019, meetings. At the latter, it was your consensus to have Mr. James Whitehouse, the attorney for MSB Hotels; Mr. Vincent Groom, who is under contract to purchase the lots; and the City Attorney to work on the details that were presented to you. You also decided to table the request for the permit to your August 5th meeting.

The details of the discussion at your July 1st meeting are attached as pages 18-23.

ATTACHMENTS

Attached for your review is the following:

- a. Pages 1-15, the application and related material related that was submitted to the Planning Board.
- b. Page 16, the memo from Ms. Miller with the Board's recommendation to you.
- c. Pages 17-18, the minutes of that part of the Planning Board's May 21st meeting when it reviewed the application.

- d. Pages 19-24, the minutes of your July 1st meeting, when you discussed the request for the permit again.

ACTIONS REQUESTED

It is that you hold the public hearing and then decide whether or not to approve the permit and the conditions on which approval is based.

City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

BLDG. & ZONING (904) 471-8758 FAX (904) 471-4470

To: Comprehensive Planning & Zoning Board
From: Brian Law
CC: Bonnie Miller
Date: 04-29-2019
Re: Conditional Use Permit #2019-03

This conditional use permit application is for lots 5,7,8,9,10 with an address of 104 7th street. These lots are north of the Marriot and are zoned commercial. The applicant is seeking permission to construct 5 single family residences in these commercially zoned properties which requires a conditional use permit that must be granted by the City Commission as per table 3.02.02 of the Cities Land Development Regulations. The Building Department has no objection to the construction of single-family residences in these 5 lots however if this conditional use permit is granted by the Commission we recommend the following conditions:

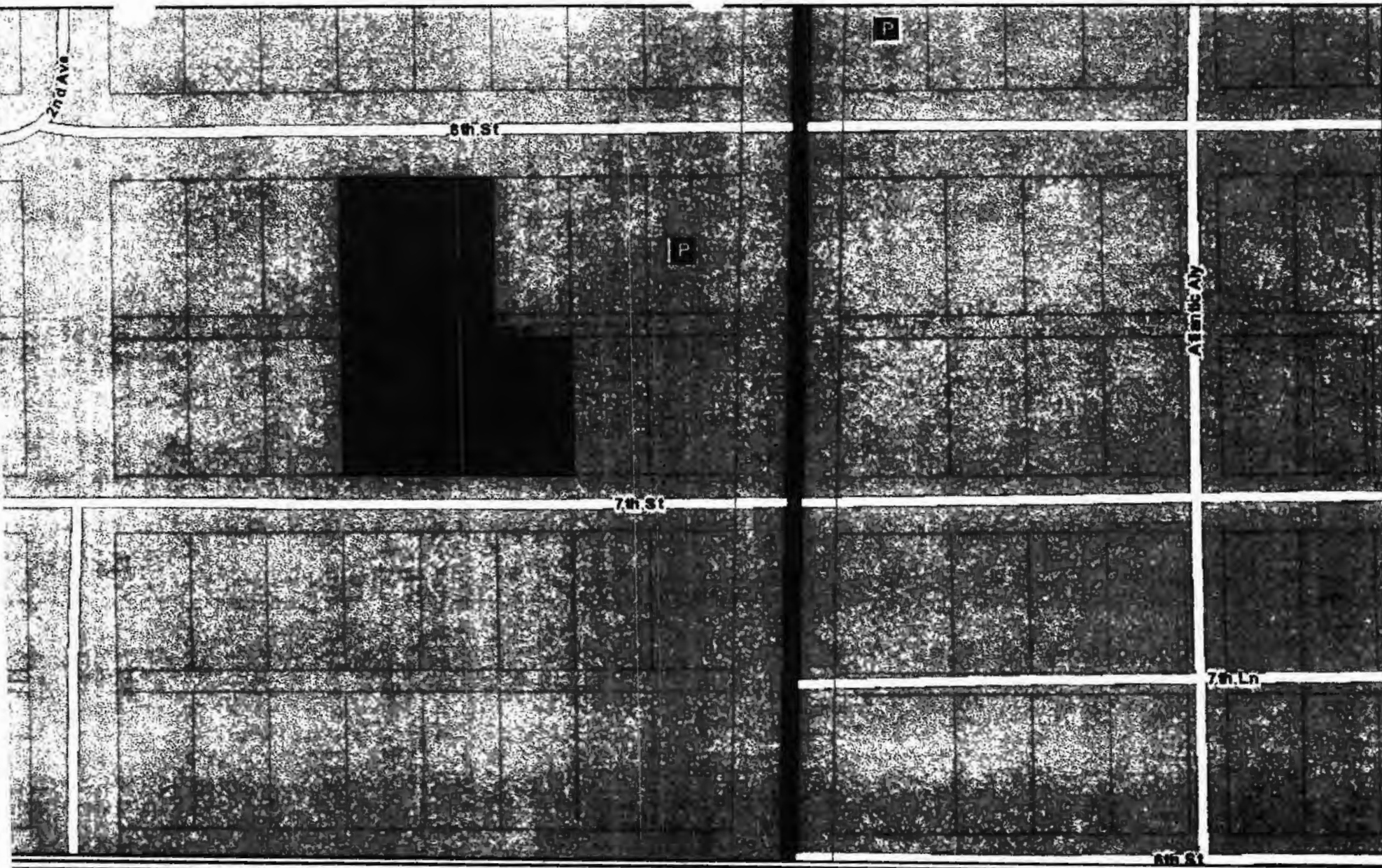
- 1) That the conditional use permit is transferable and run with the land
- 2) That these properties be regulated as medium density regarding setbacks, lot coverage and impervious surface ratio as specified in the City Land Development Regulations.
- 3) That a construction permit is to be issued from the Building Department within one (1) year of the Conditional Use Permit being granted by the Commission.

We ask that the Comprehensive Planning and Zoning Board consider the applicants request for the construction of 5 single family residences in the commercially zoned lots and make recommendations of approval or denial to the City Commission.

Sincerely

Brian Law

Brian Law CBO, CFM, MCP
Director of Building and Zoning

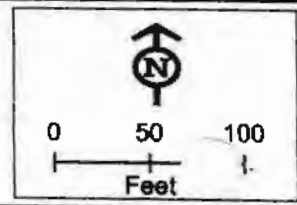


Map created with St. Johns County's Blog

DISCLAIMER:
This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The St. Johns County GIS Division disclaims all responsibility for the accuracy or completeness of the data shown herein.

Date: 4/28/2018

LOTS 5,7,8,9,10



~~THE CITY OF ST. AUGUSTINE BEACH~~
CONDITIONAL USE PERMIT APPLICATION

THE UNDERSIGNED PARTY REQUESTS A CONDITIONAL USE PERMIT:

1. LEGAL DESCRIPTION OF THE PARCEL OF LAND UPON WHICH THE PERMIT IS SOUGHT:
LOT(S): 5, 7, 9, 10 BLOCK: _____ SUBDIVISION: Chautauque Beach
STREET ADDRESS: 104 7th St. St. Augustine, FL 32080
2. LOCATION: West SIDE OF A1A Beach Blvd
(North, South, East, or West) (Street Name)
BETWEEN 7th and 8th
(Street Name) (Street Name)
3. REAL ESTATE PARCEL NUMBER(S): 169170 0000
4. NAME AND ADDRESS OF OWNER(S) AS SHOWN IN ST. JOHNS COUNTY PUBLIC RECORDS: MSB I LLC 45 Seton Tr Ormond Beach, FL 32136
5. DESCRIPTION OF CONDITIONAL USE: To Build Residential in
~~Commercial~~
a split Commercial / Medium Residential Area
6. LAND USE CLASSIFICATION: Commercial + Medium Density Residential
7. SECTION OF THE LAND DEVELOPMENT REGULATIONS FROM WHICH THE PERMIT IS BEING SOUGHT: 3.02.02
8. SUPPORTING DATA WHICH SHOULD BE CONSIDERED BY THE BOARDS:
See attached
Land use & Aerials showing development patterns.
maps

9. HAS AN APPLICATION FOR CONDITIONAL USE PERMIT BEEN SUBMITTED DURING THE PAST YEAR? Yes () or No (X)

IF YES, WHAT WAS THE FINAL RESULT? _____

10. PLEASE CHECK IF THE FOLLOWING INFORMATION HAS BEEN INCLUDED:

- In process*
- (X) LEGAL DESCRIPTION OF PARCEL
 - (X) LIST OF ALL PROPERTY OWNERS WITHIN RADIUS OF 300 FEET OF PROPERTY FOR WHICH CONDITIONAL USE PERMIT IS REQUESTED
 - () STAMPED AND ADDRESSED LEGAL SIZE ENVELOPES OF PROPERTY OWNERS WITHIN 300 FEET OF CONDITIONAL USE PERMIT LOCATION
 - () SURVEY (Not over two years old)
 - (X) OTHER DOCUMENTS OR INFORMATION TO BE CONSIDERED

In filing this application for a Conditional Use Permit, the undersigned understands the application becomes a part of the Official Records of the Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all the information contained herein is true and correct, to the best of his/her knowledge.


(Owner or his/her agent)

104 Seabreeze Manor St.
(Owner/agent address)

904 495 0400
(Owner/agent phone number)

4/22/19
(Date)

(Applicant or his/her agent)

(Applicant/agent address)

(Applicant/agent phone number)

(Date)

****ALL AGENTS MUST HAVE NOTARIZED WRITTEN AUTHORIZATION****

THE CITY OF ST. AUGUSTINE BEACH
BUILDING AND ZONING DEPARTMENT

PERMIT NO.: CU 2019-03 ^{Check #} RECEIPT NO.: 11602 DATE: 4-22-2019
NAME OF APPLICANT: James G. Whithouse, St. Johns Law Group
ADDRESS 104 Sea Grove Main Street, St. Augustine Beach
FOR PERMIT ADVERTISING LOCATED AT: 104 7th Street, Fl. 32080
St. Augustine Beach, Fl. 32080

CHARGES

PERMIT FEE: \$250.00 (Account #34120)

ZONING SIGN FEE: \$7.50 (Account #50471)

DATE PAID: 4-22-2019

CHECK NO.: 11602

SIGNED BY: BM



City of St. Augustine Beach

2200 A1A SOUTH
ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUSBECH.COM

CITY MGR. (904) 471-2122
FAX (904) 471-4108

BLDG. & ZONING (904) 471-8788
FAX (904) 471-4470

Owner's Authorization Form

James Whitehouse and Mike Stauffer is hereby authorized TO ACT ON BEHALF OF

MSB LLC, the owner(s) of the property described in the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Augustine Beach, Florida, for an application related to a development, land use, zoning or conditional or special use permit or other action pursuant to an application for:

Residential in a Commercial Zoning

By signing, I affirm that the legal owner(s), as listed on the recorded warranty deed on file with the St. Johns County Clerk of Courts, have been notified of the above application.

I further understand incomplete or false information provided on this form may lead to revocation of permits and/or termination of development activity.

Signature of Owner(s) _____

Printed Name(s) _____

Address of Owner(s) _____

Telephone Number of Owner(s) _____

State of Florida
County of St. Johns

The foregoing instrument was acknowledged before me this ____ day of _____, 20__

by _____, who is personally known _____ or who has produced identification (type of identification produced) _____

Signature of Notary Public—State of Florida _____

Notary Stamp/Seal/Commission Expiration Date: _____

CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT
OWNER PERMISSION FORM

TO: BUILDING OFFICIAL
CITY OF ST. AUGUSTINE BEACH
BUILDING DEPARTMENT

DATE: 4/22/2019

FROM: MSB Hotels I LLC
Owner Name

386-255-2577
Phone Number

45 Seton Trail
Address

Ormond Beach FL 32176
City, State, Zip Code

This is to advise you that I hereby give permission to:

James G. Whitcomb, Esq./St John Law Group (904) 495-0400
Contractor/Agent Name Phone Number

104 Sea Grove Main Street
Address

St Augustine Beach, FL 32080
City, State, Zip Code

Who is my contractor/agent, to perform the following on my behalf:

Discussions/Applications/etc. in regards to
my properties in St. Augustine Beach, FL

[Signature]
Signature of Owner

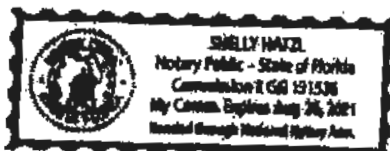
STATE OF FLORIDA
COUNTY OF Volusia

Subscribed and sworn before me this 22 day of April, 20 19 by Manoj Bhoolg

who is/are personally known to me or who has/have produced _____ as
Identification.

[Signature]
Signature of Notary Public, State of Florida

NOTARY COMMISSION NO./EXPIRATION/STAMP/SEAL:





St. Johns County, FL

Tax Bill

[My Tax Bill](#)

Estimate Taxes

[Tax Estimator](#)

2018 TRIM Notice

[2018 TRIM Notice](#)

2017 TRIM Notice

[2017 TRIM Notice](#)

Summary

Parcel ID	1691700000
Location Address	104 7TH ST SAINT AUGUSTINE 32080-0000
Neighborhood	Chautauqua Beach (COM) (675.02)
Tax Description*	2-5 CHAUTAUQUA BEACH LOTS 5 & 7 THRU 15 BLK 15 & VAC ALLEY LYING BETWEEN PER ORD #08-01 IN OR3043/1079 OR2984/497 & 3226/1361 *The Description above is not to be used on legal documents.
Property Use Code	Vacant Commercial (1000)
Subdivision	Chautauqua Beach Subdivision of the Anas
Sec/Twp/Rng	34-7-30
District	City of St Augustine Beach (District 551)
Millage Rate	17.0863
Acreage	1.130
Homestead	N

Owner Information

Owner Name	Msb Hotels I LLC 100%
Mailing Address	45 SETON TR ORMOND BEACH, FL 32176-0000

Map



Valuation Information

	2019
Building Value	\$0
Extra Features Value	\$0
Total Land Value	\$650,797
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$650,797
Total Deferred	\$0
Assessed Value	\$650,797
Total Exemptions	\$0
Taxable Value	\$650,797

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2018	\$0	\$0	\$650,797	\$0	\$0	\$650,797	\$650,797	\$0	\$650,797
2017	\$0	\$0	\$650,797	\$0	\$0	\$650,797	\$650,797	\$0	\$650,797
2016	\$0	\$0	\$650,797	\$0	\$0	\$650,797	\$650,797	\$0	\$650,797
2015	\$0	\$0	\$650,797	\$0	\$0	\$650,797	\$650,797	\$0	\$650,797
2014	\$0	\$0	\$650,797	\$0	\$0	\$650,797	\$650,797	\$0	\$650,797
2013	\$0	\$0	\$650,797	\$0	\$0	\$650,797	\$650,797	\$0	\$650,797
2012	\$0	\$0	\$650,797	\$0	\$0	\$650,797	\$650,797	\$0	\$650,797
2011	\$0	\$0	\$720,882	\$0	\$0	\$720,882	\$720,882	\$0	\$720,882
2010	\$0	\$0	\$800,980	\$0	\$0	\$800,980	\$800,980	\$0	\$800,980

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Commercial	500	100	30782	SF	\$500,208
Vacant Commercial	0	0	18534	SF	\$150,589

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	2/4/2008	\$0.00	OI	3043	1079	U	V	CITY OF ST AUG BEACH	MSB HOTELS I LLC
	8/6/2009	9/18/2007	WD	3226	1361	U	V	PALM ROW DEVELOPMENT LLC	MSB HOTELS 1 LLC
	9/18/2007	\$6,600,000.00	WD	2984	497	Q	V	PALM ROW DEVELOPMENT LLC	MSB HOTELS I LLC
	7/21/2005	\$3,782,000.00	WD	2495	35	Q	V	BISHAI SAMY F	PALM ROW DEVELOPMENT LLC

Area Sales Report

Recent Sales in Area

No data available for the following modules: Exemption Information, Building Information, Extra Feature Information, Sketch Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Last Data Upload: 5/27/2019, 10:59:31 PM

Version 2.2.20

Developed by
 Schneider
 GEOSPATIAL



Overview



Legend

- Parcels
- Cities

Parcel ID	1691700000	Physical Address	104 7TH ST SAINT AUGUSTINE	Building Value	N/A	Last 2 Sales			
Property Class	1000 - Vacant	Mailing Address	MSB HOTELS I LLC	Extra Feature Value	N/A	Date	Price	Reason	Qual
Taxing District	City of St Augustine Beach	Address	45 SETON TR ORMOND BEACH FL 32176-0000	Total Land Value	\$650,797	9/18/2007	\$6600000	01	Q
Acres	1.13			Just Value	\$650,797	7/21/2005	\$3782000	05	Q
				Total Deferred	N/A				
				Assessed Value	\$650,797				
				Total	N/A				
				Exemptions					
				Taxable Value	\$650,797				

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Date created: 5/28/2019

Last Data Uploaded: 5/27/2019 10:59:31 PM

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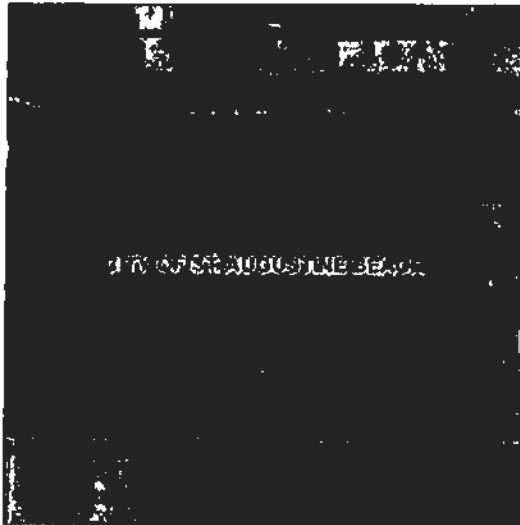
Summary

Parcel ID	1691700000
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Homestead	N

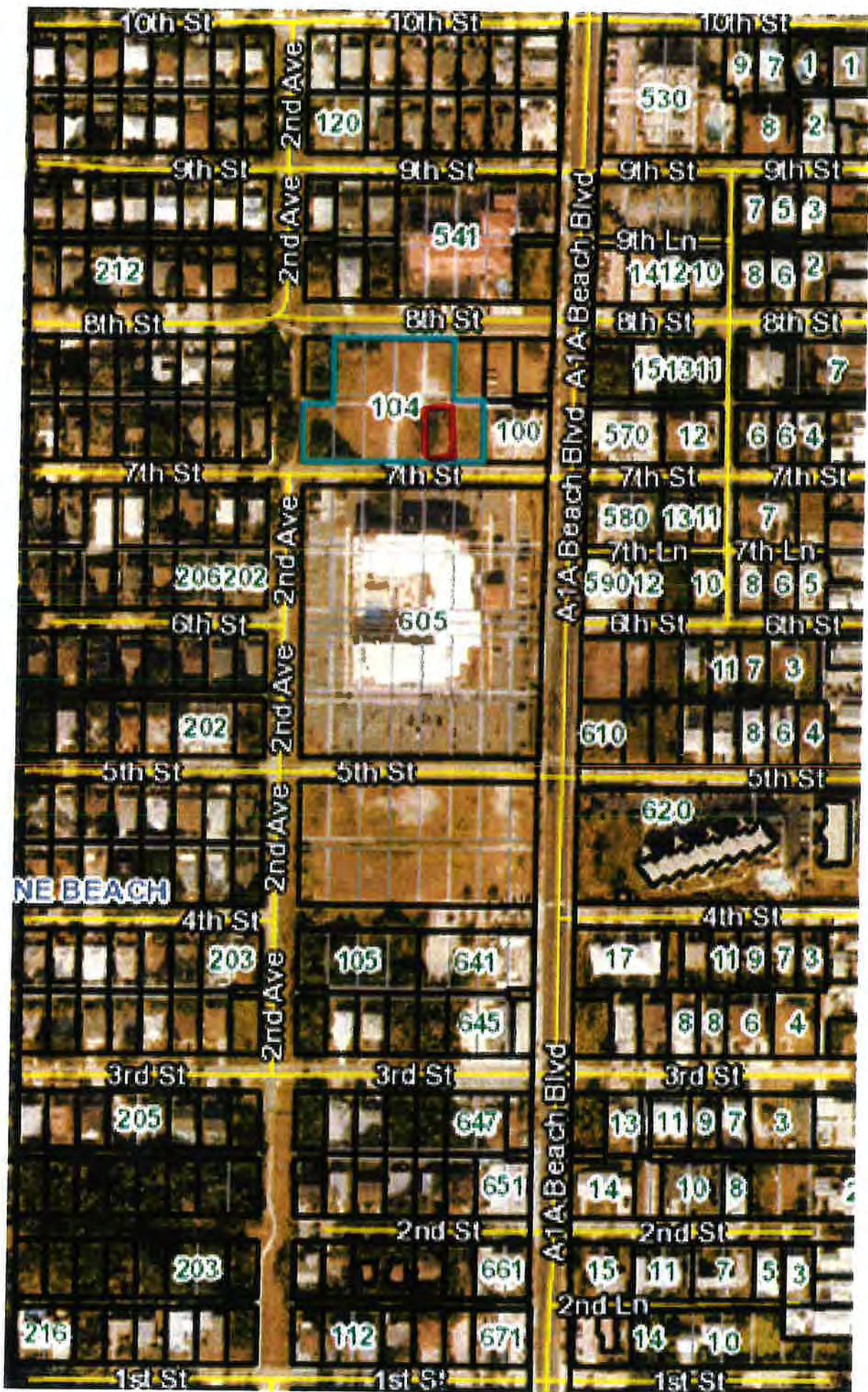
Owner Information

Owner Name	Msb Hotels I LLC 100%
Mailing Address	45 SETON TR ORMOND BEACH, FL 32176-0000

Map







May 13, 2019

Bob Buckmaster, CCIM
Managing Director
Coldwell Banker Commercial Premier Properties
1750 Tree Blvd., Suite 7
St. Augustine, FL 32084
bob@thepremierproperties.com

City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, FL 32080

RE: Conditional Use Permit for Lots 5, 7, 8, 9 & 10 between Seventh and Eighth Street

To Whom It May Concern:

My name is Bob Buckmaster, and I am a State of Florida licensed real estate broker and realtor. I have been licensed for thirty-eight (38) years and I have worked in this area in real estate sales and as a broker for eighteen (18) years. I am the Managing Director for Coldwell Banker Commercial Premier Properties in St. Augustine and my qualifications are as follows:

Certified Commercial Investment Member (CCIM)

I have had the opportunity to review the parcels in question as well as the immediate surrounding area and the beaches area in general, particularly along the boulevard, and based upon my experience in the field and my extensive knowledge of the St. Augustine area, it is my expert opinion that these parcels located off of the commercial boulevard, are extremely limited in their viability for commercial uses. In fact, unless these types of parcels are used in connection with the parcels that front on the boulevard for a single type use, such as for the hotel use to the south, their viability for commercial use would be very limited. It would be very difficult to find a retail for that location and you'd be limited to possible office, multifamily or possible Bed and Breakfast use. Generally, office users require either visibility or grouping in an office park. This fact is not only my opinion, but it is evident as witnessed all along the boulevard and other commercial corridors, thus further limiting commercial use.

I have personally or my business has evaluated and sought to market a number of properties that are similarly located off of the main boulevards and their commercial viability in the market were slim. In most cases the problem is similar to these parcels, that is they are located behind other commercial businesses and the visibility and location for access are not desirable for commercial endeavors.

Moreover, I have had an opportunity to view these parcels in particular and their location tucked behind the automotive commercial business parcels on the boulevard causes their marketability as well as their future use for commercial uses to be a very challenging. Again, in my professional opinion, due to the size / configuration of the properties in question, for which the residential use is sought, a commercial use is not economically viable on these parcels. As the board will note, this fact is borne out up and down the boulevard, particularly on the western side, where the parcels up on the boulevard are in fact commercially viable, and we need to continue to promote them as such, but the parcels located behind and off the boulevard, due to their size and configuration and location, are not economically viable for commercial uses. There are in fact very limited commercial uses on these types/size/location parcels on any of the streets.

In summary, in my professional opinion, based upon my experience in the field and knowledge of the area, the parcels located between Seventh and Eighth Street, Lots 5, 7, 8, 9 & 10, are not economically viable for a commercial use and the sought residential uses are the most appropriate for these parcels given their size, location and configuration as platted by the city.

Sincerely,

Bob Buckmaster

Bob Buckmaster, CCIM
Managing Director, Coldwell Banker Commercial Premier Properties
1750 Tree Blvd., Suite 7
St. Augustine, FL 32084
bob@thepremierproperties.com

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Conditional Use File No. CU 2019-03
Date: Wednesday, May 22, 2019

Please be advised that at its regular monthly meeting held Tuesday, May 21, 2019, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted to recommend the City Commission approve a conditional use application submitted for proposed new construction of five single-family residences on five lots in a commercial land use district at 104 7th Street, St. Augustine Beach, Florida, 32080.

The application was filed by James G. Whitehouse, Esquire for St. Johns Law Group, 104 Seagrove Main Street, St. Augustine Beach, Florida, 32080, agent for MSB Hotels I LLC, 45 Seton Trail, Ormond Beach, Florida, 32176, per Sections 3.02.02 and 10.03.00-10.03.03 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO CHAUTAUQUA BEACH SUBDIVISION, LOTS 5, 7, 8, 9, AND 10, REAL ESTATE PARCEL NUMBER 169170-0000, AKA 104 7TH STREET, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 2, PAGE 5, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Ms. Sloan made the motion to recommend the City Commission approve this conditional use application for new construction of five single-family residences on the five lots described above in a commercial land use district, subject to the condition that construction of said single-family homes comply with the regulations for medium density residential land use districts per the City's Land Development Regulations regarding setbacks, lot coverage and impervious surface ratio coverage. Ms. Sloan's motion was seconded by Ms. Odom and passed 5-2 by the Board by roll-call vote, with Ms. West, Ms. Sloan, Mr. Pranis, Mr. King, and Ms. Odom assenting, and Ms. Longstreet and Mr. Mitherz dissenting.

FROM MINUTES OF THE COMPREHENSIVE PLANNING AND ZONING BOARD MEETING, MAY 21, 2019

- D. Conditional Use File No. CU 2019-03, for a conditional use permit for proposed new construction of 5 (five) single-family residences on Lots 5, 7, 8, 9, and 10, Block 15, Chautauqua Beach Subdivision, in a commercial land use district at 104 7th Street, James G. Whitehouse, Esquire, St. Johns Law Group, Agent for MSB Hotels I LLC, Applicant

Mr. Law said this is a conditional use application to construct five residence on commercial lots. The Board is required to review this application and make a recommendation to the City Commission to grant or deny the conditional use with any terms the Board would like to impose.

Ms. West said for the record, Mr. Holleran excused himself from the meeting and Mr. King, as a Board alternate, is filling in for Mr. Holleran for the rest of the meeting.

James Whitehouse, St. John's Law Group, 104 Seagrove Main Street, St. Augustine Beach, Florida, 32080, agent for applicant, said he's here to ask for a conditional use permit for the middle five lots on this block on 7th Street. The front lots running west off A1A Beach Boulevard, Lots 1, 3, 4 and 6, are owned by A1A Auto Center and are north of the Courtyard by Marriott. Lots 11, 12, 13 and 15 are zoned medium density residential, which allows single-family residences. He knows there is an intent to preserve commercial zoning along the Boulevard, but these lots are west of the Boulevard, don't have a lot of visibility, and lack access because they're located behind commercial endeavors that are already developed. As can be seen on the aerial map, there is commercial development along the Boulevard but behind that are residential structures two blocks to the north and this continues the next few blocks to the south. This has been the trend of development along the Boulevard, so he's asking on behalf of the applicant to continue with this trend. The application includes a letter from the managing director of Coldwell Banker Premier Properties who states how these lots are very constrained as far as commercial uses.

Ms. West disclosed ex parte communication with Mr. Whitehouse on this application.

Mr. Mitherz said asked why the applicant doesn't apply to change the zoning of these lots to medium density residential, which would allow construction of single-family homes on them.

Mr. Whitehouse said under the Land Development Regulations and Comprehensive Plan, a conditional use is an allowed use for residential construction in commercial zoning, and this is an easier application process, as a hardship doesn't have to be shown demonstrating that commercial use on this property isn't viable.

Ms. Longstreet said there is a large cedar tree on this parcel and asked what will happen to it.

Mr. Whitehouse said they are just here to apply for the conditional use and if any other variances or applications are required to save or remove this tree or for anything else, they'll have to come back before the Board. However, this is not part of this conditional use permit application.

Mr. King asked what the buffer requirements would be between the auto repair shop and residential structures, if this conditional use application is granted to allow them to be built.

Mr. Law said if this is approved by the Commission, there will be no buffer requirements because the lots will still be zoned commercial. They get no protection because they chose to build residential in a commercial land use zone.

Mr. Whitehouse said they intend to put buffers between the commercial uses and the residences, as they want to sell these houses, but they just don't know the configuration of the buffers yet.

Ms. Sloan said several years ago someone came before this Board asking to develop a small hotel on commercial lots along the Boulevard, but the consensus of the community was against that. If this Board and the Commission are not going to allow a small hotel on commercial lots, then they need to let the property owners develop them for something else.

Mr. Mitherz asked if these houses will be used as transient rentals.

Mr. Whitehouse said it's his understanding the applicant wants to build single-family homes on these lots.

Brian Gundersdorf, 110 8th Street, St. Augustine Beach, Florida, 32080, said his house is the only house that will have a view of this construction. He's concerned about the tree and not sure how construction can be done on these lots with the tree. He agrees something needs to be built on this parcel because the property is not being cared for and it has become overgrown.

Ms. West asked if the applicant intends to build residential structures in a planned area or lot by lot and then sell them off.

Mr. Whitehouse said he wishes he had those answers but at this time he doesn't. He thinks proposed single-family homes are a better use and more appropriate than what's there now.

Motion: to recommend to the City Commission approval of a conditional use permit to allow construction of five single-family residences on five lots in a commercial land use district as requested by the applicant. **Moved** by Ms. Sloan, **seconded** by Ms. Odom, **passed 5-2** by roll-call vote, with Ms. West, Ms. Sloan, Mr. Pranis, Mr. King, and Ms. Odom assenting, and Ms. Longstreet and Mr. Mitherz dissenting.

I. PUBLIC HEARINGS

1. Continuation of Review of Request to Construct Five Houses in the Commercial Land Use District on North Side of 7th Street, Opposite Marriott Hotel (Lots 5, 7, 8, 9 and 10, Block 15, Chautauqua Beach Subdivision) (Mr. James Whitehouse, Agent for MSB Hotels of Ormond Beach, Florida)

Mayor George introduced Item 1 and advised that this is a continuation from last month. She then asked Attorney James Whitehouse if he had any comments.

Attorney Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, representing MSB Hotels of Ormond Beach, Florida. He explained that these five lots split the back half of the other five lots are medium density. He commented that even though he is representing MSB Hotels, the land is under contract to Mr. Vincent Groom who lives in St. Augustine Beach. He advised that Mr. Groom is developing the donut shop in St. Augustine Beach as well. He explained that he had a concept of what the houses would look like and advised that they would be developed as single-family residences. He advised that the Commission received the Comprehensive Planning and Zoning Board minutes now and explained that they recommended approval with three conditions which were: 1) the conditional use permit would be transferable with the land because MSB Hotels owns it now, but it is under contract to Mr. Groom, 2) the properties be regulated as medium density in the setbacks, lot coverage, impervious surface ratio as specified in the City Land Development Regulations, and 3) the construction permit be issued by the Building Department within one year of the conditional use permit. He explained that the Comprehensive Planning and Zoning Board really didn't discuss the third condition and advised that with five houses sometimes they all cannot be constructed in one year. He then asked Michael Stauffer, Architect, to show a conceptional design of how the homes would be placed on the lots.

Michael Stauffer, 621 Bowers Lane, St. Augustine Beach, FL, showed Exhibit 1 and explained the concept design of the single-family homes on the lots with the medium density setbacks, the requirements of impervious surface ratios, and the lot coverage which are required. He commented that the owner does not know how they will sell because the buyers may want 3,000 square foot homes or may want three-story homes. He explained that these lots are truly going to be residential.

Discussion ensued regarding the homes would be 2,200 to 3,000 square feet and two to three story homes; homes would not have a homeowners association or specific architectural design; buffer is not required between commercial properties and residential and could not place a fence or a buffer without taking most of the lot; landscaping would be placed on the lot with the home; Lot 7 having a large tree in the middle of the lot, which the Commission wants to save; and deed restrictions for the lots.

Attorney Whitehouse advised that the Comprehensive Planning and Zoning Board did not talk about any deed restrictions because they didn't know how the conceptual design would be on the lots. He explained that the owner would be willing to discuss deed restrictions if the Commission would allow the project. He advised that Mr. Groom would be willing to discuss saving the tree if the Commission would move forward with the project. He advised that his client didn't purchase these lots for short-term rentals but wants to do residential homes in a commercial district which is allow by the City's code. He advised that if the owner would be willing to donate Lot 7 with the tree to the City, then maybe the Commission would consider some of the homes to be short-term rentals. He recapped by saying the owner wants to put five homes in the commercial lots with the conditional use permit.

Discussion ensued regarding having more buffering between the commercial area and the residential homes and limiting short-term rentals to only two or three homes in the commercial lots.

Mayor George asked whether limiting the short-term rentals would apply to the 100 transient rental permit limits if these homes would developed under medium density.

City Attorney Wilson advised that it would be possible for the Commission to impose a condition that they would not be used for short-term rentals, but not the zoning rules to it.

Vice Mayor England advised that there was a difference in the City's codes regarding short-term rentals, which must be rented on a monthly bases, versus transient rentals, which can be rented less than a month. She commented that her concern is once these are approved as single-family homes, it would be part of a neighborhood in a medium density zoning. She asked to add to the conditions that these lots would be subject to Section 3.09.00 of the City's code for transient rentals, which would apply to medium density zoning. She commented that short-term rentals are allowed, which would be reasonable.

Commissioner Samora clarified his comments from the last meeting regarding transient rentals. His concern is protecting the City's commercial land for commercial use. He asked for the intent of the owner for these homes. He explained that this would be a mixed neighborhood of some people living there full-time and others as transient rentals, which the Commission receives complaints about all the time. He advised that he wants to save the beautiful tree that is on Lot 7 and he would be in favor of all rentals like 25 room hotel or transient rentals in a cluster than some residents living full-time with transient rentals. He wants to preserve the intended use of the commercial property.

Attorney Whitehouse advised that he is familiar with the City's code and advised that the zoning would still remain the same with a conditional use permit, so the commercial district would be preserved. He advised that his client would like the ability to have transient rentals in case of the economics in selling the properties. He explained that the owner would be willing to compromise with the two homes bordering the commercial district. He advised that the owner is not going to hang on to these lots and would be selling them to individual families. He commented that the owner is willing to put more buffering if the Commission wants it in the conditions and would agree to some of homes not to be short-term rentals.

Vice Mayor England asked Attorney Whitehead when he is using short-term rentals did he mean transient rentals.

Attorney Whitehead advised yes.

Vice Mayor England advised that there are exceptions regarding transient rentals. She asked Building Official Law to read Section 3.09.00 for the Commission.

Building Official Law read Section 3.09.00 and definitions between short-term rentals and transient rentals and their exceptions.

Mayor George was concerned with not knowing what the lots would be used for and no clear direction on what the Commission would be agreeing to for the whole property. She explained breaking up five commercial lots, which together could be used for a commercial purpose, into separate structures, separate ownerships, and separate uses. She explained that in the City there are not a lot of areas with a full block of commercial properties. She would like something that contributes to the community and breaking it up to a non-conforming use or conditional use without knowing how it will be developed or that it would be a cohesive project. She advised that she would not mind if the whole block would be vacation rentals or transient rentals and explained that it would be more economic if you have transient rentals instead of short-term rentals. She commented that this is a limited vision and she would need to know what type of use each home would be used for.

Attorney Whitehouse commented that if the Commission advised his client that they wanted and would allow transient rentals on the lots, then he would not hesitate to decide what the homes' use would be for. He said that if the majority of the Commission said they would allow transient rentals in the front five lots and in the back five lots residential homes, his client would agree to that. He remarked that there is a vision for these lots and all the homes will look the same. His client would agree to the buffer area between the two uses of the homes and it will be a nice development.

Mayor George advised that once these homes are sold separately, there is no way to restrict someone from only doing transient rentals. We have complaints that residential and transient rental blocks are not doing well together and this would contribute to those problems as well as obliterating any hope of having commercial development in the area.

Attorney Whitehouse suggested making the first two homes transient rentals with a buffer between the last three homes.

Mayor George advised if the front two homes were transient rentals, then you would be separating the last three commercial lots behind them.

Attorney Whitehouse advised that the property would still be commercial because they are not changing the zoning with a conditional use permit.

Commissioner Kostka asked if there were any neighbors in the audience.

Attorney Whitehouse advised that a neighbor did speak at a previous meeting and he advised that he would much rather have homes than a commercial building in the neighborhood.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, advised this is residential intrusion into commercial zone and the client does not have a plan. He asked to deny conditional use permit with prejudice or to do a motion to table this item. He requested to save the tree and advised that the survey from the residents show they want more commercial uses.

Craig Thomson, 6 D Street, St. Augustine Beach, FL, explained that the owner was willing to negotiate with the Commission on saving the large oak tree and did a good job of the street scape and the concept design. He suggested restricting the transient rentals to the front but keep residential on the backside of the street.

Mayor George closed the Public Comments section and then asked for Commission discussion.

Mayor George asked how to proceed with negotiations.

City Attorney Wilson advised that the Commission can negotiate. He suggested to appoint one Commissioner to meet with Attorney Whitehouse and his client to see what their intentions are and then come back with solutions. He advised that there has been previous conditional use permits in commercial districts until recently because of changed conditions of wanting commercial businesses. He explained that a conditional use permit is not given unless it is compatible. The Commission does not have consensus at this point.

Mayor George advised that there was not a long history of allowing conditional use permits having residential in commercial zones.

City Attorney Wilson advised that he thought there were substantial conditional use permits for residential homes in commercial zones.

Mayor George advised that there was a mis-reference regarding a hotel being turned down before. She advised that it was south of that location. She explained that for the last 20 years nothing has been turned down on this block. She advised that she was in full support of anything we could do to preserve the tree. She would like a cohesive plan that could be drafted around the tree.

Attorney Whitehouse advised that he would be glad to meet with a Commissioner.

Vice Mayor England advised that even if a Commissioner speaks with Attorney Whitehouse if any Commissioner is against the conditional use permit, negotiating will not work. She advised if the Commission agrees with the conditional use permit, then the conditions could be added such as the tree and which lots would be subject to transient rentals and which one cannot be transient rentals. She advised that the property cannot be used as commercial if the tree is preserved.

Mayor George advised that there could be pervious parking around the tree. She asked the Commission what the consensus is.

Commissioner Samora said that he was in favor of moving forward with negotiating, but he advised that all the Commissioners would have to say what everyone's concerns are in order to negotiate. He considers transient rentals a commercial use and is no different than having a hotel and would be more fitting for the City instead of a hotel. He would like to preserve the commercial zoning and stated that he does not know the right vehicle to move forward with keeping the commercial use with transient rentals and the rear lots would be medium density. He advised that in the negotiations City Attorney Wilson should be present.

City Attorney Wilson advised that that the conditional use permit is allowed for this scenario as long it is compatible with the surrounding properties.

Commissioner Rumrell advised that he agrees with Commissioner Samora and he doesn't want to give away commercial properties. He explained that if we keep the commercial designation, then the Commission answered both questions. He also requested to save the oak tree.

Vice Mayor England asked if Commissioner Samora and Commissioner Rumrell want to limit the transient rental use.

Commissioner Samora advised that he would want to have language saying it is transient use only.

Vice Mayor England advised that it would be wide opened since the lots are in a commercial designation.

Commissioner Samora explained that he would be more concerned if the homeowner uses the home as a residence and asked City Attorney Wilson how to get to that end result.

City Attorney Wilson advised that he could get there if there was a firm proposal.

Commissioner Kostka commented that there have been a lot of transient rentals lately and she is concerned about having more. She asked what the City wants to be as a whole, tourism or hometown community. She advised that maybe any development is better than none, but if the lots are used for transient rentals then no other commercial use could be done in the future. She suggested that all parties come up with a more concrete plan that everyone agrees to.

Vice Mayor England asked to make motion for discussion.

Mayor George asked if she would like to have someone negotiate first.

Vice Mayor England advised that she doesn't like to discuss this out of the Sunshine and is afraid that it would delay this further.

Motion: to grant the conditional use permit with the three conditions and the third condition that the construction permit is to be issued from the Building Department within one year except for Lot 7 which shall be preserved. **Moved by** Vice Mayor England.

Mayor George asked for more specificity.

Vice Mayor England advised further that the lots facing 7th Street would not prohibit transient rentals because it is zoned commercial, but the lots facing 8th Street would come under the ordinance on transient rentals Section 3.09.00, which is two lots. She advised that the tree would be preserved and the other two lots facing the hotel would not come under that ordinance.

Mayor George explained that she was good with the concept because she is for preserving the tree. She suggested some architectural cohesiveness but given the concept design the Commission may not have to go that far. She asked Attorney Whitehouse what the client would be willing to do to preserve the tree.

Attorney Whitehouse he would be in agreement to move forward with those conditions and to save the tree. He advised that his client could donate Lot 7 to the City and would be understanding of working with the City to preserving the tree with the conditional use permit.

Mayor George advised that she would not be comfortable moving forward without the mechanics of the motion being worked out.

Commissioner Rumrell asked if the City would have to purchase Lot 7 if the City denies them the right to build on that lot.

City Attorney Wilson advised that there would be a way to do it without the City having to purchase Lot 7. He explained that the owner could have half of the lot to the east and half of the lot to the west and have the center as a conservation easement.

Building Official Law explained that the setbacks would have to be worked out.


It was the consensus of the Commission to have Attorney Whitehouse, Mr. Groom and City Attorney Wilson to work on the details presented by the Commission.

Motion: to table this item until August 5, 2019 at 6:00 p.m. as paraphrase by City Attorney Wilson. **Moved by** Mayor George, **Seconded by** Commissioner Samora. Motion passed

Mayor George moved on to Item 2.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 3, 2019

SUBJECT: Ordinance 19-10 Public Hearing and Final Reading: to Levy a Franchise Fee for Solid Waste Haulers

You discussed the levying of the franchise fee last November, then in March 2019, and more recently at your June 17th special meeting, when you passed the ordinance on first reading after making two changes to it.

Attached for your review, is the following information:

- a. Pages 1-3, a memo that the former CFO, Melissa Burns, prepared for your March meeting, in which she provides background information about the levying of a franchise fee for solid waste haulers.
- b. Page 4, a memo she provided for your June meeting.
- c. Pages 5-6, the minutes of that part of your June 17th meeting when you discussed Ordinance 19-10 and passed it on first reading.
- d. Pages 7-11, Ordinance 19-10.

ACTION REQUESTED

It is that you hold the public hearing and then pass Ordinance 19-10 on its second and final reading.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: MELISSA BURNS, CHIEF FINANCIAL OFFICER *MB*
SUBJECT: SOLID WASTE FRANCHISE FEES
DATE: 2/20/2019

This topic was first presented at the City Commission's Regular meeting held November 13th, more information was requested for its meeting held on December 3rd such as ordinances from both St. Johns County and the City of St. Augustine, applications, and how the franchise fee program is enforced. At the December 3rd meeting at which time additional information was requested such as may other cities and counties charge such a fee, as well as noticing potential haulers about the possibility of the City of St. Augustine Beach charging a franchise fee.

Since the December 3rd meeting I reached out to other local government finance personnel throughout the state and a few responded with the closest City being Flagler Beach which charges \$1,000 initial application fee and \$900 annual permit fee. Both St. Johns County and the City of St. Augustine charge a \$500 application fee; which is renewed every three years and an annual "per vehicle" fee. This is in addition to the 10% of monthly revenues collected. Of the other cities that responded to my request, the highest monthly percentage I saw was 22%. Additionally, I received a list from St. Johns County of commercial haulers and construction and demolition haulers that currently hold a non-exclusive franchise agreement and sent the companies a notice of the City's discussion of this topic at its March 4th meeting.

For your convenience, I have included the information packet that was included for the December 3rd meeting which contains the information below:

St. Johns County:

- Ordinance No. 2017-39 - Section 8 addresses franchise fees
- Non-Exclusive Franchise Agreement for Commercial/Industrial Solid Waste
- Non-Exclusive Franchise Agreement for C&D Debris

- Applications for both Commercial/Industrial and C&D Debris haulers franchise
- Fees: \$500 Application Fee plus \$100 per vehicle fee which is renewed every three (3) years then:
 - 5% of monthly revenue collected for Commercial/Industrial haulers
 - 10% of monthly revenue collected for C&D debris haulers
- The County currently has 25 C&D haulers and 15 Commercial haulers paying franchise fees
- Have two (2) solid waste inspectors on staff to enforce the guidelines outlined in the franchise agreements.

City of St. Augustine:

- Section 30-14 of the City of St. Augustine's Code of Ordinances mandating the franchise fees for C&D debris haulers as set forth by Ordinance 2011-17.
- Franchise Agreement for C&D debris haulers
- Application form, instructions and vehicle registration form for C&D debris haulers
- Fees: \$500 application fee (renewed every 3 years) plus \$25 per vehicle registration fee (annually) then:
 - 10% of monthly revenues collected
- The City of St. Augustine currently has 8 franchise haulers.
- Enforcement is handled by the department employees who are given a list. If they observe a company not on the list, they report it to the department who then contacts the non-compliant company which then has 24 hours to have the dumpster removed.
- Franchise haulers are listed on the City's website

Action Requested

The Commission discusses the information provided and determine whether to move forward with the franchise fee program for Commercial and C&D debris haulers.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: MELISSA BURNS, CHIEF FINANCIAL OFFICER *MB*
SUBJECT: SOLID WASTE FRANCHISE FEES
DATE: 5/15/2019

This topic was discussed on several occasions with the last being on March 5th, 2019. At that meeting the Commission reached a consensus to have the application fee for solid waste haulers to be \$300, and monthly remittance of 5% on commercial solid waste, and 10% for commercial debris. The Commission also had consensus to have the City Attorney bring back an ordinance to the April meeting.

I have nothing else to add to this topic.

4. Discussion of Revenue Sources: Franchise Fee for Solid Waste Haulers; Non-Ad Valorem Assessment to Pay Costs to Collect Household Waste, Recyclables, Yard Trash and Special Waste; Update on Paid Parking (Presenters: Max Royle, City Manager; Melissa Burns, Chief Financial Officer)

Mayor George introduced Item 5 and asked City Manager Royle for a report.

City Manager Royle advised that he would like Chief Financial Officer Burns to explain the franchise fee for solid waste.

Chief Financial Officer Burns asked if the Commission has any questions regarding the ordinance.

City Attorney Wilson read the title of Ordinance 19-10 at Mayor George's request.

Vice Mayor England advised that the St. Johns County was increasing their solid waste collection fees.

Chief Financial Officer Burns advised that St. Johns County and the City of St. Augustine charges a franchise fee for construction debris and commercial waste disposal, which is non-exclusive. She advised that the Commission came to a consensus of the application fee to be \$300 whereas the County and St. Augustine charges \$500. She explained that the County and St. Augustine ask for a ten percent portion of their revenues collected, but the City would only be asking for five percent of commercial waste and ten percent of construction debris, which goes towards the General Fund. She explained that the revenues per year are approximately \$40,000.

Vice Mayor England asked whether the fees should be in a resolution format.

City Attorney Wilson advised that this type of fees do not change often, and he went by what other jurisdictions do.

Mayor George pointed out that on page 10, subsection (2), b., reflects \$100 fee instead of \$300.

Chief Financial Officer Burns advised that on subsection (2), c., there shows an inspection fee, which the Commission was not going to do. She advised that the Public Works Department employees would provide a list of hauler trucks that are within the City and would notify the Finance Department who would advised them of the franchise fee.

It was the consensus of the Commission to have ten percent portion of revenues collected for commercial waste and construction debris pickups.

Mayor George opened the Public Comments section. Being none, Mayor George asked for a motion.

Motion: to approve Ordinance 19-10 with the following amendments: on Paragraph D, (2), c. shall be eliminated in its entirety, Paragraph D, (2), b. be amended to modify the reference of \$100 to \$300. **Moved by Mayor George, Seconded by Commissioner Rumrell. Motion passed unanimously.**

ORDINANCE NO. 19-10

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA AMENDING SECTIONS OF CHAPTER 10, GARBAGE AND TRASH, OF THE CODE OF ORDINANCES OF THE CITY OF ST. AUGUSTINE BEACH; CREATING SECTION 10-104, FRANCHISE REQUIRED FOR SOLID WASTE RELATED BUSINESSES; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE BEACH; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ST.
AUGUSTINE BEACH, FLORIDA, AS FOLLOWS:

Section 1. Chapter 10 of the Code of the City of St. Augustine Beach, Florida, Garbage and Trash, is hereby amended by the creation of Section 10-104, as follows:

Sec. 10-104. Franchise required for businesses conducting private collection and disposal of construction and demolition debris.

(a) It shall be unlawful for any person or other legal entity not holding a valid and appropriate franchise issued by the city and which allows such person or entity to engage in the business of, or to receive compensation or consideration for, the performance of the following: collecting, hauling or transporting construction and demolition debris by containerized motor vehicles, roll-offs, compactor containers or dumpsters from any property within the city. These provisions shall not apply (1) to the collection, hauling or transporting of land clearing debris; hazardous, radiological and biohazardous waste; wrecked, scrapped, ruined or dismantled motor vehicles, boats or motor vehicle parts; or yard trash or (2) when the collecting, hauling or transporting of construction and demolition debris is clearly subordinate and incidental to the services for which compensation is paid.

(b) The city manager, or his or her designee, may enter into a franchise agreement with qualified applicants for the non-exclusive right to collect and transport construction and demolition debris from any property within the city limits when the city manager, or his or her designee, has received satisfactory evidence of the following and when the applicant covenants as follows:

(1) The application is made in good faith.

(2) The applicant has the means and resources to carry out the collection and transportation service required by the franchise.

(3) The applicant demonstrates the ability to maintain insurance in the form and amount prescribed by the city, including liability coverage, and to indemnify the city.

(4) The applicant has complied, or demonstrates its capacity and willingness to comply, with all applicable federal, state and local laws and ordinances, rules and regulations, including required permitting.

(5) The applicant demonstrates the ability to provide a bond in the amount of \$5,000.00 or other surety for the applicant's faithful payment under this ordinance and the franchise.

(6) The applicant shall maintain an office located in St. Johns County.

(c) The city manager shall prescribe forms for franchise applications, and said forms may require (i) certified copies of all corporate, partnership or other documents reflecting the applicant's owners, shareholders, partners, officers or agents; (ii) bonds; (iii) insurance; (iv) a proposed schedule of rates, fees and charges and (v) any other relevant information deemed necessary to fully advise the city commission of the applicant's qualifications and ability to perform under a franchise agreement. The city manager shall not require submittal of proprietary information if such information is exempt or confidential as defined by the Florida Public Records Act, Chapter 119, Florida Statutes.

(1) Initial application for non-exclusive franchise for the collection, transportation and disposal of construction and demolition debris shall be submitted on a form provided by the city.

(2) Any non-exclusive franchise granted shall be for a three (3) year period beginning October 1 and ending September 30 of the third year.

(3) Thereafter, renewal applications shall be submitted between July 1 and August 1 of the third year, unless otherwise provided by resolution of the city commission.

(4) Failure to submit applications as provided above shall result in a forfeiture of an applicant's ability to obtain a non-exclusive franchise.

(d) The following franchise fees shall be paid to the city for non-exclusive franchises:

(1) The franchisee or authorized collector shall pay franchise fees to the city for the privilege of using the public rights-of-way and other thoroughfares of the city for the collection and transportation of construction and demolition debris which originates within the city limits.

(2) The franchise fee schedule is as follows:

a. The franchisee's fee for construction and demolition debris shall be equal to ten (10) percent of the franchisee's gross revenue collected for collection, transportation, processing and/or disposal of construction and demolition debris.

b. Haulers shall pay three hundred dollars (\$300.00) fee for the term of the franchise and for each subsequent renewal.

(3) Franchise fees shall be paid to the city on a time schedule as determined in the franchise agreement, or if not provided in the franchise agreement, as determined in writing by the city manager or his or her designee.

(4) The franchise fee amount or percentage may be amended by resolution of the city commission following public hearing.

(e) Regulations applicable to franchise holders. Non-exclusive franchisees collecting, transporting and/or disposing of construction and demolition debris shall comply with the following requirements:

(1) When collecting, transporting and/or disposing of construction and demolition debris, each of the franchisee's employees shall wear a company shirt or uniform which shall have the franchisee's name or logo on a conspicuous place.

(2) All trucks used by the franchisee for the collection of construction and demolition debris shall be marked with the name and telephone number of the franchisee in plainly visible letters. Each container placed on a commercial site shall be labeled with the name of the franchisee on the side.

(3) All franchisee containers for hauling shall be totally enclosed or securely covered when transporting within the city.

(4) All vehicles used by the franchisee for transporting shall be maintained in good, clean and safe operating condition. Each franchisee shall have all vehicles used as part of the franchise agreement inspected at least once a year by a properly licensed professional mechanic and shall provide a written inspection report to the city public works department solid waste division.

(5) The franchisee shall provide the city with a current list of vehicles used under the franchise agreement and shall further provide the vehicle identification number and current license plate number of each vehicle.

(6) The franchisee immediately shall clean and properly dispose of any waste materials or products dropped or spilled by the franchisee. Upon completion of the clean-up, the franchisee shall timely report to the city solid waste division in writing the location, type of drop or spill and the corrective procedure conducted.

(7) All construction and demolition debris collected by the franchisee or collector shall be processed or disposed of at a properly permitted or licensed facility.

(8) For the purpose of verifying the amount of any franchise fee payable to the city pursuant to this ordinance, or for the purpose of verifying the items, reports and information provided by the franchisee pursuant to this ordinance, the city shall have access at all reasonable hours to the franchisee's places of business and its statistical, customer service and other records relating to the accumulation, collection, transportation and disposal of construction and demolition debris from properties within the city during the preceding year and such other information as the city may require in support of same.

(9) All reports, audits and payments shall be timely made by each franchisee and failure therein shall be a default in the franchise agreement. Any late payments of franchise fees due under the franchise shall bear interest at the maximum rate allowed by law.

(f) If the city manager deems a franchisee to be in violation of its franchise agreement, or in violation of this ordinance or resolutions, rules or regulations promulgated hereunder, the city manager shall notify the franchisee by certified mail of the reasons why the franchisee is considered to be in violation and shall provide ten (10) days for the franchisee to review the violation and to comply with the terms of the franchise agreement. Failure by the franchisee to comply in the specified time may result in termination of the franchise."

Section 2. Inclusion in Code. The City Commission intends that the provisions of this ordinance shall become and shall be made part of the Code of Ordinances of the City of St. Augustine Beach, that the sections of this ordinance may be renumbered or relettered and that the word ordinance may be changed to section, article or other such appropriate word or phrase in order to accomplish such intentions.

Section 3. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severance of Invalid Provisions. 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. Effective Date. This ordinance shall become effective ten (10) days after passage.

PASSED by the City Commission of the City of St. Augustine Beach, Florida, on final reading this _____ day of _____, 2019.

**CITY COMMISSION OF THE CITY OF
ST. AUGUSTINE BEACH**

ATTEST: _____


City Manager, Max Royle

BY: _____

Mayor, Undine C. George

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 11, 2019

SUBJECT: Ordinance 19-11, Public Hearing and Final Reading, to Add Cigarette Butts and Tobacco-Related Products to the Definition of Litter

At your June 11th continuation meeting, Captain Adam Morley asked that you bring the City in agreement with St. Augustine and St. Johns County ordinances that include cigarette butts and tobacco-related products in their litter ordinances. You agreed with his request.

The City Attorney prepared the attached Ordinance (pages 1-2), which you passed on first reading at your July 1st meeting.

Also, attached as pages 3-5 is a 2012 article from the Laboratory for Coastal Research at Florida International University concerning the effect of no-smoking policies and cigarette butt reduction on U.S. beaches. One conclusion is that such bans raise public awareness that could discourage smoking on the beaches.

ACTION REQUESTED

It is that you hold the public hearing and pass Ordinance 19-11 on its final reading.

ORDINANCE NO. 19 -11

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AMENDING THE CODE OF THE CITY OF ST. AUGUSTINE BEACH CHAPTER 5, BEACHES, PIERS AND WATERWAYS, SEC. 5-9, TRASH AND LITTER, BY INCLUDING TOBACCO RELATED PRODUCTS WITHIN LIST OF ITEMS THAT ARE ILLEGAL TO DISCARD OUTSIDE OF APPROVED RECEPTACLES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, cigarette filters, and products containing tobacco were used for consuming tobacco products, when disposed of improperly, or a nuisance and health hazard to humans and wildlife; and

WHEREAS, used cigarette filters contain a myriad of harmful chemicals and are made from plastics and other products which do not naturally decompose and tend to remain a hazardous part of the environment for decades, if not longer;

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

Section 1 Chapter 5, Beaches, Piers and Waterways, Sec. 5-9, Trash and Litter, of the Code of the City of St. Augustine Beach, Florida, is hereby amended to read in its entirety 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.

Section 2 SEVERABILITY. It is the intent of the City Commission of the City of St. Augustine Beach, and is hereby provided, that if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

Section 3 **CODIFICATION.** This ordinance shall be incorporated into the Code of the City of St. Augustine Beach and a copy hereof shall be maintained in the office of the City Clerk.

Section 4 **EFFECTIVE DATE.** This ordinance shall take effect 10 days after adoption.

PASSED by the City Commission of the City of St. Augustine Beach, Florida upon Second Reading this _____ day of _____ 2019.

**CITY COMMISSION OF THE
CITY OF ST. AUGUSTINE BEACH**

ATTEST: _____

City Manager, Max Royle

BY: _____

Undine C. George, Mayor

First Reading: July 1, 2019

Second Reading: _____

No-Smoking Policies and Their Outcomes on U.S. Beaches

Eduard Ariza and Stephen P. Leatherman

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edariz@fiu.edu



www.cerf-jcr.org

ABSTRACT

ARIZA, E. and LEATHERMAN, S.P., 2012. No-smoking policies and their outcomes on U.S. beaches. *Journal of Coastal Research*, 28(1A), 143-147. West Palm Beach (Florida), ISSN 0749-0208.

Beach litter is harmful and costly in many ways, and the number one form of litter on U.S. beaches is cigarette butts. Campaigns for smokeless beaches have been based largely on environment and aesthetics, but health and economic factors are also important. Beach tourism is often the most important source of revenue for coastal communities, and surveys have shown that the foremost requirements for beachgoers are clean sand and clean water. The present paper introduces a study of the smoking bans adopted so far on some U.S. beaches.

ADDITIONAL INDEX WORDS: beach litter, smoke-free beaches, Hanauma Bay, Solana Beach, Sarasota.



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INTRODUCTION

Tourism is significant for the U.S. economy. The U.S. receives over 45% of the developed world's travel and tourism revenue and 60% of its profits (Houston, 2008). Spending by foreign tourists supports 1.4 million American jobs. Domestic tourism also provides a large amount of regional and local benefits. The importance of beaches in a tourism economy is well established (Houston, 2008). Tourist revenues earned by coastal states amount to 85% of the total tourism revenues. For example, Miami Beach in Florida receives more tourists annually than the total amount visiting three of the most popular National Parks—the Grand Canyon, Yosemite, and Yellowstone (Houston, 2008).

Tourists are very sensitive to aesthetics of natural areas. In the case of beaches, litter is one of the most important aspects for users when choosing a beach (Vaz *et al.*, 2009). Cigarette butts are the number one type of litter collected from beaches. The visual impact on beach tourism is huge (Figure 1). Cigarette butts degrade the beach environment and have important negative environmental consequences on marine life (*e.g.*, ingestion by fish, birds, and marine mammals can cause toxicity problems; Ocean Conservancy 2010). The effect of second-hand smoke on beachgoer health is also being studied (Repace, 2008).

The first smoking ban on a beach was established at Hanauma Bay Beach in Hawaii in 1993. Solana Beach, in 2003, was the first beach in the continental United States to impose a smoking ban. Since then, many other California communities have established smoking bans on their beaches and some on their piers (Santa Monica, Venice Beach, and Seal Beach). On the East Coast smoking bans have been adopted by some communities: Sharon, Massachusetts, in 1996; Mount Olive, New Jersey, in 1996; and Carmel, New York, in 2010.

The state of Maine (in 2009) and the Commonwealth of Puerto Rico (in 2007) passed laws prohibiting smoking on beaches. Other local initiatives (*e.g.*, Sarasota County, in Florida) have banned smoking on some beach areas while allowing it on others. To date about 100 local governments in the United States have established smoking bans on their beaches (Americans for Nonsmoker's Rights, 2010). Others, such as New York City, are in the process (Chan, 2009).

Ordinances involving smokers generate controversy. In places where bans have been put into effect, communities are initially polarized. Some critics argue that smoking bans have consequences for tourism. Others say that they have the opposite effect. Surveys among residents have been performed (*e.g.*, Solana Beach and Oceanside, California; Sterret, 2006; Ending the Tobacco Problem—Resources for Local Action, 2010) that show people generally support the smoking bans. Although this constitutes mainly a U.S. initiative, there are local and regional governments in other countries that have also adopted smoking bans, such as North Vancouver in Canada, Bournemouth in the U.K., Damps in Germany, and Atami, Shirahama, and Kanagawa in Japan (*Japan Today*, 2010; Silvergate Group, 2004; *The Vancouver Sun*, 2010).

POLICY MOTIVATIONS

There are a number of reasons for the establishment of smoking bans on beaches, principally aesthetic, environmental, and toxicity problems of litter and second-hand smoke. Berger (2005) argued that linking these concerns resulted in successful strategies that attracted support among public and elected officials for smoke-free beach policies.

Litter

Litter is a very serious problem on beaches. Over three million kilograms of trash in 2008 were picked up from

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Figure 1. Image of the aesthetic impact of cigarette butts on a beach (Courtesy of the Sarasota County Government).

27,360 km of coastline (Ocean Conservancy, 2010). Beach aesthetics is an important issue for the economy since unkempt beaches deter tourism, which is often the prime source of revenue for beach communities (Ofiara and Brown, 1999). A national study found that litter decreases community property values by 7% (Keep America Beautiful, 2006). Others have found that absence of litter is a key factor for users when selecting a beach (Ballance, Ryan, and Turpie, 2000; Duck *et al.*, 2009; Tudor and Williams, 2008). Along with plastics, cigarette butts are the most abundant component of beach litter (Bravo *et al.*, 2009; Martinez-Ribes *et al.*, 2007; Ocean Conservancy, 2010; Oigman-Pszczol and Creed, 2007; Rodriguez-Santos *et al.*, 2005). Large amounts of litter create aesthetic and environmental problems.

It is difficult to remove cigarette butts from beaches (Ariza, Jiménez, and Sardà, 2008). Current mechanical cleaning practices are not very efficient at picking up small-size litter. The screen used by most beach sweepers does not retain a high percentage of cigarette butts. If more dense screens are used, more sand is retained by the screen, and waste management costs increase. For that reason, beach litter accumulates during the bathing season in heavily used beaches regardless of the efforts made by managers (Ariza, Jiménez, and Sardà, 2008). Mechanical cleaning also has effects on natural communities by interfering with bird and turtle nesting on beaches (Llewellyn and Shackley, 1996).

Cigarette butts present problems of biodegradability and toxicity. Filters are composed of cellulose acetate, which is difficult to degrade biologically and remains in the environment for years. Cigarette butts can cause problems when ingested by children, pets, or marine life; nicotine and ethylphenol are the most toxic components (Micevska *et al.*, 2006).

Second-Hand Smoke

Second-hand smoke is the usual reason for banning smoking, especially in buildings and public places. According to the World Health Organization (2007), the evidence is indisputable that implementing 100% smoke-free environments is the only effective way to protect people from the harmful effects of second-hand smoke. However, some politicians and groups (*e.g.*, New York City Citizens Lobbying against Smoker Harassment) claim that second-hand smoke is significantly diminished in an open-air environment and that banning smoking on beaches infringes on civil liberties. Although more research is needed in order to quantify the effects of second-hand smoke on beach users, scientific literature has already established that second-hand smoke is harmful in any situation.

STRATEGIES FOR CIGARETTE BUTT REDUCTION

A significant reduction in marine debris at recreational beaches may arise by improving beachgoers' awareness of the environment and of aesthetics (Walker, Grant, and Archambault, 2006). Litter is the result of individual behavior. Important factors contributing to beach littering are that users feel no sense of ownership for beaches (Keep America Beautiful, 2006) and the existence of previous litter.

Much of the litter is discarded by beach visitors (Martinez-Ribes *et al.*, 2007; Oigman-Pszczol and Creed, 2007). Elsewhere, drainage of outfall systems is responsible for considerable debris on the beach (Martinez-Ribes *et al.*, 2007). Coastal managers should emphasize prevention at the hydrographic basin level in addition to beach cleaning (Santos, Friedrich, and do Sul, 2009).

An integrated strategy for limiting cigarette butts on beaches should be implemented. Novotny *et al.* (2009) suggested several approaches to reduce the environmental impact of cigarette butt waste, including developing biodegradable filters, increasing fines and penalties for littering, monetary deposits on filters, increasing availability of butt receptacles, and expanded public education. Widmer and Reis (2010) recently demonstrated that beach ashtrays can be useful for preventing cigarette butt littering. Smoking bans should also be used where public and political support can be engendered. Where research demonstrates that the ban would not be effective (*e.g.*, some heavily used city beaches), other measures such as improved litter pick up and pocket ashtrays should be used.

CASE STUDIES

Hanauma Bay, Hawaii

The 1993 smoking ban in Hanauma Bay was the first in the United States (Ordinance No. 93-92 of the City Council of the City and County of Honolulu; Figure 2). The bill was initially vetoed by the mayor of Honolulu, but the council overrode the veto. The motivations that drove the ban were both aesthetic and environmental, and it has been effective since inception, being enforced by both peer pressure and park rangers. The smoking ban and other proactive management measures enacted at Hanauma Bay played a major role in its selection as the number one beach in the United States (www.drbeach.org).



Figure 2. Panoramic view of Hanauma Bay beach (Courtesy of John Johnson).

Solana Beach, California

Solana Beach, a little-known coastal community, led the way in this proactive management initiative in Southern California. Since banning smoking in 2003, many Californian communities have passed legislation prohibiting smoking on beaches. The case of Solana was spurred by the group Youth Tobacco Prevention Corps in 2002. Beach clean-up and survey results were used by the group to demand the ban. A partnership was established with the American Heart Association and Surfrider Foundation who used the TV media effectively to gain support. The city passed the legislation unanimously (Ordinance No. 403 of the City Council of Solana Beach), which helped create a smoke-free beaches movement. However, there is some debate about the rights of smokers and how the ban should be enforced.

Sarasota, Florida

The group Keep Sarasota Beautiful (KSB) initiated the smoking ban through their beach clean-up effort (Table 1). A report was sent to the Board of County Commissioners recommending a prohibition of smoking on beaches, which polarized this community. County government officials tried to use education to solve the problem (e.g., some people do not consider cigarette butts to be pollution). KSB started a campaign with pocket ashtrays, which had no impact. County officials prohibited smoking on county-run beaches and compromised by designating parking lots and picnic shelters as smoking areas (Ordinance No. 2007-102 of Sarasota County). What started in the county (and was successful) inspired two cities in Sarasota County to follow suit. After this accomplishment, Sarasota city managers, with some resistance initially, banned smoking (in part) because of pressure exerted by the public. The ban has resulted in a marked reduction of cigarette butts on Sarasota beaches. Peer pressure is largely responsible for the enforcement of the ban, although the sheriff's deputies have issued some tickets. Adoption of the ban also facilitated removal of unsightly trash cans on the beach.

Because changes take time, beachgoers are still adjusting to this beach management policy. In general, public reaction to the ordinance has been positive, although some locals at rural beaches still oppose the smoking policy. Table 1 refers only to the case of Sarasota. However, we believe that this proactive beach management policy may be adopted in other coastal areas of the world. Development of an inclusive strategy with strong leadership, partnership, and clear regulations may be generalized to solve the worldwide problem of cigarette butts littering beaches.

SUMMARY AND CONCLUSIONS

Beaches are the most visited natural areas in the United States, and beachgoers want clean sand and clean water foremost. If a beach is polluted with cigarette butts, beachgoers may look for other, cleaner beaches to go to. Establishing smoking bans on beaches will provide environmental, aesthetic, economic, and health advantages. Reducing the number of butts on beaches has resulted in cost savings because garbage pick up is centralized at the parking lots. Opponents argue that such bans prohibit the freedom of smokers and that most butts at city beaches come from storm-sewage discharge. There are some problems with enforcement, especially where local governments do not have the resources or the legal capability to enforce the bans.


The policy of smokeless beaches is a rising tide that is being supported by high-profile, former heavy smokers such as New York City Mayor Michael Bloomberg. Many municipalities in California, Hawaii, Iowa, Illinois, Massachusetts, Maine, Michigan, Minnesota, New Hampshire, New Jersey, New York, Oregon, Rhode Island, South Carolina, Utah, and Washington have adopted a smoking ban. This measure is being considered by many more local and state governments in the United States. For adoption to be successful and effective, certain steps should be taken. Research and education are very important parts of the process. More interdisciplinary research is needed to establish the conditions where smoking bans can be accepted and effective. It is important to define the local factors that influence the acceptance or rejection of such bans. In addition, different strategies for adopting and implementing bans should be tested. Adoption must be an inclusive and participative process where all stakeholders are considered, as clearly shown in the case of Sarasota, Florida, beaches. More studies need to be undertaken on the economic implications of smoking bans, especially since beach tourism is often the principal economic engine of coastal communities. The results of this research should be used in educational campaigns and in the design of proactive programs of litter prevention and reduction on beaches.

ACKNOWLEDGMENTS

Support from the Fulbright Commission and the National Healthy Beaches Campaign (www.healthybeaches.org) is gratefully acknowledged. We also want to thank the Sarasota County Government, especially John F. McCarthy and Lynda Eppinger, and John R. Clark for his input regarding Hanauma Bay.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 2, 2019

SUBJECT: Ordinance 19-12, Public Hearing and Final Reading, to Vacate Alley on East Side of A1A Beach Boulevard in Block 9, Chautauqua Beach Subdivision, Between 2nd and 3rd Streets

This ordinance concerns the alley, the western part of which appears to have been vacated sometime in the past, making the remaining part of the alley inaccessible to the public. Though the alley ends at the beach, the vacating of it will not violate the Comp Plan policy that prohibits the vacating of any street or alley that provides access to the beach because the public has no access to the alley.

At your June 10th meeting, you held a public hearing on the request by Ms. Laurie Sage Royal that the alley be vacated, and you approved her request "...based on the evidence the Commission received and the evidence of the opinion of the City Attorney and based on the portion of the alley that has been previously vacated prior to the incorporation of the City, that there is no current direct beach access in this alley and vacating the alley would not violate current City codes or the Comprehensive Plan" (from the motion made by Vice Mayor England).

Mr. Wilson prepared the attached Ordinance, which you passed on first reading at your July 1st meeting.

ACTION REQUESTED

It is that you hold the public hearing and pass Ordinance 19-12 on its final reading.

ORDINANCE NO. 19-12

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA RELATING TO STREETS AND PUBLIC RIGHTS-OF WAY; VACATING AND ABANDONING PART OF AN UNNAMED ALLEY LYING WITHIN BLOCK 9, CHAUTAUQUA BEACH SUBDIVISION, PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, AND DESCRIBED MORE FULLY HEREIN; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of St. Augustine Beach finds that the following described property is no longer required for use of the General Public, and;

WHEREAS, that the same was not acquired or dedicated for state, county or federal highway purposed, and;

WHEREAS, the property does not provide public access to the ocean and/or beach, and;

WHEREAS, all conditions precedent as set forth in Article III, Chapter 18 of the St. Augustine 2016-04 have been met.

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

Section I. Findings. It is the finding of the City Commission of the City of St. Augustine Beach, Florida, that all that part of an unnamed alley lying within Block 9, Chautauqua Beach Subdivision, Public Records of St. Johns County, Florida, as more fully described as follows:

A STRIP OF LAND IN BLOCK 9, CHAUTAUQUA BEACH SUBDIVISION, BEING THAT LAND DESCRIBED AS AN EASEMENT LYING EAST OF THE WEST LINE OF SAID BLOCK 9 AND WEST OF THE EAST LINE OF SAID BLOCK 9, NORTH OF THE NORTH LINE OF LOTS B, 3, 5, 7, 9, 11, 13, 15, AND 17 AND SOUTH OF THE SOUTH LINES OF LOTS A, 4, 6, 8, 10, 12, 14 AND 16, EAST OF A1A BEACH BOULEVARD, IN BETWEEN 2ND AND 3RD STREETS IN SAID BLOCK 9, ALL IN SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 2, PAGE 5, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Said land being within the corporate limits of St. Augustine Beach, Florida is no longer required for use of the General Public; that the same was not acquired or dedicated for state, county

or federal highway purposes; does not provide public access to the ocean and/or beach, or other recreational resources; and that all conditions precedent as set forth in Article III, Chapter 18 of the City Code have been complied with as set forth in Alley Vacation Application V 2019-01.

Section 2. **Vacation of Street.** All that portion of an unnamed alley lying within Block 9, Chautauqua Beach Subdivision, as described hereinabove, St. Augustine Beach, Florida, is hereby vacated, discontinued and abolished and is hereby declared no longer a public right-of-way, street or alley of the City, reserving, however, to the City and the Public an easement over, under and along said alley an easement for public utilities and drainage.

Section 3. **Effective date.** This Ordinance shall take effect upon recording as provided by Section 18 of the City Code.

PASSED by the City Commission of the City of St. Augustine Beach, Florida, upon Second Reading this ____ day of August 2019.

**CITY COMMISSION OF THE
CITY OF ST. AUGUSTINE BEACH**

By: _____
Undine C. George, Mayor


ATTEST: _____
Max Royle, City Manager

First reading: July 1, 2019

Second reading: _____

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: June 27, 2019

SUBJECT: Resolution 19-08, Adoption of Changes to Existing Financial Policies and of New Policies

Attached (page 1) is a memo from the Chief Financial Officer, Ms. Melissa Burns, that she prepared before she left the City. You'll note from it that you had reviewed at your June 17th special meeting her proposed changes to two of the City's existing financial policies and her proposal for two new financial policies. You provided some changes at that meeting. Ms. Burns has changed the policies as you directed.

Attached as pages 2-27 are the policies:

- a. Revised capital asset policy (pages 2-90)
- b. Revised purchasing policy (pages 10-17)
- c. New travel and reimbursement policy (pages 18-23)
- d. New credit card policy (pages 24-27)

ACTION REQUESTED

It is that you approve Resolution 19-08.

RESOLUTION 19-08

CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY
FLORIDA

RE: ADOPTION OF CHANGES TO EXISTING
FINANCIAL POLICIES AND OF NEW POLICIES

The City Commission, of St. Augustine Beach, St. Johns County, Florida, in regular meeting duly assembled on August 5, 2019, resolves as follows:

WHEREAS, the Chief Financial Officer reviews the City's existing financial policies for changes that may be mandated by new governmental accounting rules or by accounting best practices; and

WHEREAS, the Chief Financial Officer receives bulletins from governmental standards boards and learns of new governmental accounting procedures at seminars and conferences; and

WHEREAS, what the Chief Financial Officer learns requires changes to the City's existing financial policies must be changes and/or the adoption of new policies.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, does hereby adopt the attached policies:

- a. Revised Capital Asset Policy
- b. Revised Purchasing Policy
- c. New Travel and Reimbursement Policy
- d. New Credit Card Policy

RESOLVED AND DONE, this 5th day of August 2019, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Mayor Undine C. George

ATTEST:

City Manager

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: MELISSA BURNS, CHIEF FINANCIAL OFFICER
SUBJECT: UPDATED POLICIES
DATE: 6/26/2019

On June 17th at the Special Commission Meeting, the Commission reviewed the changes to two policies and the two new policies. Suggested changes and corrections have been made, and they are ready to be adopted by resolution.

The changes and/or corrections suggested were as follows:

- Capital Asset Policy – No changes made
- Purchasing Policy – Page 5 under Requisition form “\$500 was corrected to \$1,000”
- Travel and Reimbursement Policy – Page 3 under departure day, 2nd bullet, changed to Depart After 10:00 a.m.; Under Form Completion it was suggested that a deadline be put in place, however, the deadline is outlined under bullet two on the last page of the policy.
- Credit Card Policy – Suspension policy was updated to include a two-step discipline process. First Offense being suspension of credit card privileges from one week to three months at the discretion of the City Manager or designee; Second Offense being permanent revocation of credit card privileges.

If further information is required, please let me know.

**City of St. Augustine Beach
Capital Asset Policy and Manual**

<u>City of St. Augustine Beach Financial Policies Manual</u>	
<u>Policy: Capital Asset</u>	<u>Policy Number: C.2</u>
<u>Effective Date: 6/1/16</u>	<u>Last Revised: 6/17/19</u>
<u>Supersedes Policy: N/A</u>	<u>Author: Melissa Burns, CFO</u>

1. Purpose

The following policies document a capital asset system designed to comply with all statutory requirements and increase control over those assets for which the City has stewardship responsibility. The intent of these policies is to obtain accountability over the City's assets, provide centralized documentation for insurance purposes, meet financial reporting needs, and generate asset management information.

2. Definition

GASB Statement 34 notes that the term "capital assets" includes land, improvements to land, wastewater disposal rights, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, construction in progress, and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. The City of St. Augustine Beach follows GASB Statement 34's definition of a capital asset.

The City utilizes a Capital Improvement Program (CIP) as a multi-year prioritizing and budgetary tool. The CIP is scheduled over five years and is concerned with proposed capital improvement projects and capital equipment acquisitions. It is prepared consistent with the capital improvements element of the comprehensive plan, but it also includes various other capital projects and equipment purchases. It forecasts projects that will require the dedication of substantial resources and aids in the development of financial strategies to accomplish them. Only those projects scheduled during the first year are funded and adopted as part of the City's annual budget.

3. Policy

As adopted by Resolution ~~04-1819-XX~~, general fixed assets such as property, plant, and equipment with initial individual costs that are equal to or greater than ~~\$1,000~~ **\$5,000** and have an estimated useful life of more than one year are recorded as capital assets. Assets such as roads, sidewalks, drainage are considered infrastructure and are capitalized when their initial costs exceed \$25,000 and estimated useful lives of more than five years. All capital assets are entered into a fixed asset computer application for inventory and reporting purposes.

- a. Individual items, equipment units, installation or facilities above the monetary capitalization threshold are capitalized as required by capital budget policy. They

are entered in the capital asset system, assigned asset tag numbers, and have the asset tags affixed where possible. Departments maintain physical custody and are responsible for their safekeeping

- b. **Asset Modification**-Larger assets such as major pieces of equipment and many buildings are often modified to increase their lifetime or usefulness. Modifications may include partial additions or deletions, major repairs (new engine for garbage truck), or component replacement (new roof, HVAC system, etc.). Several invoices may be prepared for the modification as the work is in progress. The capital asset number should be included on the invoices of the equipment or building what is being modified.
- c. **Improvement/Repair/Maintenance Expenses** – Routine repair and maintenance costs will be expensed as they are incurred and will not be capitalized. Major repairs will be capitalized if they result in betterments/improvements that materially extend the life of the asset. To the extent that a project is betterment/improvement, outlays will be capitalized.

When the cost of improvement is substantial or where there is a change in the estimated useful life of an asset, depreciation charges for future periods will be revised based on the new book value and the new estimated remaining useful life. No adjustment will be made to prior periods.

- d. **Small and Attractive Assets** – Small and attractive assets are those assets that are particularly at risk or vulnerable to loss and cost less than \$5,000. Departments have discretion in defining small and attractive assets in many instances; however, departments must include, at a minimum, the following assets of \$1,000 or more as small and attractive.
 - i. Communications equipment; both audio and video
 - ii. Cameras and photographic projection equipment
 - iii. Computer systems, laptops, notebook, and tablet computers
 - iv. Other data processing accessory equipment and components (scanners, etc.)
 - v. Stereos, radios, televisions, audio recorders and players, video recorders and players.

The small and attractive assets that do not fall within the capitalization threshold will be expensed. The assets will be tracked and recorded by each department in control of those assets. Computer systems, laptops, notebook, tablet computers and phones will be tracked by IT department under the direction of the Chief Financial Officer. Tracking should include serial number, description, and location. This

information should be forwarded to the Finance Department when items are transferred to another department or disposed utilizing the *Disposal of Small and Attractive Items* and/or *Transfer of Small and Attractive Items* form(s).

4. Roles & Responsibilities

The Finance Department is responsible for the record keeping of the City's capital assets. The objectives of the Finance Department include the oversight of all capital asset additions, related depreciation, asset transfers and disposals. Departments maintain physical custody of the assets and are accountable for their safekeeping. Employees are responsible for exercising reasonable care in the operation and maintenance of City property.

- a. Departments are responsible for approving the purchase invoice indicating that the item has been received in good condition and that the serial number (or other identification number), description and cost match the item received and the price agreed upon.
- b. Departments maintain physical inventories and report changes in status to the Finance Department utilizing the *Disposals of Capital Assets* and/or *Transfers of Capital Assets* form(s) (see section on asset disposal). A complete physical inventory must be completed annually.
- c. Departments are responsible for ensuring proper budgeting and purchasing guidelines are followed in the procurement of capital assets.
- d. Finance Department has the following additional responsibilities: Pays the invoice, assigns a unique City Identification number (asset tag) to the asset. The assigned asset tag number will follow the property throughout its life in the City's capital asset system. The information on the newly purchased capital asset is inputted into the City's capital asset software system.

5. Tagging Assets

- a. In order to accurately identify and maintain capital assets, whenever feasible, each piece of property will be tagged with the City identification number (ID) in a visible place. Such markings will be removed or obliterated only with the item is sold, scrapped, or otherwise disposed of. Should the ID number be removed or defaced, the item shall be marked again with the original number (obtained from the inventory listing).
- b. Property tags are not affixed to sidewalks, streets, infrastructure, capital projects, and like assets that are not separately identifiable. Capital assets that are not physically tagged will still be assigned an asset tag number which will be recorded in the capital asset system.

- b.
- c. If the asset is purchased with grant funds, this will be reflected in the capital asset system as means of acquisition, and noted the grant guidelines for the selling or surplusizing such assets.

6. Inventory

- a. On or before July 1st of each year, the Finance Department will supply the Department Directors a current listing of assets related to their respective departments. Department Directors shall assign a department representative to conduct a physical inventory of all assets that will be reviewed by the supervisor to test its validity. All items listed on the Asset Inventory List must be verified and accounted for as to description, serial number, model number, and location. The Department Director or their designee will approve the Asset Inventory List indicating that all assets are verified and accounted for and return to the Finance Department within the designated time frame.
- b. Missing items must be properly explained and noted as “missing”, etc. on the inventory listing.
- c. After the Asset Inventory List sheets are received by the Finance Department, a representative from the Finance Department will conduct a random test samplings of assets found on the Department’s list.
- d. At the time of transfer or disposal (which may occur at any time during the year), any items to be disposed or transferred must have the *Disposals of Capital Assets* and/or *Transfers of Capital Assets* form(s) completed, signed by the Department Director and submitted to the Chief Financial Officer for processing.

7. Capital Assets-General Principles

The primary vehicle for the acquisition of assets is the capital budgeting process. Ideally, the requested capital asset would be forecast in the Capital Improvement Program (CIP) and budgeted funds would be allocated in the appropriate year. Capital assets should be recorded at historical cost. The cost includes both the purchase price and the ancillary charges required to place the asset in service. The matrix below presents the costs to be included in capitalization. The matrix is not intended to be all-inclusive. If a cost not reflected in the matrix is encountered and deemed appropriate to capitalize according to Generally Accepted Accounting Principles (GAAP), that cost will be added to the asset.

Remainder of page intentionally left blank

<u>Land</u>	<u>Buildings</u>	<u>Equipment</u>
Negotiated Price	Architect/Engineering Fees	Cost (includes freight)
Legal Fees	Cost of Materials	Insurance during transit
Broker Commissions	All other necessary Costs (e.g. permits/impact fees)	Installation and/or assembly
Title and insurance fees	Construction services cost, insurance for project	Modification/testing before actual service use
Survey fees	Demolition costs	
Delinquent Taxes		
Closing Costs		
Preparation Costs		
Razing/removing unwanted building		
Grading or changing land contours		

The following are not capital costs:

- Vandalism and uninsured theft
- Mistakes in installation
- Fines for not obtaining proper permits

8. Capital Asset Acquisition

Capital assets are acquired by the City in several different ways:

- a. By the direct purchase of the asset
- b. By donation from private individuals, state, or other governmental agencies
- c. By the direct purchase of an asset using grant, state or federal funds
- d. By lease-purchase agreements
- e. By purchase through construction contracts
- f. By in-house fabrication
- g. Acquired through foreclosure on liens, or through the forfeiture and seizure process
- i. An acquisition by donation is recorded at estimated fair value at the time of acquisition. Fair value in the case of vehicles is determined by blue book prices. In the case of equipment, use of market prices of identical or similar equipment of the same age or condition will determine the fair market value.

Land or buildings should be appraised in order to determine fair market value.

- ii. Purchase of capital assets using state or federal grant funds shall be accounted for in the same manner as capital assets acquired with City funds. Department Directors are responsible to ensure any special requirements or conditions required by the grant are followed.
- iii. Equipment that is constructed by combining or assembling modular components and/or materials into one identifiable unit is referred to as fabricated equipment. When completed, each component loses its individual identity and the end product becomes an identifiable single unit. In order to be capitalized, the finished product must have a unit cost of \$45,000 or more and a life expectancy greater than one year. If a piece of equipment is to be fabricated, the cost of its components plus all materials, supplies, and services from outside vendors will be aggregated to value the capital asset. Internal labor costs will not be taken into consideration and will be expensed at the time incurred. At the conclusion of the project, the Department Director will notify the Chief Financial Officer that there will be no further purchases and that the project has been completed.
- iv. Assets acquired through foreclosure on liens or through the forfeiture and seizure process should be recorded at the lower of (a) the cost (original lien amount, interest and penalties, and the cost of sale foregone), or (b) the fair market value of the asset.

9. Emergency Purchase of Capital Assets

In cases of emergency, each department is authorized to proceed with a replacement purchase at a cost of under \$10,000. It must be an emergency as defined in the City purchasing policy. The purchase will be included in the City Manager's report at the next City Commission meeting.

10. Capital Asset Disposal

The purpose of this section is to establish procedures for the transfer and disposal of excess and surplus property consistent with the requirements set forth in Florida Statutes Chapter 274. It is also the purpose to maximize returns on excess and surplus property by transferring the property or disposing of it through public auction, trade-in, or donation. All efforts will be made to recover as much taxpayer money as possible.

Classification of surplus property (other than land):

- Excess – materials and supplies that are acquired by the City and are not required or can no longer be used by the City, but have a residual value will be sent to auction.

- Obsolete – materials and supplies that are out of date, no longer in use or effectively usable will be sent to auction.
- Scrap – salvageable material that is damaged, defective, or deteriorated to the extent that it has no value except for its basic material content will be sold.

Prior to disposal and/or public auction, capital assets must be deemed surplus by resolution approved by the City Commission. This resolution will be prepared for approval at the regular City Commission meeting in ~~June~~ April of each year. The Finance Department will need to receive information on each asset to include asset tag number, vehicle number (if applicable), reason for disposal and condition of asset to be disposed on or before ~~May~~ March 10th of each year for compilation. All City capital assets that have resale value will be sold through public auction preferably through a government surplus auctioning website. The sale of capital assets through the website will be coordinated through the Finance Department, all surplus capital assets will be sold as-is condition. City employees will not have the opportunity to purchase surplus goods outside the public auction process.

When capital assets are declared as surplus, the Finance Department will notify the department that has custody of the capital asset it is ready for disposal and/or public auction. The department will provide the Finance Department with pictures of the disposed asset in order to move forward with the public auction.

Should an asset need to be declared surplus prior to or after the ~~June~~ April meeting date, the same procedures set forth above shall be followed.

11. Capital Assets Being Donated to another Organization

No capital assets can be donated without prior City Commission approval.

Should the department in custody of an asset up for disposal wishes to donate to another governmental agency, the request for donation along with an explanation for donation should be included in the material presented to the Commission at its June meeting. The Department in custody of the capital asset is responsible for the removal of the capital asset tag (if applicable) and arrangement for removal of material from City property.

12. Capital Asset Depreciation Method

The City has established the straight-line depreciation method using a full-month convention for all capital assets. Under this method, the basis of the capital asset is written off evenly over the useful life of the capital asset. See useful life table at the end of this section.

A construction in process asset (CIP) reflects the cost of construction work undertaken, but not yet completed. For construction in process assets, no depreciation is recorded until the asset is placed in service. Upon substantial completion, the asset will be reclassified to the appropriate general ledger asset account and should be capitalized and depreciated.

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<u>Capital Asset Group</u>	<u>Depreciable Life</u>
Land Improvements (Landscaping)	20
Buildings	40
Office Furniture	20
Computer Equipment	5
Camera Equipment	5
Police Vehicles	5
Pick Up Trucks	10
Police Radio Equipment	5
Non-Police Sedans	10
Public Works Radio Equipment	10
Garbage Trucks	15
Tractors	15
Front End Loaders	15
Backhoes	15
Trailers	15
Riding Lawnmowers	5
Public Works Maintenance Equipment	20
Infrastructure:	
Opened Streets	70
Sidewalks	40
Sidewalks/Bikepaths	40
Bike Lanes	70
Open ditches	70
Storm Sewers	50
Street Signs	15
Park Equipment	10

13. Review and Update

This policy shall be reviewed and updated, if necessary, by the Chief Financial Officer of the City on an annual basis.

**City of St. Augustine Beach
Purchasing Policy and Manual**

<u>City of St. Augustine Beach Financial Policies Manual</u>	
<u>Policy:</u> Purchasing	<u>Policy Number:</u> P.3
<u>Effective Date:</u> 5/4/2016	<u>Last Revised:</u> 6/1/16 6/17/19
<u>Supersedes Policy:</u> N/A	<u>Author:</u> Melissa Burns, CFO

1. Purpose

The purpose of this policy is to establish procedures to ensure the City of St. Augustine Beach purchases goods and/or services in the most efficient and economical manner possible.

2. Scope

This policy shall apply to all purchases of goods and/or services by the City.

3. Ethics

The acceptance of gifts at any time, other than advertising novelties, is prohibited. Employees must not become obligated to any suppliers and shall not conduct any city transactions from which they may personally benefit.

No commissioner or employee shall bid for, enter into or be in any manner interested in any contract for city purchases. Nor shall any commissioner or employee seek to influence the purchase of a product or service from any offeree. This restriction shall not be construed to restrict persons from evaluating and appraising the quality and value of the product to be purchased or service to be rendered where the person's scope of employment contemplates advice and council with respect to the purchase. No commissioner or employee shall receive benefit of any prospective bidders. The avoidance of actual perceived conflicts of interest is a prime requisite to the efficient and sound operation of the City and maintenance of public trust.

4. Minority Business

Minority Businesses shall be ensured to have an equitable opportunity to participate in the City's procurement process.

5. Purchasing Methods and Procedures

a. Informal Purchasing

Informal purchasing may be used for the purchase of goods and/or services costing less than ~~\$500~~ \$1,000. While quotes and bids are not necessary with items costing less than ~~\$500~~ \$1,000, every effort should be made to ensure goods and/or services are being purchased in the most efficient and cost effective manner possible.

Only designated employees in each department shall be authorized to actually purchase the commodity, after the purchase has been approved. Employees are required to immediately turn in their purchase receipt to the appropriate departmental personnel for processing.

b. Verbal Quotes

At least three (3) quotes are necessary to be received by the City in respect to purchases of goods and/or services costing at least ~~\$500-1,000~~ but less than \$4,999.99. Verbal quotes shall be documented on a form produced by the Finance Department and submitted along with the supporting documentation. If at least three (3) quotes are not possible, a written explanation of such shall be included in the vendor requisition supporting documentation.

Vendor selection and award shall be based on qualification of the vendor, acceptability of the product, delivery time, inventories, past performance, degree of compliance with requirements, price and other circumstances that will encourage delivery of the best products and services for the money expended.

c. Written Quotes

At least three (3) written quotes are necessary to be received by the City in respect to purchases of goods and/or services costing at least \$5,000 but less than \$14,999.99. If at least three (3) quotes are not possible, a written explanation of such shall be included in the vendor requisition supporting documentation.

Vendor selection and award shall be based on qualification of the vendor, acceptability of the product, delivery time, inventories, past performance, degree of compliance with requirements, price and other circumstances that will encourage delivery of the best products and services for the money expended.

d. Capital Outlay Purchases

Capital outlay purchases are defined as those that are ~~\$1,000~~\$5,000 and have a useful life of one (1) or more years. Capital outlay purchases that are presented to the City Commission as a line item (in the explanation sheets) in the Budget are considered approved when the Budget is approved. Purchasing procedures related to the capital outlay cost thresholds will be followed along with a purchase order signed by the City Manager/Chief of Police.

e. Invitation to Bid

The Invitation to Bid method is acceptable for purchases of goods and/or services costing at least \$15,000. This method is typically used when the City is capable of specifically establishing precise specifications defining the actual commodity or contractual service.

The Invitation to Bid may be advertised in newspapers and other appropriate publications, the City's website, and any other appropriate means of advertisement. Such advertisement/notification must be at least five (5) days preceding the last day set for the receipt of proposals. The notice shall include the bid number assigned by the City Manager's office, a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be obtained. Responses to the Invitations to Bid shall be received in a sealed bid packet and opened and read aloud at a specific date, time and location.

f. Request for Proposal

The request for proposals method is acceptable for the purchase of goods and/or services costing at least \$15,000. This method is used when the City cannot specifically define the scope of work for which the goods and/or service is required. This also applies to projects with many components necessary to complete and the aggregate cost would be over the \$15,000 threshold. The vendor provides detailed information in response to the Request for Proposal and usually the purchase results in a contractual agreement. The process does allow for negotiation of requested services, price and delivery.

The Request for Proposals shall be advertised in the same manner as the Invitation to Bid. Responses to the Request for Proposal shall be received in a sealed packet, received date stamped and time received notated. The sealed packets will be opened at a specific date and time, recorded by the City Clerk or his/her designees with the responding vendor and proposal amount. The proposals will be forwarded to the requesting department for review.

After department review, a memo to the City Manager/Chief of Police and Chief Financial Officer will be sent with the vendor selected along with accompanying explanation. In the event that the item(s) were approved along with the Fiscal Year's budget, final approval lies with the City Manager/Chief of Police and reported to the City Commission. However, if the item(s) were not in the original budget or a single vendor cannot be chosen, the City Commission will make final approval.

g. Request for Qualifications

The Request for Qualifications method is used in the acquisition of professional services costing at least \$15,000. Requests for Qualifications proposals primarily indicate information regarding the education and experience background of the proposer. Price is not to be indicated in the proposal. If the Request for Qualifications is for professional architectural, engineering, landscaping architectural or surveying and mapping services, then rules of Chapter 287.055 of the Florida Statutes shall apply. The Request for Qualifications shall be advertised in the same manner as the Invitation to Bid. The date and time that the Requests for

Qualifications will be received until shall be clearly identified. The responses to the request for qualifications shall be opened at the specified date and time, and recorded by the City Clerk or his/her designee.

h. Other Governmental Agencies Purchasing Contracts

Competitive selection procedures are waived in the event that the desired goods and/or services may be purchased pursuant to purchase contracts of other governmental agencies to include any political subdivision of the State of Florida or the United States, the United States Federal Services Administration, or cooperative purchasing consisting of a combination of these, when such contracts are the result of a competitive bidding process.

i. Sole Source Purchasing

Competitive selection procedures are waived when it is determined and substantiated in writing, after conducting a good faith review of available sources, that there is only one source for both the goods and/or services. Price and terms shall be negotiated and a record of the sole source procurement shall be maintained as a public record.

A written justification of the sole source purchase must be approved by the City Manager/Police Chief and accompany the requisition for processing.

j. Emergency Purchases

Competitive selection procedures are waived when the normal functioning and operation of the City would be hampered or where property, equipment or lives could be endangered through unexpected circumstances by adhering to the usual purchasing procedures.

A written justification of the emergency purchase must be approved by the City Manager/Chief of Police and accompany the requisition packet for processing.

k. Petty Cash Purchases

Petty cash purchases shall be limited to \$25 per order and shall be used for the procurement of small-quantity, general supply items and emergency buys which are used infrequently. It may also be used to buy postage and to pay freight charges when due upon delivery or shipment. The receipt obtained from the supplier will serve as a receiving record and invoice for the purchase. The receipts must be properly coded and approved prior to submitting to the Finance Department for reimbursement.

6. Purchasing Approval Limits

<u>Purchasing Amount</u>	<u>Approval</u>
Less than \$500 <u>1,000</u>	Department Head
\$500 <u>1,000</u> -\$4,999.99	Purchase order signed by City Manager/Chief of Police Department Head Approval for Payment
\$5,000-\$14,999.99	Purchase order signed by City Manager/Chief of Police Department Head Approval for Payment
\$15,000 or more	City Manager/Chief of Police and/or City Commission

7. Purchasing Process

Any purchase over ~~\$500~~ 1,000 will follow the procedure set out below. This procedure is not applicable to monthly recurring expenses.

a. Requisition Form

A requisition form is required for purchases ~~\$500~~ 1,000 and above in order to have a purchase order generated by the Finance Department. Each department completes the requisition form prior to purchasing the item or service, and sends it to the Finance Department with all supporting documentation, including but not limited to the necessary quotes. If the information is incomplete the requisition form will be sent back to the department for completion.

b. Purchase Order

After the purchase order has been generated, it will be sent via e-mail to the department to hold until such time the goods and/or services have been satisfactorily received.

c. Invoice

An invoice for purchases is to be submitted to the Finance Department. Each invoice should be stamped and the appropriate expenditure code added. Attached to the invoice should be the completed purchase order (if applicable), and any accompanying documentation not already received by the Finance Department. All invoices and applicable purchase orders will signed by the appropriate department head. No invoice will be processed for payment unless all requirements of this policy are adhered to.

8. Bidding Process

a. Invitation to Bid

Competitive bids will be solicited by publication of notice in a local newspaper, or other appropriate means of advertisement whether in print or electronic format in addition to sending out bid invitation to vendors. The notice shall include the bid number assigned by the City Manager's office, a general description of the articles to be purchased or sold, where to obtain specifications and instructions, and the time and place for opening bids.

The City Commission may require a bid guaranty and it will be so stated in the notice of invitation to bid. Bid guarantees of unsuccessful bidders will be returned. A successful bidder shall forfeit any guaranty required by the City upon failure on the party's part to enter into a contract within ten (10) days after the award.

b. Bid Folder

A master bid folder and tabulations sheets will be prepared as soon as notice to bid is advertised. They will be prepared by the City Manager's office which will be recording the bid opening. Tab sheets will be prepared with appropriate captions for the tabular columns and lines including:

- Columns for bidders' names
- Columns for number of items and/or groups
- Identity of items and/or groups
- Units and quantities for bid comparison
- Column for guaranty acknowledgement (when required)
- Column for delivery/completion time
- Column for exceptions to bid
- Column for addendum acknowledgement (when required)

The bid folder will be marked in the upper right-hand corner with the bid number and date and time for the bid opening. Bid specifications, proof of publication, list of specific bidders notified and tabulations sheets will be compiled. As bids are received, the time and date will be noted on the envelope by the receiver and initialed. Bids received after the deadline will have the date and time received noted, initialed and marked "LATE BID", and returned unopened to the bidder.

c. Bid Opening and Evaluation

Bids will be opened and read aloud by the City Manager or his designee at a time that may be determined by the City Manager. The tabulation and evaluation of all bids which have been received and recorded during the bid opening shall remain as permanent record in the bid folder. In determining lowest or lowest evaluated bid, in addition to price, the following will be considered:

- Ability, capacity and skill of bidder to perform or provide
- Whether the bidder can perform or provide promptly or within the specified time without delay or interference
- Quality of performance of previous services and existing compliance by the bidders
- Sufficient financial resources of the bidder
- Ability to provide future maintenance and service of the contract
- The number and scope of conditions and/or exceptions attached to the bid

In the event of a tie, bids and quality and service are equal, the award shall be made to the local bidder (St. Johns County). If there is no local bidder, the decision on the bids will be made by the City Commission.

d. Award of Bid

Upon acceptance by the City Commission, the bidder will be notified of acceptance of proposal either by a letter signed by the City Manager and/or a purchase order within three (3) working days of award.

A purchase order will be issued to the bidder whose proposal has been accepted. Information regarding the supplies/materials or services to be furnished will be itemized as completely as possible, with unit prices, if applicable, extensions and total of awarded bid. Bid/Contract Number shall be recorded on the purchase order as well as the date of the meeting at which the City Commission awarded the bid.

e. Rejection of Bids

The City Commission reserves the right to waive informalities in any bid and to accept bids in the best interest of the City. The City Commission may reject any bids in whole or in part, with or without cause.

f. Competitive Bidding Exemptions

Competitive bidding will not be required when:

- A single transaction does not exceed the authorized amount for supplies, materials, equipment or contractual services;
- Supplies, materials, equipment or contractual services can be furnished only by a single vendor (SOLE SOURCE); documentation must be provided to the Finance Department;
- Supplies, materials, equipment or contractual services purchased from or through another unit of government;
- Utilities;

- Supplies, materials, equipment or contractual services when purchased at a price not exceeding a price set forth by a State Purchasing Agency, and other State agency, or governmental agency authorized to regulate prices;
- Goods or services being purchased where the prices have been determined by competitive bidding conducted by another governmental agency or unit;
- No response received to notification for invitation to bid;
- Emergency situation.

g. Applicability

This process may apply to Request for Proposals method of purchasing when item(s) were not originally adopted with the Fiscal Year's budget, or more that one qualifying vendor exists.

9. Review and Update

This policy shall be reviewed and updated, if necessary, by the Chief Financial Officer of the City on an annual basis.

<u>City of St. Augustine Beach Financial Policies Manual</u>	
<u>Policy:</u> Travel and Reimbursement	<u>Policy Number:</u> T.1
<u>Effective Date:</u> 6/17/2019	<u>Last Revised:</u> N/A
<u>Supersedes Policy:</u> N/A	<u>Author:</u> Melissa Burns, CFO

Purpose:

To establish standard travel reimbursement rates, procedures, and limitations, with certain justifiable exceptions and exemptions, applicable to all employees, whose travel is authorized and paid by the City.

Scope:

Employees authorized to travel to an approved conference, convention, seminar, training, or meeting at a location other than any City owned location and under circumstances for which that employee will incur additional expenses; the City will reimburse the employee for those necessary and reasonable expenses in accordance with the procedures outlined herein.

Definitions:

- Travel Expense – Reasonable ordinary and incidental expenses incurred by a traveler.
- Travel – Reason for an employee to leave their official headquarters to attend a conference, convention, seminar, training, meeting, etc.
- Travel Day – A period of 24 hours
- Travel Period – A period of time between the time of departure and time of return
- Overnight Travel – Travel which involves overnight absence from official headquarters.
- Same Day Travel – Travel where the traveler is not away from his or her official headquarters overnight.
- Official Headquarters – City building where an employee is assigned.

Approval Requirements and Authority to Incur Travel Expenses

- All travel days as defined above must be authorized and approved prior to the start of travel and before any reservation is made for conference, hotel, training, meeting, airline, etc. by the department director and the City Manager/Chief of Police if out of state travel is required.

- A request for approval and documentation of expenses for travel shall be completed using the Travel Request and Reimbursement Form (*aka Travel Form*) included as Exhibit A.
- The Travel Request and Reimbursement Form shall be completed, approved by the Department Director and/or City Manager, and submitted for approval to the Finance Department at least twenty-one (21) calendar days prior to start of travel or due date of any hotel/registration fees, if advance payment by check is required. If no advance payments are needed, the form must be submitted at least seven (7) days prior to the start of travel.
- Failure to obtain approval for travel through the Travel Request and Reimbursement Form prior to incurring expenses may be cause for disallowance of reimbursement.

Travel Expenses:

Travel expenses shall be limited to those expenses necessarily incurred as part of the approved City related travel authorized by the City and must be within the limitations prescribed by this section. The following travel expenses may be paid for and/or reimbursed by the City:

- **Registration Fees**-The City shall pay for approved conference, convention, seminar, or training registration fees. The employee may be reimbursed the actual and necessary fees for attending additional educational opportunities which are not included in the basic registration fee that directly relates to the employee's position. Such expenses may include, but not limited to, additional training sessions and other meal functions. It shall be the responsibility of the employee to substantiate that the charges are proper and necessary.
- **Lodging Expenses** - The City shall pay for lodging expenses for approved conferences, conventions, seminars, or trainings requiring overnight travel. The City shall pay a reasonable cost priced at a single-occupancy rate or the negotiated rate by the conference, seminar, or training organization. The criteria to be used in determining the need for lodging includes the travel distance (40 or more miles one-way), starting and ending times of educational sessions or meetings, number of days for sessions/meetings and cost of transportation.
- **Meal Allowance** - When traveling to an approved conference, convention, seminar, training, or meeting or when traveling within or outside the State to conduct bona fide City business, which serves a direct and lawful public purpose for the City served by the employee, meal allowance in the following amounts determined by the US General Services Administration website, [gsa.gov \(https://www.gsa.gov/travel-resources\)](https://www.gsa.gov/travel-resources) will be provided as specified below:

Breakfast.....\$14

Lunch.....\$16

Dinner.....\$26

In instances where meals at large, out-of-state cities (i.e. New York City, Washington DC) can be reimbursed up to amounts determined by gsa.gov (<https://www.gsa.gov/travel-resources>) using the per diem allowances for a trip calculator by city with an itemized receipt and the City Manager's approval.

If a meal is included as part of a registration fee, hotel cost, or is otherwise provided at no cost to the employee, the employee will not receive an allowance for that meal.

- Overnight Travel - For each full day of overnight travel, all three meals are reimbursable except when the cost is included in the registration fees. Per diems on the first and last day of a trip are governed as set forth below:

- **Departure Day**

- Depart before 6:00 a.m.; Breakfast, lunch and dinner
 - Depart after 10:00 a.m.; Lunch and dinner
 - Depart after 12:00 noon; Dinner

- **Return Day**

- Return before 12:00 noon; Breakfast
 - Return between 12:00 noon & 6:00 p.m.; Breakfast and lunch
 - Return after 6:00* p.m.; Breakfast, lunch and dinner

*6:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

- Same Day Travel – There will be no allowance if an employee is attending an approved training session that is scheduled for the entire workday conducted outside of the City of St. Augustine Beach within one hour's distance

- **Transportation**

- All travel must be via a commonly traveled route. In cases where an employee travels by an indirect route for his or her own convenience, any extra costs shall be borne by the employee; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The Department Director, with the City Manager's approval, shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

- The nature of the business.

- The most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation and Per Diem or meal required).
 - The number of persons making the trip.
- Transportation by common carrier when traveling on official business and paid for personally by the employee shall be substantiated by a receipt. Federal/State tax shall not be reimbursable to the employee unless the City is also required by Federal/State law to pay such tax. In the event transportation other than the most economical class is provided by a common carrier and charged on a City credit card, the charges in excess of the most economical class shall be refunded by the employee to the City.
 - When travel is by vehicle, employees may drive City vehicles to and from the approved conference, convention, seminar, training, meeting, or hotel, if available. Employees may not use City vehicles for personal use, including allowing non-City employees to travel in the vehicle, unless the passengers are employees of another government agency and are car-pooling to the same destination, does not apply to marked City Police Vehicles.
 - If a City vehicle is not available and the employee must drive his/her own vehicle, the City will reimburse the employee at the current IRS per mile rate. The mileage will be computed from the employee's Official Headquarters or residence whichever is closer to the travel destination.
 - The use of privately-owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the City Manager/Chief of Police. Whenever travel is by privately-owned vehicle:
 - The employee shall be entitled to a mileage allowance based on the current IRS per mile rate; or
 - The employee shall be entitled to the common carrier fare for such travel if determined by the City Manager/Chief of Police or designee to be more economical.
 - All mileage shall be shown from point of origin (Official Headquarters) to point of destination and shall be computed based on an internet map. Vicinity mileage necessary to conduct official business is allowable but must be shown as a separate item on the Travel Form.
 - No employee shall be allowed either mileage or transportation expense when transported by another person or when transported

by another traveler who is entitled to mileage or transportation expense.

- Police Department employees who choose to travel in their privately-owned vehicles instead of their assigned City-owned vehicles shall not be entitled to mileage reimbursement.
- Incidental Expenses - The following incidental travel expenses of the employee may also be reimbursed:
 - Taxi, bus, or train fare
 - Bridge, road, and similar tolls
 - Parking fees
 - Communication expense

The employee must provide receipts stating the actual costs incurred to receive reimbursement.

- Non-Exempt Employee Travel - According to the U.S. Department of Labor, Wage and Hour Division, Section 29 of the Code of Federal Regulations, 785.33 States: The principles that apply in determining whether or not time spent in travel is working time depend on the kind of travel involved.

785.39 States: "Travel that keeps an employee away from home overnight is 'travel away from home.' 'Travel away from home' is clearly work time when it cuts across the employee's workday."

- Any travel time that is incurred to and from an approved conference, convention, seminar, training, meeting, or hotel during the normal workday is considered part of the normal duties for that workday and will be part of the normal workday hours and will not be paid as extra compensated hours.
- Any time that is incurred for travel to an approved conference, convention, seminar, training, meeting, or hotel on scheduled days off, (e.g. Saturday and Sunday, for general employees) will be compensated.

Form Completion

- Complete top section of the Travel Form with the employee's name, department/division, position, office phone number, reason for travel/event, event location (city & state), departure and return dates/times, and expense account number.

- The Dollar Amount, Vendor Name and/or Number (new vendor numbers will be assigned by the Purchasing Division), City Advance Via Check, and City Purchasing Card columns must be completed prior to submission to the Department of Finance. Details should be completed as required by each Description Column. When requesting registration and/or hotel fees be paid by City Advance Via Check, a requisition must be submitted with the required travel form and appropriate backup attached.
- Event registration fees must be input, and a copy of the seminar/training/conference agenda must be attached to the Travel Form for submittal. CEU/CPE fees should be included as part of the registration fee and should not be listed under other expenses.
- Hotel Reservations: If hotel reservations are required and are not part of the seminar/training package, the first choice for hotel reservations should be at the most cost-effective location. Hotel reservations should be confirmed by the Department and the confirmation number recorded on the Travel Form.
- Meal Allowances: Receipts are not required for meals, unless the travel is to large out-of-state cities.

<u>City of St. Augustine Beach Financial Policies Manual</u>	
<u>Policy:</u> Credit Card Policy	<u>Policy Number:</u> C.1
<u>Effective Date:</u> 6/17/19	<u>Last Revised:</u> 6/17/2019
<u>Supersedes Policy:</u> N/A	<u>Author:</u> Melissa Burns, CFO

Credit Card Policy

Purpose

This policy establishes the basis for the City's credit card program. The credit card program is designed to improve efficiency in processing purchases from any authorized vendor that accepts the Visa credit card. This policy will also apply to the Home Depot, Lowes, Voyager Fleet, Walmart, Staples and Publix credit cards.

This program will allow the cardholder to purchase approved supplies and services directly from vendors. Each credit card is issued in the name of the employee who is responsible for its use, and the "City of St. Augustine Beach" is clearly shown on the card as the governmental buyer of supplies/services.

The card may be used to purchase non-restricted commodities in person at the vendor site, over the telephone, via fax, by mail and over the internet.

Objectives

- To provide an efficient method of purchasing and paying for supplies/services.
- To ensure card purchases are in accordance with the City's Purchasing and Travel policies.
- To ensure that the City bears no legal liability from inappropriate use.
- To provide for disciplinary action if the purchasing card is misused.

Authorization

All requests for credit cards must be approved by the employee's department head in writing to the Chief Financial Officer.

Credit cards may be used only by the person whose name appears on the face of the card and may not be loaned to or used by any other person. The account number must not be given to any individual other than the vendor from whom the employee is making a purchase.

Responsibilities

The following are the responsibilities of the card holder:

- Hold and secure credit card
- Comply with all purchasing and travel policies

- Determine the availability of budgeted funds before ordering
- Order materials and services
- Collect and submit all sales receipts/invoices
- Make sure vendor is aware of our tax exemption
- Notify supervisor and Finance Department immediately of lost, stolen or other cards requiring cancellation
- Respond to Finance Department requests for information on charges that do not have a corresponding receipt or invoice.

Limits and Restrictions

The credit cards are for official City Business only. The purchase of goods or services for the employee's personal use is strictly prohibited, the purchase of tobacco products, alcohol or obtaining a cash advance is strictly prohibited.

All items paid for with the credit card must be shipped to the city and are property of the City of St. Augustine Beach.

The Department Head and City Manager/Chief of Police must approve all capital purchases.

Gasoline purchased with a Visa credit card may be done so in the following two instances:

1. For city vehicles on city trips outside of St. Johns County
2. For an approved rental car on a city trip outside of St. Johns County

Food may only be purchased by departments authorized to purchase food items for authorized City events and purposes.

Travel Related Charges

Expenditures for the following employee reimbursable travel expenses are prohibited from being charged on the credit card:

- Meals (per diem)
- Road, Bridge, and tunnel toll charges
- Telephone Charges
- Taxi, ferry and airport limousine/shuttle fares

Purchases for conference registration/classes, airline tickets, hotels, and parking charges are permissible.

Taxes

Most purchases are exempt from sales tax. Cardholders must assure that sales tax has not been added to the receipt or request that a credit be processed. Some internet purchase will require the cardholder to call a customer services (contact us) number on the company's website in order not

to have taxes placed on the order; it is the responsibility of the cardholder to ensure that this occurs. Cardholders making a purchase out of state may be subject to that state's tax law.

Lost or Stolen Cards

If a card is lost or stolen, immediately contact the Finance Department. Verbal reports of a lost or stolen card must be confirmed by e-mail to the Chief Financial Officer.

Credits/Returns

Merchandise returned must be credited to the City's account to which the transaction was charged. Cardholders are not authorized to receive a cash payment or store credit for merchandise.

Disputes/Erroneous Charges

It is the responsibility of the cardholder to document and resolve disputes and erroneous charges directly with the vendor. If a dispute cannot be resolved, inform the Chief Financial Officer who will file a dispute with the credit card company.

Suspension Policy

The Suspension Policy is a progressive step policy and may be put into effect by a cardholder's failure to submit proper documentation to the Finance Department by the established deadlines or misuse of card privileges by making inappropriate purchases of items or services not in compliance with this Credit Card policy.

First Offense: The cardholder will have his or her credit card privileges suspended from one week to three months at the discretion of the City Manager or designee.

Second Offense: Permanent revocation of card privileges.

Record Keeping/Receipts

It is the responsibility of the cardholder to obtain transaction receipts for all purchases. Sales receipts or packing slips must be obtained whether a purchase is made in person or via telephone, fax, mail, or over the Internet. It is the employee's responsibility to assure that the description on the sales receipt or packing slip is legible and clearly describes the purchase. These receipts will be used by the Finance Department to balance the monthly statement and be part of the documentation kept on file to substantiate the payment process.

Documentation maintained must be accurate, accessible and complete, as it not only records the transaction, but also supports the legitimate business purpose of the purchase. In addition to sales receipts and packing slips, the following are additional examples of supporting documentation:

- Copies of internal order forms
- Subscription or dues forms
- Conference registration forms
- Statement of service report from vendor performing on-site repairs
- Cash register receipts

In the event all efforts to obtain documentation of a transaction have failed, the cardholder must attach a written description of the purchase along with a signed certification that the purchase was made in accordance with City policy. Failure to provide certification may result in disciplinary action and the employee may be required to pay the City for the undocumented expense. Three or more incidents of missing documentation may result in the cancellation of the employee's credit card.

The cardholder is responsible for submitting all documentation to their department administrative staff responsible for coding and obtaining approving signatures as soon as possible after final processing. It is essential that transactions be signed off on promptly and documentation be forwarded to insure timely payments.

Changes in Authorized Users

It is the responsibility of the user department to contact the Chief Financial officer concerning any change to an authorized cardholder's employment status such as transfer or termination. Cards must be returned to the Finance Department immediately.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, DEPUTY CFO
SUBJECT: BUDGET RESOLUTIONS 19-06 AND 19-07
DATE: 7/9/2019

Budget Resolution 19-06

Budget Resolution 19-06 suggests taking \$58,747 from the Emergencies & Contingencies: General Fund Account, to offset the increase in Regular Wages, FICA, and Retirement in the Finance/Administration Department due to the payout of accrued Vacation, Sick, and Compensated Absences for the leaving CFO.

As mentioned in the FY 18 Annual Audit report, the Capital Projects Fund Balance must be cleared out by the end of Fiscal Year 2019. This will allow for an adjustment to be made to clear the balance due from Capital Projects Funds.

It will also allow for the transfer of funds to the Road & Bridge Fund for unforeseen expenses as described in Budget Resolution 19-07, as well as to clear the balance due from Capital Projects Fund.

Budget Resolution 19-07

As indicated above, this budget resolution addresses items in the Road & Bridge Fund. Due to unforeseen repairs to the bucket truck, additional funds are needed to offset expenses in the Vehicle Repair & Maintenance Account.

It will also allow for the Due From Capital Projects Fund balance to be cleared, as indicated above.

Please let me know if more information is needed.

BUDGET RESOLUTION 19-06

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

**RE: TO AMEND THE FY2019
GENERAL FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2018-2019 General Fund Budget as follows:

DECREASE: Account 001-8100-581-9120 (Emergencies & Contingencies: General Fund) in the amount of \$58,747 which will decrease the appropriation in this account to \$48,470.

INCREASE: Account 001-1300-513-1200 (Regular Wages: Finance/Administration Department) in the amount of \$25,000 which will increase the appropriation in this account to \$420,739.

INCREASE: Account 001-1300-513-2100 (FICA: Finance/Administration Department) in the amount of \$2,000 which will increase the appropriation in this account to \$33,040.

INCREASE: Account 001-1300-513-2200 (Retirement: Finance/Administration Department) in the amount of \$7,000 which will increase the appropriation in this account to \$69,300.

INCREASE: Account 001-1900-519-4990 (Other Expenses: Other Governmental Services Department) in the amount of \$10,706 which will increase the appropriation in this account to \$10,706.

INCREASE: Account 001-8100-581-9100 (Intrafund Transfer to Road & Bridge Fund: General Fund) in the amount of \$14,041 which will increase the appropriation in this account to \$1,174,347.

RESOLVED AND DONE, this 5th day of August 2019 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

Mayor – Commissioner

ATTEST:

City Manager

BUDGET RESOLUTION 19-07

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

**RE: TO AMEND THE FY2019
ROAD AND BRIDGE FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2018-2019 General Fund Budget as follows:

INCREASE: Account 101-381-000 (Intrafund Transfer: Road & Bridge Fund) in the amount of \$14,041 which will increase the appropriation in this account to \$1,168,306.

INCREASE: Account 101-4100-541-4630 (Vehicle Repair & Maintenance: Roads & Streets Department) in the amount of \$8,000 which will increase the appropriation in this account to \$16,580.

INCREASE: Account 101-4100-541-4990 (Other Expenses: Roads & Streets Department) in the amount of \$6,041 which will increase the appropriation in this account to \$6,041.

RESOLVED AND DONE, this 5th day of August 2019 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.


Mayor – Commissioner

ATTEST:

City Manager

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 15, 2019

SUBJECT: Re-Appointment of Comprehensive Planning and Zoning Board Members Mr. Kevin Kincaid and Ms. Elise Sloan to Another Three-Year Term

In November 2019, the three-year term of three current members of the Planning Board will expire. The members are: Jeff Holleran, Kevin Kincaid and Elise Sloan. Mr. Holleran has stated that he does not want to be re-appointed. Mr. Kincaid and Ms. Sloan have asked to be re-appointed.

There are currently no applications from residents who want to be considered for appointment to the Board.

ACTION REQUESTED

It is that you appoint Mr. Kincaid and Ms. Sloan to another three-year term on the Comprehensive Planning and Zoning Board.

In November, when Mr. Holleran's seat becomes vacant, the Board's senior alternate, Mr. Chris Pranis, will move into it, and the junior alternate, Mr. Dennis King, will become the senior alternate. The City will begin advertising in August for residents interested in being appointed as the Board's junior alternate.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 15, 2019

SUBJECT: Sunshine Bus Service: Review of Request from County for Subsidy of \$49,000

INTRODUCTION

At your June 10th meeting, you reviewed a request from the County Administrator, Mr. Michael Wanchick, for \$49,000 from the City to help subsidize the Sunshine Bus System. The subsidy was requested because the System is receiving less federal money for its operations while the costs of its operations are increasing. Ms. Becky Yanni, Executive Director of the Council on Aging, explained further at the meeting the need for the subsidy. The County has also requested a subsidy of \$126,000 from St. Augustine.

The outcome of the discussion at your meeting was to table the request until you received more information from Ms. Yanni. The information requested was a series of questions, which Ms. Yanni sent in an email to the City Manager, who forwarded them to Mr. Wanchick.

ATTACHMENTS

Attached for your review is the following information:

- a. Pages 1-4, the initial letter from Mr. Wanchick and related information that you reviewed for your June 10th meeting.
- b. Pages 5-8, the minutes of your discussion at that meeting of Mr. Wanchick's request.
- c. Page 9, the email from Ms. Yanni sent after the meeting which the City Manager forwarded to Mr. Wanchick.
- d. Pages 10-13, Mr. Wanchick's response to your request for additional information.
- e. Pages 14-18, the results of a survey of Sunshine Bus usage by employees of businesses in the City and residents that the City's Communications and Events Coordinator, Ms. Cindy Walker, did.
- f. Page 19, an estimate of the costs for a bus stop shelter. Mayor George expressed interest in the need for such shelters.

ACTION REQUESTED

It is that you discuss the subsidy request with the County's representatives. Because the request for the subsidy came from the County and not the Council on Aging, the City Manager has asked Mr. Wanchick

to have County representatives at your August 5th meeting. Also, Ms. Walker will be present, in case you have any questions about the survey.

RECOMMENDATION

It is that you approve the request for the \$49,000 subsidy in the proposed Fiscal Year 2020 budget. This recommendation is based on two reasons:

1. That Ms. Walker's survey shows that the bus system needed by the employees of businesses and restaurants who don't have their own transportation to get to and from work. The survey also shows that 171 residents say they use the Sunshine Bus.
2. That the Council on Aging is doing what it can to increase revenue by doubling to \$2 the one-way fee to ride the bus.

Also, Mr. Wanchick has told the City Manager that the County is seeking grant funds to help defray the bus system's operating costs.

Please note the last paragraph of Mr. Wanchick's July 9th meeting (page 13). He writes of the possibility that if the two cities don't provide the subsidy, then "it is highly likely that the current level of public transit services will be reduced to match the available funding." This means that without the subsidy, the County could be forced to reduce or eliminate bus service to our City.

Mr. Reuben Franklin, St. Augustine's Mobility Program Manager, has told the city Manager that his city hasn't yet made a decision concerning the subsidy request to it.

PLEASE NOTE: This memo must put in your agenda books for your August 5th before you have reviewed the proposed Fiscal Year 2020 budget at the July 31st special meeting. You will see from the information provided for the July 31st meeting that the City's FY 2020 budget is constrained because in order for the weir to be repaired, the City will have to spend its own money before receiving reimbursement from FEMA. The weir project will cost an estimated \$1,286,600. We are seeking information from FEMA that we hope will allow the project's cost to be split over two fiscal years, FY 2020 and FY 2021, so that the City can receive reimbursement for what will be spent in FY 20 on the project. If this is possible, then the budget will be less constrained. Nonetheless, the recommendation is still that the City provide the \$49,000 subsidy, to avoid the possible loss of bus service for persons who depend on it.

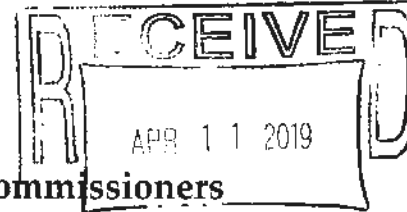
BUS SHELTER COST

This information (page 19) has been provided because of Mayor George's interest in having more shelters along the Boulevard. The only two at this time are in the vicinity of the pier park. We have asked Ms. Yanni to ask the drivers of the Green Line route in the City for their suggestions as to where they see shelters are needed, though in some locations, there may not be sufficient right-of-way for a shelter. However, the City Manager has observed persons waiting for the Green Line bus at the 10th Street plaza which has sufficient space for a shelter. Though the City at this time cannot afford the costs to construct a shelter, there may be grants available through the North Florida Transportation Planning Organization.



St. Johns County Board of County Commissioners

Office of the County Administrator
Michael D. Wanchick, County Administrator



April 9, 2019

Max Royle, City Manager
City of St Augustine Beach
2200 A1A South
St Augustine Beach, FL 32080

Dear Mr. Royle,

On behalf of the St Johns County Board of County Commissioners, this letter serves as a request to the City of St. Augustine Beach, for support of public transportation in St Johns County. The Sunshine Bus Company provides a vital lifeline to those in our communities who rely on public transportation and paratransit services, including the elderly, disabled and disadvantaged. A growing number of residents and visitors enjoy a better quality of life as transit alleviates traffic congestion and parking concerns.

The Sunshine Bus provides well over 300,000 rides throughout the County each year, with almost half of those rides originating or ending in the City of St. Augustine and the City of St. Augustine Beach. In 2017, average ridership within the City of St Augustine was 8,700 rides per month, peaking in at over 10,000 rides in August. Service to St. Augustine Beach averages 3,400 rides per month.

As you know, the County has provided leadership in supporting our growing transit needs for more than 13 years as the recipient of federal and state grants, contributing over \$276,000 annually, and providing staffing support and oversight through our budget, finance and administrative offices. Unfortunately, due to a combination of factors, the system is facing a recurring annual budget shortfall of \$550,000. Some of these factors include losses in federal funding, a change in the sovereign immunity status of Councils on Aging, and increased operating costs.

The state and federal funding sources that previously supported the system are no longer sustainable. The County and COA are pursuing various funding options to fill the gap through increases in fare box rates, increased federal funding, and enhancing on-bus advertisements as well as increasing the County's contribution. There will continue to be a shortfall if current levels of service are to be maintained. Due to the significant percentage of ridership that originates or ends within the City, the Board of County Commissioners is requesting annual financial support from the City of St. Augustine Beach. An annual contribution of \$49,000 would represent the City's proportionate ridership share of the unidentified funding shortfall of \$350,000. This request is made in anticipation of it being incorporated into your 2020 annual budget process.

The Sunshine Bus provides critical services to our community, helping those who have no other means of transportation, especially for our service industry employees who rely on transit to travel to and from their place of employment. With the combined cooperation of the County and its two municipalities and

increased funding, we can retain this vital service. Thank you for your consideration of this matter, please do not hesitate to contact me directly if you would like to discuss it in more detail.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael D. Wanchick', with a long horizontal flourish extending to the right.

Michael D. Wanchick
County Administrator

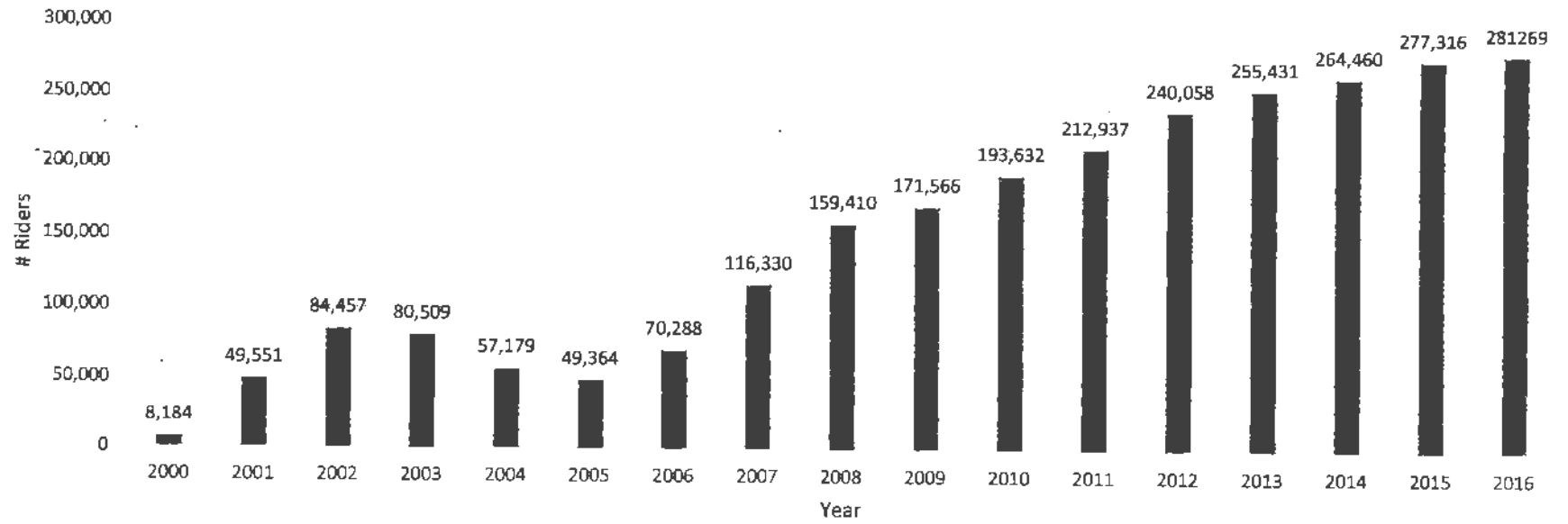
Cc: Rebecca Yanni, Executive Director Council on Aging

Sunshine Bus Rider Count 2000 - 2018

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January		2,180	6,555	5,992	6,854	3,549	4,890	7201	10,872	12,968	14,567	16,234	19,844	21,645	20,300	23,584	22,464	22,306	23,781	22,759
February		2,945	6,593	6,072	6,471	3,653	4,482	7169	10,696	11,986	13,906	15,476	19,238	20,043	20,590	20,100	23,989	21,908	24,349	21,515
March		3,510	9,556	6,377	8,154	4,007	4,871	8650	12,071	13,441	15,771	17,876	22,037	22,188	21,312	21,750	26,169	23,625	26,317	23,597
April		3,904	7,335	6,906	7,058	3,895	4,435	7889	13,535	13,845	16,658	17,014	19,882	21,882	22,112	22,388	24,678	21,851	23,540	22,738
May	414	4,015	7,251	6,380	3,270	3,725	6,342	11,482	14,568	12,956	16,615	17,333	20,087	21,846	23,674	22,766	23,847	24,668	26,524	
June	676	4,072	6,693	6,700	3,588	4,256	5,759	10,224	14,447	14,549	17,295	17,510	20,270	20,828	21,738	22,822	24,255	24,995	25,943	
July	819	4,520	7,853	6,534	3,795	4,122	5,860	9747	15,619	14,734	17,885	17,093	18,987	21,559	22,833	22,820	23,972	24,439	25,214	
August	989	5,324	7,782	6,523	4,156	4,565	7,239	12,062	13,698	15,451	18,224	19,704	20,174	23,236	22,822	25,001	24,937	25,966	27,834	
September	814	3,655	6,508	7,514	3,104	4,437	6,235	10,450	13,474	14,703	15,783	17,723	18,849	19,540	20,886	23,987	21,371	19,679	22,802	
October	1,193	4,976	6,858	7,660	3,314	4,408	6,876	11,288	14,825	16,956	16,232	19,243	21,314	22,019	24,531	25,589	19,897	25,374	24,015	
November	1,430	4,812	5,876	6,961	3,667	4,283	6,636	10,132	12,416	14,242	15,472	18,814	19,627	19,721	20,642	22,231	22,694	24,722	23,526	
December	1,849	5,838	5,596	6,890	3,748	4,464	6,663	10,036	13,189	15,735	15,224	19,917	19,739	20,924	23,020	24,298	22,986	24,076	21,605	
TOTAL	8,184	49,551	84,457	80,509	57,179	49,364	70,288	116,330	159,410	171,566	193,632	212,937	240,058	255,431	264,460	277,316	281,269	283,609	295,430	90,609

Deviated Fixed Route Ridership

Sunshine Bus Company



B. Sunshine Bus Service and Request for City Subsidy (Presenter: Becky Yanni, Executive Director)

Mayor George introduced Item VII.B. and asked Becky Yanni to come to the podium.

Becky Yanni, Executive Director of Council on Aging, 180 Marine Street, St. Augustine, FL, advised what the Council on Aging does for St. Johns County residents by giving transportation for medical treatment and appointments or nutrition services to the elderly, disadvantaged, or disabled. She explained that the other transportation system is the Sunshine Bus Service which is open to everyone in St. Johns County and goes on a regular route. She commented that the City has the green line bus that goes through the City inbound and outbound 12 times a day and on an average month the Sunshine Bus Service gives 24,000 rides throughout the County and 3,000 rides in the City, which is 13% of the overall ridership. She explained that the minority of rides are in the rural areas, which is 21%. She explained that her purpose today was to answer questions that the Commission may have regarding the service and what is required in order to continue the service.

Mayor George asked if the firm has considered increasing the cost of the ride.

Ms. Yanni advised yes, and they are in the process of increasing it currently. She explained that they are holding two public meetings to address the increase. She commented that the fare box is a very small amount and that public transportation is subsidized throughout the nation.

Mayor George asked how much control the City would have over the manner of service within the City's jurisdiction if the City contributes.

Ms. Yanni advised that the County is asking the City to only help with the shortfall of the funding, not for the base money that the County puts in every year. She explained that the shortfall has been \$276,000 a year for at least the last 13 years. She commented that the bus service has increased throughout the years and the costs have increased. She advised the County is asking the City to contribute 10% of the funding shortfall.

Mayor George explained that she was concerned about the people who ride the bus who have no shelter when waiting for the bus during the heat of the summer or rainy days and she would like bus shelters to be in the City for people. She asked if the City contributes, would there be shelters built within the City limits.

Ms. Yanni advised that she could not speak for the County, but that the reason why there are not more shelters is because of the costs of making the shelter ADA accessible.

Mayor George advised that she appreciates Ms. Yanni is a contracting provider and cannot guarantee what the County would do.

Discussion ensued regarding the cost to ride the bus is \$1.00 unless the person is a senior, a student, or a person buys a monthly pass; trying to raise funding by advertising on the buses and increasing the fares for the bus services as well as going to the Florida Department of Transportation to see if they have anything left in their budget at the end of the year; match money is utilized by the Florida Department of Transportation and the Federal Transit Administration; reaching out to the US Department of Housing and Urban Development for more funding; City survey advised that 75% of the City's residents would not use the Sunshine Bus; not wanting to have City residents to put in money on a service they don't use; Sunshine

Bus supplies affordable workforce transportation to employees who work in the City; hotel and restaurant owners appreciate having the Sunshine Bus for their workers; having Communications / Event Coordinator to contact businesses to fund the Sunshine Bus directly; the Florida Legislature changed the ordinance to have the Tourist Development Council to use funding for viable uses such as this and the Sunshine Bus Service should contact the Tourist Development Council for funding; having the Sunshine Bus helps stop traffic congestion, which enhances the visitor experience; Council on Aging (COA) manages all the operations of the Sunshine Bus Service; funding comes to St. Johns County and they give the funding to Council on Aging which manages the Sunshine Bus Service and invoices the County for their expenses; and the Transit Grant Manager at St. Johns County applies for the funding; there was a management response to the COA's study, which can be provided to the City.

Vice Mayor England asked for an ongoing basis to receive management responses to the operations of the Sunshine Bus Service from the County, which would include what funding resources the County has asked for and who is providing the funding and ongoing operational responses on the Sunshine Bus Services.

Ms. Yanni advised that she could provide that information to the City. She advised that the information would provide the future plans of the Sunshine Bus Service, which would be more expanded services, longer hours of operation, operation on Sundays that the community needs for public transportation; however, the funding could hamper those future plans.

Vice Mayor England requested resumes of the management staff and their expertise in managing the Sunshine Bus Service.

Commissioner Kostka asked for the budget summary as well.

Ms. Yanni advised that the information requested would be provided.

Mayor George commented that what this request is asking for is double taxing the City residents because the residents are already County taxpayers. She explained that this is really a County function because it services Countywide.

Commissioner Samora asked how many stops are provided within the City limits and what the frequency time limits are.

Ms. Yanni showed the bus stops and route that the Sunshine Bus Services provided. She explained that the 13% participation is within the City limits. She commented that she would like another bus that would make more stops in the City limits. She explained that she received more funding for the Hastings area through private funding.

Commissioner Samora asked for the results from the Communication and Events Coordinator regarding reaching out to the businesses with a survey and asked for the results.

City Manager Royle advised that he was not aware of the results yet.

Commissioner Rumrell asked if the number of riders has decreased and asked how that relates to the 13% ridership.

Ms. Yanni advised she measured the overall trips within the City limits to get the percentage.

Commissioner Rumrell suggested asking advertisers to pay for the shelters.

Ms. Yanni advised that they do advertise on the bus and have explored advertising on shelters; however, the costs were still prohibitive. She commented that she would ask the new advertising company to see if that would work for shelters as well.

Commissioner Rumrell confirmed the shortfall amount was \$350,000 and the request of the City's contribution request was \$49,000 not what was previously stated.

Ms. Yanni advised that was correct.

Commissioner Kostka asked if the bus stops were the only pickup places.

Ms. Yanni advised that they have designated stops, but they also would stop by people flagging the bus to stop.

George Heston, Sunshine Bus Manager, 180 Marine Street, St. Augustine, FL, explained there are timed stops, but buses always stop at 15 bus stop signs and when someone wants to get on and off.

Commissioner Samora asked Ms. Yanni to clarify whether this amount that the County is asking from the City is a one-time request or every year.

Ms. Yanni advised that it was her understanding that this would be only this year but wasn't sure if the County wants this every year.

Vice Mayor George commented that she believed it would only be for the 2020 budget and that the City would not be obligated to pay for future requests. She remarked that the City is being asked for an estimated amount of \$49,000 and if it was more than that, Ms. Yanni would have to come back to the Commission to discuss a larger amount for the 2020 budget only.

Ms. Yanni asked City Manager Royle to clarify this with the County.

Commissioner Samora asked if this was only for the Sunshine Bus Service or does it include other services.

Ms. Yanni advised that it was only for the Sunshine Bus Service.

Mayor George asked for clarification of the pie chart to include a breakdown of what the rural areas in St. Johns County that the pie chart alludes to because some of the rural areas are higher economic centers than others.

Ms. Yanni advised that the rural areas are within St. Johns County, but are not incorporated in municipalities. She explained that the northeast and northwest part of the Counties, the Sunshine Bus Service does not serve. She commented that she would give the information to the Commission for their review.

Mayor George asked for more information on the projected costs of the shelters and their restrictions so if the City was interested in constructing shelters the City could have the Beautification Committee provide a design, so the City can get pricing so funding raising could be done.

Ms. Yanni advised that the Pondera Vedra area and the northwest part of St. Johns County is not part of the funding and is under Jacksonville Transit Authority's domain.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, commented that COA does not give reliable transportation because Florida Department of Transportation and other transit authorities are using the money on asphalt; COA does not want to answer public records request; wants the Commission to have more control over COA's data and decisions; COA's statistics on rural areas are not accurate; and they don't involve the public before the decisions are made.

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, commented that the City does not have the money for this; COA has unqualified people running the Sunshine Bus Service; and they are a bad organization (Exhibits 1-4).

Adam Morley, 1205 East State Road 206, St. Augustine Beach, FL, advised that he used the Sunshine Bus Service for eight months when he didn't have a car and they gave him transportation on time to his job, grocery shopping, and the gym and thanked them for their service.

Alex Farr, 3 7th Lane, St. Augustine Beach, FL, St. Augustine Beach, FL, advised that the City is too expensive for a service industry worker to live and so they need to use the Sunshine Bus Service to get to work. She requested that the Commission do everything they can to promote the buses and to add to the coffers for the bus service if necessary.

Mayor George closed the Public Comments section and asked for Commission discussion.

It was the consensus of the Commission to table the matter until the Commission receives more information from Ms. Yanni.

Mayor George moved on to Item VII.C.

Max Royle

From: Max Royle
Sent: Wednesday, June 12, 2019 9:22 AM
To: Michael Wanchick (mwanchick@sjcfl.us)
Subject: FW: Further information

Michael,

At its June 10th meeting, the City Commission discussed your April 9th letter, in which you requested a subsidy for FY 2020 of \$49,000 for the Sunshine Bus system. Becky Yanni was at that meeting to answer Commissioners' questions about the bus system and the need for the subsidy. Here from Becky's notes are some of the issues raised by the Commission.

Can your staff provide the answers to the issues the Commissioners raised? As the City is now preparing its FY 20 budget, we need to resolve soon the request for the subsidy. The City Commission's next meeting is July 1st. I have to have the agenda books to them by June 24th. Or, could the information be provided to me for the August 5th meeting? A representative from the County should attend to present the request and answer the Commissioners' questions.

Max

From: Becky Yanni <becky.yanni@gmail.com>
Sent: Tuesday, June 11, 2019 2:49 PM
To: Max Royle <mroyle@cityofsab.org>
Subject: Further information

Dear Mr. Royle,

Although I tried to stress to you ahead of time and to the commissioners at the podium that my presence at last night's meeting was not in the capacity of representing the SJC Board of Commissioner's Office request for funding participation, it seems that the commissioners took it that way.

The commissioners made several requests for further information and those requests should be referred back to the county to provide. I am sure you noted these requests, but my recall is this:

They (the commissioners) want some authority over the system if they will be contributing

They want the resumes of the leadership in charge of the transit system

They want more layered information on the areas of the county served by Sunshine Bus that are not in the cities of St Aug and St Aug Beach

They want more detailed budget information

They want management's written response to the latest CUTR study

They want information on the requirements and costs of building a bus shelter in the City of SAB

They believe their residents do not use the bus. They quoted a survey that was conducted in St Augustine Beach which showed that 75% of respondents do not use the bus- they did not report if the other 25% do use the bus.

I use the word "they" simply because I was mentally taking these notes and I am not sure which commissioner asked for which piece of information.

Becky Yanni

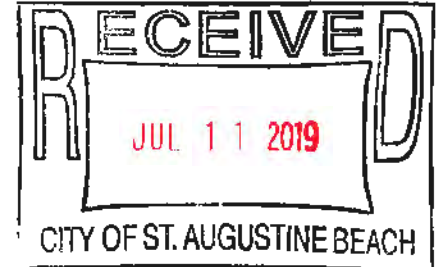


St. Johns County Board of County Commissioners

Office of the County Administrator
Michael D. Wanchick, County Administrator

July 9, 2019

Max Royle, City Manager
City of St Augustine Beach
2200 A1A South
St Augustine Beach, FL 32080



Dear Mr. Royle,

Thank you for considering St. Johns County's funding request in support of the public transportation system. The information below is being provided in response to your request for additional information, and to address questions posed by City of St. Augustine Beach representatives:

1. **Why shouldn't county taxes paid by city residents suffice as the City's contribution?**

Taxes paid to St. Johns County fund numerous programs and services by residents living in the City of St. Augustine Beach, including libraries, Fire Rescue, parks and recreation, etc. and the demand for these services continues to grow as the County and its municipalities increase in population. The cost burden of funding the transit system has been borne by St. Johns County government for the past 13 years at an annual contribution of \$276,489 annually. In addition, St. Johns County contributed a supplementary one-time infusion of funds totaling \$102,000 in March to alleviate the transit system's budget deficit, and the County's FY2020 recommended budget increases its annual contribution from \$200,000 to \$476,489.

With respect to usage of the system, transit service on the Green route in the City of St. Augustine Beach averages nearly 3,000 rides per month, or about 13% of all ridership on the Sunshine Bus fixed route system. By comparison, ridership in the City of St Augustine is slightly over 15,000 rides a month, or 66%, on the Connector, Red, Blue, Orange and Purple lines combined. Lastly, the Circulator, Express, and Teal lines serve the rural areas of the County at 5,000 rides a month, or 21% of the fixed route system.

The County has requested contributions of \$126,000 from the City of St. Augustine, and \$49,000 from the City of St. Augustine Beach. If the cities participate as requested, local funding of the transit system would proportionately be 7.5% from the City of St. Augustine beach, 19.3% from the City of St. Augustine, and 73.2% from St. Johns County. Compared to the ridership figures above, the requested contribution reflects the County maintaining its role of being the primary local funder of the system.

A prior request to the municipalities for increased funding contributions to improve the public transit system was declined by both entities approximately three years ago. However, as costs increase, the cost burden of providing this service must be shared equitably. Without additional financial support from the municipalities, the current level of service is unlikely to continue.

2. Many City of St. Augustine Beach residents indicated they do not use the bus, and do not intend to use the bus in the future in a recent survey.

Based on the survey results, it appears that 25 percent of your residents may have either used or are considering future use of the system, which is a considered excellent representation and a significant percentage of the population. As noted above, transit service on the Green route in the City of St. Augustine Beach averages nearly 3000 rides per month, or about 13% of the fixed route system. The transit system appears to provide a necessary and important service to citizens and businesses within the City of St. Augustine as these rides reflect usage from both residents and employees of local entities. A survey of some of the City's larger employers to obtain a more complete picture of the transit system's true value may be beneficial to the city.

3. Can the County provide more detailed budget information?

The 2019 Sunshine Bus system budget is \$3.3 million for fixed route and paratransit services. The budget funds 55 drivers and 14 program staff, including customer service representatives, dispatchers, and mechanics, and the maintenance of approximately 44 buses that travel over 900,000 miles annually. For FY 2020, there are no capital funds available for replacement buses or amenities such as bus stop shelters, as all funds are allocated to critical operating needs. The cost for a new bus is \$116,000, and shelters range from \$12,000 to \$20,000 depending on the site. The 2020 budget estimate includes:

Salaries/Admin	\$2,205,739 (drivers, mechanics, customer service reps)
Vehicles/Maintenance	\$561,160 (44 buses)
Insurance	\$521,239
Office/Utilities	<u>\$102,980</u>
2020 Budget	\$3,390,980

4. If the Beach contributes to the funding of the transit system, what authority over the system would be provided?

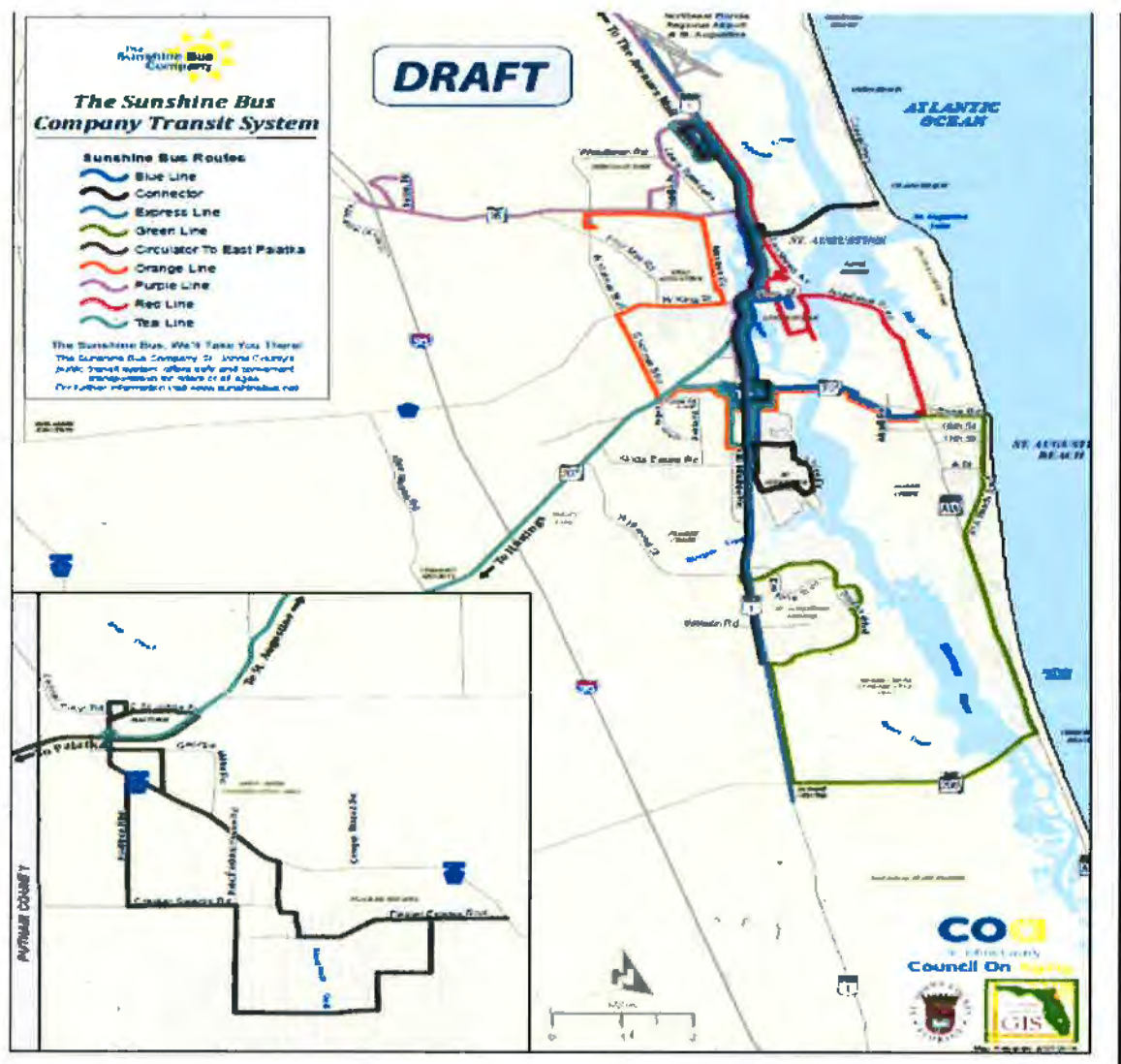
It is not clear what type of participation the city seeks. Operations of the system are managed by the Council on Aging, with guidance and agreement of St. Johns County and the Local Coordinating Board regarding transportation of disadvantaged riders (disabled, elderly and others served by the paratransit service). The County is open to considering increased City input and participation under the framework of the grant administration, FTA regulatory funding structure, and the guidance of the Local Coordinating Board.

5. Please provide resumes of the leadership in charge of running the system

The qualifications and experience of the employees managing the Sunshine Bus Company are managed and overseen by The Council on Aging. Considerations include education, training, experience, certifications, etc.

6. Provide additional "layered information" on the areas of the county served by Sunshine Bus that are not in the cities of St Augustine and St. Augustine Beach.

The fixed route system includes nine routes including the Blue Line, Green Line, Orange Line, Purple Line, Red Line, Teal Line, the Connector, the Express, and the Circulator. The routes operate Monday through Saturday, except for certain holidays. The route map below presents a good overview of these route locations:



7. Address the latest CUTR study

The CUTR study was an operational analysis of the Sunshine Bus Fixed Route system and the future implementation of new services should additional funding become available. CUTR also prepared a Technical Memo assessing the feasibility of increased transit service between the City of St. Augustine Beach and the City of St. Augustine.


Utilizing recommendations of that CUTR study, efficiencies and improvements to the system have been implemented where possible considering the lack of additional funding. In 2017, the Teal line to Palatka improved to two routes, creating the Hastings Circulator. This enhancement increased headways and service to the area and provides regional connectivity with Putnam County. In April 2018, the Connector routes that serve the US 1 corridor and feed the city routes were divided, creating the new Express route. This improvement extended service to the Northeast Florida Regional Airport. The Purple line is scheduled to connect with the Jacksonville Transportation Authority, thereby providing regional connections for our residents into Duval County. The Connector recently began service to the growing population of residents in the southeast area of the County.

The CUTR study recognized that its recommended service plan is not funded and that discussions with the Cities of St. Augustine and St. Augustine Beach could lead to financial support. The CUTR study remains available to help guide possible operational enhancements should new revenue sources become available.

I hope these clarifications are useful and help the City to better understand the significant economic benefits the transit system provides its residents and businesses. As our annual budget processes are collectively coming to a rapid conclusion, it is requested that the City respond to the \$49,000 funding request so that existing service levels can be maintained into the coming fiscal year.

As indicated when we met to discuss this matter, while I cannot speak for the County Commission, my assessment of the situation is that if increased funding from the cities is not forthcoming, it is highly likely that the current level of public transit services will be reduced to match the available funding. If you would like to discuss this matter further, please don't hesitate to contact me directly.

Sincerely,


Michael D. Wanchick
County Administrator

Cc: Rebecca Yanni, Executive Director, Council on Aging
St. Johns Board of County Commissioners

The Sunshine Bus

USAGE IN ST. AUGUSTINE BEACH

LODGING

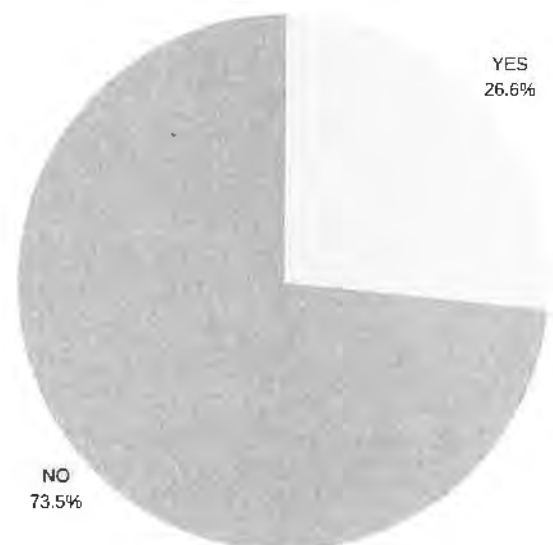
- Establishments Asked: 21
- Establishments Responded: 18
- Total Number of Sunshine Bus Riders: 65
- Average Riders per Establishment: 3.6

RESTAURANTS:

- Establishments Asked: 33
- Establishments Responded: 25
- Total Number of Sunshine Bus Riders: 16
- Average Riders per Establishment: 0.64

RESIDENTS:

- Question: Have you ever or do you plan to use the Sunshine Bus?
- Number of Total Responses: 644
- Yes: 171
- No: 473



Hotels	Use Sunshine Bus?	Contact info	Contact Log
Americas Best Value Inn		4 greg32080@hotmail.com	email 5.7, call 5.15
Beachfront Bed & Breakfast	2, 5 days/week	richobrien812@aol.com , RETURNED	email 5.7, call 5.15 (Denied), email 5.28
Best Western Seaside (Vista Hotel II, Inc.)		3 kanti.patel@jalaromhotels.com , RETURNED	email 5.7, call 5.15
Castillo Real Resort (MSB Hotels III, LLC)		6 mbhoola@elitehospitality.com	email 5.7
Courtyard by Marriott (MSB Hotels I, LLC)		20 mbhoola@elitehospitality.com	email 5.7
Embassy Suites by Hilton St. Augustine Beach			
Oceanfront Resort (Key Beach North, LLC)		ctwardoch@hvmg.com ; dtravani-dicken@hvmg.com	email 5.7, email 5.29
Guy Harvey Resort (St. Augustine Resorts, Inc.)		sales@guyharveyresortstaugustinebeach.com	email 5.7, text 5.29
Hampton Inn (Arvin Enterprises, Inc.)	5, 7 days/week	mbhoola@elitehospitality.com	email 5.7
Hilton Garden Inn (Embassy Investments-St. Augustine Beach, LLC)		mbhoola@elitehospitality.com	
House of Sea & Sun	no, send guests to Mango Mango stop get downtown	5 houseofseaandsun@bellsouth.net	email 5.7
La Fiesta Ocean Inn & Suites	see above	richobrien812@aol.com , RETURNED	email 5.7, call 5.15
Pier Point South	NONE	info@pierpointsouth.com	email 5.7
Quality Inn & Suites (MR Corporation of Augustine)	NONE	904-471-1474	email 5.7
Regency Inn & Suites (Shreya Hospitality, Inc.)		regencyinn@bellsouth.net	CALL 5.7
		1	call 5.15

Resort Rentals of St Augustine, Inc.	none	skiernan@bellsouth.net	email 5.7, call 5.15
Spanish Trace Ocean Club, Inc.	none	jawlms@bellsouth.net	email 5.7, call 5.15
S5D Seaside, LLC		shannankolbe@aol.com	email 5.7, call 5.15,
St. Augustine Island Inn (Sai Shiv, LLC)	none	info@staugustineislandinn.com	email 5.7, call 5.15
St. Augustine Ocean & Racquet Club	none, appx. 5 residents do use it year round, 15-20 snow	elumpkin@sovereign-jacobs.com	email 5.7, call 5.15
Super 8 (Jay Hotel Investments, LLC)	NONE	904-471-2330; 904-806-9249	call 5.7
Atlantic Beach & Tennis Club, Inc.	none	staugabtc@gmail.com	email 5.7, call 5.15

- Restaurants

- 16 - A1A Burrito Works Taco Shop	none	nicolaskimball@gmail.com	email 5.7, call 5.15
Anthony's Pizza (Quantum Pizza, LLC)	none	sevans@quantumcontractors.com	email 5.7, call 5.15
Antonio's NY Style Pizza	NONE	904-471-5200; 904-347-6368	TEXT 5.7
Beachcomber of St. Augustine, LLC	none	beachcomberstaugustine@gmail.com ; ashleyduf@gmail.com	email 5.7, call 5.15 (call back 10:30a),
Casa Maria Mexican Restaurant (Azul Two, Inc.)		acuevasnava@gmail.com	email 5.7, call 5.15 (line busy)
Cone Heads Ice Cream, LLC	NONE	magkostka@yahoo.com	email 5.7
Dunkin' Donuts (St. Johns Donuts)		ddbills@pfsct.com	email 5.7, call 5.15 (hung up on)
Happy Cakes, LLC	none	info@happycakescupcake.com ;	email 5.7, call 5.15
Jack's BBQ (Brudventures, Inc.)	yes, 1x week	904-460-8100	call 5.7

La Cocina Restaurant		lacocinarestaurant@hotmail.com	email 5.7, call 5.15 (message)
Little Margie's FA Café	none	fbunderwood@aol.com	email 5.7, call 5.15
Lucky Garden Restaurant		904-471-7282; 347-753-1533	call 5.7, (hung up on)
Mango Mango's Caribbean Grill & Bar (Paradise Restaurant Group, Inc.)	none	rick@mangomangos.com	email 5.7, call 5.15
Marble Slab Creamery	none	lilshow26@aol.com	email 5.7, call 5.15
Obi's Fillin' Station (Rad's Filling Station, LLC)	none	ta.gmjax@gmail.com	email 5.7, call 5.15
Panama Hattie's 361, LLC	not open???	lambroskokkinelis@me.com	email 5.7
Playa Chac Mool, Inc.		playachacmool@hotmail.com ; staugustineritas@gmail.com	email 5.7, call 5.15 email 5.7, call 5.15
Rita's Italian Ice	none		
Salt Life Food Shack (Big Splash Restaurant Group, LLC)		jeff.jabot@saltlifefoodshack.com	email 5.7, call 5.15
Sea Oats Caffé, Inc.		joekr72@gmail.com	email 5.7, call 5.15
Starbucks Coffee Company # 8484	none, use uber/lyft	licenseservices@starbucks.com	email 5.7, call 5.15
Stir It Up	none	stiritupsab@gmail.com	email 5.7, call 5.15
Subway (Tennyson Food, Inc.)	NONE	904-471-4743	call 5.7
Sunset Grille		sunsetgrille@bellsouth.net	email 5.7, call 5.15
Sushi Zento & Grill	none	coolann199@hotmail.com	email 5.7, call 5.15
Terra & Acqua		info@terraacquarestaurant.com	email 5.7, call 5.15
The Kookaburra (3 Birds Mgmt, LLC)	none	thekookaburrashop@gmail.com ; megan@thekookaburracoffee.com	email 5.7, call 5.15
The Original Café Eleven (Outliers, Inc.)	none	chad.cafe11@yahoo.com	email 5.7, call 5.15
The Tides Oyster Co. & Grill	none	feliciak77@yahoo.com	email 5.7, call 5.15

The World Famous Oasis Restaurant (Oasis on the Island, LLC)	5, weekly; 3, not regularly
Tropical Smoothie Café (Shri Guru Krupa Smoothies, Inc.)	none
Wendy's of Florida # 67 (WEN South, LLC)	
Zaba's Restaurant	
Zaharias Restaurant	none

ginanullet@worldfamousoasis.com;
josephinephelan@worldfamousoasis.com

email 5.7

pagaldesi007@hotmail.com

email 5.7, call 5.15

1 apwof@mhgi.net

email 5.7, call 5.15

zabasstaug@yahoo.com
904-471-4799

email 5.7, call 5.15 (message)
call 5.7, call back later, call 5.15

Opinion of Probable Cost

Project: **Bus Shelter with Bench, Bike Rack and Waste Receptacle**
(comparable to existing shelters on A1A Beach Boulevard at Pier Park)

Project No: N/A

Type of Cost Opinion:	Preliminary Planning	(x)	Take-off By:	Date:
	Pre - Design	()	Estimated By:	Date: 8/14/2019
	Final Design	()	Checked By:	Date:

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
MATERIAL COSTS					
1	5' x 10' 3-sided bus shelter	1	EA	\$5,200	\$5,200
2	Shelter bench	1	EA	\$750	\$750
3	Decorative trash receptacle	1	EA	\$900	\$900
4	Rain shield for trash receptacle	1	EA	\$175	\$175
5	Concrete slab	2	CY	\$168	\$335
6	Bicycle "U" racks	3	EA	\$180	\$540
7	Miscellaneous Material/Hardware	1	LS	\$100	\$100
LABOR COSTS					
8	Form, pour and finish slab	12	MH	\$75	\$900
9	Assemble and install shelter and bench	24	MH	\$75	\$1,800
10	Install bike racks	2	MH	\$75	\$150
11	Assemble and install trash receptacle	2	MH	\$75	\$150
Sub-Total, Basic Construction Estimate:					\$11,000
Contingency (10%)					\$1,100
Shipping Cost Estimate					\$1,600
ESTIMATED TOTAL CONSTRUCTION COST:					\$13,700

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 24, 2019

SUBJECT: Streaming of City Meetings and ADA Compliance: Review of Options

You last discussed this topic at your July 1st meeting. Attached as pages 1-3 are the minutes of that discussion. The outcome was:

- For the City to begin live streaming of meetings on July 2nd
- For Commissioner Rumrell and the City Manager to talk with EEG iCap to see what they have to offer for making the streaming ADA compliant
- For the staff to contact Flagler College's Communications Department

Attached as pages 4-5 is a report from the City's IT Manager, Mr. Anthony Johns, about of the actions done by the staff to find a solution to making the live streaming of the meetings ADA compliant.

In summary there are two options:

1. EEG Falcon captioning of the meetings as they happen. Cost: \$11,000 a year
2. Rev for captioning after the meetings for posting 24 hours later: \$6,000 a year

These costs are based on Mr. Johns' review of the number of Commission and Planning Board meeting hours in 2018. The total was 107 hours, or an average of nearly nine hours a month.

An alternative for saving money is to stream only the City Commission meetings. A video of the Planning Board meetings still could be made for any residents who want a copy.

ACTION REQUESTED

It's that you decide which option to select.

The FY 2020 budget will be adjusted to include money for the option that you select. possibly, for the remaining meetings in FY 2019, arrangements can be made with the company selected and money taken from the current budget to make the streaming of those meetings ADA compliant.

MINUTES FROM CITY COMMISSION MEETING OF JULY 1, 2019

7. Streaming of City Meetings: Review of Responses Received to City's Request for Proposals (Presenter Anthony Johns, Information Technology Manager)

Mayor George introduced Item 7 and asked for Information Technology Manager Johns to give his report.

Information Technology Manager Johns asked if the Commission had any questions.

Mayor George asked if Mr. Johns heard of rev.com.

Mr. Johns advised that he did not.

Mayor George advised that they charge \$1.00 per minute for large corporations that use them. She explained that if the City uploads the video file at 99% accuracy.

Mr. Johns advised that Commissioner Rumrell received a quote from another agency for \$99 per month.

Commissioner Kostka asked if they received any information from Full Full Sail University.

Mr. Johns advised that he sent an email to Full Full Sail University's public relations and got no response. He explained that the only phone number was to the admissions office.

Commissioner Kostka asked about a sign language for ADA compliance.

Mr. Johns advised that sign language is for the deaf or hard of hearing, but most people would not be able to keep up with someone translating. He advised that it does not work for people who are hard of hearing.

Commissioner Rumrell thanked Mr. Johns and Ms. Raddatz for their research and advised that he looked at the memorandum and called the company with the EEG iCap encoder and they advised that instead of purchasing the equipment and keeping it up to date, the City could lease it for \$99 a month with a \$400 setup fee and that would include the upgrades. He explained that the other recommended company would also be needed.

Mr. Johns advised that there will always be reoccurring costs with video production.

Commissioner Rumrell advised that staff is addressing the cyber attacks that other cities have endured regarding ransomed for their information. He was concerned that if the City goes to a cloud-based program, it could be hacked.

Mr. Johns advised that if the Commission wants to speak to him one on one or at a Shade meeting, he would do that, but he doesn't want to address security issues at a public meeting.

Mayor George advised that if Mr. Johns wants a Shade meeting, the Commission can schedule it.

Mr. Johns suggested speaking about that after the meeting.

Mayor George asked City Attorney Wilson regarding the pending suit. She asked if closed captioning is required if it is online or if it is broadcasted by the City.

City Attorney Wilson explained that if it is broadcasted by the City, it is required to have closed captioning.

Mr. Johns advised that the City could have a Shade meeting to discuss this.

Commissioner Rumrell advised that the City could have a Shade meeting to discuss this.

City Attorney Wilson advised that streaming is more common and has no laws yet. He advised that there needs to be an understanding for small cities and their budgets that there be another way to address these issues. He advised that if a member of the public asked for accommodation, the City can try to provide it.

Mayor George asked if the City can resume having the broadcasting online.

City Attorney Wilson advised yes, it is worth the risk of doing so because otherwise the public doesn't have access. He explained that even though the survey says the public doesn't care, it is still a tool that should be kept open if someone needs it.

Vice Mayor England asked City Clerk Raddatz if she had another information.

City Clerk Raddatz advised no, just what she submitted to the Commission previously.

Mayor George asked if the letter from Mr. Price asked for ADA compliance on closed captioning.

City Clerk Raddatz advised no; however, it said that everything on the City's webpage should be ADA compliant, which included the video.

Mr. Johns advised that the closed captioning was the only legal opinion referenced. He explained that the legal opinion was talking about Netflix, Hulu, etc., but they will be discussing it in the future.

Mayor George advised that the City could upload the videos while this process is being discussed regarding closed captioning and give the residents some relief, so they know what is going on at the City.

Commissioner Rumrell advised that he feels comfortable with uploading the video now because the Commission is seriously trying to move forward getting close captioning.

Vice Mayor England asked if there was a price difference in having the closed captioning four days later.

Mr. Johns asked if the Commission what to start streaming the videos starting July 2nd.

It was the consensus of the Commission to start the online streaming.

City Attorney Wilson advised the Commission to move forward with the video streaming now and posting the current meetings on the webpage, but the Commission could post the old videos on the City's webpage if they want.

Mayor George advised that the videos can be posted and work towards a reasonable solution regarding closed captioning.

Vice Mayor England explained that Swagit can pick the topic the residences want instead of watching the whole video.

Mr. Johns advised that it is video indexing and we did have that with Granicus, which staff was not happy with.

Vice Mayor England asked to investigate the other areas that the Commission may want when deciding on the close captioning vendor. She advised that the residents may want to look at the videos if they could index.

Mr. Johns advised that the costs are more expensive with Swagit and Granicus. He explained that staff was manually video indexing it with Granicus, but Swagit charges more for video indexing.

Mayor George asked if YouTube would be used tomorrow for the meeting.

Mr. Johns advised yes, unless directed not to.

Mayor George advised that there was no reason not to because the Commission would investigate the close captioning aspect.

City Manager Royle advised that streaming will start tomorrow, but asked what staff is to do moving forward on closed captioning.

Mayor George asked City Manager Royle and Commissioner Rumrell to talk with EEG iCap to see what they have to offer. She explained that Rev will be contacting her directly and she will forward the information.

Commissioner Rumrell advised that Caption Services was the same company the EEG iCap suggested working with.

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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, advised that Swagit is being used by the City of St. Augustine and St. Johns County and it works well. He advised that YouTube is worthless. He asked why the staff did not contact Full Sail University by phone instead of email or why they didn't contact Commissioner Kostka for a phone number.

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

Mayor George advised that she was surprised that a call was not made to the admissions office at Full Sail University because it was a good lead. She advised that she asked City Manager Royle to contact Flagler University's Communications Department. She thanked Mr. Johns for all his hard work on this.

Mayor George moved on to Item 8.

MEMORANDUM

TO: MAX ROYLE, CITY MANAGER

FROM: ANTHONY JOHNS, IT MANAGER

SUBJECT: CAPTIONING UPDATE JULY 2019

DATE: JULY 23, 2019

After exploring the many suggestions that were passed on from the Commission and staff alike two solutions stand out, Rev and Florida Captioning Service. A decision will need to be made between live or post-meeting captions, with the cost nearly doubling for live caption, and staff would like approval to purchase if that is the Commission's intent.

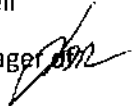
Staff contacted the suggested vendors, viewed demonstrations of multiple products, and received pricing. The two vendors suggested returned pricing that was lower than both hardware encoders and other similar caption services. Rev provides post-meeting captions for a price of \$1.00 per video minute. Florida Caption Service provides live captions for \$85.00 per hour but would also require an iCap encoder. For reasons of cost savings associated with equipment replacement, staff would suggest the use of the EEG Falcon HaaS (Hardware as a Service) for this portion. Based on the completed 2018 meeting schedule the approximate annual cost of captioning through each solution would be \$11,000 for live captioning through EEG/FCS, or \$6,000 for post-meeting captioning through Rev.

Faculty from both Flagler College and Full Sail University have been contacted. Responses varied but were generally not helpful. This matched previous experience reaching out to Flagler College. In 2007 when the City established the cable television channel, Flagler College radio faculty incorrectly referred staff to the US Copyright Office regarding background music licensing. The Copyright Office in turn referred staff to their own licensing division, who referred staff back to the Main office. Ultimately BMI aided staff in finding that Comcast paid for on air licensing for background music for the City. Otherwise, the City would only have needed licensing from BMI, ASCAP, and/or SESAC.

Staff is looking for direction on which option the Commission would prefer regarding closed captioning. Two products have been recommended, both at a comparably reasonable rate. Provided a legal opinion is not given to the contrary on the necessity of captioning, the Commission would need to decide between live event captioning and post-meeting captioning and empower staff to purchase the service.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 16, 2019

SUBJECT: Non-Ad Valorem Assessment to Pay Costs to Collect Household Waste, Recyclables, and Yard Trash

INTRODUCTION

At this time, the City levies a yearly non-ad valorem assessment to pay part of the cost to dispose of household waste and yard trash. That assessment of \$74 was first levied in 2012 and has not been changed since 2012.

As noted, the \$74 pays part of the cost to dispose of household waste and yard trash. It doesn't pay the full disposal cost nor the cost to collect household waste and yard trash, nor the cost to collect and dispose of recyclables. For disposal, the City makes up the difference from General Fund revenues; and for the collection and disposal of recyclables from residences, it pays monthly \$9,100 from General Fund revenues to a private company, Advanced Disposal.

Each year, the City's Chief Financial Officer is required by state law to do a report of all the costs, direct and indirect, of the City solid waste operations. The report is broken into three categories of costs: solid waste collection, solid waste disposal, and recycling. For Fiscal Year 2018, the total cost was \$1,365,523.35. Towards paying that amount, the \$74 non-ad valorem assessment for the disposal of solid waste provided only \$220,084.

THE PROPOSAL

For several years, the City administration has suggested that an additional non-ad valorem assessment fee be levied to help pay the costs to collect household waste and yard trash, and to collect recyclables. The Commission has not approved that fee. Though this memo is being prepared before your July 31st meeting to review the proposed FY 2020 budget, we believe that when you do that review, you will see that the City clearly needs additional significant revenue sources, as continued reliance on property taxes as the major source of money for the General Fund budget will either force the Commission to increase the property tax millage to pay the costs of City services, or to reduce expenditures and therefore services to the residents.

Therefore, the proposal is that the Commission approve a non-ad valorem assessment of \$236, which is the same assessment as the County has proposed be levied in FY 2020 for solid waste collection and disposal in the unincorporated areas. The \$236 assessment would include the \$74 that the City currently levies just for the disposal of household waste and yard trash.

With an estimated 2,796 residential units in the City, the \$236 assessment would provide \$659,856, which is less than half the cost of the City's solid waste operations as shown by the full cost accounting report for FY 18. The total was \$1,365,523. Half that amount is \$682,776. The \$1,365,523 equals about a full mill in property taxes.

ATTACHMENTS

Attached for your review is the following information:

- a. Pages 1-3, the minutes of that part of your June 17th meeting when you last discussed the topic of the non-ad valorem assessment.
- b. Pages 4-5, an email inquiry to the Property Appraiser and his reply concerning using square footage on which to base the assessment. At your June 17th meeting, Mayor George asked whether the assessment could be based on the square footage of a house.
- c. Pages 6-7, a memo from the previous CFO, in which she shows the costs of the City's solid waste operations for FY 18, and states that the annual cost per resident is \$468.24.
- d. Page 8, a notice from the County sent to County residents of the proposed non-ad valorem assessment for solid waste for FY 20.

ACTION REQUESTED

It is that you discuss the City having a non-ad valorem assessment fee of \$236 which would match the County's proposed fee for residents in the unincorporated parts, and which is well under the annual cost per resident shown by the former CFO on page 7.

You don't have to make a firm decision at this time about levying the fee. More information can be provided at your September 9th meeting. The Communications Coordinator is doing a survey of City residents for their reaction as to whether they would support the proposed fee.

SUPPLEMENTAL INFORMATION

A. Basis for Determining the Non-Ad Valorem Assessment

At the conclusion of your June 17th meeting, Mayor George suggested that the Tax Appraiser's office may be able to base the fee on the square footage of a residence or its number of bedrooms.

Mr. Eddie Creamer, the Property Appraiser, provided an email dated June 24th (page 4), in which he said a per-bedroom count would be inconsistent for assessment purposes. He suggested using the square footage, heating/cooled, or non-heated/cooled, of a residence.

We checked with the Tax Collector, Mr. Dennis Hollingsworth, who recommended using a flat assessment per residence as the County does, rather than one based on square footage of a residence. Some large homes, for example, might have one or two older residents who don't create much trash, while a smaller residence with two young adults with children might generate more trash.

B. Significant Dates

There are two:

The first is that the City needs to notify the Tax Collector of the proposed fee before the end of 2019. Second, that if you approve the fee, the City won't receive revenue from it until Fiscal Year 2021.

Here is the timetable as prescribed in Section 197.3631 and subsequent sections of Florida Statutes for the adoption of the non-ad valorem assessment to pay part of the costs to collect and dispose of household waste, yard trash, and recyclables in the City:

1. Prior to January 1, 2020, the City Commission adopts a resolution at a public hearing. The resolution is to state the uniform method of collecting such an assessment.
2. Four consecutive weeks prior to the hearing, the City must publish in a newspaper of general circulation the notice of the City's intent to use the uniform method of collecting the assessment. The resolution must state the need for the assessment and must include a legal description of the boundaries of the real property that will be subject to the assessment.
3. If the Commission adopts the resolution, then a copy of it must be sent by January 10th to the Tax Collector, the Property Appraiser, and the Florida Department of Revenue.
4. Between January 1, 2020, and September 15, 2020, the City must adopt another resolution at a public hearing. This resolution will adopt a non-ad valorem assessment roll of the properties that will be charged the assessment.
5. At least 20 days before the public hearing, the City must notify every property owner who will be affected by the special assessment of the assessment's purpose, the amount of the assessment, the total revenue the City expects to collect, and other information concerning the specific assessment. A notice must be published in a newspaper of general circulation in the County about the public hearing. The notice must also contain specific information about the proposed assessment.
6. If the resolution is adopted, the City then must have an interlocal agreement with the Tax Collector for his office to collect the assessment and remit it, minus an administrative charge of 2%, to the City.

FROM MINUTES OF CITY COMMISSION MEETING, JUNE 17, 2019

1. Discussion of Revenue Sources: Franchise Fee for Solid Waste Haulers; Non-Ad Valorem Assessment to Pay Costs to Collect Household Waste, Recyclables, Yard Trash and Special Waste; Update on Paid Parking (Presenters: Max Royle, City Manager; Melissa Burns, Chief Financial Officer)

City Manager Royle advised that the staff feels it is important to adopt a non-ad valorem assessment for household and special waste collection and explained that it would not go into effect until 2021. He remarked that this is to set in motion the procedure to accomplish the non-ad valorem fee with the Tax Collector. He explained that the estimated fee would be \$222 a year

minus \$74 that the citizens are already paying for a total increase of \$148. He explained that it would not affect businesses, only residential.

Discussion ensued regarding condominiums would not be affected because they are commercial; this non-ad valorem tax would not be tax deductible; telecommunications tax has decreased, and this would help with the shortfall; property taxes are the most significant source of revenues; the need for new revenue sources to keep ahead of expenditures; having public hearings for the public to comment on it; duplexes would pay for each residence; non-ad valorem tax would be the same amount; undertaking full cost accounting on the amount charged; transient rentals are charged as business customers; and the Charter stating that the City would provide the solid waste collection by paying property taxes.

Commissioner Samora advised that the Commission has asked to identify revenue sources, which staff has done a great job doing. He explained that he views this as realigning the services with where they actually belong. He remarked that everyone pays their ad valorem taxes which pay for the garbage pickup and recycling for the residences and the commercial properties don't receive the service but pay the ad valorem taxes. He explained that the millage will be addressed later this budget year and it could go up or down, but this would realign the service that is being provided. He explained that this would be \$620,000 a year and it could be removed from the millage if the Commission agrees.

Mayor George advised that she does not expect the millage to go down and does not want the door opened to future Commissions by having the non-ad valorem tax. She explained that this Commission adjusted the millage to account for the \$74 solid waste disposal.

Commissioner Samora advised that was a missed opportunity. He explained that staff is not even trying to cover the entire cost of collection. He remarked that the Commission has not raised the disposal fee in nine years, which was a mistake. It is time to realign and restructure where the costs are being used and not even covering the full costs.

Discussion ensued regarding how many transient rentals there were there in the City; need to fairly distribute the cost throughout the City; moving forward but getting more information; every address would receive a letter regarding this fee; whether it is cheaper to have a dumpster pickup than the City; transient rentals would not need dumpsters and would usually be picked up by the City.

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

Craig Thompson, 6 D Street, St. Augustine Beach, FL, explained that he is on a fixed income and the fee is more than doubled; asked for more creative options; stated this is not a fair tax because not everyone is using the same amount; and he would like to see if the fee would be by the quantity of waste.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, requested the Commission to table this item and restructure this to use more conservation.

Mayor George closed the Public Comments section and advised that it was the consensus of the Commission to get more information, but to move forward with discussion. She asked staff to provide the relative costs and suggestions on how this could be rated on the user-based system.

City Manager Royle advised that a non-ad valorem assessment would not allow for different amounts to be paid according to usage.

Mayor George advised that different cities do have options on how the fee is charged. She requested to know what other cities do and if staff says they don't have the resources, then she wants to know why.

Vice Mayor England requested City Manager Royle to speak with the Tax Assessor's Office on their limitations for refunded or differential on non-ad valorem fees.

Mayor George advised that the Tax Assessor's Office may be able to base the fee on the square footage of the home or the number of bedrooms. She advised that she may not support this and requested that staff get more feedback by having Communications / Events Coordinator to do a survey on how residences feel about this fee.

City Manager Royle advised that this item will be brought back to the Commission in August.

Max Royle

From: Eddie Creamer, C.F.A. <Eddie@sjcpa.us>
Sent: Monday, June 24, 2019 8:50 AM
To: Max Royle
Cc: Nikki Pontello
Subject: Re: Non-Ad Valorem, Assessment

Good Morning Max,

While we do have a bedroom count for some homes, it would likely be inconsistent for assessment purposes as the practice of adding bedrooms has been more recent and generally from plans of new homes and remodels. I would recommend square footage as that is consistent and we provide both conditioned square footage and total square footage.

I hope this is helpful. Please let me know if you need anything additional. Have a great day.



Eddie Creamer, C.F.A.
Property Appraiser
4030 Lewis Speedway, Suite 203
Saint Augustine, Florida 32084
Phone: (904) 827-5520
Fax: (904) 827-5580
www.sjcpa.us

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On Jun 24, 2019, at 7:58 AM, Max Royle <mroyle@cityofsab.org> wrote:

Mr. Creamer,

The City is exploring the levying of a non-ad valorem assessment to pay the costs to collect solid waste from City residences. The City Commission asked if the assessment can be calculated on the basis of the number of bedrooms in a home, or the home's square footage. Is such a basis possible?

Max

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: MELISSA BURNS, CHIEF FINANCIAL OFFICER
SUBJECT: SOLID WASTE NON-AD VALOREM ASSESSMENT
DATE: 5/15/19

Background

The City is re-evaluating the possibility of implementing non-ad valorem assessments for the collection of solid waste and recycling in addition to the solid waste disposal non-ad valorem assessment already in place. For the Commission meeting held on February 12, 2018, a report was provided outlining what the solid waste function costs the city per month per resident and commercial customer. These costs are determined by completing a full cost accounting. The information below has been updated utilizing figures from Fiscal Year Ending September 30, 2018.

Full Cost Accounting

Full Cost Accounting (FCA) is a systematic method of identifying, summing, and reporting the costs incurred by providing solid waste services. It includes not only direct costs, but indirect costs and future outlays to provide necessary support to solid waste services. There are three components to the Solid Waste function and they are, Collection, Disposal and Recycling. Those components are further separated between residential units and commercial customers. The results of the FCA revealed the following:

In FY 18, the cost of Solid Waste is as follows:

Component	Cost
Solid Waste Collection	\$ 767,185.26
Solid Waste Disposal	442,220.21
Recycling	156,117.88
Total Cost	\$ 1,365,523.35

As mentioned before, the components are separated into residential units and commercial users. There were 2,796 residential units and 184 commercial customers in FY18. To allocate the above costs between residential and commercial, percentages are applied to each separate component. In this case, residential is 93.83% of the total units/users and commercial is 6.17%.

- The annual cost per residential unit is \$468.24:
 - \$261.85 for Collection
 - \$150.93 for Disposal
 - \$ 55.41 for Recycling

Commercial Customers

- The annual cost per commercial customer is \$338.87:
 - \$190.55 for Collection
 - \$109.83 for Disposal
 - \$38.49 for Recycling

Commercial customers are billed monthly with a per can charge for the disposal of their solid waste. Staff will be revisiting how and when the commercial customers are billed in the very near future.

Conclusion

The City is re-evaluating the possibility of implementing non-ad valorem assessments for collection of solid waste and recycling. The above information is what it actually cost the City to provide the services in FY18.

If further information is required, please let me know.



St. Johns County
500 San Sebastian View
St. Augustine, Florida 32084

ST. JOHNS COUNTY, FLORIDA
 NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR
 COLLECTION OF SOLID WASTE DISPOSAL,
 COLLECTION, AND RECYCLING
 NON-AD VALOREM ASSESSMENTS
 NOTICE DATE: JULY 1, 2019

As required by Section 197.3632, Florida Statutes, notice is given by St. Johns County, Florida (the "County") that annual assessments for solid waste disposal, collection, and recycling services, facilities, and programs using the tax bill collection method may be levied on your property for the fiscal year October 1, 2019 - September 30, 2020 and future fiscal years. The purpose of the assessments is to fund solid waste disposal, collection, and recycling services, facilities, and programs benefiting residential property located within the unincorporated area of the County and each municipality within the County that consents to inclusion by ordinance. The total annual solid waste assessment revenue to be collected within the County is estimated to be \$21,419,210.00 for the upcoming fiscal year. The annual solid waste assessments are based on the number of residences, dwelling units, and habitats contained on each residential property. The maximum rates of assessment for each residence, dwelling unit, and habitat shall be as follows:

	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24
Disposal Assessment	\$57.00	\$57.00	\$57.00	\$57.00	\$62.00
Collection Assessment	\$118.00	\$122.00	\$126.00	\$130.00	\$130.00
Recycling Assessment	\$55.00	\$57.00	\$59.00	\$61.00	\$62.00
TOTAL	\$230.00	\$236.00	\$242.00	\$248.00	\$254.00

The total number of residences, dwelling units, and habitats on the above parcel is 1.

The total amount to be levied against the above parcel for Fiscal Year 2019-20 shall be \$57 for the Disposal Assessment, \$118 for the Collection Assessment, and \$55 for the Recycling Assessment.

A public hearing will be held at 9:00 a.m. on August 6, 2019, in the County Auditorium at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida, for the purpose of receiving public comment on the proposed assessments. You and all other affected property owners have a right to appear at the hearing and to file written objections with the Board of County Commissioners within 20 days of this notice. If you decide to appeal any decision made by the Board of County Commissioners with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the ADA Coordinator at (904) 209-0650 at the St. Johns County Administration Building, 500 San Sebastian View, St. Augustine, Florida 32084. For hearing impaired individuals: Florida Relay Service: 1-800-955-8770, no later than 5 days prior to the date of the meeting.

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of Board of County Commissioners action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments), such action shall be the final adjudication of the issues presented.

Copies of the Solid Waste Ordinance, the Annual Assessment Resolution, and the updated assessment roll are available for inspection at the office of the Clerk of the Board of County Commissioners at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida.

Both the solid waste non-ad valorem assessments amount shown on this notice and the ad valorem taxes for the above parcel will be collected on the ad valorem tax bill mailed in November 2019. Failure to pay the assessments will cause a tax certificate to be issued against the property which may result in a loss of title.

If there is a mistake on this notice, it will be corrected. If you have any questions regarding your solid waste special assessment, please contact the County at (904) 827-6980, Monday through Friday between 8:00 a.m. and 4:30 p.m.

MEMORANDUM

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

FROM: Max Royle, City Manager df

DATE: July 23, 2019

SUBJECT: Strategic Plan: Review of Suggestions for Goals from the Comprehensive Planning and Zoning Board and the Sustainability and Environmental Planning Advisory Committee

BACKGROUND

You last discussed updating the strategic plan at your June 11th continuation meeting when you reviewed the actions taken on the goals of the 2015 strategic plan and the City Manager's suggested goals for a new strategic plan. The Manager also asked that you determine in a single sentence or brief paragraph the City's basic purpose or mission, and that the strategic plan's goals support that purpose. The Manager suggested goals were:

1. Determining the fate of the former city hall
2. Finding recurring, significant revenue sources
3. Reducing expenditures, such as reviewing City programs and services to see which ones are essential, which non-essential and can be eliminated to save money
4. Improving public outreach/education to citizens of City programs and activities
5. Updating the master drainage plan
6. Providing improved public parking areas and seeking TDC funds to help pay the costs of the improvements

At your June 11th meeting, the consensus of the Commission was to bring the strategic plan topic back to you in August.

Vice Mayor England said that she was working on a Mission Statement and would provide it at your August meeting

In the meantime, the City Manager asked the Planning Board and SEPAC (the Sustainability Committee) for their suggestions for strategic plan goals. The Planning Board discussed the request at its July 16th meeting and provided the following suggestions:

- Look into private/public partnerships to increase revenue sources
- Make quality of life better for the residents without direct cost to them

- Re-evaluate special events, as the City no longer allows large events, such as half-marathons, but does allow 5K races for charities.

For a mission statement, the Board suggested: provide an outstanding life experience for residents and visitors.

The suggestions from the Sustainability and Environmental Advisory Planning Committee are:

- Reduce the threat of catastrophic flooding in low-lying roads and neighborhoods due to sea level rise and intense storms.
- Have the Public Works Department and SEPAC identify, design, and build dry retention areas in City-owned parkettes and appropriate road right-of-way locations to provide natural retention of stormwater runoff.
- Have SEPAC research and draft an everyday climate action plan with local cost recommendations for residences, businesses, and the City government to promote a reduction in the City's carbon footprint.
- Develop a sustainable urban forest plan with the intension of maintaining or increasing the tree canopy.


SEPAC had no suggestions for a Mission Statement.

ACTION REQUESTED

If Vice Mayor England's Mission Statement is ready, we ask that you discuss it, and then discuss what strategic plan goals will support or implement that statement.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 18, 2019

SUBJECT: Educating Businesses for Compliance with Ordinances Banning Single-Use Plastic Items:
Review of Proposal from Full Circle Resource Management

At your July 1, 2019, meeting, you passed on final reading two ordinances: 19-03, to prohibit the use of polystyrene containers and single-use plastic straws; and 19-04, to prohibit the sale and use of single-use plastic bags. Both ordinances are to go into effect on January 1, 2020.

On July 18th, Commissioner Rumrell gave to the City Manager information from Full Circle Resource Management company and suggested that the Manager contact Ms. Tara Dodson of the firm. The information is attached as pages 1-5.

The Manager did contact Ms. Dodson, who explained what the company can provide. That explanation is shown on page 1 (attached).

We have scheduled a presentation by Ms. Dodson's associate, Ms. Jennifer Snare, at your August 5th meeting. She can explain how Full Circle's services could benefit the City as it implements Ordinances 19-03 and 19-04.



Mr. Dylan Rumrell
Commissioner
City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, FL

RE: Compliance Program for Businesses Impacted by Ordinance 19-03/19-04

Full Circle Resource Management, LLC is pleased to put forth our proposal that will allow the City of St. Augustine Beach (COSAB) to provide a comprehensive, educational and preparatory service to all businesses who are required to comply with the COSAB Ordinances 19-03 and 19-04 by January 1st, 2020.

Sustainability Compliance Program Description:

- **Contact COSAB businesses**
- **Audit and assessments**
- **Resident and business surveys**
- **Sustainability plan**
- **Education**
- **Compliance**
- **Analytics and reporting**

The execution of the program will begin with direct contact of every COSAB business as identified in the ordinances. Full Circle will provide each business the tools for an initial audit, assessment and initiate the education process.

The program will provide strategies and solutions, identify the appropriate products and assist businesses in implementing sustainability practices that will bring them into compliance with the Ordinances while providing a positive impact to their bottom line.

We find that when employees understand, they often become the best sources of innovation, efficiency and compliance. Therefore, multiple education workshops will be hosted by our leadership staff for local businesses and their management teams to allow for successful implementation.

Progress reports will be provided to the COSAB Board that will outline each businesses effort in achieving compliance. The program will also include business compliance reports generated from site visits by the leadership team and provided to COSAB staff (*post 01/2020*).

Full Circle will remain the primary media contact for the program and the Ordinance throughout the contract(s) and coordinate all responses with the City Manager and Communications staff.

By passing these ordinances the COSAB has separated themselves from other coastal communities and will continue to positively affect the residents and visitors while also fostering positive partnerships with the City of St. Augustine Beach.

Tentative Schedule:

August / September 2019

- Compile list of alternative products that comply with the ordinance
- Compile list of businesses – establish initial contact
- Complete audit of appropriate City facilities
- Provide businesses the tools for an initial audit and assessment
- Education Campaign - Host #1 Sustainability Workshop
- Monthly City Manager meetings
- Initial Report to Board: implementation
- Liaison regarding media inquiries

October/ November 2019

- Education Campaign - Host #2 Sustainability Workshop
- Provide solutions for appropriate City facilities
- Monthly City Manager meetings
- Report to Board: education and implementation
- Liaison regarding media inquiries

January / March 2020

- Onsite (businesses) Evaluations
- Compile Report compliance/non-compliance
- Monthly City Manager meetings
- Report to Board: status of implementation and compliance w/ recommendations
- Liaison regarding media inquiries

April / October 2020

- Onsite (businesses) Evaluations
- Report compliance status of all appropriate businesses
- Monthly City Manager meetings
- Report to Board: status of implementation and compliance w/ recommendations
- Liaison regarding media inquiries
- **Evaluate environmental impact of Ordinances**
- **Report progress and success to COSAB residents and Commission**

A city that is both socially and environmentally responsible can be a major point of differentiation for consumers. Full Circle Resource Management, LLC will help our local organizations understand and embrace sustainability as a powerful business opportunity. We look forward to discussing the terms and conditions of the contract with the City Manager.

Respectfully,

Tara Dodson
Principal Consultant
Full Circle Resource Management, LLC
fullcirlclerresource@gmail.com

Jennifer Snare
Project Partner
GreenWaves Consulting, LLC
Jen.greenwaves@gmail.com



JENNIFER SNARE

SUSTAINABILITY EDUCATION & CONSULTING

ABOUT ME

Lived in Boulder, Colorado for 20+ Years. Moved to St. Augustine, Florida in 2015.

I have been married to my college sweetheart for 20 years and am a proud mother of two children.

I currently specialize in Sustainability Consulting Services.

My goal is to continue to help organizations appeal to the eco-conscious customer and increase business performance by integrating new environmental, social and economic practices into their daily operations and business decision making.

Wherever organizations are on their sustainability journey, I help stakeholders understand and embrace sustainability as a powerful business opportunity.

Becoming a green organization can enhance a company's image and create strong brand loyalty among customers and other stakeholders.

More importantly, it's the right thing to do.

EXPERIENCE

GreenWaves Consulting, LLC

President/CEO

March 2019 - Present

St. Augustine, FL

Sustainability Assessments
Strategies and Deployment
Employee Engagement
Analytics and Reporting

St. Augustine Amphitheatre

Green Hands Coordinator

February 2018 - May 2019

St. Augustine, FL

Created and implemented programs to reduce the ecological footprint of the venue and events.

Worked closely with concessionaire to reduce unnecessary waste.

Collaborated and educated production team and staff to ensure artists and patrons understood the venue's sustainability initiatives.

Horizons Charter School

Paraprofessional Educator

2009 - 2015

Boulder, CO

Collaborated with teachers to provide one-on-one and group instruction.

Assisted students with self-help, gross motor and social skills and peer and cross-age tutoring.

Adapted materials and equipment to suit individual needs of students; Evaluated student work progress and created reports.

Guided and coordinated para-educator meetings and educational opportunities.

Chamberlin Investment Group

Executive Assistant

2014-2015

Boulder, CO

Coordinated Listings
Processed Buyer Transactions
Managed Contracts to Closings

I THRIVE ON

- Optimism
- Honesty & Loyalty
- Creative Problem Solving
- Continuous Learning
- Authentic Relationships
- Fast-paced Environments

CERTIFICATIONS

Climate Reality
Leadership Corps

Climate Science Cert
Upcoming - August 2019

US Green
Chamber of Commerce

Sustainability Certification
for Business Professional
2019

CWC Energy Coach
Trained to perform free,
comprehensive home
energy "tune-ups"
2018

UF Bee College
Native Beekeeping,
In-hive skill practice
2018

ORGANIZATIONS

- N. Florida Green Chamber
Committee Member
- Slow Foods, First Coast
Board Member
- Keepers of the Coast
Volunteer
- Go Green, STA Green
Partner, Advocate
- Travel without Plastic
Affiliate

EDUCATION

Front Range College
AS, Nursing Degree 1998-2000

University of Colorado
BA, Psychology 1996-1998

Colorado State University
1994-1995

University of Northern Colorado
1993-1994

Tara Dodson

502 Arricola Avenue • St Augustine, FL 32080 • 904.814.2172 • fullcircleresource@gmail.com

OBJECTIVE

To demonstrate my skills, talents, and passion in a manner that will contribute to the success of an organization dedicated to improving the quality of life within the communities they are responsible for.

DEMONSTRATED SKILLS

Leadership • Cross-Functional Team Optimization • Marketing/Public Relations • Strategic Partnerships/Alliances with Staff and Management • Fund Development • Research • Writing and Editing • Databases and Archives

Passion and commitment to sustainability, conservation and leadership as demonstrated by work experience, educational initiatives, and volunteer work.

In-depth knowledge of environmental protection and wildlife conservation compliance.

EDUCATION

Master of Business Administration: Sustainability and Environmental Compliance 2018
Southern New Hampshire University

Bachelor of Science: Biology 2002
Sierra Nevada College, Nevada

PROFESSIONAL EXPERIENCE

Owner/Project Coordinator

Full Circle Resource Management, LLC. St. Augustine, FL 2017 – Present

Responsible for managing, administering, and implementing sustainability projects with the intent of reaching targeted goals and cost savings through waste reduction, clean energy, reduced water use, procurement and best practices.

Environmental Supervisor

St. Johns County Board of County Commissioners. St Augustine, FL 2006 – Present

Responsible for managing, administering, and implementing a US Fish and Wildlife Service (USFWS) Habitat Conservation Plan (HCP) and Incidental Take Permit (ITP) that manages 42 miles of coastline.

Environmental Planner

Auerbach Engineering Corporation. Tahoe City, CA 2004 – 2006

Responsible for small and large scale municipal and private projects throughout the Lake Tahoe basin in a team oriented atmosphere.

Wildlife Bio-technician

Redwood Science Laboratory, USDA Forest Service. Tahoma, CA 2003 – 2004

Performed data collection on research project that studied the effects of Off Highway Vehicles (OHVs) versus non-use by OHVs in wilderness areas on the American Marten (*Martes Americana*) in the Lake Tahoe Basin, CA, using track plates, remotely-triggered cameras, snow tracking, and acoustic monitoring.

Environmental Scientist I

Florida Department of Environmental Protection (FDEP), Jacksonville, FL 2003

Served on a FDEP Team evaluating lake ecosystems and stream health through the identification and collection of aquatic specimens.

VOLUNTEER ACTIVITIES

- Co-chair of Special Events Committee for North Florida Green Chamber 2018 –Present
- Co-founder and President, Keepers Of The Coast, 501(c)(3) 2007 – Present
- Sea turtle patrol volunteer completing weekly sea turtle nesting surveys 2007 – Present
- Participated with Florida Fish and Wildlife Conservation Commission and OCEARCH in the North Atlantic Right Whale and Great White surveys with through aerial and DNA dart procedures 2012 – 2014
- Volunteered with the Teachers Association for Outdoor Education in the Lake Tahoe Basin 2003
- Volunteered with The Nature Conservancy with University of California Sagehen Research Station 2002
- Served as President for Environmental Club, co-founder of Student Powered Recycling 2000 – 2003

TRAINING AND AWARDS

- Winner of TIAA Bank Community Champion Award 2019
- University of North Florida Leadership Program Alumni 2014
- Various awards and high level recognition from the National Atmospheric Administration (NOAA), United States Department of Agriculture (USDA), Sea World Scientific Staff and St. Johns County Parks and Recreation Department.

INTERESTS

Traveling, biking, surfing, paddle boarding, hiking, golf and coordinating volunteer activities all so I can enjoy the outdoors and make the place we live in better for all to enjoy with the support of my family and friends.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 1, 2019

SUBJECT: Electric Scooters and Other Mobility Devices: Consideration of Regulations

INTRODUCTION

Recently, St. Augustine passed an ordinance to regulate e-scooters and other mobility devices. Attached as pages 1-13 is a newspaper article about the ordinance and the ordinance itself. At this time, though motorized mobility devices are sometimes seen in our City, we have no regulations similar to St. Augustine's. Chief Hardwick in a June 27th email to the City Manager suggested our City should have some type of consistency with St. Augustine for such devices.

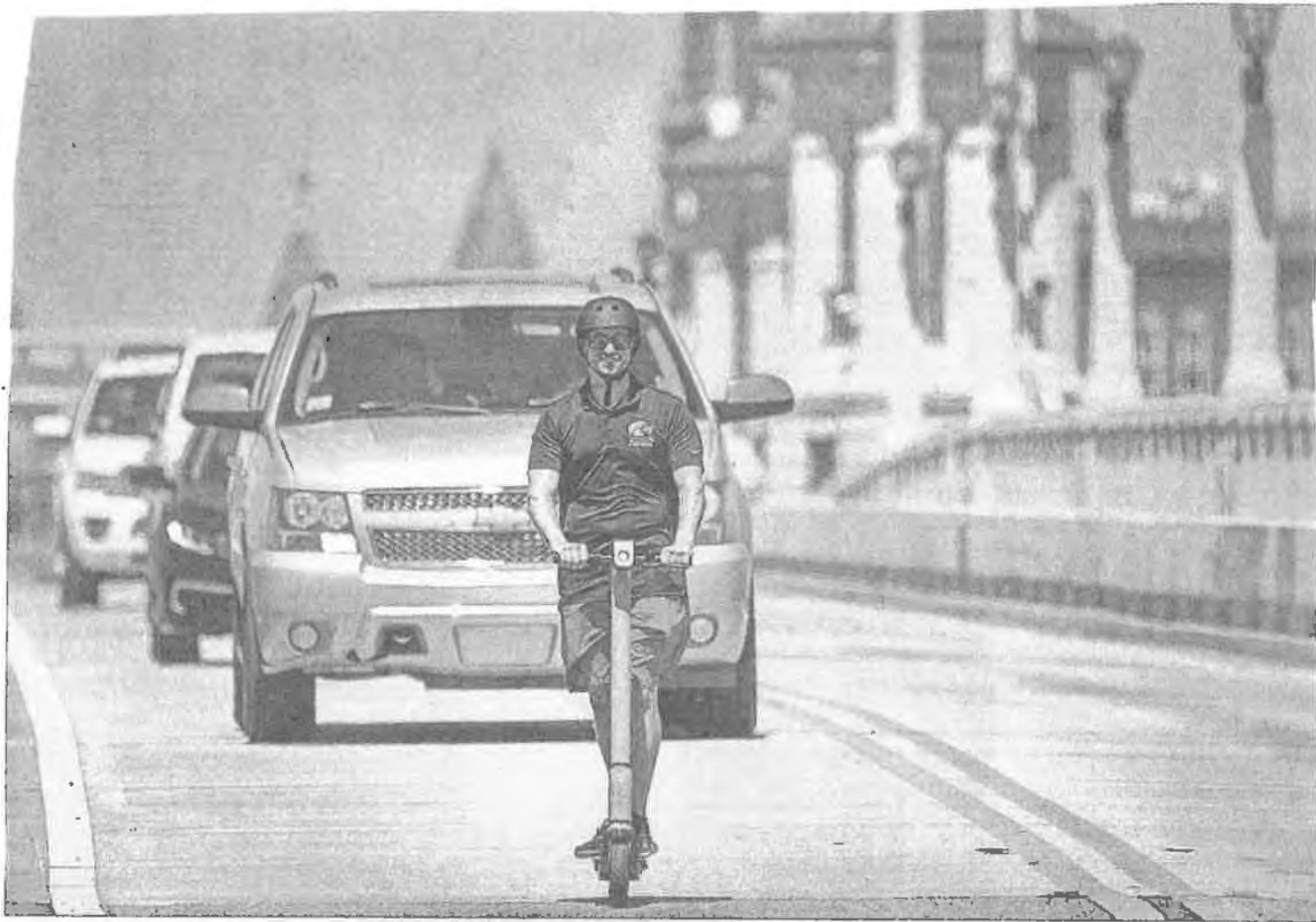
SUGGESTIONS

They are:

- a. To prohibit motorized mobility devices on sidewalks and bike paths and require that they be used only on streets.
- b. To allow non-motorized devices, such as human-powered skateboards and bicycles, on sidewalks and bike paths. We sometimes see parents with children on bicycles on the A1A Beach Boulevard sidewalk. For safety, we suggest that children should not be required to ride on the road with vehicles.
- c. To require that motorized mobile devices be rented only from an existing business licensed by the City. A company could not simply lease a vacant lot on the Boulevard and rent the devices from it.
- d. To require that motorized mobility devices that are rented be returned by the users to the location from which they were rented.
- e. To prohibit the leaving of any motorized mobility device on public property and to allow the City to confiscate such devices if left, hold them for 30 calendar days, and, if unclaimed, sell them. If such devices are left on private property, then it will be the private property owner's decision as to what to do with them.

ACTION REQUESTED

It's that you discuss whether the City should have regulations for motorized mobility devices similar to St. Augustine's.



Steve Dennison, vice president of Green Energy Partners, rides a Frog electric scooter across the Bridge of Lions in St. Augustine on Wednesday. Dennison's company is hoping to rent the scooters via a cellphone app at locations in St. Augustine. [PHOTOS BY PETER WILLOTT/THE RECORD]

Locals split on e-scooters

6/27/14

St. Augustine says no to e-scooters; local man says they could help

By Sheldon Gardner
sgardner@staugustine.com

Some firms are looking to bring the electric scooter business to town, but some local officials have already taken steps to stop that from happening.

Fresh focus has been on e-scooters recently with Gov. Ron DeSantis signing a bill into law that deals with them.

The law gives motorized scooter operators the same rights and duties as bicyclists,

except those that wouldn't naturally apply such as child-seat rules, according to the law. But it doesn't prevent local governments from enacting regulations of motorized scooters.

Motorized scooter rental programs have raised concerns about the vehicles crowding or obstructing sidewalks, limiting access for people with disabilities and being left on roadways, according to a Florida House of Representatives analysis of the law.

St. Johns County government is aware of the new law and is studying it, but the county



Steve Dennison, vice president of Green Energy Partners, rides a Frog electric scooter across Anastasia Boulevard in St. Augustine on Wednesday. Dennison's company is hoping to rent the scooters via a cellphone app at locations in St. Augustine.

doesn't have e-scooter regulations and isn't crafting any, according to county spokeswoman Sarah Butler. The city of St. Augustine Beach also doesn't have regulations for the use of e-scooters, but City Manager Max Royle said he expects the topic to be discussed.

"It's something the (police) chief and I will have to get together on, on what would be appropriate," Royle said.

To get ahead of the e-scooter trend, the city of St. Augustine put laws into place this year.

While the rules don't prohibit people from using their own e-scooters, they prevent e-scooter or other "shared mobility device" companies from launching operations in St. Augustine without first having an agreement with the city.

And for now, the city's policy is to avoid signing any such agreement, city Mobility Program Manager Reuben Franklin Jr. said. No one has definitively proven that e-scooters are a benefit or that they're safe, he said.

"We're in no rush to look at having these scooters operate in the city, and we'd rather sit back and watch this play out in other cities and see what the pros and cons are and if it's something that might be a fit for the city," Franklin said.

But one local business wants to roll out e-scooters in St. Augustine and beyond.

Steve Dennison, of St.



Steve Dennison, vice president of Green Energy Partners, stands on a Frog electric scooter. Dennison's company is hoping to rent the scooters via an app in St. Augustine.

(PETER WILLOTT/
THE RECORD)

Augustine, is vice president of Green Energy Partners. One of the firm's goals is to launch an e-scooter operation in St. Augustine and Jacksonville, he said.

His firm has partnered with Frog, an e-scooter business, to distribute the company's e-scooters in Florida. Dennison believes that the scooters would help ease traffic congestion in the city by giving people another option for getting around.

"We're a sustainability, eco-friendly company working towards alleviating some of the climate change and the transportation issues with rapid growth and urbanization, and we really think that this is a step in the right direction," he said.

He said that his firm would use a local fleet management team to take care of any scooters left in the wrong spot.

"There's a lot more quality control than a year ago when these companies just ... dumped 1,000 in the middle of (a) city and said, 'You figure it out,'" Dennison said.

He took a Frog scooter for a couple of spins across the Bridge of Lions and back on Wednesday.

The scooters, which have a top speed of 17 mph, work with a smart-phone app. People can unlock them via their phones for \$1, and riding a scooter costs 15 cents a minute, he said. People would pick them up and drop them off at designated areas around town.

"You're able to go down back streets that you would have never been on," Dennison said. "It's really a different way to see a new town and a city."

ORDINANCE NO. 2019-02

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING ARTICLE I OF CHAPTER 24 OF THE CODE OF THE CITY OF ST. AUGUSTINE; PROVIDING DEFINITIONS; REPEALING PROVISIONS RELATING TO RIDING OR LEADING ANIMALS; REPEALING PROVISIONS RELATING TO SKATEBOARDING AND ROLLER SKATING; AMENDING ARTICLE III OF CHAPTER 24 OF THE CODE OF THE CITY OF ST. AUGUSTINE; REPEALING PROVISIONS RELATING TO BICYCLES; RESTRICTING CERTAIN VEHICLES IN CERTAIN AREAS OF THE CITY; REPEALING PROVISIONS RELATING TO THE SALE OF ROLLER SKATES; REPEALING PROVISIONS RELATING TO THE SALE OF BICYCLES; PROVIDING REGULATIONS RELATING TO THE CITY'S PUBLIC SIDEWALKS AND OTHER NON-STREET RIGHTS-OF-WAY; PROVIDING REGULATIONS FOR SHARED MOBILITY DEVICE PROGRAMS; PROVIDING PRESUMPTIONS; PROVIDING REGULATIONS FOR SHARED MOBILITY DEVICE PROGRAM DOCKING STATIONS; PROVIDING FOR IMPOUNDING OF SHARED MOBILITY DEVICES; PROVIDING PENALTIES; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, St. Johns County receives over 6 million visitors per year, millions of which come to downtown St. Augustine; and

WHEREAS, the City of St. Augustine's Historic Town Plan is a National Landmark listed in the Register of Historic Places, and its streetscape and sidewalks are not standardized nor capable of being modified in many areas; and

WHEREAS, the City of St. Augustine welcomes millions of visitors per year into a small and dense space with limited public space, parking, and mobility options; and

WHEREAS, the City of St. Augustine is a small city of approximately 14,000 residents with only 53 sworn police officers; and

WHEREAS, the City of St. Augustine has limited space on City rights-of-way; and

WHEREAS, the City of St. Augustine is committed to keeping the City accessible for the mobility-impaired; and

WHEREAS, the City of St. Augustine strives to keep the City rights-of-way compliant with the Americans with Disabilities Act (ADA) and other federal and state regulations; and

WHEREAS, the City committed to maintaining its historic constrained rights-of-way accessible for residents and visitors using ADA mobility devices in *Access Now Inc. v. City of St. Augustine* by keeping its infrastructure ADA accessible wherever possible; and

WHEREAS, the City of St. Augustine has created a Mobility Department to develop and oversee multi-modal mobility solutions; and

WHEREAS, the City of St. Augustine is subject to the Florida Uniform Traffic Control Law; and

WHEREAS, the City of St. Augustine has a significant interest in ensuring the public safety and order and in promoting the free flow of pedestrian traffic in city parks, streets, and sidewalks. *Ayres v. City of Chicago*, 125 F. 3d 1010, 1015 (7th Cir. 1997); and

WHEREAS, bicycles and dockless shared mobility devices left unattended and parked or leaned on walls or left on sidewalks creates a hazard to pedestrians and individuals needing access and maneuverability for ADA mobility devices, especially in and around the City's historic Town Plan; and

WHEREAS, the City of St. Augustine desires to study the impacts of dockless shared mobility devices; and

WHEREAS, the City Commission, on December 4, 2018, declared a one-year moratorium on the rental or leasing of dockless shared mobility devices in the City; and

WHEREAS, the City of St. Augustine will use the one-year moratorium period to study and consider possible additional regulations of shared mobility devices; and

WHEREAS, the City of St. Augustine has a significant interest in promoting the safety and convenience of its citizens on public streets and rights-of-way. *Madsen v. Women's Health Center*, 512 U.S. 753, 768 (1994); and

WHEREAS, the City of St. Augustine has a significant interest in the safety and convenience of citizens using public fora such as parks, streets, and sidewalks. *Heffron v. International Soc'y for Krishna Consciousness*, 452 U.S. 640, 650 (1981); and

WHEREAS, the Florida Uniform Traffic Control Law allows municipalities to enact ordinances to permit, control, or regulate the operation of vehicles, golf carts, mopeds, motorized scooters, and electric personal assistive mobility devices on sidewalks or sidewalk areas when such use is permissible under federal law as long as such vehicles are restricted to a maximum speed of 15 miles per hour. *Section 316.008(7)(a), Florida Statutes*; and

WHEREAS, the Florida Uniform Traffic Control Law gives bicycles the same rights and duties applicable to the driver of any other vehicle on city streets, with limited exception. *Section 316.2065(1), Florida Statutes*; and

WHEREAS, in some instances, bicycles that are propelled by human power and not motors may be compatible with pedestrians on sidewalks; and

WHEREAS, the Florida Uniform Traffic Control Law gives cities the power to regulate the operation of bicycles with the reasonable exercise of police power. *Section 316.008(1)(h), Florida Statutes*; and

WHEREAS, the City of St. Augustine does not allow the use of bicycles on sidewalks, in public parks, or on St. George Street between Cathedral Place and the City Gates; and

WHEREAS, the Florida Uniform Traffic Control Law allows electric personal assistive mobility devices, also known as Segways, to operate on streets where the

speed limit is 25 miles per hour or less; on marked bicycle paths; on any street or road where bicycles are permitted; and on sidewalks, as long as the Segway operator yields to pedestrians. *Section 316.2068, Florida Statutes*; and

WHEREAS, the Florida Uniform Traffic Control Law allows municipalities to regulate the operation of Segways on any road, street, sidewalk, or bicycle path under its jurisdiction if the governing body of the municipality determines that the regulation is necessary in the interest of safety; *Section 316.2068, Florida Statutes*; and

WHEREAS, the City of St. Augustine finds that the operation of Segways on narrow sidewalks hinders ADA mobility and the potential for collisions or accidents caused by people attempting to avoid collisions can be unsafe for pedestrians and those who rely on ADA devices for mobility; and

WHEREAS, in *Bates v. City of St. Augustine*, the court agreed that maintaining the free-flow of pedestrians in busy, compact, and constrained historic pedestrian sidewalks and walkways was a legitimate time, place, and manner restriction; and

WHEREAS, the City of St. Augustine finds that abandoned shared mobility devices in the public areas of the city presents a serious threat to the public health, safety, or welfare of the visitors and residents of the city; and

WHEREAS, the City Commission for the City of St. Augustine 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 CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. Amendment to Chapter 24, Article I, Section 24-1. Chapter 24, Article I, Section 24-1 is hereby amended, as follows:

Sec. 24-1. - Definitions.

The following words and phrases, when used in this chapter shall, for the purpose of this chapter, have the meanings respectively ascribed to them in this section.

The definitions in F.S. ch. 316 apply to this chapter and are hereby incorporated by reference.

(a) Curb or curbline. The lateral boundaries of that portion of the street designated for the use of vehicles, whether marked by concrete curbing or curbstones, or not so marked.

(b) Pedestrian only shall be defined as including:

- (1) Pedestrians, which shall include people using wheelchairs or other ADA-compliant devices;
- (2) Authorized government personnel vehicles;
- (3) Devices utilized to provide mobility assistance to handicapped or disabled persons consistent with the Americans with Disabilities Act (ADA); or
- (4) Permitted construction or maintenance vehicles as necessary.

(c) Shared mobility device. A vehicle other than a motor vehicle, as defined by ch. 316, F.S., such as, but not limited to, a bicycle, motorized or electronic scooters (e-scooters), or another similar device, which may be colloquially known as a micro-mobility device, that is owned by a person other than the person that is utilizing the device, and intended for rental on a short-term, per-ride basis, as part of a shared mobility device program.

(d) Shared mobility device program. A program in which shared mobility devices are made available for shared use to individuals on a short-term, per ride basis at no cost or for a fee. This definition does not include rentals that are rented from a fixed location where the renter signs a lease for use of a vehicle for a fixed term.

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Section 2. Amendment to Chapter 24, Article I, Section 24-3. Chapter 24, Article I, Section 24-3 is hereby amended, as follows:

Sec. 24-3. - Applicability to animals and animal-drawn vehicles.

Every person driving an animal-drawn vehicle upon a roadway is subject to the provisions of this chapter applicable to the driver of a vehicle, except those provisions of this chapter which by their nature can have no application. ~~The provisions of this chapter applicable to pedestrians apply to any person riding or leading an animal upon a roadway or the shoulder thereof.~~

Section 3. Repeal of Chapter 24, Article I, Section 24-9. Chapter 24, Article I, Section 24-9 is hereby repealed, as follows:

Sec. 24-9. --Roller skating, skateboarding restricted.

- (a) ~~It shall be unlawful for any person to roller skate, skateboard, roller blade/in-line skate, or ride a push scooter or bicycle, on the roadway or on any sidewalk which is a part of that portion of St. George Street north of Cathedral Place and south of the City Gates.~~
- (b) ~~(1) It shall be unlawful for any person to skateboard in the Plaza de la Constitution, or the City Commons or on any sidewalk located in any commercial or historically zoned areas.~~
~~(2) It shall be unlawful for any person to do any of the activities described above on, in or upon the Santo Domingo Redoubt or any historic or re-created historic structure or monument.~~
- (c) ~~Every person engaged in the business of renting or selling roller skates within the boundaries of the city shall keep posted in a conspicuous place or places in and about his place or places of business typewritten or printed notices in substantial compliance with the form prescribed herein eight and one-half inch by eleven inch paper or cardboard stock which shall be headed "Warning: \$5.00 fine, \$15.00 fine" in letters not less than three-quarter inch high:~~
~~Warning: Roller skating on any roadway, except while crossing a street on a crosswalk, may constitute a violation of F.S. § 316.2065 and subject the violator to a \$5.00 fine. Obstruction of traffic or endangering the safe movement of vehicles or pedestrians may constitute a violation of F.S. § 316.2045 and subject the violator to a \$15.00 fine. Skating on St. George north of Cathedral Place constitutes a violation of City Ordinance No. 80-5 and may subject the violator to a \$15.00 fine.~~
- (d) ~~Violation of subsection (a) or (b) above shall constitute a traffic infraction punishable as provided by F.S. § 318.18(2). Violations of the provisions of subsection (c) hereof shall be punishable as provided in section 1-8 of this Code.~~

Section 4. Amendment to Chapter 24, Article III, Sections 24-106 through 24-111.

Chapter 24, Article III, Sections 24-106 through 24-111 are hereby amended, as follows:

ARTICLE III. -- PEDESTRIANS, BICYCLES, AND VEHICLES

Sec. 24-106. - Traffic laws apply to persons riding bicycles Use of sidewalks and certain other rights-of-way.

Every person riding a bicycle shall obey the instructions of all traffic control devices and shall be subject to all of the duties of the driver of a vehicle as imposed by this chapter, except as to those provisions of this chapter which by their nature have no application.

(a) All public sidewalks, pedestrian pathways, courtyards, arcades, promenades, seawalls, and boardwalks shall be only available for use by pedestrians or non-motorized or non-electric bicycles-only except for the following.

(1) Those areas under the control of the federal government or the state of Florida, Department of Transportation (FDOT), in which cases, those regulations shall apply;

(2) Shared use paths, as designated by the City Manager, and marked by signage, shall be open to all restricted vehicles or devices; and

(3) Sidewalks that are at least 8 feet wide, unless such sidewalk is:

a. An internal walkway of the Plaza de la Constitucion, whereby internal walkways do not include the perimeter sidewalk immediately adjacent to, and encircling, the Plaza shall remain open only to pedestrians;

b. Any walkways on or adjacent to St. George Street between Orange Street and Cathedral Place shall remain open only to pedestrians; and

c. The seawall along Avenida Menendez. However, non-motorized and non-electric bicycles may be used on the seawall except the area immediately adjacent to the municipal marina; riders are required to disembark from their bicycle and walk the bicycles in that area.

(b) Restricted vehicles or devices shall include:

(1) Electronic Personal Assistive Mobility Devices, regulated pursuant to s. 316.2068, F.S., colloquially known as Segways;

(2) Bicycles, including, but not limited to, electric bicycles or motorized bicycles;

(3) Push scooters, roller skates, rollerblades, inline skates, skateboards, and other similar devices without any motorized parts; and

(4) Electronic or motorized scooters (hereinafter referred to as e-scooters), as defined by the Florida Uniform Traffic Control Law.

(c) Prohibited vehicles or devices shall include:

(1) Shared mobility devices that have not entered into a valid franchise agreement or other contractual arrangement with the city; and

(2) Any restricted device when used with a tour guide and at least 3 restricted devices travelling in a group, except:

a. On motor vehicle traffic lanes where allowed by the Florida Uniform Traffic Control Law; or

b. Consistent with s. 316.2068, F.S., Segways may operate on sidewalks. However, they must yield to pedestrians and allow sufficient space on the sidewalk for pedestrian passage.

(d) If any restricted vehicle or device is specifically permitted to be used on sidewalks or other rights-of-way controlled by the state or federal government and allowed by the Florida Uniform Traffic Control Law (FUTCL), it shall not be a violation of this chapter to do so, notwithstanding the above provisions. Individuals utilizing mobility devices pursuant to the Americans with Disabilities Act (ADA) may operate those devices on any city street, sidewalk, or walkway.

(e) Any restricted vehicles or devices left unattended on public property, including in parks and rights-of-way of the FDOT or the City of St. Augustine may be impounded by the Chief of Police or his or her designee. A restricted vehicle or device is not considered unattended if it is secured in a designated parking area, rack, docking station, or another location or device intended for the purpose of securing such devices.

Sec. 24-107. - Riding on sidewalks prohibited. Operation of a shared mobility device program.

~~No person shall ride or use any bicycle upon any sidewalk upon any of the streets or lanes within the corporate limits of the city.~~

(a) As used in this article, the "operator" of a shared mobility device program is the owner or the owner's agent of a shared mobility program. No operator of a shared mobility device program shall display, offer, or make available for rent any shared mobility device within the city, unless the person has a validly-executed franchise or contractual agreement with the city.

(b) The operator of a shared mobility device program is responsible for maintenance of each shared mobility device.

(c) Each shared mobility device shall prominently display the operator's company name and contact information, which may be satisfied by printing the company's Uniform Resource Locator (URL) or providing a code to download the company's mobile application.

Sec. 24-108. - Riding in parks or on seawall prohibited. Presumptions.

~~Riding or using any bicycle by any person within, upon, or through any of the public parks of this city, or upon the seawall of the city, is hereby prohibited.~~

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- (a) Shared mobility devices that contain a company name or other informal moniker, or a company logo, or a shared color scheme, or any other consistent markings that indicate that the vehicles are a part of a shared mobility device program, are presumed to be the property of the shared mobility device program.
- (b) If two or more shared mobility devices from an operator are found at a particular location within the city, it is presumed that they have been deployed by that operator.
- (a)(c) If the conditions in subsection (a) are met, it is presumed that the operator operates a shared mobility device program.

Sec. 24-109. - Sale — To be sold only by owner or authorized agent. Docking Stations.

~~It shall be unlawful for any person to purchase, sell, barter or trade any bicycle, or any part thereof, in the city, except that such barter, sale or trade of such bicycle or parts thereof may be made and done by the owner or his agent, or some person duly and legally authorized so to do.~~

- (a) The operator shall be responsible for ensuring that docking stations are in working condition.
- (b) Shared mobility devices must be placed in a dock at all times when not in use. No shared mobility device shall be left unattended on public property or rights-of-way except when engaged at a designated parking area, rack, or docking station unless the operator and the City of St. Augustine have specifically provided for a dockless system through the terms of a validly-executed franchise or contractual agreement.
- (c) No shared mobility device docking stations shall be placed in the public areas and/or rights-of-way of the City of St. Augustine except in locations agreed to by the City Manager or his or her designee, unless locations are specified provided by either a franchise or contractual agreement.

Sec. 24-110. - Same — Statement required; information to be shown. Impounding.

~~It shall be unlawful for any person doing or carrying on a bicycle business, or conducting a junk or secondhand business for the purchase and sale of secondhand bicycles and parts, or other vehicles, to buy, trade, barter or accept any bicycle or part of a bicycle within the corporate limits of the city, without first having obtained from the owner or the duly authorized agent of the owner, a written statement, signed by the owner or the owner's agent, or some person authorized so to do by the owner, such statement shall state how the seller possessed the bicycle, or parts of the bicycle, offered for sale, the date of the sale, the number and make of the bicycle, the color of the bicycle and shall specify any special identification marks on such bicycle. Such statement shall show that the person so~~

~~selling the bicycle, or part of the bicycle, is duly authorized so to do, as the owner or agent thereof. Any such sale made without such statement is hereby declared a violation of this section and shall be unlawful.~~

- (a) Any shared mobility device left unattended on public property, including in parks and rights-of-way of the FDOT or the City of St. Augustine may be impounded by the Chief of Police or his or her designee. A shared mobility device is not considered unattended if it is secured in a designated parking area, rack, docking station, or another location or device intended for the purpose of securing such devices.
- (b) The owner of the shared mobility device or the operator shall pay a \$25 fee to the St. Augustine Police Department to retrieve the device, in order to offset the administrative expense of impounding and storing the device. This fee is in addition to any other fee or penalty that may be applied for any underlying violation of this article.
- (c) The city shall comply with the lost or abandoned property provisions found in ch. 705, F.S. Additional courtesy holds may be granted at the discretion of the Chief of Police.

Sec. 24-111. - Enforcement and penalties.

- (a) Enforcement. Violations of ~~this article~~ sections 24-106, 24-107 and 24-108 shall be enforced as non-criminal infractions of city ordinances.
- (b) Penalties.
 - (1) The amount of penalties for violations of ~~sections~~ section 24-106, 24-107 and 24-108 shall be as provided for in F.S. § 318.18(3) F.S. § 318.18(1), as amended from time to time.
 - (2) Violations of Section 24-107 shall be fined \$250 for an initial offense, and \$500 for any repeat offenses within one year of the last offense by the same operator. Each day of non-compliance shall be a separate offense.
 - (3) Violations of Section 24-109 shall be fined \$50 per offense. Each day of non-compliance shall be a separate offense, unless the violation is for an undocked, unattended shared mobility device, in which case each incident is a separate offense, and the shared mobility device may be impounded in accordance with Section 24-110.

Section 5. Inclusion in Code. The City Commission intends that the provisions of this Ordinance shall become and shall be made part of the Code of the City of St. Augustine, that the sections of this Ordinance may be re-numbered or re-lettered and that

the word ordinance may be changed to section, article or other such appropriate word or phrase in order to accomplish such intentions.

Section 6. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. Severance of Invalid Provisions. In the event that any section, subsection, sentence, clause, phrase, word, term or provision of this Ordinance shall be held by a court of competent jurisdiction to be partially or wholly invalid, unconstitutional or unenforceable or involved for any reason whatsoever, any such invalidity, unconstitutionality, illegality, or unenforceability shall not affect any of the other or remaining terms, provisions, clauses, sentences, or sections of this Ordinance, and this Ordinance shall be read and/or applied as if the invalid, unconstitutional, illegal, or unenforceable section, subsection, sentence, clause, phrase, word, term or provision did not exist.

Section 8. Effective Date. This Ordinance shall become effective immediately upon passage, pursuant to § 166.041(4), Florida Statutes.

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2019.

Nancy E. Shaver, Mayor-Commissioner

ATTEST:

Darlene Galambos, City Clerk

(SEAL)



CITY OF ST. AUGUSTINE BEACH

Date: July 15, 2019

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

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

Subject: Removing Dog Tag Licenses from the City's Code of Ordinances

Background:

After evaluating the last two years costs to register and license dogs, it has come to my attention that the City has been losing money every year for a registration that is not required by Florida Statutes or St. Johns County. St. Johns County requires dogs to have rabies shots and if the owners don't, St. Johns County fines the dog's owner (pages 1-4). Florida Statutes, Chapter 828.30(7) (pages 5-6) states "This section does not prohibit or limit municipalities or counties from establishing requirement similar to or more stringent than the provisions of this section for the implementation and enforcement of rabies-control ordinances. However, local governments shall not mandate revaccination or currently vaccinated animals except in instances involving postexposure treatment for rabies." If a property owner comes to the City and doesn't have a vaccination for their animal the City does not give them a license, but we have no authority to make the owner get their dog vaccinated.

Analysis:

Dog tag expenses from FY 2019:

Renewal Notices:

Postage: \$45.15 (66 x \$0.35 per stamp)

Postcards: \$24.00 (1 pack of blank postcards)

Printing: \$6.33 (66 double sided x \$0.048 per side)

Issue Tags:

Dog Tags: \$70 for 100 tags

Registration Forms: \$2.40 (50 x \$0.048)

Staff Time: \$283.39 (\$17 per hour for 16.67 hours (50 tags at estimated 20 minutes per tag))

Total Expense for FY 2019: \$431.27

Revenue for FY 2019: \$152.00

FY 2019 equaled a loss to the City of \$279.27

Budget Analysis:

Removing the dog tag license from the City's Code of Ordinances will save \$297.27 per year at a minimum. Each year the costs increase.

Recommendation:

It is the recommendation of staff to approve Ordinance 19-13 to remove registration of dog tags.

Section 11. Adoption of Animals.

A. The Division may adopt animals to any person that it deems to be a responsible and suitable owner. Any person who adopts an animal from the Division shall agree to comply with all provisions of this ordinance as a condition of being permitted to adopt an animal.

B. The Division has sole discretion to accept or refuse a potential adopter. The Division may refuse to adopt an animal to a potential adopter for either of the following reasons:

1. The potential adopter has previous violations of this ordinance or any other county's animal control ordinance; or
2. The Division, for any reason, determines that it would not be in the best interests of the animal's health, safety, welfare, or well-being to allow the potential adopter to adopt the animal.

C. No animal in the custody of the Division shall be adopted until:

1. The adopter signs an agreement to have the animal sterilized and vaccinated for rabies within the time specified in the agreement; and
2. The adoption fee is paid in full.

D. It shall be a violation of this ordinance for any person to refuse or fail to sterilize an animal adopted from the Division. If an adopter fails to sterilize an animal adopted from the Division within the time specified in the adoption agreement, the Division shall immediately confiscate the animal, and the animal shall become the property of the County to be humanely euthanized or placed for adoption at the Division's discretion.

Section 12. Vaccination of Animals.

A. All dogs, cats, and ferrets 4 months of age or older must be vaccinated by a licensed veterinarian against rabies with a vaccine that is licensed by the United States Department of Agriculture for use in those species. The owner of every dog, cat, and ferret shall have the animal revaccinated 12 months after the initial vaccination. Thereafter, the interval between vaccinations shall conform to the vaccine manufacturer's directions. The cost of vaccination must be borne by the animal's owner. Evidence of circulating rabies virus neutralizing antibodies shall not be used as a substitute for current vaccination in managing rabies exposure or determining the need for booster vaccinations.

B. A dog, cat, or ferret is exempt from vaccination against rabies if a licensed veterinarian has examined the animal and has certified in writing that at the time vaccination would endanger the animal's health because of its age, infirmity, disability, illness, or other medical considerations. An exempt animal must be vaccinated against rabies as soon as its health permits.

C. Upon vaccination against rabies, the veterinarian shall provide the animal's owner and the Division with a rabies vaccination certificate in a form approved by the Division. The certificate shall contain all information required by the National Association of State Public Health Veterinarians Rabies Certificate. The veterinarian who administers the rabies vaccine to an animal as required under this section may affix his or her signature stamp in lieu of an actual signature.

D. Each ferret vaccinated according to this section must be quarantined, when necessary, according to rules of the Department of Health.

E. The failure or refusal of an owner to have a dog, cat, or ferret vaccinated against rabies is a violation of this ordinance and of Section 828.30, Florida Statutes.

F. The Division has the discretion to vaccinate any dog, cat, or ferret impounded by the County at the owner's expense and to require payment for such vaccination before releasing the animal to the owner if the Division reasonable believes that the animal will not be vaccinated within a reasonable time period and:

1. The animal is on quarantine or has been declared an aggressive or dangerous animal;
2. The owner has previously received a warning with respect to rabies vaccinations; or
3. The County has a rabies alert or quarantine in effect.

Section 13. Animal Ownership Limitations.

The number and type of animals which may be owned or possessed on any particular property within the County shall be governed by the provisions of the Land Development Code.

Section 14. Leash or Other Restraint.

A. The owner of an animal shall ensure that the animal does not run at large or stray onto public property, including any public street, sidewalk, beach, or right-of-way.

B. The owner of an animal shall ensure that the animal does not run at large or stray onto the private property of another without permission from the property owner.

court date(s) when such contested citations may be scheduled to be heard by the County Court.

E. Unless otherwise specified in this ordinance or in Florida Statutes, the commission of a charged infraction at a hearing under this Section 7 must be proven by a preponderance of the evidence.

Section 8. Penalties.

A. Unless otherwise stated, violations of this ordinance shall include fines as follows:

	<u>Uncontested</u>	<u>Contested</u>
1. First violation:	\$75.00	\$93.00
2. Second violation:	\$150.00	\$168.00
3. Third violation:	\$250.00	\$268.00
4. Fourth violation and every violation thereafter:	\$482.00	\$500.00

In addition to the fines set forth above, a person who is issued a citation for a violation of this ordinance shall pay any filing fees or court costs assessed in connection with the citation.

B. The following violations shall require a mandatory appearance in County Court, as provided in Section 828.27, Florida Statutes:

1. Any violation resulting in the issuance of a fourth citation to a person, and every violation thereafter;
2. Any violation involving the unprovoked biting, attacking, or wounding of a person; and
3. The second violation of Sections 17 or 18 of this ordinance, and every violation of Sections 17 or 18 thereafter.

Persons issued a citation for a violation that requires a mandatory court appearance shall not have the option of paying a fine instead of appearing in court.

C. Notwithstanding any other provision of this ordinance, the fine for violating Section 17 of this ordinance shall range from \$250 to \$500 depending on the nature of the offense. Any person who violates the provisions of Section 17 of this ordinance may be enjoined from owning any animal for a period not to exceed 3 years.

Violation of Section 17 of this ordinance may also lead to criminal prosecution under Section 828.12, Florida Statutes.

D. Notwithstanding any other provision of this ordinance, the fine shall be \$500 for the failure or refusal to surrender an animal that is that is authorized to be confiscated or impounded under any section of this ordinance; holding, hiding, or concealing an animal in order to avoid lawful confiscation or impoundment pursuant to any section of this ordinance; the failure to register or renew registration for an animal that has been designated aggressive or dangerous; or the unauthorized transfer of an animal that is the subject of an aggressive or dangerous animal investigation.

E. Notwithstanding any other provision of this ordinance, the fine for violating Section 23.C of this ordinance shall be \$500.

F. Any person who willfully refuses to sign and accept a citation issued by an officer for a violation to be heard in county court is in violation of this ordinance and is guilty of a second degree misdemeanor, punishable as provided in Section 775.082 or 775.083, Florida Statutes.

G. Unless otherwise specified in this ordinance or in Florida Statutes, a violation of this ordinance is a civil infraction.

H. In lieu of, or in addition to, a fine and court appearance, the Division or the County Court may require the owner of an animal to meet certain remedial conditions to prevent further violations of this ordinance and to ensure the health, safety, and welfare of the animal and the public. The required remedial measures shall be indicated on the citation or court order. The burden of proof of compliance with the remedial measures shall rest with the animal's owner.

I. If multiple animals are involved in a violation of this ordinance, each animal shall constitute a separate violation.

J. Each day that a violation of this ordinance continues shall constitute a separate violation.

Section 9. Appeals.

A. Except as otherwise provided in this section, an appeal of a violation of this ordinance may be filed in Circuit Court within 30 days of the County Court making a finding that a violation of the ordinance occurred and issuing an order requiring payment of a fine pursuant to Section 8 of this ordinance. The standard of review for non-criminal violations of this ordinance shall be competent and substantial evidence.

B. An appeal of any final agency action under this ordinance may be filed in Circuit Court within 30 days of the final agency action.

Select Year: 2018 Go

The 2018 Florida Statutes

[Title XLVI](#)[Chapter 828](#)[View Entire Chapter](#)**CRIMES** ANIMALS: CRUELTY; SALES; ANIMAL ENTERPRISE PROTECTION**828.30 Rabies vaccination of dogs, cats, and ferrets. –**

(1) All dogs, cats, and ferrets 4 months of age or older must be vaccinated by a licensed veterinarian against rabies with a vaccine that is licensed by the United States Department of Agriculture for use in those species. The owner of every dog, cat, and ferret shall have the animal revaccinated 12 months after the initial vaccination. Thereafter, the interval between vaccinations shall conform to the vaccine manufacturer's directions. The cost of vaccination must be borne by the animal's owner. Evidence of circulating rabies virus neutralizing antibodies shall not be used as a substitute for current vaccination in managing rabies exposure or determining the need for booster vaccinations.

(2) A dog, cat, or ferret is exempt from vaccination against rabies if a licensed veterinarian has examined the animal and has certified in writing that at the time vaccination would endanger the animal's health because of its age, infirmity, disability, illness, or other medical considerations. An exempt animal must be vaccinated against rabies as soon as its health permits.

(3) Upon vaccination against rabies, the licensed veterinarian shall provide the animal's owner and the animal control authority with a rabies vaccination certificate. Each animal control authority and veterinarian shall use the "Rabies Vaccination Certificate" of the National Association of State Public Health Veterinarians (NASPHV) or an equivalent form approved by the local government that contains all the information required by the NASPHV Rabies Vaccination Certificate. The veterinarian who administers the rabies vaccine to an animal as required under this section may affix his or her signature stamp in lieu of an actual signature.

(4) Each ferret vaccinated according to this section must be quarantined, when necessary, according to rules of the Department of Health.

(5) An animal owner's name, street address, phone number, and animal tag number contained in a rabies vaccination certificate provided to the animal control authority is exempt from s. [119.07\(1\)](#) and s. [24\(a\)](#), Art. I of the State Constitution. However, any person who has been bitten, scratched, or otherwise exposed to a zoonotic disease or the physician of such person; a veterinarian who is treating an animal that has been bitten, scratched, or otherwise exposed to a zoonotic disease; or the owner of an animal that has been bitten, scratched, or otherwise exposed to a zoonotic disease shall be provided with any information contained in a rabies vaccination certificate but only with respect to the particular animal biting, scratching, or otherwise causing exposure. Any person with an animal tag number may receive vaccination certificate information with regard to that animal. Law enforcement and prosecutorial agencies; other animal control authorities; emergency and medical response and disease control agencies; or other governmental health agencies shall be provided information contained in the rabies vaccination certificate for the purpose of controlling the transmission of rabies; however, the receiving agencies and authorities must not release the exempt information.

(6) Violation of this section is a civil infraction, punishable as provided in s. [828.27\(2\)](#).

(7) This section does not prohibit or limit municipalities or counties from establishing requirements similar to or more stringent than the provisions of this section for the implementation and enforcement of rabies-control ordinances. However, local governments shall not mandate revaccination of currently vaccinated animals except in instances involving postexposure treatment for rabies.

History.—s. 7, ch. 94-339; s. 3, ch. 95-220; s. 1, ch. 98-178; s. 1, ch. 98-213; s. 1, ch. 2003-170; s. 1, ch. 2005-74; s. 9, ch. 2006-289.

Note.—Former s. 585.69.

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ORDINANCE NO: 19-13

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AMENDING THE CITY CODE, CHAPTER 4, ARTICLE II, DOGS AND OTHER ANIMALS, TO REMOVE THE OBLIGATION OF REGISTRATION, PAYMENT OF A LICENSE FEE, AND TAG REQUIREMENTS AND PROVIDING AN EFFECTIVE DATE THEREOF.

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

Section 1: To remove Sections 4-14 to 4-20 in their entirety.

Section 2: To amend Section 4-21 as follows:

Sec. 4-21. - Collar required; tag to be attached; removal of collar or tag.

Each dog kept within the corporate limits of the city shall be provided by its owner or keeper with a collar, made of leather or metal or other durable material to which the ~~license tag provided for in section 4-17~~ an identifying tag shall be securely fastened. No dog shall be permitted to be kept or remain within the city unless the owner or keeper thereof shall have ~~caused such dog to be registered, licensed and provided with and required to wear~~ provided such dog with a collar and tag as herein provided. No person not being the owner or keeper of such dog shall remove or take off or cause to be removed or taken off the collar or the tag upon the dog within the city.

Section 3: To amend Section 4-22 as follows to reflect the replacement of St. Johns County Ordinance 1997-11 in its entirety with Ordinance 2010-52:

Sec. 4-22. - County ordinances relating to animals and animal control adopted.

- a) St. Johns County Ordinance No. 88-42, as amended by St. Johns County Ordinance Nos. 90-59 and 92-1 and St. Johns County Ordinance No. ~~97-11~~ 2010-52, each as further amended as provided in subsection (d) hereof shall be in effect within the corporate limits of the City of St. Augustine Beach.
- b) All ordinances and parts of ordinances in conflict herewith are hereby repealed.
- c) In the event that any portion of St. Johns County Ordinance No. 88-42, as amended by St. Johns County Ordinance Nos. 90-59 and 92-1 and St. Johns County Ordinance No. ~~97-11~~ 2010-52, shall be declared invalid by a court of competent jurisdiction, such invalidity shall not ~~effect~~ affect the remaining portions of such ordinances which shall remain in full force and effect within the corporate limits of the city.
- d) In the event that further amendments shall be made to St. Johns County Ordinance No. 88-42, as amended by St. Johns County Ordinance Nos. 90-59 and 92-1 and St. Johns County Ordinance No. ~~97-11~~ 2010-52, such amendments shall be effective within the corporate limits of the city until such time as the city commission shall adopt an ordinance opting out of said county ordinances.

Section 4: This Ordinance shall take effect upon its passage.

PASSED on this _____ day of _____, 2019 by the City Commission, City of St. Augustine Beach, Florida.

ATTEST: _____

City Manager, Max Royle

BY: _____

Undine C. George, Mayor

First reading: _____

Second reading: _____

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 1, 2019

SUBJECT: Flying Non-Government Flags on City Property: Consideration of Policies

At your June 17th special meeting, a proclamation to declare June as Pride Month was added to the agenda at the request of Ms. Mary Cobb of the Women's March Alliance of North Florida. One provision in the proclamation was that the City would fly the rainbow pride flag in recognition of Pride Month. You approved the proclamation at the special meeting.

The City at this time has no policies concerning the flying of non-government flags on City property. We suggest you consider adopting policies as guides for any future requests by groups to fly special flags, so as to avoid putting the City in a legally hazardous position of perhaps having to deny the flying of certain flags for various reasons and being sued as a result.

One suggested policy could be to allow the flying or display on City property of only the following:

- a. Governmental flags, such as the state flag or the flag of another, existing country.
- b. Special flags for City-sponsored events, such as the annual Arbor Day celebration April. The Arbor Day flag is usually flown under the portico of the south entrance to city hall.
- c. Flags sanctioned or approved by the federal government, such as the POW/MIA flag and flags approved by the State of Florida.

This policy would, for example, allow the flying of the French flag under the U.S. flag if the City hosted as it has on two past occasions the presentation by the French counsel of France's Legion of Honor to American WWII veterans.

The policy would not allow the flying of, for example, any of the flags of the Confederate States of America, as that nation no longer exists, nor the flag of any non-governmental organization.

Or, you might consider that the flying of a non-government flag would be allowed only if you approved a proclamation, as you did for Pride Month, which specifically states the flag shall be flown.

ACTION REQUESTED

It's that you discuss what policies you think the City should have to regulate the flying of non-governmental flags on City property.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 11, 2019

SUBJECT: 2020 Legislative Priorities: Request from the County and the Northeast Florida Regional Council (Presenter: Max Royle, City Manager)

Attached is a letter (page 1) from the County Administrator, Mr. Michael Wanchick, and an email (pages 2-3) from Ms. Elizabeth Payne, Chief Executive Officer of the Northeast Florida Regional Council. Both Mr. Wanchick and Ms. Payne request that you determine are the City's priorities for the 2020 session of the Florida Legislature.

Behind Ms. Payne's email are the 2019 priorities from Northeast Florida cities and counties.

Some suggested 2020 priorities for our City could be:

- Continued state funding for beach restoration projects.
- Respect home rule for cities and counties
- Allow cities and counties, rather than the state, to regulated short-term rentals.

ACTION REQUESTED

It is that you select whether you have any 2020 legislative priorities to send to the County and the Northeast Florida Regional Council.



St. Johns County Board of County Commissioners

Office of the County Administrator
Michael D. Wanchick, County Administrator

July 9, 2019

Max Royle, City Manager
City of St. Augustine Beach
2200 SR A1A South
St. Augustine Beach, FL 32080

Dear Mr. Royle:

This letter is to solicit input from the City of St. Augustine Beach as we prepare recommended items to include in the 2020 St. Johns County Legislative Action Plan. The document is a focused list of St. Johns County issues for which we request financial or legislative assistance and other support from our state and/or federal legislative delegation members.

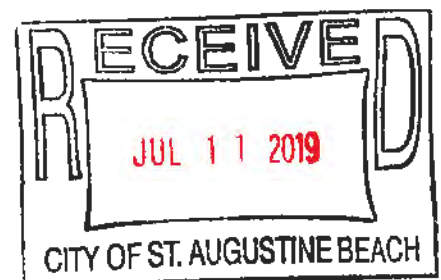
Topics of consideration could include regulatory issues, requests for financial assistance, legal requirements, or any other potential legislative action that would impact your organization or St. Johns County. I invite you to submit any items you feel should be included in the upcoming Legislative Action Plan. When submitting an item, please include the specific action(s) being requested from members of our delegation.

Please submit all items in writing to this office no later than Wednesday, August 7, 2019. If no response is received, we will presume you have no issues to include in the 2020 Legislative Action Plan.

Sincerely,

Michael D. Wanchick
County Administrator

MW/sb



Max Royle

From: Payne, Elizabeth <epayne@nefrc.org>
Sent: Friday, June 21, 2019 11:36 AM
To: Payne, Elizabeth
Subject: NEFRC 2020 Legislative Priorities
Attachments: 2019 Legislative Priorities- Final.pdf

Importance: High

Dear Colleagues:

We are once again soliciting information from each of our Counties and Municipalities for the 2020 Legislative Session. As you all know, this is an accelerated timeframe due to the session convening in January 2020.

Attached are the Council's 2019 Legislative Priorities – to be used as a guide to the pressing issues that were of concern within our Region for the most recent session. Please determine your top three priorities that most significantly represent the critical needs and concerns of your communities and constituents for the upcoming Legislative Session.

We request that you submit these issues to us by Thursday, September 19, 2019 in Word format using the legislative format as shown in the attached 2019 publication. Each listing should include the issue's background, requested action and effect.

The NEFRC Legislative Committee, which is comprised of Council Board Members, addresses critical concerns within our Region. This Committee is guided by the Home Rule Philosophy to develop and implement community-based solutions. Many issues-of-the-day call for a collective regional approach as the most effective way to address, respond and resolve the issues that are most important to our Region.

The NEFRC Legislative Committee will determine the top “regional priorities” that represent the most critical concerns of the Northeast Florida Region at their October meeting. Once finalized, the Council's Legislative Priorities will be distributed to our Board of Director's, Member local governments. Additionally, the Priorities be presented to the Regional Legislative Delegation for their consideration and actions. It is only through your input and participation that we can truly know what matters most to the citizens and constituents of our Region.

If you have any questions, concerns or comments, please feel free to direct them to me, at epayne@nefrc.org or (904) 279-0880.

Thanks!

Beth Payne, AICP
Chief Executive Officer
Northeast Florida Regional Council
904.279.0880 x 133
904.233.0423 - cell
epayne@nefrc.org



NORTHEAST FLORIDA REGIONAL COUNCIL

2019

LEGISLATIVE PRIORITIES



"BRINGING COMMUNITIES TOGETHER"

2019 Northeast Florida Regional Council Legislative Priorities

GOVERNANCE / MEMBERSHIP



Hon. John Drew*

Chair, NEFRC Legislative Committee
Nassau County
Tax Collector
904-491-7413
jdrew@nassautaxes.com

Hon. Bill Gulliford

Duval County
City of Jacksonville City Council
904-630-1397
Gulliford@coj.net



Darryl Register*

Baker County
Chamber of Commerce
904-259-6433
dregister@bakerchamerfl.com



Hon. Elaine Brown

Duval County
City of Neptune Beach
904-318-5904
ebrown@neptune-beach.com



Helga Van Eckert

Flagler County
Chamber of Commerce
386-313-4071
hvaneckert@flaglercountyedc.com



Kelly Redford

Putnam County
386-326-3499
kellyra1986@yahoo.com



Hon. Roxanne Horvath*

St. Johns County
St. Augustine City Commissioner
904-825-1266
duoarch@comcast.net

Committee Purpose:

"Work collectively and promote regionally."

Committee Philosophy:

This committee is guided by the Home Rule Philosophy to develop and implement community-based solutions.

Committee Responsibilities:

To serve as the forum for the Northeast Florida Regional Council Board of Directors to collect its local governments' Legislative priorities to promote a regional agenda.

*Florida Regional Councils Association Representative

2019 Northeast Florida Regional Council Legislative Priorities

The following Regional Legislative priorities were determined by a consensus of the Legislative Committee. The Committee was guided by the Home Rule philosophy to develop and implement community-based solutions.

2019 LEGISLATIVE PRIORITIES OF THE NORTHEAST FLORIDA REGIONAL COUNCIL

Infrastructure

- ★ Support economic prosperity and environmental protection through increased funding for water, wastewater (including septic tank reductions) and stormwater infrastructure projects, understanding the regional and statewide importance of these initiatives to provide for the increasing needs of our citizens.

Home Rule

- ★ Support the preservation of existing home rule powers and oppose any attempt to preempt local government home rule authority.

Beach Restoration and Re-nourishment

- ★ Support enhanced funding for beach restoration and re-nourishment.

Transportation

- ★ Support transportation funding for essential local government transportation projects and programs, including transit, bicycle and pedestrian modes that improve the economy and quality of life.
- ★ Support funding for the Small County Road Assistance Program, the Small County Outreach Program, Transportation Regional Incentive Program and the Transportation Disadvantaged Program.
- ★ Support establishment of penalties to be levied for excessive blockage of public roads by railroad trains.

Affordable Housing

- ★ Support use of the Local Government Housing Trust Fund only for affordable housing programs and oppose any attempts to sweep the Trust Funds for other purposes.



2019 Northeast Florida Regional Council Legislative Priorities

BAKER COUNTY 2019 LEGISLATIVE PRIORITIES



CONTINUE FUNDING SMALL COUNTY ROAD PROGRAMS

Background: The Small County Road Programs are critical to meeting Baker County's Transportation needs. The Small County Road Assistance Program (SCRAP), Small County Outreach Program (SCOP), Community Incentive Grant Program (CIGP) and the Transportation Regional Incentive Program (TRIP) provide necessary transportation funding for road improvements.

Requested Action: Continued support and increase monies generated by statewide gas tax collections to the State Transportation Trust Fund to provide essential transportation programs such as (SCRAP), (SCOP), (CIGP) and (TRIP). Prohibit the creation of any legislation that would restrict these types of funds due to comprehensive plan amendments adopted by small counties.

Effect: Continuation of these vital programs will enable counties to make much needed road improvements, create jobs, correct environmental problems created by runoff, and stimulate the local economy.

FUNDING FOR HURRICANE PREPAREDNESS SHELTER/ SENIOR CITIZENS CENTER

Background: Baker County has two hurricane shelters and a population of 27,000. The County is a "recipient county" for urban Duval and other nearby coastal communities. The County has daily needs for facilities to serve senior citizens. Property has been acquired and plans prepared for a building that can meet both needs. Matching funds assistance from the State would allow the construction of a facility that will meet local and regional needs.

Requested Action: Support funding for a dual-purpose emergency shelter / senior citizens center.

Effect: Will provide a multi-purpose building for our senior citizens and also provide a shelter for evacuees and their pets for local and regional residents in the event of a major hurricane.

APPROVE LEGISLATION FOR A LOCALLY-IMPOSED SALES TAX

Background: Ad valorem taxes have been insufficient and an inequitable source of revenue for small counties. Counties need to have the flexibility to levy additional sales tax at their discretion.

Requested Action: Allow counties the option to levy an additional sales tax.

Effect: The additional sales tax will create additional revenue for local governments that will affect the community as a whole and not limit the burden solely to property owners.

FUNDING FOR TWO REPLACEMENT FIRE STATIONS

Background: As Baker County transitions from an all-volunteer fire department to hiring full-time firefighters, funding two replacement fire stations is a financial problem for the County because of their age and outdated condition.

Requested Action: Funding is sought to construct two replacement fire stations in the Sanderson and Central County areas of Baker County.

Effect: The funding will assist the County to offset large capital outlays and help provide fire-rescue services to the central and western part of the County.

FUNDING FOR A MULTI-SPORT COMPLEX

Background: Baker County has a limited number of facilities to provide recreational activities for our youth and citizens. St. Mary's Shoals Park has been identified for over a decade to be a prime location for a multi-sports complex, however the County has had limited funds to implement this project.

Requested Action: Funding is sought to construct a new multi-sports complex in St. Mary's Shoals Park that includes baseball, softball, and soccer facilities.

Effect: The funding will assist the County to offset large capital outlays and help provide much-needed recreational activities for the youth and adults of the County.

2019 Northeast Florida Regional Council Legislative Priorities

DUVAL COUNTY 2019 LEGISLATIVE PRIORITIES



FIRE GEAR EXTRACTORS AND DRYERS APPROPRIATION

Background: JFRD currently has eight (8) gear washers in use; however, the City of Jacksonville recently funded the purchase of ten (10) additional washers and ten (10) dryers. While this will build upon JFRD's capacity, this capital project will fund the purchase and installation of ten (10) additional gear washers (commercial extractors) and eighteen (18) commercial gear dryers.

Requested Action: Appropriation of \$136,929 (10 WASHERS) & \$141,692 (18 DRYERS) with a local match of \$136,929 (10 WASHERS) & \$78,718 (10 DRYERS)

Effect: Approval of this appropriation will expand JFRD's total washer and dryer capacity to twenty-eight (28) fire stations.

CITY OF JACKSONVILLE REAL TIME CRIME CENTER EXPANSION

Background: Phase I of the Real Time Crime Center (RTCC), powered by Motorola's Command Central Aware platform, is currently operational at the North Florida Transportation Planning Organization. It consists of multiple software- and hardware-based components that allow the Jacksonville Sheriff's Office (JSO) to leverage advancements in law enforcement technology to keep the community safer, respond to incidents more effectively and solve crimes more efficiently.

Requested Action: Appropriation of \$ 710,853 will provide for a Phase II of the City's recently-implemented RTCC.

Effect: Through the use of gear in the field and several analyst-operated computer workstations at the RTCC, JSO gains the ability to:

- Use real-time intelligence (voice, data and video streams),
- Consolidate existing law enforcement camera feeds, incident information from platforms such as ShotSpotter, resource/personnel locations and other alerts into a single analyst's workstation,
- Detect and verify threats with more certainty using virtual patrols and video analytics,
- Provide a growing deterrent through the publicizing of the program.

FREEDOM PARK APPROPRIATION

Background: Freedom Park is a proposed park in the Arlington area of Jacksonville and is being planned to serve two distinct groups sufferers of PTSD and those interested in the Gullah Geechee culture.

Requested Action: Appropriation of \$521,855 to install park site furnishings.

Effect: The park site furnishings will be created and placed to provide an enclosing space. To honor PTSD veterans, the landscape design will provide a sense of security and inspiration. This can be seen on looping pathways, layered planting and paving, and visual and noise buffers enclosing the park. Best practices in healing garden design will be used to create a safe inviting place for PTSD veterans. Illustrative panels will be created to share the story of the Gullah Geechee culture. Landscaped features at the park, will symbolize the Gullah Geechee history, community, and connection to the environment. Freedom Park will increase the amount of African and African American Curriculum available to residents and visitors.

NORTHWEST JACKSONVILLE STEM CENTER FOR TEENS

Background: The hub location will service neighborhoods with access need to workforce training, academic enrichment, and positive youth development. The targeted area includes several Title 1 schools, as well as a high level of economic instability and transportation limitations. The county-wide Hub Leadership Team, provided through Kids Hope Alliance will coordinate the training, programming, and reporting, related to Jacksonville's Workforce and Economic Development needs. Training will target youth ages 12 to 19.

Requested Action: Appropriation of \$800,000 for hardware, software, furniture/fixtures and supplies.

Effect: The hub will service the neighborhoods with hardware and software to provide support, exposure, and necessary talent development in STEM industry sectors.

PEDESTRIAN CROSSING INSTALLATION

Background: The City of Jacksonville has the second highest rate of pedestrian fatalities for all cities in the United States. To combat this problem, a Bicycle-Pedestrian Master Plan identified 88 locations where pedestrian crossing enhancements are needed. Of the 88 identified locations, 33 have been addressed and 55 remain.

Requested Action: Appropriation of \$750,000 with a local match of \$800,000 for enhancing pedestrian crosswalks.

Effect: Enhancing pedestrian crosswalks with high-emphasis pavement markings and RRBs has been proven to increase pedestrian visibility, build driver expectancy, and ultimately reduce pedestrian crashes.

2019 Northeast Florida Regional Council Legislative Priorities



HOME RULE

Background: Local Government is closest to the people and the daily provider of the majority of public services Floridians rely on. In providing these various services, local leaders must determine how best to deliver services in their community while staying within their financial means. While there is no denying that the State Legislature plays an important role in standardizing some issues across the third largest state in the Country, we ask that issues coming before you be viewed through the lens of constitutionally granted "home rule" for local gov-

ernments. It is imperative that local leaders are given the opportunity to lead and avoid a local dispute in one community from becoming the burden of every other City and County in the State.

Requested Action: Seek local government input on possible legislative matters that have the potential of impacting local communities.

Effect: Better communication with local governments to avoid negative legislative impacts on local services that may also have unintended consequences, avoid negative impacts on local property taxes and/or not reverse decisions that have been vetted on a local level.

ENHANCE FUNDING FOR WATER, WASTEWATER, AND STORMWATER INFRASTRUCTURE PROJECTS

Background: Florida local governments must be equipped with the adequate funding and tools necessary to protect State natural resources and citizens living within these areas from development impacts and fallout from weather related incidents. The funds recently allocated by the Legislature for these types of infrastructure projects has been growing, but not at the pace necessary to address the rapidly growing regional needs and environmental challenges throughout the State. Statewide problems with springs, algae blooms, and other environmental disasters which will require State and local leaders' action on regional and local projects to avoid future disasters and reversal of the current ones. Projects require money and while local leaders are coming to the table, state financial partnership is needed with grant assistance.

Requested Action: Continue to increase funding levels for water, wastewater, and stormwater infrastructure projects understanding the local, regional and statewide environmental importance of these initiatives.

Effect: Empowering local governments with grant funds to ensure safe drinking water and proper treatment of wastewater and stormwater, which will in turn protect and restore critical natural resources throughout the State.

MAINTAIN AND FUND BEACH RESTORATION AND RENOURISHMENT

Background: There are 18 miles of sandy beaches along the Flagler County coastline. The beaches of Flagler attract millions of visitors each year and are also enjoyed by residents of the entire north Florida region. Not only do beaches support tourism and the local economy, they also help protect property and provide critical habitat for sea turtles, shore birds, and other marine wildlife. The long-term management of the County's shoreline involves shore protection projects, dune enhancements, and regional sediment management with extensive partnerships with State and Federal agencies. The beach along the oceanfront in Flagler County provides shore protection for erosion caused by waves and other coastal processes. The back to back hurricanes, (Matthew-2016 and Irma-2017) has caused severe beach erosion.

Requested Action: Continue to maintain and fund beach restoration and renourishment projects. As communities come to the table with resources, state finance partnerships are needed to provide assistance. The local and state partnership in the allocation of resources demonstrates on a federal level the importance of the beaches and the need for funding on a federal level.

Effect: Healthy beaches are one of Florida's most valuable assets. They are essential to the tourism revenues of coastal communities across Florida.

2019 Northeast Florida Regional Council Legislative Priorities



HOME RULE

Background: 166.021 Powers. (1) As provided in s. 2(b), Art. VIII of the State Constitution, municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law.

Requested Action: Support home rule powers to ensure control of local government.

Effect: A large majority of legislation creates unfunded mandates. Economically challenged and distressed cities do not have a funding mechanism for these mandates. The proposed expansion of the homestead exemption further limits the local government in its ability to serve the needs of the citizens. Local governments will be required to either reduce services or increase taxes of businesses and residential owners. Any state imposed limitation on impact fees will further jeopardize home rule. These fees are crucial for local governments to fund infrastructure created by new developments. And finally, bills such as CS/CS/HB 587, which preempts local government from regulating the placement of wireless facilities within our right of ways is an outright assault on home rule.

JULING REGULATIONS

Background: Use of e-cigarettes is increasing in youth and teens. There are warnings from the Surgeon General about the harmful effects of "vaping." The State has no regulations or monitoring for e-cigarettes, oils and/or other vaping devices. Federal and State e-cigarette regulations fall short when it comes to preventing youth access and use to these types of products.

Requested Action: Funding is sought to assist local jurisdictions to develop regulations regarding the sale and display of vaping oils/devices or other tobacco products not already regulated by the State, to develop a database for retailers that sell these products and to close the e-cigarette state law loophole at the local level.

Effect: Any funding will assist local municipalities' research and develop regulations to help close the e-cigarette state law loophole, create a database to track retailers who sell e-cigarettes, vaping devices and oils, and provide funding to allow local law enforcement agencies or other enforcements officials the ability to conduct compliance checks or provide the funding for a position dedicated solely to monitoring and enforcing local regulations.

ROAD AND TRANSPORTATION FUNDING FOR FLAGLER CENTRAL COMMERCE PARKWAY

Background: For 14 years construction of the Flagler Central Commerce Parkway has been one of the City of Bunnell's highest priorities. Benefits for the completion of this roadway, include but are not limited to: 1. providing an alternate route from State Road 5/US Highway 1 to State Road 100 increasing the capacity of both roads and improving the level of service of State Road 100 during rush hours and/or during times of evacuations; 2. any incrementally added ad-valorem revenues from development in and around this roadway can be applied to future improvement projects and promises to significantly bolster the local economy by creating new jobs and broadening the tax base for the area.

Requested Action: Provide local levels of funding for the construction and completion of the roadway.

Effect: This funding will assist the City and Flagler County to offset the capital outlays required for construction of a major roadway and increase the levels of service available to those traveling on State Road 5/US Highway 1 and State Road 100.

UTILITY PROJECT FUNDING

Background: The City of Bunnell faces a problem of aged, outdated and failing utility infrastructure.

Requested Action: Funding is sought to construct and update utility infrastructure and build stormwater systems to mitigate potential property losses.

Effect: This funding will assist smaller cities to offset large capital outlays and help them maintain accepted levels of services.

FUNDING FOR WORKFORCE HOUSING

Background: There is a staggering lack of affordable housing units in Flagler County. Rental units are in short supply and affordable housing rental units are extremely rare. The Northeast Florida Affordable Housing Needs Plan identified a deficit of almost 30,000 units needed to meet the needs of households making 30% of the average median income.

Requested Action: Funding is sought to create a local workforce housing initiative that can create links between the public and private sectors to encourage and create and build low-and moderate-income housing in the community or assist with finding other ways to address the need for affordable housing.

Effect: This funding will assist smaller cities to offset the costs for the development of and administration of a program to assist those who should qualify for affordable housing.

2019 Northeast Florida Regional Council Legislative Priorities

**WATER QUALITY AND WASTEWATER INFRASTRUCTURE**

Background: Many communities continue to rely on decades-old water and wastewater infrastructure. In coastal communities, potable water lines are subject to saltwater intrusion. Corroding metal sewer system pipes and deteriorating lift stations pose a constant threat to the environment. Some communities still allow private septic systems because of the financial burden of extending sewer lines and putting the onus on its residents to pay impact fees. New wells need to be drilled to keep up with population growth and provide the necessary water pressure for the hydrants.

Requested Action: Increase both the number and the dollar amount of grants offered by federal and state agencies to small and rural communities in order to improve their water and wastewater facilities. Provide the needed resources for communities to implement new technological improvements that will lower energy while meeting a higher demand.

Effect: Encourages local governments to plan their budgets properly and seek additional funding opportunities. This reduces the probability of a local facility becoming a burden to the State.

FLAGLER BEACH RESTORATION

Background: Flagler Beach has a tourist-dependent economy. In 2002, House Resolution 2676 provided for the U.S. Army Corp of Engineers to conduct a Feasibility Study of Flagler County's coastline for Beach Renourishment. The recommendation from that study was to provide shoreline protection to 2.6 miles in Flagler Beach to extend the dune 10 feet and protect SR A1A. A Joint Partnership Agreement between Flagler County and FDOT was to provide \$1 million for the design phase and \$3.8 million for the construction phase. Additional funding is being sought from FDOT, FDEP (which will help fund construction up to 50%), the Tourist Development Council, and federal funds.

Requested Action: That the State of Florida promotes the funding of beach renourishment programs through partnerships with state agencies and local governments.

Effect: The preservation of a vital recreational resource and a section of scenic highway State Route A1A that through local, national, and international tourism has a high-impact, positive effect on the City's and County's economy.

CONSIDERATION TO ENSURE HOME RULE AND NO UNFUNDED FINANCIAL MANDATES TO LOCAL MUNICIPALITIES

Background: The Constitution Revision Commission (CRC) met in 2017-2018 and recommended changes to Florida's constitution that will appear on the 2018 general election ballot. Municipalities are the only form of local government created to serve the needs and desires of its citizens. Local self-government is the keystone of American democracy and constitutional municipal home rule authority should be protected and preserved. Unexpected financial directive issued by legislators can have a negative impact on local governments. Unfunded mandates takes money away from programs intended to support or improve the quality of life of our citizens. An alternative would be to engage local governments in program-specific partnerships with state and/or federal agencies in order to provide a level of service above and beyond the basic necessities.

Requested Action: The legislature should restrict unfunded mandates and allow for the control of municipalities to be left in the hands of their citizens and local elected officials.

Effect: Program-specific partnerships with cost-share budgets helps cities direct funding to projects particular to the local economy.

TIMELY REIMBURSEMENT FROM THE STATE OF FLORIDA FOR FEMA OBLIGATED PROJECTS

Background: Cities are spending their reserves to fund necessary repairs as a result of declared emergencies. The State has the funds to reimburse the obligated Project Work Orders, yet the reimbursements trickle in, while the City accounts continue to dwindle.

Requested Action: Urge the Governor to release to municipalities the FEMA obligated funds in a timely manner.

Effect: The depleted reserves, a result of not being reimbursed, may delete or delay scheduled capital projects, causing cities to be less prepared for ensuring declared emergencies.

2019 Northeast Florida Regional Council Legislative Priorities



PROTECT HOME RULE

Background: In 1968, Florida voters amended the State constitution to confer broad “home rule” powers on municipal government. This change was an unequivocal expression of support for local self-government by the people of the State of Florida and the right of the people to access government to address local needs and problems. Unfortunately, each session bills are proposed that contradict the will of the people and usurp

local control, where the local elected officials are more accountable and responsive to their concerns.

Requested Action: Oppose legislation and initiatives that eliminate municipal home rule powers.

Effect: Allow local government to operate without interference from state government and provide its citizens with better access and response from local elected officials.

ENHANCE WATER AND WASTEWATER FUNDING

Background: The City of Palm Coast doubled in population from 2000 to 2010. By 2035, our population is expected to once again double. In addition, the amount of regulatory requirements from both the State and Federal government has increased in order to provide safe drinking water and properly treat wastewater. In the last few years, the City has and will continue to spend millions of dollars on projects directly related to State and Federal regulatory requirements (e.g. Zero Liquid Discharge \$11.4 million, wellfield expansion projects \$2.75 million).

Requested Action: Enhance and provide additional funding for water and wastewater infrastructure projects.

Effect: Ensure safe drinking water and proper treatment of wastewater in a cost effective manner.

PROVIDE BEACH RENOURISHMENT FUNDING

Background: Tourism and its economic impact helps diversify the economy on Palm Coast. Tourists visit Palm Coast not only for our outdoor activities, sporting events, and cultural activities, but also to enjoy the wonderful beaches in Flagler Beach and Flagler County.

Requested Action: Promote and provide funding of beach renourishment programs through partnerships with state agencies and local governments.

Effect: Ensure that the City's economy is vibrant and diverse through continues visitor spending.

2019 Northeast Florida Regional Council Legislative Priorities



RESTORE MAXIMUM FUNDING OF THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)

Background: Nassau County is experiencing rapid growth. By 2045, the County's population is expected to increase by 60 percent from 80,456 to 128,750. Currently, 16.1% of the County's population live below the Florida poverty level and 12.7% of those live below the Nassau County poverty level. As development is on the rise and average home values are increasing, there is a growing need for housing assistance and home rehabilitation for low and moderate-income families in the County.

In 1992, the Sadowski Act was passed to create a dedicated revenue source for affordable housing program funding in Florida. The State Housing Initiatives Partnership (SHIP) is a key program under the Sadowski Act. Every year, the State Legislature has been redirecting funding from SHIP's revenue source to go towards their general fund.

Requested Action: Restore maximum funding of each County's SHIP allowance as projected prior to the funding reduction by the Legislature.

Effect: Maintaining a diverse housing stock is an integral component of a healthy community. Restoration of maximum SHIP funding amounts will immediately increase the number of individuals receiving SHIP assistance, thereby creating a positive effect on Nassau County's ad valorem revenues.

FLOOD MITIGATION/OPEN SPACE

Background: Nassau County consists of 253.7 miles of stream and 35% of its jurisdiction is affected by high risk flood zones A, AE and VE. The Nassau County Master Storm Water Plan (April 2012) provided engineering analysis of existing storm water management system and identified problematic riverine areas which have indeed been impacted by subsequent storms. County code requires new and major improvements to be built to standards which reasonably protect from flood hazard and recent entry into the NFIP/CRS program has incentivized the community to protect property, person, natural flood plain functions from risk and hazard in flood-prone areas many of which are sensitive environmental sites. Older residences in flood-prone and problematic areas are acutely at risk for flood damage and personal danger. Although FEMA offers assistance to mitigate flood risk for these types of property, the national burden from recent hurricane damage has increase the competitiveness of these grants.

Requested Action: Support appropriations to assist local government for property acquisition, building elevation and relocation of buildings in areas of high risk.

Effect: Funds for flood mitigation will help local communities to retrofit or remove properties from high risk areas thereby reducing the risk to persons and property. Removal of persons and properties from high risk areas can allow for conversion of those areas to open space or conservation areas which can provide recreation and can positively impact water quality and future flooding potential.

WATER AND SEWER INFRASTRUCTURE

Background: Nassau County is experiencing rapid growth. By 2045, the County's population is expected to increase by 60 percent from 80,456 to 128,750 persons. Critical infrastructure improvements and expansion will be necessary and must be resilient in response to coastal threats, flood inundation and salt water intrusion. In order to manage growth and reduce the impact of septic systems and individual wells on the environment, local governments need assistance to adapt, plan and manage critical infrastructure. In order to promote both economic development and to reduce the impact of septic systems and individual wells on the environment, it is necessary to expand the water and sewer infrastructure. Lower income areas need assistance in order to take advantage of programs to implement central water and sewer and to reduce impacts of septic tanks and individual well.

Requested Action: Provide additional grant funding in both the Department of Environmental Protection (DEP) and the Department of Economic Opportunity for the expansion of funding sources to provide water and sewer to eliminate septic systems and individual wells and also for economic development purposes.

Effect: Allowance for additional funding sources to expand water and sewer will provide for the elimination of well and septic systems in environmentally sensitive areas, and will have the direct positive effect of reducing environmental impacts in environmentally sensitive areas. Additionally, grant funding for system expansion(s) and fast track permitting of water and sewer system expansion will also allow enhanced economic development. Having the ability to quickly get water and sewer to sites already approved for industrial development will increase Florida's economic competitiveness in attracting industry.

2019 Northeast Florida Regional Council Legislative Priorities



ECONOMIC DEVELOPMENT NECESSITIES

Background: Putnam County has been struggling to stimulate economic growth, and has been deterred by the depressed economic environment for the past several years. The County is in dire need of the economic resuscitation that is being realized in all of our surrounding counties. There are several factors which must be mitigated in order to achieve the results necessary to grow and sustain this County. Assistance from both the State and Federal governments is absolutely necessary for success. To date, we have received some assistance, but a more intensive effort by both parties is necessary to achieve success.

Requested Action: There are several actions that are necessary to achieve a modicum of success for our economic development.

- Monetary assistance is necessary to continue to expand our infrastructure in East Putnam.
- Continue the multi-laning efforts for U.S. Highway 17 S. and S.R. 20. These are major corridors through Putnam County that are vital to our Economic Development plans.
- The Small County Road Assistance Program (SCRAP) and the Small County Outreach Program (SCOP) provide necessary transportation funding for continued road improvements.
- Increase the height of the Shands Bridge (located on SR16, connecting St. Johns and Clay Counties).

Effect: The opportunity to achieve immediate growth through housing development, expansion of current businesses, the ongoing paving initiatives and the revitalization of new and existing industrial concerns will increase employment and expand County tax revenues.

PRESERVATION OF RODMAN RESERVOIR (LAKE OCKLAWAHA) AS A FUTURE WATER SOURCE

Background: Rodman Reservoir (Lake Ocklawaha) stores, at normal levels, approximately 21 billion gallons of water. More than 646 million gallons of water flow over the Kirkpatrick Dam into the St. Johns River per day. This volume of water makes Rodman a potential source of surface water that could provide potable water. Rodman Reservoir (Lake Ocklawaha) protects the St. Johns River from an overload of nutrients by filtering the water that flows into Rodman before it flows over the Kirkpatrick Dam into the St. Johns River.

Requested Action: Continue to support the preservation of Rodman Reservoir (Lake Ocklawaha) as a wildlife refuge, potential water resource and a filter of excessive nutrients for the citizens of Putnam County. Support the traditional drawdown of reservoir water levels.

Effect: The preservation of Rodman Reservoir (Lake Ocklawaha) will enable Putnam County to evaluate its viability as a water source when planning for a central water system to serve parts of Putnam County west of the St. Johns River and to protect the St. Johns River from excessive nutrients. Also, Rodman Reservoir serves as an economic engine driven by recreational and competitive fishing.

SMALL AND RURAL COUNTY WASTE/RECYCLING FUNDING ASSISTANCE

Background: Although small and rural counties have been previously funded for small county solid waste management grants, Putnam County's solid waste and recycling efforts are in crisis. This is largely due to the inadequate solid waste intake for disposal.

Requested Action: Putnam County would like to have increased continued assistance for recycling, white goods, tire removal funding, and consideration for grants to stimulate innovative programs that would resolve the current solid waste and landfill issues.

Effect: Funding would allow Putnam County to continue our recycling efforts of increasing recycling goals and participation, thereby increasing the life of our current landfill.

RESTORE MAXIMUM FUNDING OF THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)

Background: There is a need in rural communities for housing assistance for rehabilitation and new construction for low and moderate income persons. Waiting lists continue to increase even though the Legislature has redirected funding previously established by the Sadowski Act under the State Housing Initiatives Partnership (SHIP).

Requested Action: Restore maximum funding of each County's SHIP allowance as projected prior to the funding reduction by the Legislature.

Effect: Restoration of maximum SHIP funding amounts will immediately increase the number of individuals receiving SHIP assistance, thereby creating a positive effect on Putnam County's ad valorem revenues.

2019 Northeast Florida Regional Council Legislative Priorities



TRANSPORTATION

Background: St. Johns County's road network has not kept up with the County's rapid growth, resulting in severe congestion on several key roadways.

Requested Actions:

- State Road 312, including the State Road 313 Bypass – Request \$95 million for the proposed State Road 313 Extension/Bypass from State Road 207 to State Road 16; and request \$135 million for the proposed SR 313 Extension/Bypass from State Road 16 north to U.S. 1.
- County Road 2209/County Road 210 to State Road 16 – Request \$90 million for the proposed County Road 2209 from County Road 210 to State Road 16; and ensure maximum eligibility of State, Federal, and regional funding sources for County Road 2209 by designating it as a Strategic Intermodal System Facility from State Road 9B Extension to the First Coast Expressway.
- First Coast Expressway – Provide additional capacity across the St. Johns River as part of an overall corridor that addresses the area's transportation deficiencies and serves existing and future development; and construct First Coast Expressway from Interstate 95 to U.S. 17 as the next top priority segment, including interchanges at I-95, County Road 2209, County Road 16A Spur, and U.S. 17, with a bridge replacement and expansion of the Shands Bridge crossing the St. Johns River.
- Interchange Area Improvement at I-95/State Road 16/County Road 208 – Request \$12 million for the purpose of improving traffic safety and congestion at this interchange of Interstate 95 and State Road 16. Construction includes conversion of a diamond interchange configuration into a diverging diamond interchange (DDI) configuration, lane addition, turn lanes, directional islands, and signal improvements.
- Race Track Road (Bartram Park Blvd to Bartram Springs Pkwy) – Request \$30 million for the purpose of expanding this important east/west corridor to a four-lane road with ultimate expansion to a six-lane facility improving traffic safety and congestion currently experienced.
- State Road 16 and International Golf Parkway Intersection Improvements – Request \$5 million for the purpose of improving the State Road 16 and International Golf Parkway intersection to enhance traffic safety and capacity. Construction includes travel lanes, turn lanes, and signal improvements.
- County Road 5A Safety Improvements – Request \$8.5 million for the purpose of improving traffic safety and congestion, pedestrian and bike safety, and water quality on County Road 5A. Construction includes turn lanes, bike lanes, sidewalks, and stormwater ponds.
- County Road 210 Overpass at U.S. 1 – Request \$32 million for the purpose of constructing a full interchange connecting the County Road 210 overpass to U.S. 1.
- Expansion of St. Johns County Public Transit – Ensure maximum eligibility of State, Federal, and regional funding sources to provide funds to expand transit service in St. Johns County. Expand transit service provided by St. Johns County to include decreasing transit headways and expand operating time. Support collaboration with local transit agencies toward a more regional structure.
- County Road 305 Extension from County Road 135 to State Road 206 – Request funding for the construction of a segment of County Road 305 to connect County Road 135 and State Road 206. (At the request of the Flagler Estates Community Redevelopment Area.)
- Support for St. Augustine-St. Johns County Airport Authority Charter Re-adoption with Amendments – Request Legislative Delegation support for re-adoption of the N.E. Regional Airport Charter with amendments as they are related to the powers, duties, and obligations of the Independent Special District as requested by the St. Augustine-St. Johns County Airport Authority. (At the request of the St. Augustine-St. Johns County Airport Authority.)
- State Road A1A Intersection Improvements – Request \$5.2 million for State Road A1A and Palm Valley Road intersection improvements to include nine intersections from JT Butler Blvd to Palm Valley Road, and ensure maximum eligibility of State, Federal, and regional funding sources for State Road A1A and Palm Valley Road intersection improvements.

Effect: Funding these transportation improvements will relieve traffic congestion, clarify transportation authority, and reduce associated risks to the health, safety, and well-being of the users of those roadways.

ECONOMIC DEVELOPMENT / AFFORDABLE HOUSING

Background: In many circumstances, new businesses who are seeking a site for relocation or expansion request financial incentives by local, regional, and statewide entities as an inducement to make a final location selection. Providing local governments with additional confidentiality, funding mechanisms, and educational opportunities would give Florida a competitive advantage when competing for economic development and job creation. In addition, funding affordable housing would support St. Johns County's economy by providing residential opportunities for the local workforce, young families, and entry-level employees within the public and private sectors.

2019 Northeast Florida Regional Council Legislative Priorities



Requested Actions:

- Public Record and Open Meeting Exemptions for Economic Development Agencies – Amend Sections 286.0113 and 288.075, Florida Statutes, to enhance the confidentiality of economic development activities by allowing the Board of County Commissioners to deliberate in private regarding an economic development proposal and allow confidential information in the possession of an economic development agency to be provided to a member of the Board of County Commissioners without such communication being considered a disclosure which would terminate the confidential nature of the information.
- Funding of State-level Economic Development and Workforce Education and Training Programs – Maintain funding for the State-level Economic Development Incentive Toolkit and Workforce Education and Training Programs, including performance-based programs to keep Florida competitive with other states to attract high-impact projects, diversify our economy, and create jobs.
- University Recruitment and Development – Request funding for the recruitment and development of public and private universities within St. Johns County.
- State Housing Initiatives Partnership (SHIP) Funding – To encourage our delegation to support the County's request for the full amount of funds collected from St. Johns County Documentary Stamp Taxes that are paid into the Sadowski Housing Trust Fund be redirected back to the County through its annual SHIP allocation and the State not redirect affordable housing funds to other programs.

Effect: Having the ability to negotiate in the "shade" would allow St. Johns County and other public agencies throughout Florida to be more competitive with other states when vying for large-scale economic development projects. In addition, funding affordable housing creates a larger workforce available to support economic growth, business expansion, and corporate relocations.

WATER CONSERVATION / WATER QUALITY

Background: With the impact of State mandates, two hurricanes, and other environmental impacts, water quality and water conservation have increasingly become urgent issues in St. Johns County.

Requested Actions:

- Sustainable Florida and Water Conservation – Request the Florida Legislature support legislation that enhances regional and local financial capacity to address water supply development and the flexibility of all available funding sources.
- Total Maximum Daily Loads (TMDL) Regulations – Request \$60 million in State funds over the next five years to assist in complying with the existing unfunded mandates for TMDL's contained within the County's National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (MS4) permit to preserve and protect the St. Johns River and its tributaries, the inter-coastal waterways, and other regional bodies of water. This funding could come from a specific and dedicated revenue source, authorized by the Florida Legislature, which is not currently available to local government jurisdictions.
- Storm Water Trust Fund Pilot Program – Request the Florida Legislature support legislation that establishes a pilot program for small coastal cities to improve resiliency to sea level rise. (At the request of the City of St. Augustine.)
- City of St. Augustine Water, Wastewater, and Stormwater Infrastructure Funding – Support appropriations to increase funding for increasing resiliency in water, wastewater, and stormwater infrastructure in the City of St. Augustine. (At the request of the City of St. Augustine.)
- St. Johns County Drainage Improvements Funding – Request \$23.6 million for numerous drainage system improvements and repairs throughout St. Johns County to alleviate flooding, improve traffic safety, and minimize future damage to roads, agriculture, businesses, and homes.

Effect: Funding these initiatives will allow St. Johns County to alleviate flooding and drainage concerns, address State mandates, and prepare for future environmental impacts.

2019 Northeast Florida Regional Council Legislative Priorities

DEVELOPMENT OF THE INITIATIVES FOR THE LEGISLATIVE COMMITTEE



The Legislative Policy Committee of the Northeast Florida Regional Council (NEFRC) was created to address critical concerns within the member counties that comprise the Region. It is composed with the aim of having at least one delegate from each county (Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns).

This Committee is guided by the Home Rule philosophy to develop and implement community-based solutions.

The Legislative priorities of each county within the Northeast Florida Regional Council's membership and other regional stakeholders were collected. Each entity was requested to determine at least three priorities that most significantly represented the critical needs and concerns of their communities and constituents. The cumulative list total **35** priorities.

Through the gathering and analysis of all priorities submitted by each county individually, the Legislative Policy Committee collectively determined the top **5** "Regional Priorities," which represented the most common critical concerns of the Northeast Florida Region.

All priorities were reviewed to include background, requested action and effect.

Additional information regarding all legislative priorities for the counties is available upon request.



Hon. John Drew

Chair - NEFRC Legislative Committee
Nassau County

"I believe in the power of cooperation and that we are never stronger than when we pool our resources for the betterment of our Regional community."

Serving as Chairman for this committee has allowed me to see first hand that although we come from different counties with unique perspectives, we embrace many of the same critical issues that affect the quality of life in our communities and our Region.

The resources and expertise of the Northeast Florida Regional Council affords us a greater opportunity to work collectively and promote Regionally."

About the Northeast Florida Regional Council

The Northeast Florida Regional Council (NEFRC) is a regional government agency serving seven counties - Baker, Clay, Duval, Flagler, Nassau, Putnam, and St. Johns-and their 26 municipalities. Formed in 1977 by an interlocal agreement pursuant to Florida Statutes, Chapter 163, it is one of 10 regional planning councils statewide.

The NEFRC is governed by a 35-member Board. Two-thirds are elected officials and one-third are gubernatorial appointees.

The NEFRC provides a wide scope of services and programs including strategic planning, economic development, regional transportation, natural resources, affordable housing, emergency preparedness and technical assistance.

The Northeast Florida Regional Council is committed to continuing its regional initiatives in support of shared visions, values and goals.

Our Mission

The Northeast Florida Regional Council (NEFRC) is a dynamic network of local government, serving seven counties - Baker, Clay, Duval, Flagler, Putnam, Nassau and St. Johns-and their 26 municipalities.

The mission of the NEFRC is to celebrate the unique assets of Northeast Florida and to engage its people, businesses, governments and organizations. In doing so we:

- *Communicate Issues*
- *Convene Stakeholders*
- *Collaborate with Others*
- *Calculate and Analyze*
- *Construct Solutions*

2019 Northeast Florida Regional Council Legislative Priorities

DEVELOPMENT OF THE INITIATIVES FOR THE LEGISLATIVE COMMITTEE

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C = County appointee
G = Gubernatorial appointee
M = Municipal appointee
Date appointed in **(bold)**

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(C) – Vacant
(G) – Vacant

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MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: July 22, 2019

SUBJECT: Water Resources and Issues: Invitation for a City Commission to Attend the Tri-County Water School in January 2020

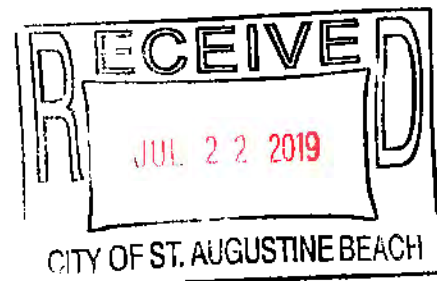
Attached is an invitation letter and information about the Tri-County (Flagler, St. Johns, and Putnam) Water School that is scheduled to be held on two dates in 2020: January 16th and January 30th. The location of January 16th meeting is the Palm Coast Wastewater Treatment Facility; the January 30th meeting will be held at the UF/IFAS Extension Office in St. Johns County. The agenda for each meeting is also attached.

Attendance at the School is by invitation only. If one of you is interested in attending, your name will be sent to one of the four persons named as a sender of the letter. Registration for the School will open in September.

July 19, 2019



Max Royle
City Manager
City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, FL 32080



Dear Max Royle,

We would like to extend an invitation to a City of St. Augustine Beach commissioner to attend the Tri-County Water School as there are topics that may be of interest to the City. As City Manager you have the greatest understanding of the commissioner who would be most appropriate to attend.

This Tri-County Water School will take place on Thursday, January 16 and January 30, 2020. It is being jointly organized by representatives from UF/ IFAS Extension Sea Grant, St. Johns River Water Management District, Wildwood Consulting, and GTM Research Reserve. A Water School is a UF/IFAS educational program delivered to elected leaders, public officials and community leaders regarding water resources and issues within our region. Both days are tailored to provide water quality and nutrient stewardship information about in St. Johns, Flagler, and Putnam counties, as well as opportunities and challenges for the region in managing this critical resource. The program will include topic speakers, discussions, group activities, and field experiences. Please find enclosed the save-the-date and draft agenda with additional information. Registration will open in September.

We hope to welcome a City of St. Augustine Beach commissioner to the exciting water school for St. Johns, Flagler, and Putnam counties.

Please let us know which City of St. Augustine Beach commissioner is interested in attending as we can then share the information directly with them.

Sincerely,

Maia McGuire, Ph.D.
UF/IFAS Extension Florida Sea Grant
mpmcg@ufl.edu

Kaitlyn Dietz
GTM Research Reserve
Kaitlyn.Dietz@FloridaDEP.gov

Jennifer Mitchell, Ph.D.
St. Johns River Water Management District
jmitchell@sjrwmd.com

Tina Gordon
Wildwood Consulting
tgordon@wildwoodconsulting.net



SAVE THE DATE: TRI-COUNTY WATER SCHOOL

"Your Decisions About Our Water"

Join St. Johns, Flagler, and Putnam County leaders in a two-day water school to learn about our water resources and the opportunities and challenges for the region in managing this critical resource.

January 16, 2020, 8:30 AM - 5:00 PM

AND

January 30, 2020, 8:30 AM - 5:00 PM

Registration will open in September 2019 and will be by invitation only.
Please plan to attend both dates.

For more information, please contact Kaitlyn Dietz at
Kaitlyn.Dietz@FloridaDEP.gov.

UF IFAS Extension
UNIVERSITY of FLORIDA



January 16, 2020: "Bacteria"

Location: City of Palm Coast Wastewater Treatment Facility

Time	Objectives/ Actions
8:30 a.m.	Check-in opens
9:00 a.m.	Welcome, Introductions Objectives
9:20 a.m.	Water Resources, <i>Dean Dobberfuhl, Ph.D.</i>
9:55 a.m.	Water Quality Status and Trends in Florida, <i>Chris Martinez, Ph.D.</i>
10:45 a.m.	BREAK
11:00 a.m.	TMDLs and NPDES: The responsibilities of municipalities, <i>Greg DeAngelo</i>
11:50 a.m.	Oysters and Water Quality: Guana Lake and Pellicer Creek, <i>Nikki Dix, Ph.D.</i>
12:30 p.m.	LUNCH Networking
1:30 p.m.	PPCPs: what do we know about the environmental impacts?, <i>AJ Reisinger, Ph.D.</i>
2:00 p.m.	Panel Presentations and Discussions: Deep Well Injections, <i>presenter to be identified</i> New Technologies in WW, <i>Pat Henderson</i> New Options for Septics, <i>Roxanne Groover</i>
3:00 p.m.	Cost-share funding opportunities and successful projects as they relate to septic-sewer, <i>Dale Jenkins</i>
3:15 p.m.	Closing comments, evaluations, reminder about next class
3:30 p.m.	Tour of WWTF

Tri-County Water School Flagler, St. Johns, and Putnam County
"Your Decisions About Our Water"
DRAFT Agenda



Day 2, January 30, 2020: "Nutrients"

Location: UF/IFAS Extension St. Johns County Office and Masters Tract

Time	Objectives/ Actions
8:30 a.m.	Check-in opens
9:00 a.m.	Florida's Water Quality Protection, <i>Tom Frazer, Ph.D. (invited)</i>
9:55 a.m.	Overview of Stormwater Efforts within Agriculture, <i>Mark Clark, Ph.D.</i>
10:25 a.m.	Overview of Stormwater Efforts within Urban and Residential, <i>Eban Bean, Ph.D.</i>
10:55 a.m.	BREAK
11:10 a.m.	CASE STUDY- Alachua Co.: Grass Clipping Marketing Campaign to Quantify Reduction, <i>Stacie Greco</i>
11:35 p.m.	CASE STUDY- Hancock Place, <i>Mark Clark, Ph.D.</i>
12:00 p.m.	Funding Opportunities, <i>Whitney Gray</i>
12:30 p.m.	LUNCH
1:30 p.m.	Travel to the UF/IFAS Hastings Agricultural Extension Center
3:00 p.m.	Travel to to Masters Tract, <i>Mark Clark, Ph.D. and Lia Sansom</i>
4:00 p.m.	Return to UF/IFAS Extension Office (St. Johns)
4:30 p.m.	Evaluations

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
AUGUST 5, 2019**

CODE ENFORCEMENT/BUILDING/ZONING

The report is attached as pages 1-2.

COMPREHENSIVE PLANNING AND ZONING BOARD

The minutes of the Board's June 18, 2019, meeting, are attached as pages 3-7.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's July 11, 2019, meeting will be provided with this Report for the Commission's September 9th meeting.

POLICE DEPARTMENT

Please see page 8.

PUBLIC WORKS DEPARTMENT

Please see pages 9-10.

FINANCE/ADMINISTRATION

There is no report this month.

CITY MANAGER

1. Complaints

A. Speeding on 16th Street

A 16th Street resident complained about speeding. The complaint was forwarded to Chief Hardwick.

B. Turn Signal at the Boulevard and A Street

A resident's complaint that the left-turn arrow for traffic in the south lane turning east onto A Street wasn't working was forwarded to the County's Public Works Director, as the signal is maintained by the County. The Director's staff report that they had reviewed the signal's operation and found nothing malfunctioning.

C. Water in Parking Lot, Ron Parker Park

As the Park is owned by the County, this complaint was forwarded to the County's Parks and Recreation Director, Mr. Douglas Bataille. He responded that the County had no immediate plans to deal with the water.

D. Junk at Business on the Boulevard

A complaint about junk outside a business on the west side of the Boulevard at 7th Street was forwarded to the Code Enforcement Officer for action.

2. Major Projects

A. Road/Sidewalk Improvements

1) Pedestrian Safety at Crosswalks on A1A Beach Boulevard

Residents have requested pedestrian flags at the 8th and 13th streets crosswalks. As the County owns the Boulevard, these requests were forwarded to it. The County staff replied that standards for crosswalks in the Traffic Engineering Manual state that the minimum distance to the nearest crosswalk is 300 feet and that a crossing that comes between 100 and 300 feet from the nearest crosswalk must be documented by an engineering report. The County staff also reported that the volume of pedestrians crossing at each intersection does not justify a crosswalk.

Chief Hardwick and Bill Tredik, the Public Works Director, met in June with County staff about pedestrian safety improvements along the Boulevard. The County has agreed to allow crosswalks at 9th and D Streets. There's no schedule yet as to when the crosswalks will be done.

2) Opening 2nd Street West of 2nd Avenue

There has been no action by the owners of the lots on 2nd Street west of 2nd Avenue to open that street. The owners would have to sign an agreement and pay in advance the costs to construct the utilities and the road, just as the owners of the lots adjacent to 8th Street between the Boulevard and 2nd Avenue did.

3) Sidewalk on A Street

A resident has suggested that a sidewalk is needed on A Street between the beach and the Boulevard because of the traffic and number of pedestrians and bicyclists along that section of A Street. The Public Works Director obtained a survey of this section of A Street. It appears that the right-of-way is wider along the north side of the street. The Director and the City Manager held a meeting on May 21st with the residents and property owners, to explain the project to them and learn whether they are in favor of it. Twelve persons attended. Most were not in favor of the sidewalk but asked that a speed bump be put on this section of A Street and that drainage improvements be done. As A Street is owned by the County, the Public Works Director will ask the County whether it will approve these proposals. At its June 12, 2018, meeting, the City Commission approved submitting the sidewalk and two other projects to the Tourist Development Council for funding by bed tax revenue. However, according to the County Administrator, Mr. Michael Wanchick, it is unlikely that bed tax funds for projects will be provided to our City and to St. Augustine. The City's Public Works Director, Mr. Bill Tredik, has suggested to the City Manager that instead of a sidewalk the shoulders on each side of this section of A Street be widened to provide more paved area for pedestrians and vehicles. Mr. Tredik and the City Manager will hold another town hall

meeting with the residents and property owners along this section of A Street. One was held nearly two years ago, and the residents/property owners were not in favor of the sidewalk.

B. Beach Matters

1) Off-Beach Parking

In response to the Commission's request, the Planning Board has recommended a residential parking permit plan. Though discussion of the parking plan was on the agenda for the City Commission's June 5, 2017 meeting, the Commission decided to postpone the topic to a future joint meeting in the spring with the Planning Board. The Commission held a special meeting on Monday, March 19, 2018, with the Planning Board to discuss the parking plan. Mayor George at the meeting spoke of Gainesville's pay by phone parking system and suggested the City explore having a similar system. The Commission reviewed the information obtained from Gainesville at its April 2nd meeting and authorized the advertising of a Request for Proposals for a pay-by-phone system. Six proposals were received by the April 20th deadline. At its continuation meeting, the Commission decided to let St. Augustine implement its pay-by-phone system first, which will likely happen early in 2019. St. Augustine is using one of the six vendors, Passport, that responded to the City's Request for Proposals. The County Administrator suggested to the City Manager that the County and the City should have the same pay-by-phone system because the pier park is in the City's limits. The County at that time was in the process of advertising for proposals for a parking management plan. However, the City Commission decided that the City should have the same system St. Augustine has because that city was further along in its plans to adopt a system. The Commission discussed the details about the pay-by-phone parking system offered by Passport Parking at its November 13th meeting and held a special meeting December 17, 2018. A representative from Passport, Ms. Kelsey Owens, explained the system and the City's Information Technical Manager, Mr. Anthony Johns, provided answers to the questions the Commission had raised at its November 13th meeting. The Commission made a number of decisions, such as agreeing that the per-hour parking fee will be 50 cents for residents, \$1.25 for St. Augustine residents, if that city allows St. Augustine Beach residents to park in St. Augustine for its discounted parking fee; and \$2.50 for non-residents. The Commission scheduled a special meeting on Tuesday, January 8, 2019, to review the proposed contract with Passport and consider an ordinance adopting the per-hour parking fees. However, at the meeting, the Commission decided that the City should be a partner with the County and use the same pay-to-park system that the County adopts for the pier park and other off-beach parking areas. The County received several responses to its Request for Proposals by the February 21st deadline. The County staff reviewed them on March 7th and recommended to the County Commission at its April 2nd meeting that the County staff negotiate with Republic Parking System. The County Commission approved this recommendation. At its April 29th meeting, the City Commission decided that the City staff is to be involved with the County staff in the negotiations with Republic.

Also, at its April 29th meeting, the City Commission made changes to a proposed ordinance to establish a residential parking permit program. That ordinance as well as one to amend the parking regulations in Chapter 19 of the City Code will be on the agenda for the Commission's June 10th meeting. To date, the residents of two streets west of the Boulevard, 13th and 14th, have requested the parking permit program, as have the residents in the 100 block of 10th Street between 2nd Avenue and the Boulevard.

In the meantime, Mayor George held a town hall meeting on Thursday, February 28th, at the Courtyard Marriott, from 5:30 p.m. to 7:00 p.m. Its purpose was to receive suggestions from the public about paid parking, how to protect the residential neighborhoods from becoming parking lots, and how to enforce

the City's parking regulations. The City Commission then held a special meeting on Tuesday, March 5th, starting at 6 p.m., to discuss paid parking options with the residents. The Commission decided the following at that meeting:

- Hourly parking fee: \$2.00
- Discount for County residents: 50 cents
- St. Augustine Beach residents: no charge if resident registers at city hall for free parking
- Ocean Hammock Park: \$1 an hour
- Maximum fee per day: \$15
- Hours when paid parking would be in effect: 9 a.m. – 5 p.m.
- Days of year paid parking in effect: 365
- Paid parking locations: improved parking lots along A1A Beach Boulevard. No paid parking in residential areas, especially along 2nd Avenue.
- Parking areas shared with businesses: remain as unpaid areas

At its April 29th special meeting, the City Commission reviewed an ordinance for a Resident Only parking system, made changes to it, and asked the City Attorney to prepare a new draft, which was reviewed at the June 10th regular meeting, and passed on final reading at the Commission's July 1st meeting. Also, passed on final reading at that meeting was an ordinance to make changes to the parking regulations in Chapter 19 of the City Code.

Also, at the April 29th meeting, the Commission discussed a proposal to lease the vacant land south of the Marriott Hotel as a parking lot. The land is owned by the company that owns the Marriott. The owner has proposed that the City lease the land for 3-5 years and in lieu of rent pay the yearly taxes on the land. The six commercial lots that the City would use for parking would provide 102 parking spaces, include eight handicapped spaces. The costs to make the land suitable for parking would be about \$100,000. The Commission made no decision concerning the lease.

In the meantime, the County solicited proposals for a parking management plan. The County Commission at its April 2nd meeting approved the staff negotiating with Republic Parking. The City Commission at its April 29th meeting agreed that City staff should participate with the County in the negotiations, on the premise that having a unified parking plan for the County's pier parking lot and the City's paid parking areas would benefit the residents and visitors who use the lots. The City staff met with a Republic representative on June 24, 2019. The City could have a separate agreement with Republic that is similar to what the County will have. Still to be determined by the County is an hourly parking fee and the formal acceptance of Republic's parking management plan.

C. Parks

1) Ocean Hammock Park

This Park is located on the east side of A1A Beach Boulevard between the Bermuda Run and Sea Colony subdivisions. It was originally part of an 18-acre vacant tract. Two acres were given to the City by the original owners for conservation purposes and for where the boardwalk to the beach is now located. The City purchased 11.5 acres in 2009 for \$5,380,000 and received a Florida Communities Trust grant to reimburse it for part of the purchase price. The remaining 4.5 acres were left in private ownership. In 2015, The Trust for Public Land purchased the 4.5 acres for the appraised value of \$4.5 million. The City

gave the Trust a down payment of \$1,000,000. Thanks to a grant application prepared by the City's Chief Financial Officer, Ms. Melissa Burns, and to the presentation by then-Mayor Rich O'Brien at a Florida Communities Trust board meeting in February 2017, the City was awarded \$1.5 million from the state to help it pay for the remaining debt to The Trust for Public Land. The City received the check for \$1.5 million in October 2018. For the remaining amount owed to The Trust for Public Land, the Commission at public hearings in September 2018 raised the voter-approved property tax debt millage to half a mill. What remains to be done are improvements to the Park, such as restrooms.

2) Hammock Dunes Park

This 6.1-acre park is on the west side of A1A Beach Boulevard between the shopping plaza and the Whispering Oaks subdivision. The County purchased the property in 2005 for \$2.5 million. By written agreement, the City reimbursed the County half the purchase price, or \$1,250,000, plus interest. At its July 26, 2016, meeting, the County Commission approved the transfer of the property's title to the City, with the condition that if the City ever decided to sell the property, it would revert back to the County. Such a sale is very unlikely, as the City Charter requires that the Commission by a vote of four members approve the sale, and then the voters in a referendum must approve it. At this time, the City does not have the money to develop any trails or other amenities in the Park

D. Review of Comprehensive Plan/Land Development Regulations

Information about this topic is provided under Item 5.B, strategic plan update, below.

3. Construction in the City

As of Tuesday, July 24, 2019, there were XXXXX permits active for single-family residences in the City.

SUBDIVISION	ADDRESS	DATE PERMIT ISSUED	BUILDING PERMIT #
Anastasia Dunes			
Atlantic Beach			
Chautauqua Beach	1 2nd Lane	07/14/16	Active: Building permit #12767
	4 5th Street	02/02/17	Active: Building permit #13092
	207 1st Street	01/18/17	Active: Building permit #13506
SUBDIVISION	ADDRESS	DATE PERMIT ISSUED	BUILDING PERMIT #
ADDRESS			
DATE PERMIT ISSUED			
BUILDING PERMIT #			

Chautauqua Beach	10 5th Street	05/03/17	Active: Building permit #13242
	12 8th Street	06/09/17	Active: Building permit #13318
	110 8th Street	10/13/17	Active: Building permit #13513
Coquina Gables	<u>312 B Street</u>	<u>02/12/15</u>	<u>Inactive: Building permit #12105</u>
	7 D Street	11/08/17	Active: Building permit #13540
Lake Sienna	121 Kings Quarry Lane	08/16/17	Active: Building permit #13424
Linda Mar			
Magnolia Dunes	50 Magnolia Dunes Circle	02/05/18	Active: Building permit #13742
Ocean Oaks	4 Beach Street	10/27/17	Active: Building permit #13510
Raintree	14 Deanna Drive	09/19/1	Active: Building permit #13463
Sabor De Sal	19 Ocean Trace Road	05/04/17	Active: Building permit #13249
Sea Colony	724 Ocean Palm Way	10/28/15	Active: Building permit #12958
Sea Grove	747 Tides End Drive	03/17/17	Active: Building permit #13188
	735 Tides End Drive	06/13/17	Active: Building permit #13325
Sevilla Gardens	8 Lisbon Street	01/31/17	Active: Building permit #13733
The Ridge	66 Ridgeway Road	11/06/17	Active: Building permit #13536
	55 Ridgeway Road	11/06/17	Active: Building permit #13535
	90 Ridgeway Road	12/10/17	Active: Building permit #13591
	36 High Dune Drive	03/13/18	Active: Building permit #13813
Woodland	205 Azalea Court	03/05/18	Active: Building permit #13800

Underlined address is a result of inspections not being performed in a 180-day period contrary to Chapter 1 of the Florida Building Code, in this event further review and actions are to take place as per the Florida Building Code.

COMMERCIAL CONSTRUCTION

Concerning the vacate property between 5th and 6th Streets on the east side of A1A Beach Boulevard: At its October 16, 2018, meeting, the Planning Board approved a variance to reduce the minimum lot size required for a mixed used development from 8,500 square feet to 6,195 square feet. A two-story building will be constructed on one lot. It will have commercial use on the ground floor and residential use on the second floor. The address will be 600 A1A Beach Boulevard. The building is now under construction.

The Planning Board approved a similar commercial/residential building at its January 15th meeting. The building's address will be 610 A1A Beach Boulevard.

At its March 20, 2018, meeting, the Planning Board held a concept review hearing on a proposal 4,960-foot commercial building on the east side of State Road A1A, between the Verizon and Savage Swimwear stores. The Planning Board reviewed the proposed final development plan at its November 20th meeting and recommended that the Commission approve the plan. The Commission approved the plan at its December 3rd meeting. A permit for the project hasn't been issued yet.

4. Finance and Budget

A. Fiscal Year 2019 Budget

The City Commission reviewed the proposed FY 19 budget at a special meeting on July 31, 2018, and approved a millage levy of 2.5000 mills, or \$2.50 for every \$1,000 of a property's assessed value. Employee health insurance and adjustments to employee pay were also discussed. At another special meeting on September 10th, the Commission reviewed medical insurance plans and costs again and by majority vote agreed again to the operating millage levy of 2.5000 mills. The Commission held a special meeting September 24, 2018, and lowered the operating millage to 2.3992 mills, or about \$2.40 for every \$1,000 of the assessed value of a property. This millage is the same that's been levied since Fiscal Year 2011. The City also approved a debt millage of 0.50 mills, or 50 cents for every \$1,000 of a property's assessed value. The debt millage provides money to pay the bond debt the City has for the purchase of the 16 acres of Ocean Hammock Park. The FY 19 budget went into effect on October 1, 2018.

June 30, 2019, marked the end of the ninth month (three quarters) of FY 19. In June, the City received what may be the last payment, \$116,224 from property taxes, as no money from this source is usually received during the final months of the Fiscal Year. As of June 30th, the City had received \$2,981,111 from property taxes, an amount that is \$17,283 greater than the City was projected to receive when the budget was prepared last summer. A year ago, June 30, 2018, the total received from property taxes was \$2,719,633. The increase is due to new homes that were completed in 2018 and to the upward trend in property values.

Overall, as of the end of the ninth month of the fiscal year, for its General Fund, the City has received \$5,195,025 and spent \$5,076,893 on operations and projects. The surplus of revenues over expenditures, \$118,132, will decline as it's likely there'll be no revenue from property taxes during the remaining three months of the fiscal year. As June 30, 2018, the surplus was \$415,148.

B. Vendor Checks

Please see pages 11-35.

C. Preparations for Fiscal Year 2020 Budget

Because of the resignation of the City's Chief Financial Officer, Ms. Melissa Burns, the Assistant Finance Director, Ms. Patricia Douylliez, and the department heads prepared the proposed budget. It was submitted to the City Commission for review on July 23rd. The Commission scheduled the first public discussion of the budget on Wednesday, July 31, 2019. At that meeting, the Commission will review the proposed budget and set the tentative property tax millage for Fiscal Year 2020, which will begin on October 1, 2019. July 31st meeting will begin at 6 p.m.

5. Miscellaneous

A. Permits for Upcoming Events

In late June and up to mid-July, the City Manager approved the following permits: a. beach cleanup by the County on July 5th from the County fishing pier to A Street; b. the Hurley Rip My Shred Stick Surf Contest at the pier on July 13th; c. beach cleanup in the vicinity of the pier on July 22nd, sponsored by the Thompson-Baker agency; d. lifeguard event south of the pier on the beach, August 1 and 2, 2019; e. Flagler College Hugh Shaw Memorial Surf Contest on Saturday, May 16, 2020.

B. Strategic Plan

The plan's six tier one objectives adopted by the Commission are: 1. establish a plan for evaluating various events and their impact on the quality of life; 2. review additional revenue sources, including fees, grants, taxes, public/private partnerships, bonds, etc.; 3. review and update City codes and their enforcement: parking, traffic and speed limits, solid waste and land development regulations; 4. advocate for continued funding for beach renourishment (state and federal sources); 5. Increase and improve citizen engagement; and 6. develop a City-wide traffic management plan.

All of the objectives, except the City-wide traffic management plan, have been achieved.

At its January 6, 2018, meeting, the City Commission discussed whether to hire again Mrs. Marilyn Crotty, the facilitator who helped the Commission develop the strategic plan in 2015. Ms. Crotty told the City Manager she would charge \$1,800 for a six-hour session to update the strategic plan. The Commission decided at its February meeting not to hire her, but to consider possibly updating the strategic plan later in 2018, after the adoption of changes to the Land Development Regulations had been completed. In August, the City Manager learned that Ms. Crotty has retired. 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. These will be reviewed by the Commission at its August 5th meeting.

C. Comprehensive Plan Evaluation and Appraisal Report

Every seven years, Florida cities and counties must prepare the report. The City advertised a Request for Proposals. Only one response was received. Because its prices were so high, it had to be rejected. After the proposals had been opened, two Jacksonville planning firms said they were interested in doing the work. However, only one, Fleet and Associates, provided a written proposal. At its May 7th meeting, the Commission approved the hiring of Fleet and Associates. Mr. and Mrs. Fleet held a public hearing on

June 26th and a workshop with the Planning Board and the public on July 17th. The Fleets presented the results of those two meetings to the Commission at its August 6th meeting. The next step was a workshop of the Commission with the Planning and Tree boards to review each policy and objective in the current Comprehensive Plan. This was held on October 17th with the planning consultant. The result was that the consultant prepared a revised draft of the Plan, which the Commission reviewed at a special meeting on January 8, 2019. The Comprehensive Planning and Zoning Board reviewed the plan at its February 19th meeting and decided to continue its review at the Board's March 19th meeting. The Board is concerned that many of the proposed changes ceded too much authority to the County and other agencies. However, the Board's discussion was postponed to the Board's April 16th meeting because the Chair, Mrs. Jane West, was away on March 19th. At its April meeting, the Board discussed changes with the planning consultant, Ms. Janis Fleet, and recommended that she submitted to the City Commission the changes proposed by individual members of the Board. The Commission reviewed the changes with Ms. Fleet at its June 10th meeting, directed that the discussion be continued to a special meeting on July 2nd, and at that meeting made changes to the plan and approved its transmittal to the Florida Department of Economic Opportunity for review and comment.

MEMO

City of St. Augustine Beach Building & Zoning Department

To: Max Royle, City Manager
From: Brian Law, Building Official
Date: 07-22--2019
Re: Building and Zoning Department Monthly Report

Trees:

1. 06-19-2019—613 Poinsettia Street
Removal of three oaks trees hazardous to structure
2. 06-26-2019—860 A1A Beach Boulevard
Removal of two diseased palm trees adjacent to entrance to Guy Harvey Resort
3. 06-27-2019—606 Poinsettia Street
Removal of damaged/dying sycamore tree hazardous to structure
4. 07-02-2019—211 C Street
Removal of two damaged/dying pine tree hazardous to structure
5. 07-19-2019—4 8th Street
Removal of palm tree hazardous to structure and driveway

Planning and Zoning:

1. Planning and Zoning Board approved the request to remove a 36-inch diameter-at-breast-height (DBH) in the building footprint of a new single-family residence proposed for construction in a low-density residential land use district on Lot 82, Anastasia Dunes Unit 2, at 409 Ocean Forest Drive, Cora M. Johnston, Generation Homes LLC, applicant.
2. Planning and Zoning Board approved a variance application for a front yard setback reduction from 25 (twenty-five) feet to 18 (eighteen) feet to move a new single-family residence proposed for construction forward to build a bulkhead/retaining wall in the rear to stabilize bank adjacent to lake in a low-density residential land use district on Lot 5, Sandpiper West Subdivision, at 5 Kimberly Lane, Jeffrey and Carrie Brubaker, Brubaker Construction Services, agents for James Edward and Kathy Walker, applicants.
3. Planning and Zoning Board reviewed the City's Strategic Plan, which was last updated in 2015, and recommended suggestions for updating it to the City Commission which include looking into private/public partnerships to increase and add revenue sources, and to add this as a goal to make quality of life better for residents without direct cost to them. Providing an outstanding life experience for residents and visitors was suggested for defining the City's core mission or purpose statement, and the Board also suggested the Commission reevaluate special events, as the City no longer allows large events, such as half-marathons, but does permit five-kilometer (5K) runs for charities.

Code Enforcement:

1. Code Enforcement staff continues to monitor progress being made to address multiple complaints and code violations per the 2018 International Property Maintenance Code

(IPMC) at Seaside Villas Condominiums, off Pope Road on Brigantine Court, Clipper Court and Schooner Court.

2. Code enforcement staff received email on June 11, 2019, from the legal representative for the property owner of 205 7th Street and 206 8th Street regarding code and property maintenance violations and squatters living in the structures at these properties, a clear violation of the 2018 IPMC 108.1.3. Per this email, the legal representative said work will begin the following week to bring the properties into compliance and this will include evicting the squatters, with the assistance of the St. Augustine Beach Police Department, and that once the squatters are evicted, a local contractor will be hired to inspect the properties and give estimates to fix them and then put them up for sale.
3. Notice of violation sent via certified mail to property owners of 136 15th Street for new construction of an arbor on a concrete pad without proper permitting and without maintaining the setback requirements for an open-air arbor, as a portion of this structure allegedly encroaches on an adjacent property at 50 Ocean Woods Drive.
4. Code enforcement staff investigated and sent notices of violation to several properties being rented illegally as transient rentals (without proper licensing and application through the City).
5. Code enforcement staff investigated and sent notices of violation to several properties that were found to have motor vehicles, nonmotorized vehicles of any type and/or boats without valid and current license plates parked or stored other than in completely enclosed buildings.
6. Code enforcement staff investigated and sent notices of violation to several property owners for construction work done for reroofs, porches and decks, and pergolas without proper permits and for structures and/or landscaping put up in rights-of-way and/or blocking the vision clear visibility of rights-of-way and their intersections.

Building:

1. Panama Hattie's reconstruction is nearing completion. The building has been energized, and the exterior site work has been completed.
2. Shell Shack renovation is progressing as expected.
3. Construction of new donut shop on site of former Carriage Realty building at 400 A1A Beach Boulevard is progressing as expected.



MINUTES

PLANNING AND ZONING BOARD MEETING

TUESDAY, JUNE 18, 2019, 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

I. CALL TO ORDER

Chairperson Jane West called the meeting to order at 6:02 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

BOARD MEMBERS PRESENT: Chairperson Jane West, Vice-Chairperson Elise Sloan, Jeffrey Holleran, Hester Longstreet, Steve Mitherz, Roberta Odom, Kevin Kincaid, Senior Alternate Chris Pranis, Junior Alternate Dennis King.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Building Official Brian Law, City Attorney James Wilson, Recording Secretary Lacey Pierotti.

IV. APPROVAL OF MINUTES OF REGULAR PLANNING AND ZONING BOARD MEETING OF MAY 21, 2019

Motion: to approve the minutes of the May 21, 2019 meeting. **Moved** by Ms. Odom, **seconded** by Ms. Sloan, **passed 7-0** by unanimous voice-vote.

V. PUBLIC COMMENT

There was no public comment on any issue or item not on the agenda.

VI. NEW BUSINESS

- A. Land Use Variance File No. VAR 2019-11, for a rear yard setback reduction from 10 (ten) feet to 7 (seven) feet for a proposed pool screen enclosure addition to an existing single-family residence in a Planned Unit Development (PUD) on Lot 21, Seagrove Unit 1, at 525 Weeping Willow Lane, Patrick P. and Susan M. Murphy, Applicants

Mr. Law said on March 19, 2019, the Board granted a variance to these same homeowners for a rear yard setback reduction from 10 feet to seven feet for a pool addition. The pool plans at that

time were submitted with a fence barrier around the pool, but since then, the owners decided they want a screen enclosure around it. This property is subject to the Seagrove PUD ordinance, which states pools and enclosures must have 10-foot setbacks off property lines. As the variance for the pool was granted to reduce the rear yard setback to seven feet, the applicants are asking to reduce the rear yard setback for the pool enclosure to seven feet as well, to coincide with the pool. The rear of the property backs up to a waterway and the applicants have HOA approval for both the pool and pool enclosure. Staff has no objection to this as it doesn't impede on anyone.

Susan Murphy, 525 Weeping Willow Lane, St. Augustine Beach, Florida, 32080, applicant, said the pool was originally planned with a fence around it, but as all the leaves from the live oaks started falling, they realized a screen enclosure was needed for them to be able to keep the pool clean.

Mr. Mitherz asked the height of the proposed screen enclosure.

Mr. Law said it appears to be around 14 feet high, which is standard for a screen enclosure.

Ms. West said this is something the Board also granted recently for a property on Overdale Road.

Motion: to approve the variance application for 525 Weeping Willow Lane as requested. **Moved** by Mr. Holleran, **seconded** by Mr. Kincaid, **passed 7-0** by unanimous voice-vote.

- B. Final Development File No. FD 2019-01, for modification to final development orders issued for Anastasia Dunes Subdivision, to allow a maximum of 45 (forty-five) percent total lot coverage and a maximum of 55 (fifty-five) percent total impervious surface ratio coverage (ISR) in Anastasia Dunes Units 1, 2, and 3, consisting of 138 single-family residential lots on approximately 72 acres in a low-density residential land use district, James G. Whitehouse, Esquire, St. Johns Law Group, agent for Anastasia Dunes Association Inc., Robert Dobson, Title President, Applicant

Mr. Law said Anastasia Dunes was built in three phases and has three final development orders, which clearly state the subdivision is a low-density residential land use district. The final development orders provide flexible setbacks for preservation of trees and/or natural topography only. At some point, buildings were allowed to exceed the 35 percent lot coverage maximum and 40 percent ISR coverage maximum for low-density residential land use districts. Anastasia Dunes Homeowners Association (HOA) is trying to get the houses in compliance in the event of a natural disaster, so property owners can rebuild the homes that exceed 35 percent lot coverage and/or 40 percent ISR coverage. This subdivision was designed as a PUD, but it isn't a PUD, and the HOA was reluctant to apply for a blanket variance because variances are usually considered on a case-by-case basis and final development orders are issued by the City Commission now. May Management, the property management company for Anastasia Dunes HOA, has provided lot coverage and ISR calculations for all the existing structures in the subdivision.

Ms. West said she personally doesn't think it's fair if a homeowner's house had a fire and it couldn't be rebuilt on the same footprint. She asked if there is a way to craft language for a grandfathering allowance for the homes that have been built and don't meet the requirements.

Mr. Law said this was considered, but the Code is very specific and says once a structure is deemed substantially damaged it must conform with all current Land Development Regulations (LDRs). As there are only 20 vacant lots left in Anastasia Dunes, a final development modification seemed like a better way to deal with this versus converting the subdivision into a PUD at this stage.

James Whitehouse, Esquire, St. Johns Law Group, 104 Seagrove Main Street, St. Augustine Beach,

Florida, 32080, agent for Anastasia Dunes Association Inc., applicant, said his client is asking for a modification to the final development orders issued for Anastasia Dunes Subdivision, which he briefly summarized as to the subdivision's design and development. Per the final development orders, a total of 138 single-family residential lots were approved in three phases on a total of 72 acres, 20 acres of which are preserved as a conservation area. At this point in time, it doesn't really make sense to do a PUD, but the HOA wants to allow the 20 vacant lots to be developed like the other 118 that already have houses on them, and also because if anything happens to any of the houses that are already built but not in conformity with the Code, they can't be rebuilt as they are. The lot and ISR coverage calculations provided by May Management only show six homes over 35 percent lot coverage, so they only need an increase in lot coverage to 40 percent. Regarding ISR, over 50 of the existing homes exceed the allowable 40 percent ISR for low-density residential, so they're asking to craft some language to allow the homeowners to rebuild if anything such as a natural disaster was to happen. It's not that they're not asking for these increases to get more space or build bigger houses. This subdivision was established almost 20 years ago, and they'd like to be able to build out the remaining lots consistent with existing homes.

Ms. West disclosed ex parte communication with Mr. Whitehouse on this day regarding this application. She said she feels the requested modifications should be done as a blanket variance along the lines of the variance granted to the Ridge and apply retroactively to the existing homes.

Mr. Whitehouse said Anastasia Dunes has a design code with a bunch of caveats, which makes it confusing, and he believes this is at least partly the reason why the subdivision was developed the way it was. If the 20 acres of conservation land was factored in with the rest of the acreage that has development on it, the lot coverage and ISR would comply with what the Code allows.

Ms. West said asked how they have an entire neighborhood nonconforming with ISR coverage.

Mr. Law said ISR can only be verified at time of permitting. Flatwork is exempt from permitting and the LDRs say anything less than 12 inches off the ground doesn't need a permit, so a lot of low-density residential properties exceed 40 percent ISR in the City, and much of this has to do with the City's interpretation of what's permeable. Pools at one time weren't calculated as part of ISR coverage, but this was changed at some point and this threw things off. Also, the properties that exceed lot coverage and/or ISR also had to go through the HOA and be stamped approved.

Mr. Mitherz asked why it wasn't noticed that the final development orders, with all their amendments, were violated, how it got to this point, and why it's only now being addressed.

Ms. West asked why no citations were issued to the HOA for this.

Mr. Law said he can't issue a citation to a permit legally issued by the City. He's not willing to take on the HOA when the Building Department issued a permit with all the information at its disposal.

Mr. Whitehouse said to answer Mr. Mitherz's question, part of the reason this is being addressed now is because of the house that recently burned down in Anastasia Dunes. The owner wanted to rebuild the same house but was turned down by the Building Department because it couldn't meet Code, so the HOA is asking to modify the final development orders to bring the subdivision into conformity and finish off the build-out of the vacant lots. This is a respected, gated community that brings in good property taxes because of the high home and property values.

Mr. Kincaid said there are only six lots that exceed 35 percent lot coverage, so roughly 85 percent don't exceed the maximum lot coverage. He asked why the HOA is asking to modify final

development orders for the whole subdivision when most of it complies with the regulations. Catastrophic losses happen infrequently, so if someone has a total loss, like the house that burned down, they can apply and come before this Board for a variance to rebuild it, and he'd find it hard to believe they'd get turned down. As things like this rarely happen, he thinks variances should be considered on an individual basis, instead of modifying final development orders for the entire subdivision. A natural disaster like a hurricane isn't going to affect just this neighborhood, but the whole City, so he wants to make sure what's done in this subdivision doesn't set a precedent.

Mr. Whitehouse said lot coverage and ISR are two different things. Noncompliance with ISR coverage is really what the HOA would like to remedy, because there are over 50 houses that exceed the 40 percent maximum ISR. However, Anastasia Dunes is unique in that it has 20 acres of preserved conservation land, and if it were built today, he's sure it would be done as a PUD.

Ms. West asked what the restrictions are on converting the conservation area into other uses, and what steps the HOA would have to take to convert the conservation area into other uses that might be subject to impervious surfaces being built on them.

Mr. Whitehouse said the 20 acres of conservation land is specified in the final development orders and couldn't be developed without applying for final development order and plat modification.

Mr. Law said there is probably language in the final development orders and plat approvals for each phase of Anastasia Dunes that would prohibit that. Upland buffers can have no construction in them unless the plats are redone, which would require final development order and plat modification which he expects would be turned down by both this Board and the City Commission. There's the option to require every property owner who exceeds lot coverage and/or ISR coverage to apply for a variance, but the HOA is looking for a development-wide solution to fix the issues.

Mr. Kincaid said the vacant lots that aren't developed shouldn't be held to a standard the rest of the neighborhood wasn't held to, as he thinks this would change the community and the value of those properties by forcing them to be built alongside existing houses that are non-conforming.

Ms. West said that is a legitimate point and asked if they are going to treat one area of homeowners different from the rest of the homeowners in the community.

Ms. Longstreet said she knows it is time-consuming but thinks the subdivision should be redone as a PUD so they don't have other property owners in other subdivisions asking for the same thing.

Mr. Kincaid said roughly half of the properties in Anastasia Dunes are above 40 percent ISR coverage, so they are in violation but already built so they can't go back and redo them. He suggested a motion to allow 50 percent maximum ISR and no increase in the 35 percent maximum lot coverage, and anyone else who can't meet this should be encouraged to apply for a variance.

Motion: to recommend the City Commission approve modification of the final development orders for Anastasia Dunes Subdivision to allow an increase in ISR coverage to a maximum of 50 (fifty) percent, with the stipulation that the current maximum lot coverage of 35 percent be maintained and not increased, contingent upon the existing 20-plus acres designated as conservation land remaining intact, and if at any time any portion of the conservation acreage is modified to include impervious surface coverage, the modification to allow a maximum of 50 (fifty) percent ISR shall be rendered null and void. **Moved** by Ms. Sloan, **seconded** by Ms. Odom, **passed 5-2** by voice-vote, with Ms. Odom, Ms. West, Ms. Sloan, Mr. Holleran, and Mr. Kincaid assenting, and Ms. Longstreet and Mr. Mitherz dissenting.

VII. OLD BUSINESS

There was no old business.

VIII. BOARD COMMENT

Ms. Odom asked if Panama Hattie's was going to open this week.

Mr. Law said no, as he understands, they're working on the parking lot and finishing up the exterior. Every agency is looking at it as far as inspections go, and it should be open soon.

Ms. West said once again, they have Styrofoam cups. She asked if she must buy the rest of the City's stock of Styrofoam cups to get rid of them, because she's sick of seeing them.

Mr. Law said he'll pass this on to City Manager Max Royle.

IX. ADJOURNMENT

The meeting was adjourned at 6:59 p.m.

Jane West, Chairperson

Lacey Pierotti, Recording Secretary

(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDING WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE AUDIO/VIDEO CAN BE OBTAINED BY CONTACTING THE CITY MANAGER'S OFFICE AT 904-471-2122.)

COMMISSION REPORT

July 2019

TO: MAYOR/COMMISSIONERS

FROM: ROBERT A. HARDWICK, CHIEF OF POLICE

DEPARTMENT STATISTICS – June 18^h to July 22nd

CALLS FOR SERVICE 1478

OFFENSE REPORTS 101

CITATIONS ISSUED 15

LOCAL ORDINANCE CITATIONS 38

DUI 5

TRAFFIC WARNINGS 620

TRESSPASS WARNINGS 34

ANIMAL COMPLAINTS 14

ARRESTS 35

- 5 DUI
- 1 Disorderly Intoxicated
- 2 Possession of Marijuana
- 1 Possession of Methamphetamine
- 5 Driving w/ License Suspended/ Revoked
- 1 Violation of Injunction
- 1 Grand Theft – 300 Less than 5k
- 1 Fraud- Impersonating
- 1 Trespassing
- 1 Disturbing the Peace
- 5 Battery

ANIMAL CONTROL:

- St. Johns County Animal Control handled 14 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES:

- Coffee with a Cop – Kookaburra
- Coffee with a Cop – Embassy Suites Starbucks
- Sea Grove Library – Reading Summer Program

MEMORANDUM

Date: July 24, 2019
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: Monthly Report

Maintenance Activities

Rights-of-way and Parkettes –Public Works continues to provide more frequent mowing and landscape maintenance due to rapid vegetative growth in the summer months. Public Works has completed seasonal tree trimming on City rights-of-ways to allow the passage of sanitation and other large vehicles.

State Road A1A – Public works has trimmed vegetation along S.R. A1A to ensure visibility of signage and traffic control.

Parks – Maintenance of City parks is ongoing, with Splash Park, Ocean Hammock Park, and public restrooms at 10th Street and A Street seeing increased seasonal use. Public Works continues to provide additional weekend staff coverage to keep up with the increased demand.

Buildings – Maintenance of City buildings and grounds is ongoing.

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

Capital Improvements

Mickler Boulevard Ditch Drainage Improvements [CONSTRUCTION] – The City has a contract with A.W.A. Contracting Co. to construct the project, which includes piping over 1,000 feet of the Mickler Boulevard Ditch from Pope Road to just north of 16th Street. Pipe installation is now nearing 50% complete. The project is scheduled to be complete in October 2019.

Mizell Pond Outfall Improvements (HMGP Project No. 4283-88-R) [DESIGN] – The project includes repairing and improving the damaged weir, replacing stormwater pumps and improving the downstream conveyance. Design is 60% complete. A pre-application with the St. Johns River Water Management District is scheduled for July 29th, with submittal of the permit application following. Design is scheduled to be complete this year, with construction commencing upon completion of permitting and approval of design. In the interim, Public Works operates the existing pump station to maintain water levels in the pond.

3rd Alley Ditch Drainage Improvements [DESIGN] – The 3rd Alley Ditch Drainage Improvements will pipe approximately 450 feet of existing ditch west of the 2nd Avenue right-of-way and east of Sea Oaks Subdivision. This project will address localized stormwater flooding and reduce long term drainage maintenance requirements. Design is 60% complete. The consultant is scheduling a site visit with the Water Management district to evaluate the permitting requirements. Construction is planned for FY19-20, pending budgetary approval.

Sustainability & Environmental Planning Advisory Committee (SEPAC) Projects

Urban Forestry Management Plan – The Public Works Department is working with Legacy Arborist Services on the development of the Urban Forestry Management Plan, as approved by the City Commission on May 6, 2019. The plan will provide guidance in the management of the City's tree canopy. Field work is complete. A briefing was provided to SEPAC on July 11th. Completion of the preliminary plan is scheduled for August 1st, with the final plan due by August 30th.

Streets / Rights of Way

Pedestrian Safety – Public Works continues to coordinate with the Police Department and St. Johns County to determine how to best increase pedestrian safety along A1A Beach Boulevard.

Lighting – Public Works met with FPL and selected seven (7) locations for new streetlights along S.R. A1A, from City Hall south to Madrid Street. FPL has provided preliminary cut-sheets for these installations. The City is coordinating with FDOT for approval, after which plans will be completed by FPL, and a modification to the City/FPL streetlight agreement – to account for the 7 new lights – will be prepared. Installation of the new lights is anticipated to occur this fall.

North Florida Transportation Planning Organization (TPO) – The Public Works Director attended the June 5th TPO's Technical Coordinating Committee (TCC). The next TPOTCC meetings is scheduled for August 7, 2019.

Events

Beach Blast Off – Staff began planning in July for the annual Beach Blast Off. Ongoing preparations will continue through the year.

Hurricane Preparedness

Beach Ramp Protection – The Public Works Department has procured beach quality sand to be able to quickly close off beach ramps and vulnerable areas in the event of a storm surge. A portion of the sand is stockpiled at Public Works, with the remainder to be delivered directly to the vulnerable area if needed.

Monthly Hurricane Preparedness Meetings – Public works is participating in monthly hurricane preparedness meetings at the St. Johns County EOC.

Grant Opportunities – The City has submitted a Hurricane Loss Mitigation Program grant application to the Florida Department of Emergency Management for the installation of impact rated windows and doors on City Hall, the Police Station and Building C. If successful, the grant would provide funding up to \$194,000 (with no required match from the City) to refit these structures, thus improving our hurricane readiness and freeing up Public Works crews to address other storm preparation tasks.

July 10, 2019
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CITY OF ST. AUGUSTINE BEACH
Check Register By Check Date

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Range of Checking Accts: First to Last Range of Check Dates: 06/01/19 to 06/30/19
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
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41991	06/06/19	AFLAC005 AFLAC				06/30/19	1447
19-01549	1	SUPPLEMENTAL INSURANCE	403.06	001-229-2100 Insurance-Other Employee Paid	G/L		106 1
41992	06/06/19	ALLAT010 ALL ABOUT TINT				06/30/19	1447
19-01550	1	WINDOW TINTING #23	225.00	001-2400-524-6410 PROT INSPECTIONS	Expenditure		107 1
41993	06/06/19	AMERI145 AMERI-FAX				06/30/19	1447
19-01501	1	PRINTER PAPER	118.85	001-2100-521-4700 LAW ENFORCEMENT	Expenditure		55 1
41994	06/06/19	AMERIC10 AMERICAN CROSSROADS APPAREL CO				06/30/19	1447
19-01498	1	UNIFORM SHIRTS	338.00	001-1300-513-5210 FINANCE	Expenditure		51 1
19-01498	2	UNIFORM SHIRTS	53.00	001-1200-512-5210 EXECUTIVE	Expenditure		52 1
19-01517	1	SHIRTS-TREDIK	64.00	001-1900-519-5210 OTHER GOVERNMENTAL	Expenditure		68 1
			455.00				
41995	06/06/19	BOZAR010 BOZARD FORD COMPANY				06/30/19	1447
19-01555	1	CAR MAINTENANCE 133	353.43	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		113 1
19-01555	2	CAR MAINTENANCE 122	494.37	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		114 1
19-01555	3	CAR MAINTENANCE 132	49.99	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		115 1
			897.79				
41996	06/06/19	CDWGO010 CDW GOVERNMENT INC.				06/30/19	1447
19-01425	1	NOTEBOOK BATTERIES	476.60	001-2100-521-5230 LAW ENFORCEMENT	Expenditure		25 1
41997	06/06/19	CHANN005 CHANNING BETE				06/30/19	1447
19-01291	1	CPR TRAINING	157.45	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		2 1
41998	06/06/19	CHATT005 CHATTAHOOCHEE SCUBA				06/30/19	1447
19-01562	1	DIVE TRAINING	336.24	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		123 1
41999	06/06/19	CINDY005 CINDY WALKER				06/30/19	1447
19-01534	1	MAY MILEAGE REIMBURSEMENT	44.66	001-1300-513-4020 FINANCE	Expenditure		90 1
42000	06/06/19	DEBOR010 Deborah K. Christopher				06/30/19	1447
19-01556	1	MAY HOURS	390.00	001-2100-521-3400 LAW ENFORCEMENT	Expenditure		116 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
001TDOPERATING		Continued					
42001	06/06/19	DELMA005 DEL MAR VETERINARY HOSPITAL				06/30/19	1447
19-01481	1	KILO DENTAL WORK	775.13	001-2100-521-4640	Expenditure		43 1
				LAW ENFORCEMENT			
42002	06/06/19	DGGTA010 DGG UNIFORMS & WORK APPAREL				06/30/19	1447
19-01504	1	UNIFORM KUBART	35.50	001-2100-521-5210	Expenditure		58 1
				LAW ENFORCEMENT			
42003	06/06/19	DRTOW010 DR TOWNSEND & ASSOCIATES P.A.					1447
19-01530	1	RECRUIT EVAL-RAYMOND	225.00	001-2100-521-4930	Expenditure		86 1
				LAW ENFORCEMENT			
42004	06/06/19	DYNOM010 DYNOMETER				06/30/19	1447
19-01553	1	SPEEDOMETER CALLIBRATIONS	640.00	001-2100-521-4620	Expenditure		111 1
				LAW ENFORCEMENT			
42005	06/06/19	EDMUN010 EDMUNDS & ASSOCIATES INC.				06/30/19	1447
19-01338	1	MCSJ ENHANCEMENT/UPGRADE	3,600.00	001-1300-513-6321	Expenditure		7 1
				FINANCE			
19-01338	2	MCSJ ENHANCEMENT/UPGRADE	3,500.00	001-1300-513-6321	Expenditure		8 1
				FINANCE			
19-01338	3	MCSJ ENHANCEMENT/UPGRADE	4,000.00	001-1300-513-6321	Expenditure		9 1
				FINANCE			
19-01338	4	MCSJ ENHANCEMENT/UPGRADE	8,000.00	001-2400-524-6321	Expenditure		10 1
				PROT INSPECTIONS			
19-01338	5	MCSJ ENHANCEMENT/UPGRADE	3,500.00	001-2400-524-6321	Expenditure		11 1
				PROT INSPECTIONS			
19-01338	6	MCSJ ENHANCEMENT/UPGRADE	800.00	001-1300-513-6321	Expenditure		12 1
				FINANCE			
19-01338	7	MCSJ ENHANCEMENT/UPGRADE	600.00	001-1300-513-6321	Expenditure		13 1
				FINANCE			
19-01338	8	MCSJ ENHANCEMENT/UPGRADE	300.00	001-2400-524-5290	Expenditure		14 1
				PROT INSPECTIONS			
19-01338	9	MCSJ ENHANCEMENT/UPGRADE	300.00	001-2400-524-5290	Expenditure		15 1
				PROT INSPECTIONS			
			24,600.00				
42006	06/06/19	EVANS010 EVANS AUTOMOTIVE				06/30/19	1447
19-01552	1	REPAIRS TO #22	129.88	001-1900-519-4630	Expenditure		108 1
				OTHER GOVERNMENTAL			
19-01552	2	REPAIRS TO #22	144.87	001-3400-534-4630	Expenditure		109 1
				GARBAGE			
19-01552	3	REPAIRS TO #22	224.80	001-131-1000	G/L		110 1
				Due From Road & Bridge Fund			
			499.55				
42007	06/06/19	FERGU010 FERGUSON ENTERPRISES, INC.				06/30/19	1447
19-01519	1	REPAIRS TO SHOWERS	376.72	001-1900-519-4610	Expenditure		70 1
				OTHER GOVERNMENTAL			
42008	06/06/19	FIRST070 FIRST BANKCARD				06/06/19 VOID	0

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
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42009	06/06/19	FIRST070 FIRST BANKCARD				06/06/19 VOID			0
42010	06/06/19	FIRST070 FIRST BANKCARD				06/30/19	1447		
19-01320	1	HG LEO MEMORIAL	205.00	001-2100-521-4000	Expenditure		130	1	
				LAW ENFORCEMENT					
19-01323	1	TAG FOR NEW VEHICLE	84.85	001-2100-521-4630	Expenditure		3	1	
				LAW ENFORCEMENT					
19-01337	1	CONF TABLE,BOOK SHELF, CHAIRS	461.17	001-2400-524-5230	Expenditure		4	1	
				PROT INSPECTIONS					
19-01337	2	CONF TABLE,BOOK SHELF, CHAIRS	229.18	001-2400-524-5230	Expenditure		5	1	
				PROT INSPECTIONS					
19-01337	3	CONF TABLE,BOOK SHELF, CHAIRS	519.92	001-2400-524-5230	Expenditure		6	1	
				PROT INSPECTIONS					
19-01341	1	BATTERIES	24.08	001-2100-521-5290	Expenditure		129	1	
				LAW ENFORCEMENT					
19-01381	1	REPAIR TO #66	75.43	001-131-1000	G/L		16	1	
				Due From Road & Bridge Fund					
19-01398	1	AT&T PHONE BILL-050119	49.53	001-1300-513-4100	Expenditure		17	1	
				FINANCE					
19-01398	2	AT&T PHONE BILL-050119	49.53	001-2400-524-4100	Expenditure		18	1	
				PROT INSPECTIONS					
19-01400	1	COURTYARD-SMITH	119.00	001-2100-521-4930	Expenditure		128	1	
				LAW ENFORCEMENT					
19-01401	1	PATROL PRINTER PAPER	114.38	001-2100-521-5100	Expenditure		131	1	
				LAW ENFORCEMENT					
19-01402	1	WEBSITE RENEWAL	18.17	001-7200-572-4835	Expenditure		19	1	
				PARKS AND REC					
19-01403	1	NOTE CARDS-RUMRELL	36.23	001-1100-511-5100	Expenditure		20	1	
				LEGISLATIVE					
19-01431	1	FUJITSU FI-7160 SCANNER-FINANC	1,750.00	001-1300-513-6320	Expenditure		32	1	
				FINANCE					
19-01432	1	2019 MEMBERSHIP DUES-BROWN	20.00	001-2400-524-5420	Expenditure		33	1	
				PROT INSPECTIONS					
19-01437	1	FLC ANN CONF/HOTEL-ENGLAND, ROY	550.00	001-1100-511-5430	Expenditure		34	1	
				LEGISLATIVE					
19-01437	2	FLC ANN CONF/HOTEL-ENGLAND, ROY	704.00	001-1100-511-4000	Expenditure		35	1	
				LEGISLATIVE					
19-01437	3	FLC ANN CONF/HOTEL-ENGLAND, ROY	550.00	001-1200-512-5430	Expenditure		36	1	
				EXECUTIVE					
19-01437	4	FLC ANN CONF/HOTEL-ENGLAND, ROY	704.00	001-1200-512-4000	Expenditure		37	1	
				EXECUTIVE					
19-01450	1	FLC AD-MAGAZINE	250.00	001-5900-559-4890	Expenditure		132	1	
19-01465	1	DOG FOOD-KILO	106.99	001-2100-521-4640	Expenditure		126	1	
				LAW ENFORCEMENT					
19-01472	1	BOAF-UPGRADE MEMBERSHIP/TRAINI	50.00	001-2400-524-5420	Expenditure		39	1	
				PROT INSPECTIONS					
19-01472	2	BOAF-UPGRADE MEMBERSHIP/TRAINI	299.00	001-2400-524-5430	Expenditure		40	1	
				PROT INSPECTIONS					
19-01472	3	BOAF-UPGRADE MEMBERSHIP/TRAINI	299.00	001-2400-524-5430	Expenditure		41	1	
				PROT INSPECTIONS					

July 10, 2019
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CITY OF ST. AUGUSTINE BEACH
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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
001TD	OPERATING								
42010	FIRST	BANKCARD							
	19-01479	1 CHIEF TRAINING-BETHUNE-COOKMAN	250.00	001-2100-521-5430	Expenditure		42	1	
				LAW ENFORCEMENT					
	19-01529	1 RANGE EAR PROTECTION	149.95	001-2100-521-5230	Expenditure		124	1	
				LAW ENFORCEMENT					
	19-01529	2 SHOOTING GLASSES	132.60	001-2100-521-5230	Expenditure		125	1	
				LAW ENFORCEMENT					
	19-01558	1 HOTEL STAY -ABEL	762.03	001-2100-521-4000	Expenditure		118	1	
				LAW ENFORCEMENT					
	19-01558	2 HOTEL STAY -ABEL	592.69	001-2100-521-4000	Expenditure		119	1	
				LAW ENFORCEMENT					
	19-01561	1 HOTEL STAY WYNDHAM ORLANDO	218.00	001-2100-521-4000	Expenditure		122	1	
				LAW ENFORCEMENT					
			9,374.73						
42011	06/06/19	FLAGL030 FLAGLER CARE CENTER				06/30/19	1447		
	19-01532	1 PRE-EMP DRUG SCREEN & PHYSICAL	53.30	001-1900-519-5290	Expenditure		87	1	
				OTHER GOVERNMENTAL					
	19-01532	2 PRE-EMP DRUG SCREEN & PHYSICAL	59.45	001-3400-534-5290	Expenditure		88	1	
				GARBAGE					
	19-01532	3 PRE-EMP DRUG SCREEN & PHYSICAL	92.25	001-131-1000	G/L		89	1	
				Due From Road & Bridge Fund					
			205.00						
42012	06/06/19	FLDEP010 FL DEPT OF ENVIRONMENTAL PROTE				06/30/19	1447		
	19-01526	1 FUEL STORAGE TANK REG RENEW	25.00	001-3400-534-5220	Expenditure		82	1	
				GARBAGE					
42013	06/06/19	FLOR1170 FLORIDA JANITOR & PAPER SUPPLY				06/30/19	1447		
	19-01518	1 CLEANING SUPPLIES	85.09	001-1900-519-5290	Expenditure		69	1	
				OTHER GOVERNMENTAL					
	19-01539	1 JANITORIAL SUPPLIES	133.57	001-1900-519-5290	Expenditure		133	1	
				OTHER GOVERNMENTAL					
			218.66						
42014	06/06/19	FLOR1250 FLORIDA POWER & LIGHT COMPANY				06/30/19	1447		
	19-01505	1 ELECTRIC	23.73	001-7200-572-4310	Expenditure		59	1	
				PARKS AND REC					
	19-01505	2 ELECTRIC	30.95	001-7200-572-4310	Expenditure		60	1	
				PARKS AND REC					
	19-01505	3 ELECTRIC	780.22	001-2100-521-4310	Expenditure		61	1	
				LAW ENFORCEMENT					
	19-01505	4 ELECTRIC	633.35	001-1900-519-4310	Expenditure		62	1	
				OTHER GOVERNMENTAL					
	19-01505	5 ELECTRIC	422.24	001-2400-524-4310	Expenditure		63	1	
				PROT INSPECTIONS					
	19-01524	1 ELECTRIC	91.73	001-1900-519-4310	Expenditure		79	1	
				OTHER GOVERNMENTAL					
	19-01524	2 ELECTRIC	102.32	001-3400-534-4310	Expenditure		80	1	
				GARBAGE					

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PO #	Item	Description							
001TD	OPERATING			Continued					
42014	FLORIDA POWER & LIGHT COMPANY	Continued							
19-01524	3	ELECTRIC	158.77	001-131-1000	G/L		81		1
				Due From Road & Bridge Fund					
			<u>2,243.31</u>						
42015	06/06/19	FOPLO005 FOP LODGE 113						1447	
19-01546	1	MEMBERSHIP DUES	14.00	001-229-1000	G/L		134		1
				Miscellaneous Deductions					
42016	06/06/19	GOLDE010 GOLDEN RULE CREATIONS				06/30/19		1447	
19-01503	1	UNIFORM PATCHES	471.50	001-2100-521-5210	Expenditure		57		1
				LAW ENFORCEMENT					
42017	06/06/19	GTDIS005 GT DISTRIBUTORS				06/30/19		1447	
19-01502	1	UNIFORM EQUIP	74.55	001-2100-521-5210	Expenditure		56		1
				LAW ENFORCEMENT					
42018	06/06/19	HAGAN020 HAGAN ACE HARDWARE				06/30/19		1447	
19-01512	1	FOAM INSL REPAIRS	4.59	001-1900-519-4610	Expenditure		65		1
				OTHER GOVERNMENTAL					
19-01536	1	MURIATIC ACID	23.36	001-7200-572-5290	Expenditure		91		1
				PARKS AND REC					
			<u>27.95</u>						
42019	06/06/19	HEATH010 HEATH ELECTRIC				06/30/19		1447	
19-01520	1	REPAIRS TO SOUTH LIGHTS	371.55	001-1900-519-4610	Expenditure		71		1
				OTHER GOVERNMENTAL					
42020	06/06/19	HICKS101 HICK'S LAND CLEARING & INCINER				06/30/19		1447	
19-01494	1	DISPOSAL	510.00	001-3400-534-4940	Expenditure		49		1
				GARBAGE					
42021	06/06/19	HOMED010 HOME DEPOT				06/30/19		1447	
19-01514	1	BLDG DEPT	384.18	001-1900-519-4610	Expenditure		66		1
				OTHER GOVERNMENTAL					
42022	06/06/19	INNOV015 INNOVATIVE CREDIT SOLUTIONS				06/30/19		1447	
19-01560	1	RAYMOND NEWHIRE	17.00	001-2100-521-4930	Expenditure		121		1
				LAW ENFORCEMENT					
42023	06/06/19	LVHIE010 L.V. HIERS INC.				06/30/19		1447	
19-01500	1	251 GALS UNLD, 593 GALS DIESEL	587.32	001-141-0000	G/L		53		1
				Inventories - Fuel					
19-01500	2	251 GALS UNLD, 593 GALS DIESEL	1,504.38	001-141-0000	G/L		54		1
				Inventories - Fuel					
			<u>2,091.70</u>						
42024	06/06/19	LWERN010 L. WERNINCK & SON				06/30/19		1447	
19-01543	1	LUMBER/CONTACT CEMENT	207.31	001-1900-519-4610	Expenditure		95		1
				OTHER GOVERNMENTAL					

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001TDOPERATING			Continued				
42024	L. WERNINCK & SON	Continued					
19-01544	1	SAWHORSES	99.00	001-1900-519-5230	Expenditure		96 1
				OTHER GOVERNMENTAL			
			306.31				
42025	06/06/19	MARIO010 MARIOTTI'S				06/30/19	1447
19-01559	1	UNIFORM CLEANING	342.78	001-2100-521-5210	Expenditure		120 1
				LAW ENFORCEMENT			
42026	06/06/19	MASTE020 MASTER LOCK COMPANY				06/30/19	1447
19-01528	1	LOCKER KEY	8.44	001-2100-521-5230	Expenditure		84 1
				LAW ENFORCEMENT			
19-01528	2	SHIPPING .	5.00	001-2100-521-5230	Expenditure		85 1
				LAW ENFORCEMENT			
			13.44				
42027	06/06/19	MELVI010 MELVIN'S REPAIR SHOP				06/30/19	1447
19-01420	1	REPL PTO #75	1,684.09	001-3400-534-4630	Expenditure		21 1
				GARBAGE			
19-01420	2	REPL PTO #75	37.50	001-3400-534-4630	Expenditure		22 1
				GARBAGE			
19-01420	3	REPL PTO #75	588.55	001-3400-534-4630	Expenditure		23 1
				GARBAGE			
			2,310.14				
42028	06/06/19	NORTH010 NORTH FLORIDA IRRIGATION EQUIP				06/30/19	1447
19-01521	1	REPAIRS TO FILTER PUMP SYS	23.69	001-7200-572-4620	Expenditure		72 1
				PARKS AND REC			
42029	06/06/19	NORTH020 NORTHEAST FLORIDA LEAGUE OF CI				06/30/19	1447
19-01492	1	DINNER/MEETING-BR,CW,BM	50.00	001-1300-513-4000	Expenditure		47 1
				FINANCE			
19-01492	2	DINNER/MEETING-BR,CW,BM	25.00	001-2400-524-5290	Expenditure		48 1
				PROT INSPECTIONS			
			75.00				
42030	06/06/19	OPTIC005 OPTICSPLANET.COM				06/30/19	1447
19-01268	1	THERMAL IMAGING	3,865.00	001-2100-521-6490	Expenditure		1 1
				LAW ENFORCEMENT			
42031	06/06/19	ORIE010 ORIENTAL TRADING CO., INC.				06/30/19	1447
19-01554	1	NNO SUPPLIES	340.73	001-2100-521-5240	Expenditure		112 1
				LAW ENFORCEMENT			
42032	06/06/19	PEOPL005 PEOPLEREADY FLORIDA INC				06/30/19	1447
19-01516	1	TEMP LABOR-TRASH TRUCK	283.29	001-3400-534-3400	Expenditure		67 1
				GARBAGE			
42033	06/06/19	QUILL010 QUILL CORPORATION				06/30/19	1447
19-01523	1	OFFICE SUPPLIES	42.19	001-1900-519-5100	Expenditure		73 1
				OTHER GOVERNMENTAL			

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PO #	Item	Description							
001TDOPERATING				Continued					
42033	QUILL CORPORATION			Continued					
19-01523	2	OFFICE SUPPLIES	47.05	001-3400-534-5100	Expenditure		74	1	
				GARBAGE					
19-01523	3	OFFICE SUPPLIES	73.01	001-131-1000	G/L		75	1	
				Due From Road & Bridge Fund					
19-01523	4	OFFICE SUPPLIES	90.15	001-131-1000	G/L		76	1	
				Due From Road & Bridge Fund					
19-01523	5	OFFICE SUPPLIES	52.09	001-1900-519-5100	Expenditure		77	1	
				OTHER GOVERNMENTAL					
19-01523	6	OFFICE SUPPLIES	58.10	001-3400-534-5100	Expenditure		78	1	
				GARBAGE					
			362.59						
42034	06/06/19	SANF0005 SANFORD AND SON AUTO PARTS INC				06/30/19	1447		
19-01508	1	supplies	109.90	001-3400-534-5290	Expenditure		64	1	
				GARBAGE					
19-01542	1	TRAN FIL	238.58	001-3400-534-4630	Expenditure		92	1	
				GARBAGE					
19-01542	2	FUEL AND OIL FILTERS	427.56	001-3400-534-4630	Expenditure		93	1	
				GARBAGE					
19-01542	3	DEXVIATF	198.96	001-3400-534-4630	Expenditure		94	1	
				GARBAGE					
			975.00						
42035	06/06/19	SHI00005 SHI				06/30/19	1447		
19-01424	1	OPTIPLEX 3060	3,647.64	001-2100-521-6430	Expenditure		24	1	
				LAW ENFORCEMENT					
19-01430	1	COMPUTER/GRAPHICS CARD	75.35	001-1900-519-6320	Expenditure		26	1	
				OTHER GOVERNMENTAL					
19-01430	2	COMPUTER/GRAPHICS CARD	84.04	001-3400-534-6320	Expenditure		27	1	
				GARBAGE					
19-01430	3	COMPUTER/GRAPHICS CARD	130.41	001-131-1000	G/L		28	1	
				Due From Road & Bridge Fund					
19-01430	4	COMPUTER/GRAPHICS CARD	371.02	001-1900-519-6320	Expenditure		29	1	
				OTHER GOVERNMENTAL					
19-01430	5	COMPUTER/GRAPHICS CARD	413.83	001-3400-534-6320	Expenditure		30	1	
				GARBAGE					
19-01430	6	COMPUTER/GRAPHICS CARD	642.15	001-131-1000	G/L		31	1	
				Due From Road & Bridge Fund					
19-01491	1	HP PRINTHEADS FOR PW	70.92	001-1900-519-5100	Expenditure		44	1	
				OTHER GOVERNMENTAL					
19-01491	2	HP PRINTHEADS FOR PW	79.10	001-3400-534-5100	Expenditure		45	1	
				GARBAGE					
19-01491	3	HP PRINTHEADS FOR PW	122.73	001-131-1000	G/L		46	1	
				Due From Road & Bridge Fund					
			5,637.19						
42036	06/06/19	STAPL010 STAPLES				06/30/19	1447		
19-01466	1	COMPUTER BACKUP	52.99	001-2100-521-5230	Expenditure		38	1	
				LAW ENFORCEMENT					

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PO #	Item	Description							
001TDOPERATING				Continued					
42037	06/06/19	SUNLI010 SUN LIFE FINANCIAL				06/30/19	1447		
19-01548	1	LIFE INSURANCE PREMIUM	4.57	001-1200-512-2300	Expenditure		97	1	
				EXECUTIVE					
19-01548	2	LIFE INSURANCE PREMIUM	73.28	001-1300-513-2300	Expenditure		98	1	
				FINANCE					
19-01548	3	LIFE INSURANCE PREMIUM	14.20	001-1500-515-2300	Expenditure		99	1	
				COMP PLANNING					
19-01548	4	LIFE INSURANCE PREMIUM	47.63	001-1900-519-2300	Expenditure		100	1	
				OTHER GOVERNMENTAL					
19-01548	5	LIFE INSURANCE PREMIUM	156.19	001-2100-521-2300	Expenditure		101	1	
				LAW ENFORCEMENT					
19-01548	6	LIFE INSURANCE PREMIUM	31.60	001-2400-524-2300	Expenditure		102	1	
				PROT INSPECTIONS					
19-01548	7	LIFE INSURANCE PREMIUM	53.13	001-3400-534-2300	Expenditure		103	1	
				GARBAGE					
19-01548	8	LIFE INSURANCE PREMIUM	82.44	001-131-1000	G/L		104	1	
				Due From Road & Bridge Fund					
19-01548	9	LIFE INSURANCE PREMIUM	6.00	001-229-2100	G/L		105	1	
				Insurance-Other Employee Paid					
			469.04						
42038	06/06/19	ULTRA005 ULTRASHRED TECHNOLOGIES, INC				06/30/19	1447		
19-01527	1	DOCUMENT DESTRUCTION	42.74	001-2100-521-5290	Expenditure		83	1	
				LAW ENFORCEMENT					
42039	06/06/19	USPS0010 USPS-HASLER				06/30/19	1447		
19-01497	1	POSTAGE	500.00	001-155-0000	G/L		50	1	
				Prepaid Items					
42040	06/06/19	VERIZ010 VERIZON WIRELESS				06/30/19	1447		
19-01557	1	DATA CHARGES	881.00	001-2100-521-4100	Expenditure		117	1	
				LAW ENFORCEMENT					
42041	06/06/19	NATIO090 NATIONWIDE RETIREMENT SOLUTION				06/30/19	1448		
19-01547	1	DEFERRED COMP PAYROLL DEDUCT	1,689.52	001-235-0000	G/L		1	1	
				Deferred Compensation					
42042	06/21/19	ADVAN010 ADVANCED DISPOSAL				06/30/19	1450		
19-01630	1	RECYCLE-MAY 2019	11,646.82	001-3400-534-3400	Expenditure		89	1	
				GARBAGE					
42043	06/21/19	ALLAT010 ALL ABOUT TINT				06/30/19	1450		
19-01581	1	WINDOW TINTING #24	185.00	001-2400-524-6410	Expenditure		33	1	
				PROT INSPECTIONS					
42044	06/21/19	ANCIE065 ANCIENT CITY SHOOTING RANGE					1450		
19-01598	1	RANGE MEMBERSHIPS	500.00	001-2100-521-5420	Expenditure		69	1	
				LAW ENFORCEMENT					
42045	06/21/19	ATTUV010 AT & T (U-VERSE)				06/30/19	1450		
19-01566	1	INTERNET FEES	44.90	001-1300-513-4100	Expenditure		14	1	
				FINANCE					

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PO #		Item Description					Ref Seq	Acct
001TDOPERATING			Continued					
42045	AT & T (U-VERSE)	Continued						
19-01566	2	INTERNET FEES	44.91	001-2400-524-4100	Expenditure		15	1
				PROT INSPECTIONS				
			89.81					
42046	06/21/19	BBT00010 BB&T GOVERNMENTAL FINANCE				06/30/19	1450	
19-01685	1	2009 LOAN PYMT	51,468.80	001-131-2000	G/L		151	1
				Due From Debt Service Fund				
42047	06/21/19	BBTRA005 B&B TRAILERS AND ACCESSORIES				06/30/19	1450	
19-01653	1	TRAILER LITE	2.99	001-2100-521-4630	Expenditure		126	1
				LAW ENFORCEMENT				
42048	06/21/19	BENCH005 BENCHMARK PROFESSIONAL SEMINAR					1450	
19-01586	1	K9 UNIT TRAINING-CARSWELL/CLIN	590.00	001-2100-521-5430	Expenditure		54	1
				LAW ENFORCEMENT				
42049	06/21/19	BOZAR010 BOZARD FORD COMPANY				06/30/19	1450	
19-01574	1	VEH MAINT/BATTERY/TIRE	16.00	001-2100-521-4630	Expenditure		22	1
				LAW ENFORCEMENT				
19-01574	2	VEH MAINT/BATTERY/TIRE	172.41	001-2100-521-4630	Expenditure		23	1
				LAW ENFORCEMENT				
19-01574	3	VEH MAINT/BATTERY/TIRE	39.99	001-2100-521-4630	Expenditure		24	1
				LAW ENFORCEMENT				
19-01664	1	PM-#129	35.49	001-2100-521-4630	Expenditure		138	1
				LAW ENFORCEMENT				
19-01665	1	PM,FILTERS,WIPERS-#117	120.28	001-2100-521-4630	Expenditure		139	1
				LAW ENFORCEMENT				
			384.17					
42050	06/21/19	BUGOU010 BUG OUT SERVICE INC				06/30/19	1450	
19-01602	1	LAWN SPRAY	189.00	001-1900-519-3400	Expenditure		72	1
				OTHER GOVERNMENTAL				
42051	06/21/19	CANON010 CANON FINANCIAL SERVICES				06/30/19	1450	
19-01649	1	COPIER LEASE-PW	47.84	001-1900-519-4430	Expenditure		116	1
				OTHER GOVERNMENTAL				
19-01649	2	COPIER LEASE-PW	53.36	001-3400-534-4430	Expenditure		117	1
				GARBAGE				
19-01649	3	COPIER LEASE-PW	82.80	001-131-1000	G/L		118	1
				Due From Road & Bridge Fund				
19-01649	4	COPIER LEASE-PW	4.64	001-131-1000	G/L		119	1
				Due From Road & Bridge Fund				
19-01649	5	COPIER LEASE-PW	2.68	001-1900-519-5100	Expenditure		120	1
				OTHER GOVERNMENTAL				
19-01649	6	COPIER LEASE-PW	3.00	001-3400-534-5100	Expenditure		121	1
				GARBAGE				
19-01656	1	COPIER LEASE/USAGE	125.00	001-2400-524-4430	Expenditure		129	1
				PROT INSPECTIONS				
19-01656	2	COPIER LEASE/USAGE	68.83	001-2400-524-4700	Expenditure		130	1
				PROT INSPECTIONS				

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PO #		Item Description					Ref Seq	Acct
001TDOPERATING				Continued				
42051		CANON FINANCIAL SERVICES		Continued				
19-01656	3	COPIER LEASE/USAGE	125.00	001-2100-521-4430	Expenditure		131	1
				LAW ENFORCEMENT				
19-01656	4	COPIER LEASE/USAGE	31.60	001-2100-521-4700	Expenditure		132	1
				LAW ENFORCEMENT				
19-01656	5	COPIER LEASE/USAGE	125.00	001-1300-513-4430	Expenditure		133	1
				FINANCE				
19-01656	6	COPIER LEASE/USAGE	48.59	001-1300-513-4700	Expenditure		134	1
				FINANCE				
			<u>718.34</u>					
42052	06/21/19	CLERK020 CLERK OF CIRCUIT COURT				06/30/19	1450	
19-01620	1	FILING FEES-MAY 2019	190.00	001-2100-521-5290	Expenditure		84	1
				LAW ENFORCEMENT				
42053	06/21/19	COLON010 COLONIAL SUPPLEMENTAL INSURANC				06/30/19	1450	
19-01635	1	SUPPLEMENTAL INS	623.58	001-229-2100	G/L		92	1
				Insurance-Other Employee Paid				
42054	06/21/19	COMCA015 COMCAST				06/30/19	1450	
19-01600	1	NEWS CABLE	66.48	001-2100-521-5290	Expenditure		71	1
				LAW ENFORCEMENT				
42055	06/21/19	CSAB-030 CSAB - POLICE EDUCATION FUND				06/30/19	1450	
19-01650	1	PE FROM FINES 052019	110.00	001-351-500	Revenue		122	1
				Court Fines				
42056	06/21/19	DELLE005 DELL EMC					1450	
19-01426	1	DELL LATITUDE 5424	2,686.01	001-2100-521-6430	Expenditure		1	1
				LAW ENFORCEMENT				
42057	06/21/19	ELITE005 ELITE SUPPLY & INSTALL'S LLC					1450	
19-01654	1	SAFE STOPS FOR PATROL VEH	5,396.00	001-2100-521-6490	Expenditure		127	1
				LAW ENFORCEMENT				
42058	06/21/19	ENTER005 ENTERPRISE FM TRUST				06/30/19	1450	
19-01631	1	LEASE VEHICLE #125	486.42	001-2100-521-4431	Expenditure		90	1
				LAW ENFORCEMENT				
42059	06/21/19	EVANS010 EVANS AUTOMOTIVE				06/30/19	1450	
19-01684	1	REPAIRS #22	110.88	001-1900-519-4630	Expenditure		148	1
				OTHER GOVERNMENTAL				
19-01684	2	REPAIRS #22	110.88	001-3400-534-4630	Expenditure		149	1
				GARBAGE				
19-01684	3	REPAIRS #22	110.89	001-131-1000	G/L		150	1
				Due From Road & Bridge Fund				
			<u>332.65</u>					
42060	06/21/19	FGFOA025 FGFOA FIRST COAST CHAPTER		(Void Reason: Not needed)		06/24/19 VOID	1450	
19-01638	1	MEMBERSHIP RENEW	20.00	001-1300-513-5420	Expenditure		103	1
				Finance-Memberships				

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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Item	Description	Contract	Ref Seq Acct
Amount Paid	Charge Account	Account Type		
001TDOPERATING				
Continued				
42061	06/21/19	FLORI170 FLORIDA JANITOR & PAPER SUPPLY	06/30/19	1450
19-01573	1	CAR WASH SUPPLIES	52.72	001-2100-521-5290
				Expenditure
				LAW ENFORCEMENT
19-01607	1	CLEAING SUPPLIES	150.69	001-1900-519-5290
				Expenditure
				OTHER GOVERNMENTAL
19-01663	1	CLEANING WIPES-OFC	59.81	001-2100-521-5290
				Expenditure
				LAW ENFORCEMENT
19-01674	1	CLEAING SUPPLIES	11.29	001-1900-519-5290
				Expenditure
				OTHER GOVERNMENTAL
19-01677	1	CLEANING SUPPLIES	205.43	001-1900-519-5290
				Expenditure
				OTHER GOVERNMENTAL
			479.94	
42062 06/21/19 FLORI190 FLORIDA MUNICIPAL INSURANCE TR				
			06/30/19	1450
19-01583	1	INS PREMIUMS	8,443.91	001-1900-519-4510
				Expenditure
				OTHER GOVERNMENTAL
19-01583	2	INS PREMIUMS	8,181.56	001-2100-521-4510
				Expenditure
				LAW ENFORCEMENT
19-01583	3	INS PREMIUMS	205.72	001-2400-524-4510
				Expenditure
				PROT INSPECTIONS
19-01583	4	INS PREMIUMS	257.15	001-3400-534-4510
				Expenditure
				GARBAGE
19-01583	5	INS PREMIUMS	977.17	001-131-1000
				G/L
				Due From Road & Bridge Fund
19-01583	6	INS PREMIUMS	1,865.92	001-131-1000
				G/L
				Due From Road & Bridge Fund
19-01583	7	INS PREMIUMS	2,431.31	001-1900-519-4520
				Expenditure
				OTHER GOVERNMENTAL
19-01583	8	INS PREMIUMS	2,754.56	001-2100-521-4520
				Expenditure
				LAW ENFORCEMENT
19-01583	9	INS PREMIUMS	1,363.61	001-2400-524-4520
				Expenditure
				PROT INSPECTIONS
19-01583	10	INS PREMIUMS	1,084.10	001-3400-534-4520
				Expenditure
				GARBAGE
19-01583	11	INS PREMIUMS	61.58	001-1200-512-2400
				Expenditure
				EXECUTIVE
19-01583	12	INS PREMIUMS	102.64	001-1300-513-2400
				Expenditure
				FINANCE
19-01583	13	INS PREMIUMS	944.29	001-1500-515-2400
				Expenditure
				COMP PLANNING
19-01583	14	INS PREMIUMS	1,498.54	001-1900-519-2400
				Expenditure
				OTHER GOVERNMENTAL
19-01583	15	INS PREMIUMS	5,337.28	001-2100-521-2400
				Expenditure
				LAW ENFORCEMENT
19-01583	16	INS PREMIUMS	2,093.86	001-2400-524-2400
				Expenditure
				PROT INSPECTIONS
19-01583	17	INS PREMIUMS	7,143.74	001-3400-534-2400
				Expenditure
				GARBAGE
19-01583	18	INS PREMIUMS	3,346.05	001-131-1000
				G/L
				Due From Road & Bridge Fund
			48,092.99	

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
001TD	OPERATING			Continued					
42063	06/21/19	FLORI420 FLORIDA DEPT OF HEALTH					1450		
19-01579	1	POOL PERMIT 55-BID-4202691	225.00	001-7200-572-5290	Expenditure		29	1	
				PARKS AND REC					
42064	06/21/19	FOPLO005 FOP LODGE 113					1450		
19-01679	1	MEMBERSHIP DUES	14.00	001-229-1000	G/L		146	1	
				Miscellaneous Deductions					
42065	06/21/19	GALLS010 GALLS AN ARAMARK COMPANY				06/30/19	1450		
19-01577	1	SHOES-CARSWELL	76.95	001-2100-521-5210	Expenditure		27	1	
				LAW ENFORCEMENT					
42066	06/21/19	GATOR010 GATOR FIRE EXTINGUISHER				06/30/19	1450		
19-01592	1	FIRE EXTINGUISHER SERVICE	568.50	001-1900-519-4610	Expenditure		65	1	
				OTHER GOVERNMENTAL					
19-01615	1	FIRE EXTINGUISHER-CITY HALL	490.00	001-1900-519-4610	Expenditure		79	1	
				OTHER GOVERNMENTAL					
19-01616	1	FIRE EXT SERV-PD	260.00	001-1900-519-4610	Expenditure		80	1	
				OTHER GOVERNMENTAL					
			1,318.50						
42067	06/21/19	GOVER010 GOVERNMENT FINANCE OFFICERS AS				06/30/19	1450		
19-01633	1	GAAFR RENEWAL	50.00	001-1300-513-5410	Expenditure		91	1	
				FINANCE					
42068	06/21/19	GTDIS005 GT DISTRIBUTORS				06/30/19	1450		
19-01599	1	40 MM POUCH	448.00	001-2100-521-5230	Expenditure		70	1	
				LAW ENFORCEMENT					
42069	06/21/19	HAGAN020 HAGAN ACE HARDWARE				06/30/19	1450		
19-01576	1	MESSAGE BOARD CHARGER	89.99	001-2100-521-5230	Expenditure		26	1	
				LAW ENFORCEMENT					
19-01614	1	PAINT-REPAIR #77	16.00	001-3400-534-4630	Expenditure		78	1	
				GARBAGE					
19-01629	1	SPLASH PARK SUPPLIES	33.35	001-7200-572-5290	Expenditure		88	1	
				PARKS AND REC					
19-01661	1	REPAIR PART	12.99	001-1900-519-4610	Expenditure		136	1	
				OTHER GOVERNMENTAL					
19-01672	1	REPAIR-A ST REST ROOM	17.98	001-1900-519-4610	Expenditure		140	1	
				OTHER GOVERNMENTAL					
			170.31						
42070	06/21/19	HEATH010 HEATH ELECTRIC				06/30/19	1450		
19-01604	1	REPAIR TO ELECTRIC	450.00	001-1900-519-4610	Expenditure		74	1	
				OTHER GOVERNMENTAL					
19-01611	1	REPAIR TO GFI	139.17	001-1900-519-4610	Expenditure		76	1	
				OTHER GOVERNMENTAL					
			589.17						
42071	06/21/19	HICKS101 HICK'S LAND CLEARING & INCINER				06/30/19	1450		
19-01565	1	DISPOSAL FEES	780.00	001-3400-534-4940	Expenditure		13	1	
				GARBAGE					

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Item	Description	Contract	Ref Seq Acct
Amount Paid	Charge Account	Account Type		
001TDOPERATING				
Continued				
42072	06/21/19	HOMED010 HOME DEPOT	06/30/19	1450
19-01628	1	TOOLS-PW		87 1
		183.94 001-1900-519-5230	Expenditure	
		OTHER GOVERNMENTAL		
19-01645	1	SMALL TOOLS-BLDG		114 1
		491.22 001-2400-524-5230	Expenditure	
		PROT INSPECTIONS		
19-01646	1	LUMBER-BLDG DEPT		115 1
		205.09 001-2400-524-5290	Expenditure	
		PROT INSPECTIONS		
19-01673	1	SMALL TOOLS		141 1
		31.94 001-1900-519-5230	Expenditure	
		OTHER GOVERNMENTAL		
		<u>912.19</u>		
42073	06/21/19	KATHI005 KATHI M HARRELL	06/30/19	1450
19-01585	1	TUITION REIMB		53 1
		853.66 001-2100-521-5430	Expenditure	
		LAW ENFORCEMENT		
42074	06/21/19	LVHIE010 L.V. HIERS INC.	06/30/19	1450
19-01621	1	374 GALS UNLD,610 GALS DIESEL		85 1
		828.74 001-141-0000	G/L	
		Inventories - Fuel		
19-01621	2	374 GALS UNLD,610 GALS DIESEL		86 1
		1,460.22 001-141-0000	G/L	
		Inventories - Fuel		
		<u>2,288.96</u>		
42075	06/21/19	MARIO010 MARIOTTI'S		1450
19-01587	1	DRY CLEANING		55 1
		92.76 001-2100-521-5210	Expenditure	
		LAW ENFORCEMENT		
42076	06/21/19	MELIS010 MELISSA BURNS	06/30/19	1450
19-01680	1	MILEAGE REIMB		147 1
		13.34 001-1300-513-4020	Expenditure	
		FINANCE		
42077	06/21/19	NATIO090 NATIONWIDE RETIREMENT SOLUTION	06/30/19	1450
19-01678	1	DEFERRED COMP		145 1
		1,689.52 001-235-0000	G/L	
		Deferred Compensation		
42078	06/21/19	NORTH010 NORTH FLORIDA IRRIGATION EQUIP	06/30/19	1450
19-01612	1	REPAIR TO VALVE SYSTEM		77 1
		23.69 001-7200-572-4620	Expenditure	
		PARKS AND REC		
42079	06/21/19	PATCH005 PATCH PLAQUES & MORE		1450
19-01657	1	DESK NAME PLATE-PADGETT		135 1
		65.45 001-2100-521-5290	Expenditure	
		LAW ENFORCEMENT		
42080	06/21/19	PATRI010 PATRICK'S UNIFORMS		1450
19-01651	1	DUTY SHIRTS/BAGS		123 1
		372.00 001-2100-521-5230	Expenditure	
		LAW ENFORCEMENT		
19-01651	2	DUTY SHIRTS/BAGS		124 1
		71.98 001-2100-521-5210	Expenditure	
		LAW ENFORCEMENT		
		<u>443.98</u>		
42081	06/21/19	PUBLI020 PUBLIX	06/30/19	1450
19-01578	1	KITCHEN SUPPLIES		28 1
		13.04 001-2100-521-5290	Expenditure	
		LAW ENFORCEMENT		

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PO #	Item	Description							
001TDOPERATING				Continued					
42081	PUBLIX			Continued					
19-01652	1	SUPPLIES	13.20	001-2100-521-5100	Expenditure		125	1	
				LAW ENFORCEMENT					
			26.24						
42082	06/21/19	SCW00005 SCW				06/30/19	1450		
19-01428	1	CYBER POWER OL-ONLINE UPS	176.47	001-1900-519-6320	Expenditure		2	1	
				OTHER GOVERNMENTAL					
19-01428	2	CYBER POWER OL-ONLINE UPS	196.83	001-3400-534-6320	Expenditure		3	1	
				GARBAGE					
19-01428	3	CYBER POWER OL-ONLINE UPS	305.43	001-131-1000	G/L		4	1	
				Due From Road & Bridge Fund					
			678.73						
42083	06/21/19	SHIPY005 SHIPYARD DOG				06/30/19	1450		
19-01655	1	HACKEY SACKS-NNO	613.51	001-2100-521-5240	Expenditure		128	1	
				LAW ENFORCEMENT					
42084	06/21/19	SMITH010 SMITH BROS. PEST CONTROL				06/30/19	1450		
19-01567	1	PEST CONTROL	30.00	001-1900-519-4610	Expenditure		16	1	
				OTHER GOVERNMENTAL					
19-01567	2	PEST CONTROL	52.00	001-1900-519-4610	Expenditure		17	1	
				OTHER GOVERNMENTAL					
19-01567	3	PEST CONTROL	25.00	001-1900-519-4610	Expenditure		18	1	
				OTHER GOVERNMENTAL					
19-01567	4	PEST CONTROL	25.00	001-1900-519-4610	Expenditure		19	1	
				OTHER GOVERNMENTAL					
19-01567	5	PEST CONTROL	52.00	001-1900-519-4610	Expenditure		20	1	
				OTHER GOVERNMENTAL					
			184.00						
42085	06/21/19	SOUTH060 SOUTHERN COAST K9					1450		
19-01593	1	K9 TRAINING	275.00	001-2100-521-4640	Expenditure		66	1	
				LAW ENFORCEMENT					
19-01594	1	K9 TRAINING	275.00	001-2100-521-4640	Expenditure		67	1	
				LAW ENFORCEMENT					
			550.00						
42086	06/21/19	STAUG110 ST AUGUSTINE RECORD				06/21/19 VOID	0		
42087	06/21/19	STAUG110 ST AUGUSTINE RECORD				06/30/19	1450		
19-01436	1	PZB MEETING AD	125.65	001-1500-515-4810	Expenditure		5	1	
				COMP PLANNING					
19-01495	1	CODE ENF BOARD AD	71.80	001-2400-524-4810	Expenditure		6	1	
				PROT INSPECTIONS					
19-01496	1	LEGAL ADS-VAC ALLEY,CU,SPECMTG	143.60	001-1300-513-4810	Expenditure		7	1	
				FINANCE					
19-01496	2	LEGAL ADS-VAC ALLEY,CU,SPECMTG	80.78	001-1300-513-4810	Expenditure		8	1	
				FINANCE					
19-01496	3	LEGAL ADS-VAC ALLEY,CU,SPECMTG	71.80	001-1300-513-4810	Expenditure		9	1	
				FINANCE					

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PO #	Item	Description							
001TDOPERATING			Continued						
42087	ST AUGUSTINE RECORD	Continued							
19-01499	1	PUBLIC HEARING AD	359.00	001-1300-513-4810	Expenditure		10	1	
				FINANCE					
19-01551	1	NOTICE OF PUBLIC HEARINGS	121.17	001-1500-515-4810	Expenditure		11	1	
				COMP PLANNING					
19-01643	1	CREDIT MEMO-OVERPYMT	309.86	001-1300-513-4810	Expenditure		110	1	
				FINANCE					
			663.94						
42088	06/21/19	STJOH110 ST. JOHNS COUNTY SOLID WASTE				06/30/19	1450		
19-01589	1	SW DISPOSAL	12,706.98	001-3400-534-4940	Expenditure		63	1	
				GARBAGE					
42089	06/21/19	STJOH140 ST. JOHNS COUNTY UTILITY DEPAR				06/30/19	1450		
19-01588	1	WATER UTILITIES	69.33	001-7200-572-4320	Expenditure		56	1	
				PARKS AND REC					
19-01588	2	WATER UTILITIES	666.53	001-7200-572-4320	Expenditure		57	1	
				PARKS AND REC					
19-01588	3	WATER UTILITIES	169.46	001-7200-572-4320	Expenditure		58	1	
				PARKS AND REC					
19-01588	4	WATER UTILITIES	158.24	001-2100-521-4320	Expenditure		59	1	
				LAW ENFORCEMENT					
19-01588	5	WATER UTILITIES	67.12	001-1900-519-4320	Expenditure		60	1	
				OTHER GOVERNMENTAL					
19-01588	6	WATER UTILITIES	74.87	001-3400-534-4320	Expenditure		61	1	
				GARBAGE					
19-01588	7	WATER UTILITIES	116.17	001-131-1000	G/L		62	1	
				Due From Road & Bridge Fund					
19-01619	1	WATER UTILITIES	161.77	001-1900-519-4320	Expenditure		82	1	
				OTHER GOVERNMENTAL					
19-01619	2	WATER UTILITIES	107.84	001-2400-524-4320	Expenditure		83	1	
				PROT INSPECTIONS					
			1,591.33						
42090	06/21/19	STVIN005 ST VINCENTS FULL SERVICE				06/30/19	1450		
19-01584	1	MARTINEZ-PHYSICAL	100.00	001-2100-521-5290	Expenditure		52	1	
				LAW ENFORCEMENT					
42091	06/21/19	TAMPA010 TAMPA CRANE & BODY, INC				06/30/19	1450		
19-01603	1	REPAIRS 77	372.35	001-3400-534-4630	Expenditure		73	1	
				GARBAGE					
42092	06/21/19	TAYLO050 TAYLOR REFRIGERATION				06/30/19	1450		
19-01675	1	DRAIN PAN-CH	495.00	001-1900-519-4610	Expenditure		143	1	
				OTHER GOVERNMENTAL					
42093	06/21/19	THEBA005 THE BANCORP BANK				06/30/19	1450		
19-01564	1	LEASE VEHICLE #128	389.49	001-2100-521-4431	Expenditure		12	1	
				LAW ENFORCEMENT					

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PO #	Item	Description					Ref Seq Acct
001TDOPERATING			Continued				
42094	06/21/19	TIREH005 TIREHUB LLC				06/30/19	1450
19-01617	1	TIRES-PATROL VEH	680.00	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		81 1
42095	06/21/19	UNIQUE005 UNIQUE MARKETING CONCEPTS					1450
19-01575	1	CHIEF COINS	325.50	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		25 1
42096	06/21/19	UNITE020 UNITED HEALTHCARE INSURANCE CO				06/30/19	1450
19-01637	1	INSURANCE PREMIUMS	611.23	001-1200-512-2300 EXECUTIVE	Expenditure		93 1
19-01637	2	INSURANCE PREMIUMS	8,057.29	001-1300-513-2300 FINANCE	Expenditure		94 1
19-01637	3	INSURANCE PREMIUMS	934.53	001-1500-515-2300 COMP PLANNING	Expenditure		95 1
19-01637	4	INSURANCE PREMIUMS	5,284.82	001-1900-519-2300 OTHER GOVERNMENTAL	Expenditure		96 1
19-01637	5	INSURANCE PREMIUMS	15,881.61	001-2100-521-2300 LAW ENFORCEMENT	Expenditure		97 1
19-01637	6	INSURANCE PREMIUMS	2,217.89	001-2400-524-2300 PROT INSPECTIONS	Expenditure		98 1
19-01637	7	INSURANCE PREMIUMS	5,898.41	001-3400-534-2300 GARBAGE	Expenditure		99 1
19-01637	8	INSURANCE PREMIUMS	7,176.50	001-229-2000 Health Insurance-Employee Portion	G/L		100 1
19-01637	9	INSURANCE PREMIUMS	3,750.32	001-229-2100 Insurance-Other Employee Paid	G/L		101 1
19-01637	10	INSURANCE PREMIUMS	9,171.00	001-131-1000 Due From Road & Bridge Fund	G/L		102 1
			58,983.60				
42097	06/21/19	USBAN005 US BANK VOYAGER FLEET SYS				06/30/19	1450
19-01590	1	FUEL-PD	4,745.74	001-2100-521-5220 LAW ENFORCEMENT	Expenditure		64 1
42098	06/21/19	VERIZ010 VERIZON WIRELESS				06/30/19	1450
19-01644	1	TELEPHONE	232.53	001-3400-534-4100 GARBAGE	Expenditure		111 1
19-01644	2	TELEPHONE	108.86	001-2400-524-4100 PROT INSPECTIONS	Expenditure		112 1
19-01644	3	TELEPHONE	232.54	001-131-1000 Due From Road & Bridge Fund	G/L		113 1
			573.93				
42099	06/21/19	WINDS005 WINDSTREAM				06/30/19	1450
19-01640	1	PHONES/INTERNET	682.60	001-1300-513-4100 FINANCE	Expenditure		104 1
19-01640	2	PHONES/INTERNET	1,422.08	001-2100-521-4100 LAW ENFORCEMENT	Expenditure		105 1
19-01640	3	PHONES/INTERNET	312.86	001-2400-524-4100 PROT INSPECTIONS	Expenditure		106 1

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PO #	Item	Description					Ref Seq Acct
001TDOPERATING							
42099 WINDSTREAM			Continued				
19-01640	4	PHONES/INTERNET	85.32	001-1900-519-4100	Expenditure		107 1
				OTHER GOVERNMENTAL			
19-01640	5	PHONES/INTERNET	142.21	001-3400-534-4100	Expenditure		108 1
				GARBAGE			
19-01640	6	PHONES/INTERNET	199.08	001-131-1000	G/L		109 1
				Due From Road & Bridge Fund			
			2,844.15				
42100 06/21/19 WORLD020 WORLD GYM							
19-01597	1	9 GYM MEMBERSHIPS	900.00	001-2100-521-5420	Expenditure	06/30/19	1450 68 1
				LAW ENFORCEMENT			
42101 06/21/19 FGFOA025 FGFOA FIRST COAST CHAPTER							
19-01639	1	QTRLY MEETING	15.00	(Void Reason: cancelled) 001-1300-513-4000	Expenditure	06/26/19 VOID	1451 1 1
				Finance-Travel/Per Diem			
Checking Account Totals							
		Paid	Void	Amount Paid	Amount Void		
	Checks:	106	5	286,575.10	35.00		
	Direct Deposit:	0	0	0.00	0.00		
	Total:	106	5	286,575.10	35.00		
002IMPACTFEES							
1569 06/28/19 STJOH020 ST JOHNS COUNTY FINANCE DEPT							
19-01707	1	IMPACT FEES-JUNE 2019	43,821.30	001-208-0000	G/L		1453 1 1
				Due to Other Governments			
Checking Account Totals							
		Paid	Void	Amount Paid	Amount Void		
	Checks:	1	0	43,821.30	0.00		
	Direct Deposit:	0	0	0.00	0.00		
	Total:	1	0	43,821.30	0.00		
101TDBANKRDBRG							
20416 06/06/19 AWACO010 AWA CONTRACTING CO. INC.							
19-01362	1	PIPING OF MICKLER DITCH	15,000.00	101-4100-541-6380	Expenditure	06/30/19 CO-00012	1446 1 1
				ROADS & BRIDGES			
20417 06/06/19 BIGH0005 BIG HORSE AGGREGATES							
19-01394	1	BEACH SAND-HURRICANE PREP	5,302.80	101-4100-541-5310	Expenditure	06/30/19	1446 3 1
				ROADS & BRIDGES			
20418 06/06/19 FLORI180 FLORIDA LEAGUE OF CITIES, INC.							
19-01507	1	MOT TRAINING-5 EMPLOYEES	525.00	101-4100-541-5430	Expenditure	06/30/19	1446 16 1
				ROADS & BRIDGES			
20419 06/06/19 FLORI250 FLORIDA POWER & LIGHT COMPANY							
						06/06/19 VOID	0
20420 06/06/19 FLORI250 FLORIDA POWER & LIGHT COMPANY							
19-01506	1	ELECTRIC	13.86	101-4100-541-4310	Expenditure	06/30/19	1446 5 1
				ROADS & BRIDGES			
19-01506	2	ELECTRIC	11.44	101-4100-541-4310	Expenditure		6 1
				ROADS & BRIDGES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
101TDBANKRDBRG				Continued					
20420	FLORIDA	POWER & LIGHT COMPANY	Continued						
19-01506	3	ELECTRIC	364.48	101-4100-541-4310 ROADS & BRIDGES	Expenditure		7	1	
19-01506	4	ELECTRIC	17.98	101-4100-541-4310 ROADS & BRIDGES	Expenditure		8	1	
19-01506	5	ELECTRIC	14.33	101-4100-541-4310 ROADS & BRIDGES	Expenditure		9	1	
19-01506	6	ELECTRIC	11.84	101-4100-541-4310 ROADS & BRIDGES	Expenditure		10	1	
19-01506	7	ELECTRIC	38.42	101-4100-541-4310 ROADS & BRIDGES	Expenditure		11	1	
19-01506	8	ELECTRIC	15.25	101-4100-541-4310 ROADS & BRIDGES	Expenditure		12	1	
19-01506	9	ELECTRIC	22.84	101-4100-541-4310 ROADS & BRIDGES	Expenditure		13	1	
19-01506	10	ELECTRIC	4,467.93	101-4100-541-5320 ROADS & BRIDGES	Expenditure		14	1	
19-01506	11	ELECTRIC	94.70	101-4100-541-5320 ROADS & BRIDGES	Expenditure		15	1	
19-01525	1	ELECTRIC	25.73	101-4100-541-4310 ROADS & BRIDGES	Expenditure		23	1	
19-01525	2	ELECTRIC	362.27	101-4100-541-4310 ROADS & BRIDGES	Expenditure		24	1	
19-01525	3	ELECTRIC	32.61	101-4100-541-4310 ROADS & BRIDGES	Expenditure		25	1	
19-01525	4	ELECTRIC	21.72	101-4100-541-4310 ROADS & BRIDGES	Expenditure		26	1	
			5,515.40						
20421	06/06/19	HAGAN020 HAGAN ACE HARDWARE				06/30/19	1446		
19-01510	1	REPL NET FOR LITTER	23.99	101-4100-541-5290 ROADS & BRIDGES	Expenditure		18	1	
19-01511	1	REPAIR TO IRR SYS-PD	4.39	101-4100-541-5270 ROADS & BRIDGES	Expenditure		19	1	
19-01513	1	REPAIR IRR SYS	12.99	101-4100-541-5270 ROADS & BRIDGES	Expenditure		20	1	
19-01513	2	REPAIR IRR SYS	19.98	101-4100-541-5270 ROADS & BRIDGES	Expenditure		21	1	
19-01535	1	CONCRETE MIX-40LB	7.18	101-4100-541-5310 ROADS & BRIDGES	Expenditure		28	1	
19-01537	1	IRRIGATION REPAIR SUPPLIES	29.16	101-4100-541-5270 ROADS & BRIDGES	Expenditure		29	1	
19-01537	2	DISCOUNT	5.00	101-4100-541-5270 ROADS & BRIDGES	Expenditure		30	1	
			92.69						
20422	06/06/19	HOMED010 HOME DEPOT				06/30/19	1446		
19-01538	1	SAKRETE	216.60	101-4100-541-5310 ROADS & BRIDGES	Expenditure		31	1	
19-01538	2	SAKRETE	158.64	101-4100-541-5310 ROADS & BRIDGES	Expenditure		32	1	

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
101TDBANKRDBRG			Continued						
20422	HOME DEPOT	Continued							
19-01538	3	SAKRETE	158.64	101-4100-541-5310	Expenditure		33	1	
				ROADS & BRIDGES					
19-01538	4	RETURN OF PALLET	15.00	101-4100-541-5310	Expenditure		34	1	
				ROADS & BRIDGES					
			<u>201.60</u>						
20423	06/06/19	LEONA010 LEONARDI NURSERY				06/30/19	1446		
19-01540	1	LANDSCAPING MATERIAL	239.97	101-4100-541-5270	Expenditure		38	1	
				ROADS & BRIDGES					
20424	06/06/19	MUNIC020 MUNICIPAL SUPPLY & SIGN CO.				06/30/19	1446		
19-01541	1	NO OVERNIGHT PARKING SIGNS	410.00	101-4100-541-5310	Expenditure		35	1	
				ROADS & BRIDGES					
20425	06/06/19	SAFET010 SAFETY KLEEN CORP.				06/30/19	1446		
19-01515	1	PARTS WASHER SERVICE	168.27	101-4100-541-5290	Expenditure		22	1	
				ROADS & BRIDGES					
20426	06/06/19	SANFO005 SANFORD AND SON AUTO PARTS INC				06/30/19	1446		
19-01509	1	STARTER-#62	191.93	101-4100-541-4630	Expenditure		17	1	
				ROADS & BRIDGES					
20427	06/06/19	TAYLO020 TAYLOR RENTAL				06/30/19	1446		
19-01545	1	PINHOLE ASPHALT ABRASIVE BLADE	42.75	101-4100-541-5310	Expenditure		36	1	
				ROADS & BRIDGES					
19-01545	2	COMPACTOR	72.00	101-4100-541-5310	Expenditure		37	1	
				ROADS & BRIDGES					
			<u>114.75</u>						
20428	06/06/19	THELA020 THE LAKE DOCTORS				06/30/19	1446		
19-01531	1	WATER MGT SERVICES	595.00	101-4100-541-3400	Expenditure		27	1	
				ROADS & BRIDGES					
20429	06/06/19	USA0025 USA SERVICES				06/30/19	1446		
19-01493	1	SWEEPING SVC	180.00	101-4100-541-3400	Expenditure		4	1	
				ROADS & BRIDGES					
20430	06/21/19	ADVAP010 ADVANCED AUTO PARTS				06/30/19	1449		
19-01606	1	SERVICE #57	18.36	101-4100-541-4630	Expenditure		8	1	
				ROADS & BRIDGES					
19-01624	1	BLOWER MOTOR #57	17.62	101-4100-541-4630	Expenditure		16	1	
				ROADS & BRIDGES					
			<u>35.98</u>						
20431	06/21/19	BUGOU010 BUG OUT SERVICE INC				06/30/19	1449		
19-01601	1	LAWN SERVICE	350.00	101-4100-541-3400	Expenditure		6	1	
				ROADS & BRIDGES					
20432	06/21/19	BUILD015 BUILDERS STAINLESS.COM					1449		
19-01608	1	TRASH BOXES	72.80	101-4100-541-5310	Expenditure		9	1	
				ROADS & BRIDGES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
101TDBANKRDBRG			Continued				
20433	06/21/19	CRAFT010 CRAFT'S TROPHIES & AWARDS INC				06/30/19	1449
19-01605	1	SIGN-STERBENK	20.00	101-4100-541-5310	Expenditure		7 1
				ROADS & BRIDGES			
20434	06/21/19	ESRI010 ESRI INC.				06/30/19	1449
19-01533	1	ArcGIS Renewal-Primary	400.00	101-4100-541-5230	Expenditure		2 1
				ROADS & BRIDGES			
19-01533	2	ArcGIS Renewal-Secondary	300.00	101-4100-541-5230	Expenditure		3 1
				ROADS & BRIDGES			
			<u>700.00</u>				
20435	06/21/19	HAGAN020 HAGAN ACE HARDWARE				06/30/19	1449
19-01671	1	PARKING LOT STIPING	7.99	101-4100-541-5310	Expenditure		23 1
				ROADS & BRIDGES			
20436	06/21/19	HOMED010 HOME DEPOT				06/30/19	1449
19-01625	1	LUMBER-PW	215.37	101-4100-541-5310	Expenditure		17 1
				ROADS & BRIDGES			
19-01626	1	PARTS-CAN ENCLOSURE	81.18	101-4100-541-5310	Expenditure		18 1
				ROADS & BRIDGES			
19-01627	1	CAN ENCLOSURE/BENCHES	71.28	101-4100-541-5310	Expenditure		19 1
				ROADS & BRIDGES			
19-01627	2	CAN ENCLOSURE/BENCHES	254.78	101-4100-541-5310	Expenditure		20 1
				ROADS & BRIDGES			
			<u>622.61</u>				
20437	06/21/19	LOWES005 LOWES				06/30/19	1449
19-01670	1	TRASH CAN SUPPLIES	18.99	101-4100-541-5310	Expenditure		22 1
				ROADS & BRIDGES			
20438	06/21/19	MUNIC020 MUNICIPAL SUPPLY & SIGN CO.				06/30/19	1449
19-01623	1	RESERVE PARKING-ART CENTER	45.00	101-4100-541-5310	Expenditure		15 1
				ROADS & BRIDGES			
20439	06/21/19	NORTH010 NORTH FLORIDA IRRIGATION EQUIP				06/30/19	1449
19-01610	1	REPAIR TO IRRIGATION	57.24	101-4100-541-5270	Expenditure		12 1
				ROADS & BRIDGES			
20440	06/21/19	SOUTH010 SOUTHERN HORTICULTURE				06/30/19	1449
19-01609	1	BAC-STRAW/PLANTS	166.50	101-4100-541-6360	Expenditure		10 1
				ROADS & BRIDGES			
19-01609	2	BAC-STRAW/PLANTS	130.00	101-4100-541-6360	Expenditure		11 1
				ROADS & BRIDGES			
19-01622	1	LANDSCAPE	25.90	101-4100-541-5270	Expenditure		14 1
				ROADS & BRIDGES			
			<u>322.40</u>				
20441	06/21/19	TAYLO020 TAYLOR RENTAL				06/30/19	1449
19-01669	1	PRESSURE WASH PARKING LOT	102.00	101-4100-541-5310	Expenditure		21 1
				ROADS & BRIDGES			

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Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Item	Description	Contract	Ref Seq Acct
Amount Paid	Charge Account	Account Type		
101TDBANKRDBRG Continued				
20442	06/21/19	TREEM010 TREE MEDIC	06/30/19	1449
19-01393	1	TREE REMOVAL-POPE RD W OF OAK		1 1
		600.00 101-4100-541-5310	Expenditure	
		ROADS & BRIDGES		
19-01613	1	SIDEWALL LIMBS REMOVAL		13 1
		490.00 101-4100-541-5310	Expenditure	
		ROADS & BRIDGES		
		1,090.00		
20443	06/21/19	USA0025 USA SERVICES	06/30/19	1449
19-01676	1	STREET SWEEPING		24 1
		180.00 101-4100-541-3400	Expenditure	
		ROADS & BRIDGES		
20444	06/21/19	CMT00005 CMT	06/30/19	1452
19-01681	1	SAB HMGP PH2		5 1
		8,773.00 101-4100-541-6383	Expenditure	
		ROADS & BRIDGES		
19-01682	1	MICKLER DITCH DRAINAGE		4 1
		2,600.00 101-4100-541-6380	Expenditure	
		ROADS & BRIDGES		
19-01683	1	3RD STREET DRAINAGE		3 1
		2,860.00 101-4100-541-6380	Expenditure	
		ROADS & BRIDGES		
		14,233.00		
20445	06/21/19	MUTTM005 MUTT MITT	06/30/19	1452
19-01563	1	MUTT MITTS		1 1
		5,919.20 101-4100-541-5310	Expenditure	
		ROADS & BRIDGES		
19-01563	2	TARIFF MITIGATION		2 1
		290.04 101-4100-541-5310	Expenditure	
		ROADS & BRIDGES		
		6,209.24		
Checking Account Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
Checks:	29	1	52,604.66	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	29	1	52,604.66	0.00
Report Totals				
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
Checks:	136	6	383,001.06	35.00
Direct Deposit:	0	0	0.00	0.00
Total:	136	6	383,001.06	35.00

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	9-001	196,645.31	110.00	133,641.09	330,396.40
ROAD & BRIDGE FUND	9-101	52,604.66	0.00	0.00	52,604.66
Total Of All Funds:		249,249.97	110.00	133,641.09	383,001.06

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
.	001	196,645.31	110.00	133,641.09	330,396.40
ROAD & BRIDGE FUND	101	52,604.66	0.00	0.00	52,604.66
Total of All Funds:		<u>249,249.97</u>	<u>110.00</u>	<u>133,641.09</u>	<u>383,001.06</u>

CITY OF ST. AUGUSTINE BEACH
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	9-001	196,645.31	0.00	0.00	0.00	196,645.31
ROAD & BRIDGE FUND	9-101	52,604.66	0.00	0.00	0.00	52,604.66
Total of All Funds:		<u>249,249.97</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>249,249.97</u>

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CITY OF ST. AUGUSTINE BEACH
2019 General Ledger Detail Trial Balance By Date

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Account Range: 001-131-2000		to 001-131-2000		Date Range: 10/01/18 to 09/30/19	
Account No Date	Reference	Description Description	Type	Debit	Credit
001-131-2000		Due From Debt Service Fund	A	Opening Balance:	0.00
12/20/18 C	1410	82 Cash Disbursement	Chk: 41380 PO: 19-00548	14,411.77	
01/17/19 C	1416	82 Cash Disbursement	Chk: 41474 PO: 19-00659	134.19	
03/12/19 G	4283	4 Manual Entry	RECORD TRANSFERS TO PAYROLL, FR DEBT SVC		14,545.96
06/21/19 G	4417	2 Manual Entry	RECORD DEBT SVC PYMT-2009 BONDS		51,468.80
06/21/19 C	1450	151 Cash Disbursement	Chk: 42046 PO: 19-01685	51,468.80	
06/21/19 Totals:				51,468.80	51,468.80
Item Total Debits/Credits				66,014.76	66,014.76
Item Balance				0.00	
Fund Total Debits/Credits				66,014.76	66,014.76
Fund Balance				0.00	0.00
Total Accounts ==>		1			
Report Totals				66,014.76	66,014.76
Balance Totals				0.00	0.00

PENDING ACTIVITIES AND PROJECTS

Revised July 24, 2019

1. PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER. At its July 1, 2019, meeting the Commission decided to have the reviews done by individual Commissioners by October 21st and for the reviews to be discussed at the Commission's November 4th meeting.
2. LAND DEVELOPMENT REGULATIONS. There are no proposed ordinances at this time.
3. COUNTY PIER PARK. Mayor George has by letter asked the County Administrator to keep the City informed of plans to renovate the park. In early October, Mr. Wanchick in an email listed four Parks and Recreation Department projects: Fiscal Year 2019 impact fees to be used for Pier Shop expansion; deferred maintenance will be done on pier structural/maintenance improvements, including replacement of three beams and wood components; the tennis courts at Ron Parker Park will be replaced; and there'll be routine maintenance on access points to the beach. In early March, the County Beach Services Division provided this update:
 - a. Pier shop expansion: Construction Services and Purchasing departments are coordinating the completion of this project. Engineering is working on drawings; then proposals and pricing will be submitted from contractors. There is no firm timeline for this project.
 - b. Improvements to the pier: At its July 16, 2019, meeting, the County Commission awarded the bid for the improvements to Yelton Construction Company for \$780,000. The County Administrator and the City Manager have discussed the construction schedule, so that the City can use the pier on December 31, 2019, for its New Year's Eve fireworks show.
 - c. Replacing Ron Parker Park tennis courts: Construction Services and Purchasing are coordinating the completion of this project.
 - d. Routine maintenance at beach access points: Maintenance has been done at 1st, 2nd, 7th, D, and F streets. The County is working with the Florida Department of Environmental Protection on what can be permitted to repair the retaining wall at the Pope Road access. What can be done will be subject to budget considerations based on the complexity of the repair. At the A Street access, the County is reviewing on to provide better and safer pedestrian access.
4. UPDATING STRATEGIC PLAN. The plan was adopted in the spring of 2015. At its January 6, 2018, meeting, the City Commission discussed whether to hire a facilitator to help update the plan. The Commission decided to delay the updating until it had adopted the changes to the Land Development Regulations. As its January 7, 2019, meeting, the City Commission decided to do the update itself with the City staff. The Commission agreed with the City Manager's suggestions for items in the plan and asked him to include in it parking infrastructure. The Commission discussed the topic at its June 10th meeting. The City Manager is to ask the Planning Board and the Sustainability and Environmental Planning Advisory Committee for their suggestions for strategic plan goals and bring the matter back to the Commission at its August 5th meeting.
5. PARKING PLAN. An outcome of the City Commission's joint meeting on March 19th with the Comprehensive and Zoning Board is the exploration of a pay-by-phone parking system. Mayor George

informed the Commission of Gainesville's use of the technology. The Commission discussed Gainesville's system at its April 2nd meeting, and directed the City staff to prepare and advertise a Request for Proposals for a pay-by-phone system. Six proposals were received by the April 20th deadline. The City staff reviewed them and met with St. Augustine's parking enforcement staff, as that city is interested in having a similar system and has been exploring the matter longer than our City has. Initially, the City Commission said it favored both cities having the same system St. Augustine is adopting, which is a system offered by a company called Passport Labs. With that system, a person uses a smart phone app to pay to park. However, at a special meeting on January 8, 2019, the Commission learned that St. Johns County planned to advertise for paid parking proposals in January with the possible implementation of paid parking at the pier and other County beach parking lots in April 2019. The City Commission decided to change direction and adopt the same paid parking system that the County adopts. The Commission believes this would be less confusing for residents and visitors.

In the meantime, the City Commission has adopted an ordinance to raise the fine for illegal parking from \$20 to \$75, to set the fine for illegal parking in a handicapped space at \$250, and to authorize the City Manager to put parking regulation signs on City streets. The Commission considered adopting regulations for a residential parking permit plan but decided on a trial basis to have Resident Only signs posted on 13th and 14th Streets west of the Boulevard, where the residents have requested the signs.

The Commission held a special meeting on January 8th for public comment on the proposal to have paid parking. Nearly all the persons who spoke were not in favor of the proposal.

At the Commission's February 4th meeting, there were two parking-related topics. One was an ordinance on final reading to allow for the establishment of parking meter zones; the second was to be a discussion of residential parking permits. The Commission decided to delay action on both topics and to hold a special meeting on Tuesday, March 5th, with residents to discuss the residents' proposed solutions for how to protect residential neighborhoods from parking by beach visitors. At the Commission's April 1st meeting, the Commission decided to hold a special meeting on April 29th, to discuss the parking management plan submitted by the County, and to pass on first reading the ordinance to establish the resident only parking system and ordinance to adopt changes to the City's parking regulations.

At the County Commission's April 2nd meeting, by majority vote it authorized the County staff to enter into negotiations with Republic Parking for a parking management plan with proposed parking fees of \$5 a day and \$50 for the year. On April 15th, Commissioner Samora, the City's Chief Financial Officer, Ms. Melissa Burns, and the City Manager met with the County Administrator, Mr. Michael Wanchick, and the County's Director of the Office of Management and Budget, Mr. Jesse Dunn, to discuss how the City could be involved in the negotiations with Republic so that both the City and the County would have one parking management plan. The City Manager later sent the locations and numbers of public parking spaces that could be included in the Republic plan. The City's total number of possible paid parking spaces is 152. The City Manager in a subsequent email reminded Mr. Dunn to include City staff in the negotiations with Republic. However, as that meeting wasn't arranged, the Manager

contacted Republic for a meeting with City staff. In April, Mr. Dunne informed the Manager that the County likely would implement its paid parking plan in March 2020.

In the meantime, the City Commission at its April 29, 2019, reviewed a proposed ordinance to establish a residential parking permit system, made changes to the ordinance and asked the City Attorney to have a final draft for the June 10th regular meeting. The ordinance and one to amend the parking regulations in Chapter 19 of the City Code were adopted on final reading at that meeting.

Also, at the April 29th meeting, the Commission discussed the possibility of leasing the vacant property between 4th and 5th Streets on the west side of the Boulevard, south of the Marriott Hotel. It is owned by the company that owns the Marriott. The owner proposes a 3 or 5-year lease with the City paying yearly the property taxes on the six lots that would be used for parking. The taxes currently are over \$13,410. It would cost about \$100,000 to make the property suitable for 104 parking spaces. The Commission made no decision concerning the lease.

6. JOINT MEETING WITH THE COUNTY COMMISSION. No date in 2019 has yet been proposed by either Commission for a joint meeting.
7. STATE-MANDATED COMPREHENSIVE PLAN EVALUATION AND APPRAISAL REPORT. At its January 6, 2018, Commission meeting, the City Manager explained the report that is mandated for cities and counties every seven years, and whether it can be done by a consultant or a staff planner. The Commission agreed to have a request for proposals prepared for planning services with a provision in it requiring full disclosure of any actual or potential conflicts of interest or any appearance thereof. The City advertised for proposals. One was received, but the amount of money requested was so far above what the City could afford that the City Manager sought proposals from other sources. Two firms replied. At its May 7th meeting, the Commission approved the hiring of Fleet and Associates to do the report. The consultant held a public meeting on the Comprehensive Plan on Tuesday, June 26, 2018, at 6 p.m. Three citizens and one Commissioner attended. The consultant met with the Comprehensive Planning and Zoning Board at its July 17th meeting, and provided the results of the two meetings to the City Commission at its August 6th meeting. The Commission met with the planning consultants, Fleet and Associates, plus members of the Planning and Tree Boards at a workshop on October 17th to review Ms. Fleet's changes to the policies in the current Comprehensive Plan. At its November 13th meeting, the Commission decided not to hold a special meeting in late November to review the draft of the plan. At its December 17th special meeting, the Commission decided to hold a special meeting on January 8, 2019, to review with the planning consultant the proposed changes to the Comprehensive Plan. On January 8th, Ms. Fleet went through the proposed changes with the Commission. Public comment was provided as well. The Planning Board reviewed the proposed changes at its February 19th meeting and decided to continue a review of the changes at the Board's March 19th meeting. However, at the request of the Board's Chair, Mrs. Jane West, and the planning consultant, Ms. Janis Fleet, the Board's review of the changes has been postponed to its April 16th meeting. At that meeting, the Planning Board approved the submission to the Commission of the changes proposed by its members. The Commission reviewed those changes at its June 10th meeting and continued the review for a special meeting on Tuesday, July 2nd. At that meeting, the Commission

made some changes to the Plan and approved the consultant submitting it to the Florida Department of Economic Opportunity for review.

8. **UPDATING PERSONNEL MANUAL.** The City Clerk and Chief Financial officer have reviewed the Manual for possible changes and forwarded the draft to the City Manager. The Commission will need to schedule a meeting, possibly sometime 2019, to discuss the changes.
9. **RECREATION PROGRAMS.** The Deputy City Clerk has prepared a summary of the recreation programs that are available to the youth of St. Augustine Beach. She is working with the IT staff to have links to the summary on the City's website and Facebook page. The City Manager has asked one of the Assistant County Administrators whether the City could subsidize some of the County's programs or provide monetary aid to help low income youth in the City participate in some of the programs. No response has been received.
10. **CROSSWALKS AND PEDESTRIAN SAFETY.** City residents have asked that the pedestrian safety flag system on A1A Beach Boulevard be provided at 13th and 8th streets. At this time, the County Road and Bridge Department reports that because the number of pedestrian crossings at these intersections is low, the flag system cannot be justified.

At the Commission's May 6th meeting, Ms. Wanda Forrest of the North Florida Transportation Organization presented the TPO's five-year transportation improvements plan for northeast Florida. The Commission asked her for the TPO's help for pedestrian safety improvements on the Boulevard. She said she could bring the request to the attention of her Executive Director. Chief Hardwick has since been in contact by email with the TPO about possible improvements.

Chief Hardwick and the Public Works Director, Bill Tredik, in June met with County staff to discuss pedestrian safety improvements on the Boulevard. Chief Hardwick reported at the Commission's June 11th continuation meeting that the County has proposed putting new crosswalks at 9th and D Streets.

11. **NEW REVENUE SOURCES:**

- A. **FRANCHISE FEE FOR SOLID WASTE HAULERS.** The Chief Financial Officer, Ms. Melissa Burns, proposed to the City Commission at its November 13th meeting that the City charge this fee. The discussion concerned the staff finding out how many solid waste haulers operate in the City, the staff investigating how the County enforces its solid waste franchise fee, whether the City should charge the same, having the same fee for demolition waste haulers, etc. Ms. Burns did a presentation at the Commission's December 3rd meeting. The Commission decided it needed more information, which Ms. Burns presented at the Commission's March 4, 2019, regular meeting. That meeting had to be continued to March 5th, when the Commission asked the City Attorney to prepare an ordinance. That was presented to the Commission at a special meeting on June 17th, when the ordinance was passed on first reading. It will have a public hearing and final reading at the Commission's August 5th meeting.
- B. **NON-AD VALOREM ASSESSMENT FOR COLLECTION OF HOUSEHOLD WASTE, RECYCLING AND YARD TRASH.** For several years, the City has levied a yearly assessment of \$74 per residence that is on the property tax bill residents receive each November. The \$74 pays the costs to disposal of

household wastes, etc. The proposed additional assessment will pay the costs to collect the wastes. The Commission at its June 17th meeting discussed the proposal and asked for more information. The topic will be on the agenda for the Commission's August 5th meeting.

12. STREETLIGHTS ALONG STATE ROAD A1A. The City's new Public Works Director, Bill Tredik, has taken the lead on this project.
13. STREETLIGHT FOR ENTRANCE TO BEACH ACCESS WALKWAY. A resident has requested that a light be put at the entrance on A1A Beach Boulevard. On January 29th, the Acting Public Works Director and the City Manager met with representatives from Florida Power and Light. The company will change the lighting as part of the conversion of the Boulevard streetlighting to LED lights.
14. LED STREETLIGHTS. FPL representatives presented a proposal to the Commission at its June 10th meeting to change the lights throughout the City to LED lights. The Commission decided it needed more information from FPL.
15. CITIZEN SURVEY. The City's Communications and Events Coordinator proposed to the Commission at its March 5th meeting that the survey be done to find out what the Commission and its appointed boards could do better to communicate with and serve the citizens, and to find out what the citizens value most about the City. The survey will be on the City's website and distributed by its Facebook page and newsletter in April. The survey's deadline was in May, the results were tabulated in June and presented to the Commission at its July 1, 2019, meeting.
16. CITY ATTORNEY SEARCH. City Attorney James Wilson announced his intention to resign at the Commission's April 1st meeting. At its April 29th special meeting, the Commission reviewed a draft of a Request for Proposals, made some changes to it, and provided suggestions to the City staff where to advertise the RFP. Deadline for responses to the RFP will be Friday, May 31, 2019, at 4 p.m. The City received two applications, one from Cape Coral on Florida's southwest coast, the other from Gainesville. At its June 17th special meeting, the Commission discussed the proposals received but selected neither one. The current City Attorney, Mr. James Wilson of the Coquina Law Group provided a proposal for the Commission to review at its July 1st meeting. The Commission agreed to have the Coquina Law Group continue to provide legal services, increase the monthly retainer from \$3,000 to \$6,000, and to advertise the Request for Proposals in a couple of months.
17. EQUIPMENT TO MAKE STREAMING OF CITY MEETINGS COMPLIANT WITH THE AMERICANS WITH DISABILITIES ACT. At its April 29th special meeting, the City Commission reviewed three options with the Information Technology Manager Anthony Johns, and because of their significant costs, decided that the City should advertise a Request for Proposals. The IT staff drafted the terms and the RFP was advertised in May with the deadline of June 17th. One bid was received from Swagit Productions of Dallas, Texas. The upfront cost of the equipment is \$25,660, with a yearly cost of \$48,620 for the service. The IT staff presented a report to the City Commission at its July 1st meeting. The Commission decided to renew the live streaming of City meetings. At its August 5th meeting, the Commission will review a proposal and the costs to make the streaming ADA compliant.
18. REQUEST FOR SUBSIDY FOR SUNSHINE BUS SYSTEM. In early April, the City Manager received a letter from the County Administrator, Mr. Michael Wanchick, informing him of an annual shortfall in the

Sunshine Bus system's budget of \$550,000. The shortfall is due to reduction in federal funding, increased operating costs, and increase in the cost of liability insurance. Mr. Wanchick also informed the Manager the average number of passengers using the bus system to get to and from St. Augustine Beach was 3,400 a month. Based on that ridership, he asked that the City consider providing a subsidy in Fiscal Year 2020 of \$49,000. A similar request was made to St. Augustine for a higher subsidy based on higher ridership to and from that City. On May 7th, the City's Chief Financial Officer, Ms. Melissa Burns, and the City Manager met with Mr. Wanchick, representatives from St. Augustine's staff, and from the Sunshine Bus system. Ms. Becky Yanni, Director of the system, spoke to the City Commission at its June 10th meeting. The Commission asked for more information, which the County has said it would provide. This topic is on the agenda for the Commission's August 5th meeting.