



AGENDA

REGULAR CITY COMMISSION MEETING

MONDAY, DECEMBER 6, AT 6:00 P.M.

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

NOTICE TO THE PUBLIC

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

RULES OF CIVILITY FOR PUBLIC PARTICIPATION

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

"Politeness costs so little." – ABRAHAM LINCOLN

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON NOVEMBER 1, 2021**
- V. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VI. **CHANGES TO ORDER TO TOPICS ON THE AGENDA**
- VII. **PRESENTATIONS**
 - A. Recognition of Services to Community Award by Police Chief Dan Carswell to Mr. Trushar Naik, Owner of 7-11 Store, 2010 A1A South
 - B. Interview by Commission of Mr. Hulsey A. Bray III for Position of Junior Alternate on the Comprehensive Planning and Zoning Board
 - C. Update Report by Ms. Melinda Conlon, Events and Communications Coordinator, of City's December Events including the New Year's Eve Fireworks Show

VIII. PUBLIC COMMENTS

IX. COMMISSIONER COMMENTS

X. PUBLIC HEARINGS

1. Resolution 21-32: to Include Certain Condominium Properties in the Solid Waste Non-Ad Valorem Assessment (Presenter: Patricia Douylliez, Finance Director)
2. Ordinance 21-15, Second Reading, Final Public Hearing: to Amend Sections of the Land Development Regulations to Add Definitions for Fences, Patio Covers, Screen Enclosures, Sheds, Stairs, Stairways; and to Provide Setback Requirements for Exterior Stairs, Pool Equipment, A/C Units, Generators, Decks, Sheds, and Other Accessory Structures (Presenter: Jennifer Thompson, Planner)

XI. CONSENT

XII. OLD BUSINESS

3. Recycling Service: Resolution 21-22, to Award Financing for New Truck to BB&T Bank for \$193,500 (Presenter: Patricia Douylliez, Finance Director)
4. 2nd Street West of A1A Beach Boulevard: Review Whether Property Owners Agree to Provide Easements for Underground Utilities (Presenter: Bill Tredik, Public Works Director)
5. A Street East of A1A Beach Boulevard: Review of Proposal for Sidewalk and Drainage Improvements (Presenter: Bill Tredik, Public Works Director)
6. Phase II of Conversion of High-Pressure Sodium Streetlights to LEDs: Authorization to Enter into Contract with Florida Power and Light (Presenter: Bill Tredik, Public Works Director)

XIII. NEW BUSINESS

7. Former City Hall Historic Events and Public Arts Project: (Presenter: Commissioner Undine George)
8. Engineering Services to Update Master Stormwater Plan: Authorize the City Manager or His Designee to Negotiate a Contract (Presenters: Bill Tredik, Public Works Director; Sidney Shaffer, City Engineer)
9. Hazard Mitigation Grant Program: Authorization to Apply for Grant (Presenter: Bill Tredik, Public Works Director)
10. Automated Budget Program: Budget Resolution 21-08, to Amend Fiscal Year 2022 Budget to Appropriate \$13,000 for it (Presenter: Patricia Douylliez, Finance Director)
11. Election of Mayor and Vice Mayor for 2022 (Presenter: Max Royle, City Manager)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

NOTICES TO THE PUBLIC

1. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC).** It will hold its monthly meeting on at 6:00 p.m. on Thursday, December 2, 2021, in the Commission meeting room at city hall.
2. **SURF ILLUMINATION.** The Civic Association and the City will host it on Saturday, December 4, 2021, from 4 p.m. to 7 p.m. at the County pier park.
3. **ST. AUGUSTINE BEACH COMMUNITY GARDEN.** 10th Anniversary Open House, Saturday, December 11, 2021, 11 a.m. – 2 p.m. at the Community Garden, Ron Parker Park, across from the dog park.
4. **HOLIDAY MARKET.** The Salt Air Farmers Market and the City will host it on Saturday, December 11, 2021, from 3 p.m. to 7 p.m. at the County pier park.
5. **COMPREHENSIVE PLANNING AND ZONING BOARD.** The Board will hold its monthly meeting on Tuesday, December 21, 2021, at 6 p.m. in the Commission meeting room. Topics on the agenda are: a. request for a variance to reduce side setback from 10 feet to five feet for a pool screen enclosure at 467 Hide Tide Drive in the Sea Grove subdivision; b. request for variance to reduce rear setback from 20 feet to 2 feet for construction and placement of a 10x10-foot storage shed at 8 Beach Street; and c. request for variance to reduce street side setback from 12 feet to one-foot for a 469 square foot ground floor addition to an existing house at 412 Ocean Drive.
6. **LIGHT UP THE NIGHT FIREWORKS SHOW AND BEACH BOULEVARD BLOCK PARTY.** The City will host it on Friday, December 31, 2021. The 25-minute fireworks show will begin at 8:30 p.m. at the pier park. There will be no amusements, bands, food vendors, etc. at the County pier park. Instead, the residents and visitors are encouraged to patronize local businesses along the Boulevard from Pope Road to A Street. Further information is available at www.staugbch.com.
7. **HOLIDAY CLOSINGS AND GARBAGE PICKUPS.** They are **CHRISTMAS EVE, CHRISTMAS DAY, AND NEW YEARS DAY, CITY OFFICES CLOSED.** Thursday, December 23rd, solid waste will be picked up on Thursday, December 23rd. Friday, December 24th, solid waste will be picked up on Monday, December 27th. Friday, December 31st, New Year's Eve, will be picked up on Monday, January 3rd.

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, NOVEMBER 1, 2021, AT 6:00 P.M.

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

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Mayor England led the Pledge of Allegiance.

III. ROLL CALL

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

Commissioner Rumrell had an excused absence.

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

IV. APPROVAL OF MINUTES OF SPECIAL BUDGET COMMISSION MEETING ON SEPTEMBER 26, 2021, AND REGULAR COMMISSION MEETING ON OCTOBER 4, 2021

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

Motion: to approve the Special Budget Commission meeting on September 26, 2021, and the Regular Commission meeting on October 4, 2021. **Moved by** Commissioner Torres, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved to Item V.

V. ADDITIONS OR DELETIONS OF THE AGENDA

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

VI. CHANGES TO ORDER TO TOPICS ON THE AGENDA

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

City Manager Royle advised Mr. Nicholas Binder requested to discuss the American Rescue Plan Act of 2021 (ARPA) after Commission Comments so the audience could discuss it before 10:00 p.m. tonight.

It was the consensus of the Commission to discuss the added item regarding ARPA after Commission Comments.

Mayor England moved on to Item VII.

VII. PRESENTATIONS

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

Mayor England introduced Item VII.A. and asked Ms. Berta Odom to the podium.

Ms. Odom advised that she served on the Comprehensive Planning and Zoning Board for nine years and would like to be on the Code Enforcement Board now.

Mayor England asked if the Commissioners had any questions of Ms. Odom.

Commissioner Torres thanked Ms. Odom for volunteering for the City.

Mayor England asked for a motion.

Motion: to approve Ms. Berta Odom to the Code Enforcement Board as a Junior Alternate.

Moved by Commissioner George, **Seconded by** Mayor England. Motion passed unanimously.

Mayor England moved on to Item VIII.

VIII. PUBLIC COMMENTS

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

Nick Binder, 232 Big Magnolia Court, advised that this month there was no financial reports from the Finance Director in the last two months. He requested that City Manager Royle and the Commission give their comments on the American Rescue Plan Act before 10:00 p.m. tonight. He asked that ARPA be discussed during Item IX. Commissioner Comments. He commented that he received his tax bill today and it was clear where the money has been appropriated. He remarked that City Manager Royle advised that there would not be a reduction in recycling costs because the City is purchasing a recyclable truck. He advised that the commercial accounts should be paying the same and not getting a break.

Roberta Odom, 7 11th Street, St. Augustine Beach, FL, asked about the progress on blinking lights on the crosswalk lights.

Mayor England advised that normally during staff comments this would be addressed, but if City Manager Royle would like to speak on this now, he could do so.

City Manager Royle advised that St. Johns County are doing the southern part of A1A Beach Boulevard. He advised that St. Johns County has the plans, and the lights will have motion activated signals. He commented that unfortunately, like everywhere, the materials have been delayed. He also advised that there will be a raised crosswalk in front of the pier between the pier parking lot and the 7 – 11 gas station.

Mayor England asked Finance Director Douylliez to answer Mr. Binder's question on the financial reports.

Finance Director Douylliez advise that only September's report is not done because the numbers do not close until November 30, 2021, when all the billing has been received in the City. She will make final adjustments for the prior year and September will be closed. She explained that the Commission will have the October and September reports in the Commission books for December.

Mayor England advised that normally the Commission does not answer questions during Public Comments section, but because there were only a few residents in the audience and the agenda was light, she allowed it.

Lauren Trice, 3209 Turtle Creek Road, St. Augustine, FL, showed helium balloons that were washed up on the waterways. She belongs to a group, The Litter Getter, that cleans the waterways.

Mayor England advised that this item would be coming up as an agenda topic and she would be able to speak at that time. The Public Comments section is for non-agenda items only.

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

IX. COMMISSIONER COMMENTS

Mayor England asked Vice Mayor Samora for his comments.

Vice Mayor Samora first gave his condolences to Commissioner Rumrell and his family for their recent loss they had. He advised that he went to a Tourist Development Council (TDC) meeting and there were budget adjustments done and there is more advertising that the TDC is doing. He explained that the Visitors and Convention Bureau and the Cultural Council's budgets increased. He commented that the TDC will not meet again until the end of January.

Commissioner George advised that City Manager Royle and she were working on the draft Vision Statement and read it to the audience and Commission (Exhibit 1). She advised that she would submit it in draft form too. The three main points were environmental preservation, City engagement with its citizens, and quality of life for the people and businesses within the City. She then switched topics to the civil rights monument and her discussions with the Cultural Council and advised that the project was delayed on their part. The Cultural Council's recommendation would be to host a community meeting or workshop. The artist group who was interested before is now working on another project, but they are still interested in working on this project too. She commented that since funding is limited, it would be good to piggyback this on another group. She advised that she would be having another conference call with the artist group to discuss funding at that location. The artist group and the City are short on money, but are looking for funding.

Mayor England asked if Commissioner George was working with Christina Parrish.

Commissioner George advised yes. She suggested that a workshop or an agenda item should be done to discuss this further. She hopes to have a firmer plan on how to move forward by the next Commission meeting based upon Ms. Parrish's timeline.

Mayor England suggested sending invitations for the community meeting to agencies that are interested in the civil rights monument. She advised that the City may get some sponsorships.

Commissioner Torres had no comments.

Mayor England advised that the Cultural Council has petitioned Tallahassee for a historic designation for old city hall. Christina Parrish will put together a meeting in early November and believes that she will get the designation. Because of the changes to the buildings, it is harder to get the designation, but she still believes it could be done.

Discussion ensued regarding whether a letter from the City would help the process for the historic designation; Cultural Council is a strong advocate for this project; whether Mayor England needs to go to the meeting in Tallahassee to support this project; the Commission can Zoom into the meeting, but cannot discuss their opinions when more than one Commissioner is in the meeting; otherwise, there would be a Sunshine Law violation; and the Commission should contact City Manager Royle if they want to listen in on the Zoom meeting.

Mayor England moved on to the added item regarding the American Rescue Plan Act.

***** Added Item Regarding American Rescue Plan Act*****

Mayor England introduced the added item on American Rescue Plan Act (ARPA).

City Manager Royle advised that these funds are a moving target. The guidance is not clear and is changed often. He explained that stormwater projects could use ARPA funding; however, they need to improve water quality, or the funding cannot be used.

Finance Director Douylliez advised that the Florida Government Financial Officer Association has given guidance and the guidance was sent to the Florida League of Cities to receive further clarification. She explained that the items such as a Public Works garbage truck or safety equipment could only be purchased through ARPA funding if there was a revenue loss. The City has not had a revenue loss, according to what figures she has done from 2016 to present. She explained that the City has hired a Certified Public Accountant (CPA) consultant, Mike Brynjulfson, to do the City's notes disclosure that the State of Florida requires. She explained that the City gets points taken away by the Auditors every year for it. She further explained that the consultant would do other tasks as well, such as the checking her figures to see if the City had any loss revenues. She advised that the City of St. Augustine has not shown any revenue loss either and is having trouble spending their ARPA funding.

Discussion ensued regarding why a CPA consultant was hired when the Auditors have a contract with the City; training for the note disclosures has not been offered since the City's Finance Director has been in her new position; the CPA consultant would work with

the Finance Director one-on-one to train her on note disclosures; the Auditors would do the note disclosures at an additional cost of \$1,500 to the City; and the CPA consultant will look at the loss revenue calculations at no additional fees to the City.

Finance Director Douylliez advised that the City had a millage increase this year and there was a large true up on communication franchise, so she feels that the City did not lose any revenues this year. She advised that the City had funding from the CARES Act, which the City piggybacked on St. Johns County's order. She explained that the ARPA funding cannot be used for equipment or paying off debt. She requested the Commission approve City Manager Royle to have the authorization to sign the financing for the Public Works garbage truck so that the City does not have to call another Commission meeting before December 6th. The stormwater improvement projects are specific because the projects must have some type of clean water feature in them to use the ARPA funding. Public Works Director Tredik is researching the Storm Water Master Plan to see which projects can be adapted to the clean water requirement to use the APRA funds. After discussing this with St. Johns County, City of Ft. Lauderdale, and other cities, everyone seems to be in the same boat because the guidance is only tentative right now. If the City does a project and the ARPA funding does not apply, then the City would have to pay it back, which would be detrimental. She advised that she is keeping up to date with the newest guidance as it comes out.

Mayor England commented that she has had several conversations with the City's Finance Director and City Manager and has found that the funding cannot pay down debt. Even stormwater projects must have a component for cleaning water. Staff is doing their best to use the funds; however, it may take time to accomplish.

Finance Director Douylliez advised no. She explained that the City uses a modified accrual basis. Because the State revenues are two months behind, the CPA consultant advised that revenue would be what is booked through December 31 or September 30th the prior year. Revenues are what the City received through that time. She explained that in November and December a large part of the taxes are paid to the City by the Tax Collector.

Commissioner George asked if it would be across the board revenue and not subsets to other services.

Finance Director Douylliez advised that revenues must be shown as a whole and include all funds.

Commissioner George advised that would include grant funding.

Finance Director Douylliez advised correct. That was one of the reasons there was no loss of revenue because the City received so much grant funding.

Commissioner George advised that the stormwater projects should have a way of filtration of clean water.

Public Works Director Tredik advised yes. There are different ways to use technologies to clean water, but some of them are labor intensive. He advised that staff would develop

ways to clean water in order to use the ARPA funding.

Commissioner George said that is good news so we can have funding for the goals the City wants to accomplish.

Mayor England asked Public Works Director Tredik if he needs any consultant help.

Public Works Director Tredik advised that he has help through the consultants and the department did just hire an engineer. He explained that the City's Civil Engineer is handling the Request for Qualifications on the stormwater drainage plan and will present it at the next Commission meeting. Ms. Shaffer, the engineer, is helping a lot and once she has more experience, she will be helping even more.

Mayor England asked if extraordinary income would have to be counted as revenue.

Finance Director Douylliez advised yes. She explained that she sent to the consultant all the revenues from 2016 to 2020 to confirm if there was any loss of revenues.

City Attorney Taylor advised that the guidelines are everchanging and explained that Florida has made more money than other states because Florida was open during the pandemic.

Finance Director Douylliez advised that she has received \$1.7 million in a separate account of ARPA funding. She explained that the City of St. Augustine is not showing any revenue losses, which they did not anticipate, and they did not budget for the fleet they needed because they thought ARPA funding could be used. She commented that she has a scheduled meeting with the City of St. Augustine's Finance Director and their consultant to see what can be used with the ARPA funding.

Mayor England encouraged City Attorney Taylor and staff to investigate, network, make calls, to get as much information as possible whether other cities calculate loss revenues and using APRA funding for equipment. She suggested to wait until more information is gathered before putting this back on the upcoming Commission agendas.

Mayor England moved to Item 1.

X. PUBLIC HEARINGS

1. Ordinance 21-13, Second Public Hearing and Final Reading: to Prohibit the Release of Helium-Filled Balloons (Presenter: Lex Taylor, City Attorney)

Mayor England introduced Item 1 and asked City Attorney Taylor for his report.

City Attorney Taylor advised that this was the second public hearing and final reading. He advised that this ordinance would allow the City to mirror the City of St. Augustine on the purposeful release of helium balloons.

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

Lauren Price, 3209 Turtle Creek Road, St. Augustine, FL, advised that she has a waterway clean

up program and showed the Commission the daily balloons she and others pick up in the waterways, which is a danger to wildlife. She asked the Commission to approve this ordinance.

Mayor England closed the Public Hearing and asked for any further Commission discussion. Being none, Mayor England asked City Attorney Taylor to read the title.

City Attorney Taylor read the preamble.

Motion: to approve Ordinance 21-13 as read. **Moved by** Commissioner George, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved on to Item 2.

2. Ordinance 21-14, Public Hearing and Final Reading: to Clarify Payment of Garbage / Trash Fees for Commercial Properties (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 2 and asked Public Works Director Tredik for his report.

Public Works Director Tredik advised Ordinance 21-14 modifies Section 10-13 to clarify language regarding mixed-use buildings. The intent was to allow two commercial services within the same building to use the same commercial dumpster or trash can. He explained that the current language in the code does not allow a commercial trash area to be used together. He commented that he added Subsection G to allow it.

Discussion ensued regarding examples of the changed language.

Vice Mayor Samora asked what the primary differences were between Subsections F and G.

Public Works Director Tredik advised that there may be a situation where a building has four different businesses that are similar, so staff tries to capture what the businesses have as a commercial trash area. He advised that one have a commercial trash area and one in Subsection G does not.

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

City Attorney Taylor read preamble.

Mayor England asked for a motion.

Motion: to approve Ordinance 21-14. **Moved by** Commissioner George, **Seconded by** Mayor England. Motion passed unanimously.

XI. CONSENT

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

Mayor England asked Finance Director Douylliez to explain the budget resolutions.

Finance Director Douylliez advised that Budget Resolution 21-05 on page 2 in Section 3 there is a correction. She explained that there was a purchase of a vehicle last year and because it did not come in the money went back into reserves. Now the vehicle has been received and the funding is being put back to pay for the vehicle. She explained that it was not in this year's budget. Budget Resolution 21-06 is the financing for Police Department's tasers. Resolution 21-32 is to declare surplus equipment to be retired for parts.

Mayor England asked for a motion.

Motion: to approve the Consent Agenda. **Moved by** Commissioner Torres, **Seconded by** Commissioner George. Motion passed unanimously.

XII. OLD BUSINESS

5. Ocean Walk Subdivision Flood Protection: Review of Proposed Plan of Resiliency Improvements (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 5 and asked for Public Works Director Tredik's report.

Public Works Director Tredik explained that there were rainfalls that would be considered a 10-year storm in June 2021, which flooded Ocean Walk subdivision and showed that flood protection was needed. He commented that the Commission instructed staff to get engineering designs to help this situation. He advised that Mr. Knowles from Matthews Design Group will present his findings to the Commission on what needs to be done to stop the flooding in Ocean Walk subdivision.

Scott Knowles, P.E., Matthews Design Group, 7 Waldo Street, St. Augustine, FL, showed a PowerPoint presentation on flooding within Ocean Walk subdivision in several stages during a 10-year storm with alternative options the City could use to stop flooding through Ocean Walk subdivision. He explained that the lowest evaluation in Ocean Walk subdivision is 6.3 inches. With a heavy rainstorm or 10-year storm several homes would be flooded, even if the rainfall only gets to 6.1 elevation because of wind and waves from automobiles, etc. He explained that Anastasia Park has several open ditches and if they were closed by the Mosquito Control District, the flooding would be lessened, but this would not stop the flooding of several homes. He explained that staff could use pumps to pump the rainfall to Mickler ditch or 16th Street, but it is gravity feed and if the pumps are turned on too quickly, the other section of Ocean Walk subdivision would flood as well. He explained that the eastern side of Ocean Walk has no water ditches, which they need. He recommended using one large 24-inch pump and pipe the rainfall into the Mickler ditch. He would not suggest having two pumps because that would be overkill and it might starve the pumps if not turned off in time. He commented that pumps would last 15 years approximately with proper maintenance but running them can be expensive. He advised that the neighborhood is low, and the stormwater elevations are high. Ocean Walk subdivision would need infrastructure, piping, and pumping.

Discussion ensued regarding using the pumps and piping to Mickler ditch and 16th Street; closing the ditches in Anastasia Park didn't really matter if two pumps are used; pumping water from the intersection from Mickler Boulevard and 16th Street ditch by gravity to Pope Road; piping is gravity feed and pumps are needed to get the water to the pipes and into the culvert; having residents do their part by protecting their driveways and directing the water; pumps would turn

themselves; and having the water go to into the river to dispose of it.

Mr. Knowles advised that there is still a potential of flooding, but the company is looking into reducing the flooding potential early before it gets worse.

Mayor England experienced this at her house. She asked about the swales and the protecting the garages and homes from flooding. She asked if they have any way to direct the water out with bumpers from the driveways and garages, rain gardens, etc.

Mr. Knowles advised that he is hoping that most of the homes are higher than the road. Some homes are not, and they would be harder to take the water off the roadways because it flows down to their garages. He advised that recommendations can be done.

Mayor England advised that a workshop with the homeowners would be helpful. Everyone in Ocean Walk subdivision would have to help to elevate the problems.

Mr. Knowles advised that homeowners could be educated on what they can do to stop flooding.

Mayor England asked for a workshop for the homeowners with Public Works Director Tredik and the consultant in attendance.

Public Works Director Tredik advised he would. He suggested that residents put swales back. The consultant is going to have to look downstream to fix the problem and to make sure it won't cause other problems. He suggested using only one pump and to have a stage approach. Timing of when the water is evacuated is crucial. He advised that this item is informational only, so the Commission understands the progress that is being made. He is going to negotiate a contract with Matthews Design Group to go forward with the design and permits. Construction will be done as soon as possible, and this item will be back to the Commission probably in December.

Commissioner George asked if there is another place to put the water.

Mr. Knowles advised I wished, but it could get very expensive to build a culvert that would move the water to the river. He explained that closing the ditches in Anastasia Park really would not help because there are not a lot of impervious surfaces. The water sits there until it goes into the ground.

Public Works Director Tredik advised that there would be a problem with storm surge on Pope Road and A1A Beach Boulevard if more water is routed there. It would not be permissible to discharge water there. He advised that Anastasia Park does not want the discharge because of the salt runoff and because they must maintain the infrastructure. The project would work with the Master Stormwater Plan.

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

Karen Kempler, 30 Lee Drive, St. Augustine Beach, thanked Public Works Director Tredik and the Commission for all they have done.

Mayor England closed the Public Comments section and then moved on to Item 6.

6. A Street Drainage / Safety Improvements: Approval of Plan (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 6 and asked for Public Works Director Tredik's report.

Public Works Director Tredik met with St. Johns County, and they developed a design that includes a three-foot valley curve and a six-foot sidewalk that abuts the valley curve. He did not like that configuration because it gets close to the residences along the north side of A Street. He suggested to St. Johns County to reduce the curb width to two feet and change the sidewalk to a standard sidewalk of five feet. St. Johns County was consulting with their consultant to see if they could take the City's suggestions. St. Johns County's consultant was concerned that the sidewalk was abutting the back of the curb which is part of the roadway section. He advised that the consultant was supposed to meet with St. Johns County today, but he did not get a response back yet.

Commissioner Torres asked if the consultant was integrating this project with the parking lot.

Public Works Director Tredik advised that the project is separate from the parking lot on the west side of A1A Beach Boulevard. He advised that it would tie into the same drainage system, but that's all.

Commissioner Torres advised that when the Commission discussed this project it was supposed to tie into the drainage improvements.

Public Works Director Tredik advised that St. Johns County's proposal for a drainage structure is to put drainage in a low spot 150 feet east of A1A Beach Boulevard which would tie into the existing drainage culvert. The parking lot on the west side will need to have a system to infiltrate the water, which would give the City stormwater treatment and could be funded through ARPA funds.

Mayor England asked about the request of alternatives from the City to St. Johns County. There are four alternatives and St. Johns County has not responded yet.

Public Works Director Tredik recapped his alternative plan. He would like both drainage and the gutter installed. He would like them decorative, but St. Johns County would want to have an interlocal agreement with the City to maintain them. St. Johns County would maintain concrete, but not decorative.

Mayor England asked if St. Johns County maintains any other curbs and gutters in the City.

City Manager Royle advised that they do. He advised that most of the side streets are owned by the City, but A1A Beach Boulevard is owned by St. Johns County.

Public Works Director Tredik advised that St. Johns County in the initial discussions did not agree with the alternative curb and gutters the City has requested. He explained that the drainage improvements must be done regardless because of the pedestrian safety issue. The drainage makes the safety issue worse because when the road ponds, people must walk in the middle of the road to get around the flooded roadway. The solution may be to not build the sidewalk and build a three-foot gutter because it gives a refuge from the vehicles, but it would not work for a wheelchair. Ideally, a sidewalk and gutter would be better, but it might not be feasible now. A sidewalk could be done later. He did not suggest the decorative sidewalks and gutters because they are more expensive to maintain and without a funding mechanism, he would not like to take that maintenance on. This would be very close to the homes.

Commissioner George asked if the project could have underground utilities.

Public Works Director Tredik advised that they have talked about it.

Vice Mayor Samora advised that the utilities are on the south side of the street.

Commissioner George asked if it would be better to put the sidewalk on the south side then.

Public Works Director Tredik advised that if the sidewalk is on the other side the City might end up with the same issues on the south side. There are a lot of nice driveways on the south side, and they would be impacted, and the sidewalks would be close to the properties. Years from now the road could shift and then it may be feasible, but that would be a big project. It would be much worse on the north side.

Commissioner George asked if the property owners want the sidewalk on the north side instead of the south side.

Public Works Director Tredik advised that the property owners do not want the sidewalk being so close to their properties.

Vice Mayor Samora advised that the property owners want it to be more decorative if it is this close to their houses.

Commissioner George advised that she understood that.

Public Works Director advised that there are options to make it more decorative. St. Johns County does not want to maintain decorative sidewalks. He advised that the discussion with St. Johns County did not include the sidewalk being on the south side because of the alignment of the street. He advised that there was a plan to put a sidewalk on the north side before he came to the City.

Mayor England advised that on the south side the City may be able to put in underground utilities and thought that it would be a good question to bring up because it would bring additional benefits to the City and residents.

Public Works Director Tredik advised that St. Johns County will not pay for underground utilities. He advised that the City would have to do it and it is expensive. The drawbacks are that Florida Power & Light wants five to ten-foot easements for underground utilities. He sent letters to owners on 2nd Street to see if the homeowners would even consider granting easements before undergrounding is planned. He explained that Florida Power & Light will not allow underground utilities to be in the right-of-way. He explained that it is St. Johns County's right-of-way on A Street. He advised that the right-of-way would be a legal easement that Florida Power & Light would own.

Commissioner George advised that no structure would be built in the right-of-way, so that would not be a problem that Florida Power & Light owns it.

Public Works Director Tredik advised that a 10 x 10 transformer pad will be placed on 2nd Street, which homeowners usually do not want. He advised that underground transformers are more prone to flooding.

Discussion ensued regarding underground utilities and flooding after a hurricane and whether they would be accessible for weeks afterwards.

Vice Mayor Samora advised that the City of Pompano has underground utilities. He suggested to check www.gopompano.com. He said it will cost \$175 million.

Commissioner George advised that the City could start with getting the easements first and then look for funding for underground utilities.

Public Works Director Tredik advised that it would not be easy to have residents pay for connecting to the underground utilities or would the City pay for it.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and then moved on to Item 7.

XIII. NEW BUSINESS

7. Budget Transfers: Proposal to Amend Section 2-103 of the City Code to Allow Finance Director and City Manager to Make Transfers of Any Amount within the Fiscal Year Budget (Presenter: Patty Douylliez, Finance Director)

Mayor England introduced Item 7 and asked for Finance Director Douylliez's report.

Finance Director Douylliez commented that the Commission has approved Section 2-103 to transfer from \$1,500 to \$15,000 with the City Manager's approval. She explained that in the last two months of the fiscal year bills are coming in and there is a need for budget adjustments to balance the budget and close the previous year's budget. The Auditors mark a point against the City because staff cannot close the budget before the deadline because the Commission needs to approve the budget transfers. She asked the Commission if they would consider changing in the last two months of the fiscal year to allow her to do budget transfers with the City Manager's approval to close the budget on time and not call for a special meeting. She explained that the Commission would be told about the transfers at the next Commission meeting.

Discussion ensued regarding who should see and approve the budget transfers in the last two months; an ordinance would have to be prepared to change the codes if the Commission agrees; this would not go into effect until next fiscal year if the Commission agrees; and whether the City Manager and the Mayor should approve the budget transfers; and the new budget software would not help with this.

Commissioner Torres asked if the Mayor could approve it between meetings and then bring it back to show the Commission at the next meeting.

City Attorney Taylor advised that he did not know if there would be any conflicts with that or not. He would research it.

Mayor England advised that the City Manager could review any transfers.

Commissioner George suggested that the Mayor and City Manager could approve budget transfers.

Mayor England advised that it could be done only in the first quarter of the fiscal year.

Finance Director Douylliez advised that the budget needs to be closed 60 days after the first of the fiscal year. It would cover the timeframe to make those the adjustments. The books are officially closed on November 30th per state statutes. The Auditors asked to allow interdepartmental transfers.

Commissioner George asked if the transfers can only be done with a specific purpose.

City Attorney Taylor advised that it would be difficult to judge what the purpose would be. He suggested having it on the agenda after the fact so the Commission sees it and if the Commission was not happy with the transfer the Commission could talk with staff and stop doing the transfers. He suggested having the Mayor and the City Manager review it and sign off on it.

Mayor England suggested it have a time limit with ratification.

City Attorney Taylor agreed.

Finance Director Douylliez advised that City Attorney Taylor and she will work on the language for the ordinance.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, advised that he was concerned about having the authority for any amount to be transferred. He advised that he trusts Finance Director Douylliez, but what about people in the future. He would be cautious. He then commented on submersible pumps for Ocean Walk and advised that Whispering Oaks has a drain field that allows the water to go down gradually. He thanked the Commission for allowing the ARPA discussions to come up early in the meeting.

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

Mayor England moved on to Item 8.

8. Solid Waste Fees: Removing Condos Without Dumpsters from Monthly Billing to the Yearly Non-Ad Valorem Assessment (Presenter: Patricia Douylliez, Finance Director)

Mayor England introduced Item 8 and asked Finance Director Douylliez for her report.

Finance Director Douylliez advised that the condominium and homeowner associations are billing the condominiums currently and after discussion with the condominium homeowners and the homeowners' associations, staff wants to have billing go through the non-ad valorem assessment. She explained that the fee of \$315 will remain the same and that rate matches the residential rates. She commented that four legal advertisements need to go into The Record before the Commission's December's meeting, so the Commission needs to direct staff tonight whether to move forward on this or not.

It was the consensus of the Commission to move forward with the advertisement and staff will bring back at the December's Commission meeting the information necessary for a vote on this issue.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and moved on to Item 9.

9. Vision Plan for City: Consideration of Preparing New One (Presenters: Mayor Margaret England; Max Royle, City Manager)

City Manager Royle advised that in 2006 was the last Vision Plan that was done with a consultant and the Vision Committee, and the Commission had several meetings regarding the Vision Plan. The Commission never officially adopted the Vision Plan in 2006, but the Commission has used it as a reference from time to time. He included pages from the 2006 Vision Plan in the Commission's books. A1A Beach Boulevard has remained the same through the years and even though the 2006 Vision Plan suggested moving buildings closer to A1A Beach Boulevard and putting parking behind them, which the City has not done that. Most of the buildings were built before the 2006 Vision Plan was done. He advised that Mayor England and he have talked about a new vision plan and he has provided the Commission with Mayor England's proposal for a new vision plan and what it might include. He asked the Commission if they want a vision plan, what should be included, and how the Commission wants to proceed.

Mayor England advised that she brought this up because of the funding available for infrastructure and explained that she has always been a proponent of architectural design on A1A Beach Boulevard. She would like the buildings to move forward and have parking lots in the back off A1A Beach Boulevard. In 20 years, it can make a difference and as buildings change it could improve the appearance of A1A Beach Boulevard. The Commission has had several discussions about underground utilities, sidewalks, etc. She advised that this Commission has done the work, but not conceptualized the vision. She commented that it is time to give more authority to the Comprehensive Planning and Zoning Board and to move forward with the Smart City concept. She suggested that City Manager Royle and she work on drafts to bring back to the Commission and the other City Boards to get input. She said that the vision plan should be in writing so if funding is available, the City would be ready to use the funding. She advised that Vilano Beach received money to make those beautiful mosaics.

Commissioner George commented that she has no objections to it.

Mayor England advised that she believes the vision plan could be done by the Commission and without a consultant. She advised that everything that the Commission has discussed could be taken out of the minutes.

Commissioner George advised that the 2006 Vision Plan could be a guide to the new vision plan. She agreed that this could be done inhouse.

City Manager Royle advised that the 2006 Vision Plan is a good basic guideline and items could be added as well. The Sustainability & Environmental Planning Advisory Committee (SEPAC) is interested in resiliency and sustainability issues within the City and they might want to be involved in the plan for the City's future.

Commissioner George advised that some of the 2006 Vision Plan has already been accomplished and it is good to see things that have already been done. Circumstances have changed with the economy, environment, population, etc. There could be different priorities and projects that could be added.

Mayor England advised that City Manager Royle and she will start to update the index.

Commissioner George asked if the Comprehensive Planning and Zoning Board and SEPAC are

going to be part of the process.

City Manager Royle advised that it is up to the Commission to give direction. He advised that Mayor England and he could do a draft index and then have the Boards review it, if that is what the Commission wants.

Commissioner George agreed.

Mayor England suggested that City Manager Royle and she would do the first draft and an index and then give it to the Boards to review and make changes. After the Boards have made their changes, it would go back to the Commission for approval. She suggested that if Commissioners would like topics covered, then bring them to City Manager Royle's attention. She commented that in Section 3 she would change that to Smart City visioning. Rezoning commercial is not necessary at this time.

Commissioner George asked if the streetscaping on A1A Beach Boulevard would still be part of the component or would that be taken out for Smart City visioning.

Mayor England advised that she would like urban designs and architectural design controls on A1A Beach Boulevard. She remarked that the City has been lucky with the buildings so far.

Commissioner George took issue with the description that the City should be limited to the current financial restraints because it could change in the future.

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

Building Official Law commented that last year the Florida Governor signed HB 55 which stops local governments from architectural styling on single-family residences. There were a series of cases that the residents won. He asked City Attorney Taylor a question regarding if a conditional use permit on a single-family home on A1A Beach Boulevard overrides state statutes.

City Attorney Taylor advised that he would have to research that question.

Mayor England advised that there are some homes in the commercial district that have conditional use permits.

Building Official Law advised that he could lend assistance to the discussions regarding underground utilities by only allowing within the City all new construction to have underground utilities. He advised that it would be a simple code change if that is what the Commission wants, but it would cost the homeowner more to do the hookups. He could write the code for all new construction and all building with 50% or more damage.

Commissioner Torres agreed that it would be a step in the right direction for the City's future.

It was the consensus of the Commission to move forward with a new vision plan.

Mayor England moved on to Item XIV.

XIV. STAFF COMMENTS

Mayor England asked Building Official Law for his comments.

Building Official Law advised that the new Planning and Zoning staff members have had great success this month. He advised that staff member will be reviewing landscaping plans inhouse and keeping with native plants. He modified the webpage to have a series of links to websites on native plants. He remarked that staff did not approve a landscaping plan this month for having non-native plants.

Mayor England advised that there was a complaint about buffering around parking lots.

Building Official Law advised that Sunset Grill's acquired a non-improved parking lot that everyone was using as a parking lot for many years. He asked whether it would be fair to have a restaurant owner pay for landscaping on a non-improved property. The owner did put a fence in because the previous fence was in disrepair. He advised that some City parking lots are not meeting the five-foot landscaping buffer between the parking lots and the sidewalks. He asked if it was fair to ask the owner to put a 15-foot buffer against a fence and have him lose more parking spaces.

Mayor England advised that if an ordinance is not working, the City should not make exceptions, but should change the ordinance. She suggested giving more alternatives in the ordinance for more reasonable ways to buffer.

Building Official Law advised that he could see new development having to follow those guidelines; however, a parking lot that has been there for years should not lose a strip of parking spaces. He explained that he has a meeting with Sunset Grill's owners to discuss this.

City Attorney Taylor advised that the City needs to follow whatever the code is. The Code Enforcement Board could make adjustments and say what is fair and what isn't. He said that a variance might be the answer to the problem.

Mayor England advised that she would rather look into the ordinance instead of making exceptions because the ordinance is not working. She asked to research the buffering requirements when this is researched.

Building Official Law advised that he would ask the Comprehensive Planning and Zoning Board to research the buffering issue.

Public Works Director Tredik advised that Phase 1 of the LED Lighting conversion has been done; however, Florida Power & Light is switching a couple of lights. He advised that costs are going up, so it is important that this work is done now. He advised that he will try to get Phase II approved by the Commission soon.

Vice Mayor Samora asked for an update on recycling.

Public Works Director Tredik advised that recycling will resume on January 3rd. He remarked that he is limiting what can be recycled, which are type 1 and 2 plastics, aluminum cans, brown paper bags only, etc. He plans on doing a mailer to all the residents in the City for outreach and education. There will be non-compliant bins and staff has been informed not to take the bin, but to leave notes on why they were not collected. Hopefully, within a couple of weeks residents will understand what to recycle. He will be taking the

recycling to Bunnell instead of St. Augustine because of the pricing. The new recycling truck will be closed on December 9th and staff will conform it to the City's recycling needs. Staffing has been difficult, but within the next two weeks should be fully staffed.

City Manager Royle advised that the residents recycling day will be the same as their garbage collection day so there would be less confusion.

Mayor England advised that the City now has three recycling dumpsters and asked what the contamination rate is.

Public Works Director Tredik advised he has not received a report for the last week, but before that there was some concerns. He suggested not placing bags in the recyclable dumpsters.

City Attorney Taylor advised that he has been working on a case that a person believes that they were exempt from the City's business tax receipt and from the City's conditional use permits. The owner is operating a business out of a residential home. He suggested that anyone in a similar situation under Florida Statutes 419.001, please contact the City Attorney or the agency that you believe you have an exemption with. He explained that even if you think you are exempt, you need to be on list so no one else can take your spot.

Mayor England told Police Chief Carswell that the Halloween Party was great.

Police Chief Carswell thanked Public Works Department for all their help and for the Commission for coming out.

XV. ADJOURNMENT

Mayor England made a motion.

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

Meeting was adjourned at 8:51 p.m.


Margaret England, Mayor

Attest:

Beverly Raddatz, City Clerk

MEMORANDUM

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

FROM: Max Royle, City Manager of 

DATE: November 19, 2021

SUBJECT: Presentations

- A. Recognition of Services to the Community Award by Police Chief Dan Carswell to Mr. Trushar Naik, Owner of 7-11 Store, 2010 A1A South
- B. Interview by Commission of Mr. Hulsey A. Bray III for Position of Junior Alternate on the Comprehensive Planning and Zoning Board
- C. Update Report by Ms. Melinda Conlon, Events and Communications Coordinator, of City's December Events Including the New Year's Eve Fireworks Show

ITEM A. AWARD

Attached as page 1 is a brief memo from Chief Carswell, in which he explains the reasons for the Award.

ITEM B. INTERVIEW

Attached as pages 2-4 is Mr. Bray's application to serve as the Planning Board's Junior Alternate. He'll be at your December 6th meeting for the customary interview.

ITEM C. DECEMBER EVENTS

Attached as pages 5-7 is information from Ms. Conlon about the December Light Up the Night events. Ms. Conlon will be at your meeting to explain the planned events in more detail and to answer your questions.



St. Augustine Beach Police Department

Daniel Carswell, Chief of Police



Memorandum

TO: Max Royle, City Manager
FROM: Daniel Carswell, Chief of Police
REF: Recognition of Trushar Naik
DATE: 11/10/21

Mr. Royle,

On behalf of the city and the St. Augustine Beach Police Department I would like to recognize Trushar Naik (the owner of the 7-11) during the 12/6/21 Commission Meeting. Mr. Naik has been not only a great business owner, but a friend to law enforcement and to the city of St. Augustine Beach. Over the past few years Mr. Naik has assisted the city through hosting Coffee with a Cop events, donating goods for National Night Out, sponsoring SABPD Department Training meals, and assisting the police department during hurricanes.

I am requesting that you add this to the agenda as a presentation. Thank you very much.

Daniel Carswell, Chief of Police

A handwritten signature in blue ink that reads "Daniel Carswell".



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

FOR APPOINTMENTS TO COMMITTEES INVOLVED IN LAND USE

Date received by City _____

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

Name: Hulsey A. Bray III

Address: 210 7th Street, St. Augustine Bch FL 32080

Phone #: 904-955-2100 E-Mail Address: hulsey.bray@gmail.com

How long have you been a legal resident of the City of St. Augustine Beach? 17

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

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

List all active professional licenses and certifications: BL-6114, Res Contractor
DEEPW 005 / RR 202812064

Educational background: Flagler, MASS. MARITIME Academy

Past work experience: Merchant Mariner / Contractor

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

1. _____ 2. _____

3. _____ 4. _____

Please list the location and size of all parcels of property in St. Augustine Beach of which you have ownership: 210 7th street / lot 5000 Home 2240

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

Deepwater Woodworking LLC

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

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

I am available for meetings

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

List three (3) personal or professional references:

- 1. Brain Law
- 2. Bruce Helhosky
- 3. MATT Conner

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

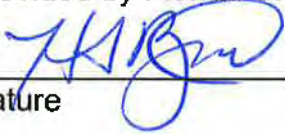
Can read Drawing, print, & Blue prints - Familiar with all Aspects of Construction - I love my community

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

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

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

Signature



Date

NOV 9th 2021

Please return completed application to:

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

Thank you for your interest!

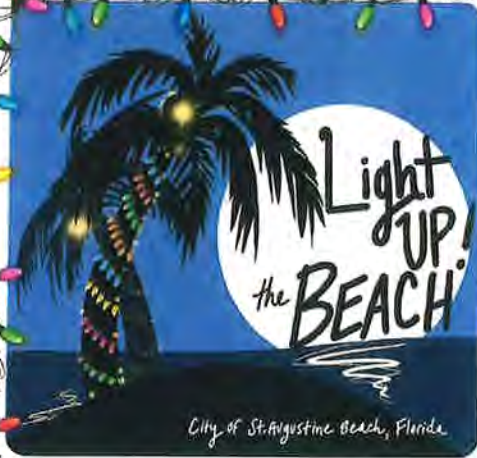
LIGHT Up the NIGHT! Fireworks Show 2021

Logistics/Safety - We have monthly meetings with the Police Department and Public Works regarding the logistics and everyone is on track.

Business Participation - We have several restaurants who are committed to have something special on the evening and several more who are thinking about it. We also have several restaurants that are closed that evening.

Transportation – Old Town Trolley is providing us with five – 30 passenger shuttles from 5pm – 10pm. They will pick up at Anastasia Baptist and drop off on A Street, 10th Street and Pier Park for fireworks viewing.

Promotion/Message – We have communicated that this is a Fireworks show and not a ‘festival’ with vendors in Pier Park. Instead of ‘out of area’ vendors, we are focusing on our Beach businesses and supporting them.



LIGHT up the BEACH!

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NOVEMBER 27 2021

BEACH ART WALK

2:00 P.M. – 7:00 P.M. – Pope Road to A Street

DECEMBER 4 2021

SURF ILLUMINATION

4:00 P.M. – 7:00 P.M. – St. Augustine Beach Pier Park

DECEMBER 11 2021

HOLIDAY MARKET

3:00 P.M. – 7:00 P.M. – St. Augustine Beach Pier Park

DECEMBER 31 2021

LIGHT UP THE NIGHT! FIREWORKS SHOW

**Fireworks at 8:30 P.M. - Various viewing locations on
A1A and The Beach**

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FOR MORE INFORMATION, PLEASE VISIT: www.staugbch.com



FIREWORKS SHOW

Light UP! the NIGHT



FRIDAY, DECEMBER 31

8:30 P.M.

A1A Beach Blvd.

Viewing sites:

A Street

10th Street

Pier Park

visit: www.staugbch.com for details

Carpool

Walk

Bike

Pedestrian
Event!



Limited Parking
Limited shuttles



The Kookaburra
COFFEE



M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: CONDO SOLID WASTE
DATE: 11/22/2021

As discussed in the November 1st meeting, the Commission approved staff to move forward with the task of moving the solid waste billing for condominiums back to a non-ad valorem next year. After the meeting, staff placed an add in the newspaper over the past four weeks alerting the residents of a public hearing to be held at this months Commission meeting on December 6th.

At this meeting the Commission will be asked to approve the resolution to be sent to the Tax Collector indicating that we will be adding a non-ad valorem for condominiums. This resolution attached is required to be sent to the Tax Collector no later than December 31st. Once this is approved, staff can put together letters to be mailed to the condominium owners alerting them of this change and hold the additional meetings/hearings for final approval.

This change will remove approximately 225 customers from manual billing and add them back to non-ad valorem when the addresses are certified next year.

If further information is needed, please let me know.

RESOLUTION NO. 21-32

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

RE: EXPRESSING THE INTENT OF THE CITY OF ST. AUGUSTINE BEACH TO USE THE UNIFORM METHOD FOR THE LEW, COLLECTION, AND ENFORCEMENT OF NON-AD VALOREM ASSESSMENT PROVIDED FOR IN CHAPTER 197, FLORIDA STATUTES, SECTION 197.3632, FOR THE PROVISION OF DISPOSAL OF SOLID WASTE AND RECYCLING; PROVIDING THAT THE NON-AD VALOREM ASSESSMENT SHALL BE INCLUDED IN THE COMBINED NOTICE FOR AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS PROVIDED IN CHAPTER 197, FLORIDA STATUTES, SECTION 197.3635; PROVIDING THAT THE NON-AD VALOREM ASSESSMENT SHALL BE COLLECTED IN THE SAME MANNER AS AD VALOREM TAXES; PROVIDING THAT THIS NON-AD VALOREM ASSESSMENT IS NEEDED IN ORDER TO DISPOSE OF SOLID WASTE AND RECYCLING WITHIN THE CORPORATE LIMITS OF THE CITY OF ST. AUGUSTINE BEACH; PROVIDING FOR THE LEGAL DESCRIPTION OF THE CORPORATE LIMITS OF THE CITY OF ST. AUGUSTINE BEACH WHICH SHALL BE SUBJECT TO THE NON-AD VALOREM LEW; PROVIDING THAT THE PUBLIC HEARING ON THIS RESOLUTION WAS DULY ADVERTISED; PROVIDING THAT THE CLERK OF THE CITY OF ST. AUGUSTINE BEACH SHALL MAIL CERTIFIED COPIES OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

The City Commission of St. Augustine Beach, St. Johns County, Florida in regular meeting duly assembled on Monday, December 6, 2021, resolves as follows:

WHEREAS, by the authority created in Chapter 166, Florida Statutes, Section 166.021, and within Section 2 (b), Article VIII, of the Constitution of the State of Florida, municipalities have the governmental, corporate, and proprietary power to conduct municipal government, perform municipal functions, and render municipal services and may exercise any power for municipal purposes, except as expressly prohibited by law; and

WHEREAS, such statutory and constitutional authorization includes the ability to levy a special assessment for the provision of disposal of solid waste and recycling within the corporate limits of the City of St. Augustine Beach; and

WHEREAS, Chapter 197, Florida Statutes, Section 197.3632, sets forth the required procedure to be followed by a local government in order to elect the use of the uniform method of levying, collecting, and enforcing non-ad valorem assessments; and

WHEREAS, assessment for the provision of disposal of solid waste has been heretofore assessed and collected by St. Johns County, Florida through an interlocal agreement and the City of St. Augustine Beach intends to take over the assessment and no longer defer this power to St. Johns County.

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

Section 1. Intent to Use Uniform Method. The City Commission of the City of St. Augustine Beach intends to use the uniform method for the levy, collection, and enforcement of non-ad valorem assessments for the provision of disposal of solid waste and recycling within the corporate limits of the City of St. Augustine Beach, pursuant to Chapter 197, Florida Statutes, Section 197.3632 and 197.3635.

Section 2. Need for Law. The levy of non-ad valorem assessment for the provision of disposal of solid waste and recycling is necessary in order to fund a comprehensive, coordinated, economical, and efficient disposal of solid waste and recycling program within the corporate limits of the City of St. Augustine Beach.

Section 3. Legal Description of Area Subject to Law. The incorporated area of the City of St. Augustine Beach shall be subject to the levy and collection of the non-ad valorem assessment and is legally described in Section 1-2 of Article 1 of the Charter of the City of St. Augustine Beach and in official documents in the possession of the Clerk of the City of St. Augustine beach. Said legal description is attached hereto and incorporated herein as *Exhibit "A."*

Section 4. Combined Notice for Ad Valorem Taxes and Non-Ad Valorem Assessments. The non-ad valorem assessment that shall be levied using the uniform method provided for in Chapter 197, Florida Statutes, Section 197.3632, shall be included in the combined notice for ad valorem taxes and non-ad valorem assessments provided for in Chapter 197, Florida Statutes, Section 197.3635.

Section 5. Non-Ad Valorem Assessment Subject to Collection Procedures for Ad Valorem Taxes. The non-ad valorem assessment collected pursuant to Chapter 197, Florida Statutes, Section 197.3632, shall be

subject to the collection procedures provided for in Chapter 197, Florida Statutes, for ad valorem taxes and includes discount for early payment, prepayment by installment method, deferred payments, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for nonpayment.

Section 6. Public Hearing on Non-Ad Valorem Assessment Roll. The City Commission shall adopt a non-ad valorem assessment roll of the property to be assessed within the corporate limits of the City of St. Augustine Beach at a public hearing held between January 3, 2022, and September 6, 2022.

Section 7. Copy of Resolution. The Clerk of the City of St. Augustine Beach is hereby directed to mail a certified copy of this Resolution by United States mail to the St. Johns County Property Appraiser, the St. Johns County Tax Collector, and the State of Florida Department of Revenue by January 1, 2022.

RESOLVED AND DONE, this 6th day of December 2021, by the City Commission of the City of Saint Augustine Beach, Saint Johns County, Florida.

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

**City of St. Augustine Beach Building and Zoning Department**

To: Max Royle, City Manager
From: Jennifer Thompson, Planner
CC: Brian Law, Building Official and Bonnie Miller, Senior Planner
Date: 11-17-2021
Re: Ordinance No. 21- 15

Please be advised at its regular monthly meeting held Tuesday, November 16, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve the draft of proposed Ordinance No. 21-15.

Proposed Ordinance No. 21-__ amends Sections 2.00.00, 6.01.03, and 7.01.01 of the City of St. Augustine Beach Land Development Regulations (LDRS) to add definitions for fences, patio covers, screen enclosures, sheds, stairs, and stairways, and clarify building setback requirements for exterior stairs, equipment such as pool equipment, air-conditioning units, and generators, decks, sheds, and other accessory structures.

The motion to recommend the City Commission approve passage of Ordinance No. 21-15 as drafted on first reading and first public hearing was made by Mr. Einheuser, seconded by Mr. Sarris, and passed 7-0 by unanimous voice-vote.

Sincerely,

Jennifer Thompson

Planner
Planning and Zoning Division



City of St. Augustine Beach Building and Zoning Department

To: Comprehensive Planning & Zoning Board
From: Jennifer Thompson, Planner
CC: Brian Law, Director of Building and Zoning
Date: 10-20-2021
Re: Suggested Code Changes

Please see attached suggested Land Development Code changes.

In section 2.00.00 the following definitions have been added:

- fence
- patio cover
- screen enclosure
- shed
- stair
- stairway

In section 6.01.03 it has been clarified that exterior stairs shall be required to have the same setbacks as decks. It is also noted that setbacks for equipment such as pool equipment, AC units, and generators shall be 3 feet from the rear and side property lines and shall not be placed in front of the main structure. Minimum setbacks for decks are also clarified. Additionally, the placement of sheds is clarified.

In section 7.01.01 the location of accessory structures has been clarified.

ORDINANCE NO: 21- __

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, RELATING TO SHEDS, PATIOS, STAIRS, AND ENCLOSURES; AMENDING THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF ST. AUGUSTINE BEACH, SECTION 2, DEFINITIONS, SECTION 6, SETBACK REQUIREMENTS, SECTION 7 GENERAL STANDARDS AND REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WITNESSETH:

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

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

BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF ST.

AUGUSTINE BEACH, FLORIDA:

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

SECTION 2. Add the following definitions to **Section 2.00.00 Definitions as used in this Appendix** of Appendix A – LAND DEVELOPMENT REGULATIONS, of the City of St. Augustine Beach be, and the same is, hereby amended, revised and restated to read:

Fence – a barrier or structure that encloses an area to mark a boundary, control access, or prevent escape.

Patio Cover – A single-story shade structure covering a patio or deck area consisting of a solid roof and structural supports, attached to the primary dwelling, which is used only for recreational, outdoor

purposes and which is not used as a carport, garage, storage room, or habitable living space.

Screen Enclosure – A building or part thereof, in whole or in part self-supporting, and having walls and a roof of insect screening.

Shed – An accessory structure used for storage.

Stair – A change in elevation, consisting of one or more risers.

Stairway – One or more flights of stairs, either interior or exterior, with the necessary landings and connecting platforms to form a continuous and uninterrupted passage from one level to another within or attached to a building, porch, or deck.

SECTION 3. Amend Section 6.01.03 Definitions as used in this Appendix of Appendix A – LAND DEVELOPMENT REGULATIONS, of the City of St. Augustine Beach, and the same is, hereby amended, revised and restated to read:

Sec. 6.01.03. Building setback requirements.

- A. Subject to paragraph B. and any other provisions of this section, no portion of any building may be located on any lot closer to any lot line or to the street right-of-way line than authorized in the table set forth in this section. This will apply to any subdivision that does not have setback modifications approved by the City Commission, and by approval of respective Homeowner's Associations.

Land Use	Front Yard	Side Yard	Rear Yard	Street Side

Single-family	25 ft.	10 ft.	20 ft.	12 ft.
Single-family on 50' by 93' platted lots	20 ft.	7.5 ft.	20 ft.	12 ft.
Multifamily (2 to 8 units)	25 ft.	10 ft.	20 ft.	15 ft.
Multifamily (8 units or more)	35 ft.	15 ft.	20 ft.	15 ft.
Commercial	20 ft.	10 ft.	20 ft.	15 ft.
Other uses (same as commercial)	20 ft.	10 ft.	20 ft.	15 ft.

1. Roof overhangs for single family land use may project past the setbacks up to 18 inches.
2. Flexible setback to save trees for single family land use:
 - a. In all cases, the justification for a change in a setback requirement must be to save a significant tree, which per the Board's motion to approve this Application is defined as being eight (8) inches in diameter at breast height (DBH) or greater, as demonstrated on a site plan with a tree and topography survey.
 - b. Flexible setbacks shall be as per the table below:

	Setbacks as per section 6.01.03	Flexible Adjustment	Combined Total
Front/Rear Yard	25 ft./20 ft.	7.5 ft./2.5 ft.	Front and Rear = 45 ft.
Front/Rear Yard	20 ft./20 ft.	2.5 ft./2.5 ft.	Front and Rear = 40 ft.
Side/Side Yard	10 ft./10 ft.	5 ft./5 ft.	Combined side = 20 ft.
Side/Side yard	7.5 ft./7.5 ft.	2.5 ft./2.5 ft.	Combined side = 15 ft.

c. All requests for flexible setbacks to save trees must have the approval of the City's Building Official, the applicable Homeowners Association (if required) and the Comprehensive Planning and Zoning Board.

3. Certain architectural features, such as roofs over exterior doors, bump outs, bay windows, etc. may project no more than 2.5 feet including overhangs into the required minimum setbacks as prescribed in section 6.01.03.A. These architectural features shall not exceed 25% of the wall that they are serving, nor shall they be supported by the earth.

4. Any lot with a width of fifty (50) feet or less shall have a 7.5-foot side setback.

5. Exterior stairs shall be required to have the same setbacks as decks.

6. Setbacks for equipment such as pool equipment, AC units, generators, etc., shall be placed a minimum of three (3) feet from the side and rear property lines. No equipment shall be placed in the front of a main structure.

B. Minimum setbacks for decks and for non-structural components of a structure.

1. *Decks:* Any deck less than twelve (12) inches above finished grade is not subject to setbacks requirements. However, this type of deck is not allowed within two (2) feet of an adjacent property line.

a. Any deck exceeding thirty (30) inches in height is subject to the setback requirements as specified in the table and is required to be permitted by the Building Department. If the main structure is built to the twenty (20') foot setback line, a deck over twelve (12) inches and less than thirty (30) inches is exempt from permitting and may encroach into the rear yard setback a distance not to exceed eight (8) feet from the principal structure and may encroach into the front setback a distance of five (5) feet from the principal structure. If

the main structure is built to the twenty-five (25') foot setback line, a deck may extend twelve (12') feet into the rear setback and for the front, the deck may extend ten (10') feet into the front setback.

- b. For second and third level decks, the allowable extension from the main structure built at the twenty (20') foot setback is five (5) feet into the front or rear setback from the main structure. For a structure built at the twenty-five (25') foot setback, the allowable extension is ten (10') feet into the front or rear setback.

2. *Auxiliary structures:*

- a. This applies to features such as open air arbors, trellises and free standing tiki bars that do not exceed twelve (12) feet in height. These structures shall have a minimum setback of five (5) feet from the rear and side lot lines. Tiki bars are not allowed in front yards.
- b. Screen rooms and patio covers are allowed to encroach a maximum of ten (10) feet into the rear yard setback providing the roof line for the enclosure does not exceed twelve (12) feet in height and the addition to new or existing construction does not exceed the allowed impervious surface coverage as specified in the city's land development regulations. The screen room shall comply with the allowed side setbacks as established by these land development regulations.
- c. Swimming pools and screen enclosures (regardless of whether or not enclosing a pool) shall be, at a minimum five (5) feet from the rear and side setbacks. This applies to the water line or the screen enclosure.
- d. Storage sheds not exceeding eight (8) feet in width and twelve (12) feet in length shall be allowed a five (5) foot rear and side setback. Any storage shed exceeding ninety-six (96)

square feet shall meet the same setbacks as specified in the table for new and existing construction. Storage sheds are not allowed in the front setback area, nor shall a shed be placed forward of the existing main structure.

3. *Minimum setbacks between buildings:*

- a. The minimum setback between adjacent structures shall be ten (10) feet except that no setback is required where an attachment easement has been created.
- b. Distance shall be measured at the narrowest point between structures of the main living unit, principal structure, an allowable attachment or an accessory use or to the ordinary projections of chimneys or flues, not exceeding two feet (2) feet. The measurement shall be taken from the structure's walls, not including overhangs.
- c. Dry cleaning establishments must meet the required commercial setbacks and cannot be located in a shopping center where zero (0) setbacks are allowed between adjacent stores. The exception shall be where a facility is for pick-up only with no actual dry-cleaning performed within the facility.

4. Variances to section 6.01.03.B of the city's Land Development Code require a hardship which may not be self-created and must comply with all the requirements of section 1002.00 of the city's Land Development Code.

(Ord. No. 18-08 , § 1(Exh. 1), 7-2-18; Ord. No. 20-02 , § 6(Exh. 1), 3-2-20; Ord. No. 21-04 , § 2, 6-7-21; Ord. No. 21-___, § 3)

SECTION 4. Amend Section 7.01.01 Definitions as used in this Appendix of Appendix A – LAND DEVELOPMENT REGULATIONS, of the City of St. Augustine Beach be, and the same is, hereby amended, revised and restated to read:

Sec. 7.01.01. General standards and requirements.

Any number of different accessory structures may be located on a parcel, provided that the following requirements are met:

- A. There shall be a permitted principal development on the parcel, located in full compliance with all standards and requirements of this Code.
- B. All accessory structures shall comply with standards pertaining to the principal use, unless exempted or superseded elsewhere in this Code.
- C. Accessory structures shall not be located in a required buffer, landscape area, front yard or minimum building setback area in the side or rear yard, or in the front of the structure, beyond the front building wall of the main structure.
- D. Accessory structures shall be included in all calculations of impervious surface and stormwater runoff.
- E. Accessory structures shall be shown on any concept development plan with full supporting documentation as required in Article XII of this Code.

(Ord. No. 91-7, § 2; Ord. No. 95-1, § 7 Ord. No. 21-___, § 4)

SECTION 5. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 6. 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 7. This Ordinance shall take effect thirty (30) days after passage, pursuant to Section 166.041(4), Florida Statutes

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Saint Augustine Beach, Florida this ____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

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

MAYOR

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

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: TRASH TRUCK PURCHASE
DATE: 11/22/2021

Attached is a copy of the resolution from the finance company for the purchase of the new trash truck. As approved in the FY22 Budget, the City canceled the contract for the outside vendor to collect recycling within the city and will begin providing these services directly. The purchase of this truck will allow the city to resume recycle curbside collection beginning January 3, 2022.

We were able to obtain financing for this unit with the help of the Florida League of Cities. They have provided the resolution for this purchase and closing is scheduled for December 9th. Please let me know if there are any questions.

RESOLUTION NO. 21-22

A RESOLUTION OF THE CITY OF ST. AUGUSTINE BEACH ,
FLORIDA, AUTHORIZING THE LEASE PURCHASE
FINANCING OF THE ACQUISITION AND INSTALLATION OF
CERTAIN EQUIPMENT HEREIN DESCRIBED; AUTHORIZING
THE EXECUTION OF SUCH OTHER DOCUMENTS AS MAY BE
NECESSARY TO COMPLETE THE TRANSACTIONS
CONTEMPLATED HEREBY; AND PROVIDING AN EFFECTIVE
DATE.

WHEREAS, the Florida League of Cities, Inc. (the "Sponsor") is a Florida not-profit corporation; and

WHEREAS, the Sponsor has determined that there is substantial need within the State for a lease-purchase financing program (the "Program") which will provide or otherwise arrange for the lease-purchase financing of qualifying equipment for participating local governments; and

WHEREAS, the Sponsor has determined that the public interest will best be served and can be more advantageously obtained by the Sponsor's administering the Program; and

WHEREAS, the City of St. Augustine Beach, Florida (the "Lessee") is authorized pursuant to the hereinafter defined Act to lease, acquire and install personal property, and to finance the same, in order to minimize the costs of the Lessee's operations; and

WHEREAS, the Lessee desires the Sponsor facilitate the lease-purchase financing of the Equipment; and

WHEREAS, the Lessee deems it necessary, desirable and in the best financial interest of the Lessee and its inhabitants that it enter into, a Lease Supplement by and among the Lessee, Truist Bank, (the "Lender") and the Sponsor (the "Agreement"), subject to the terms and conditions thereof and for the purposes set forth therein, to provide for the lease and purchase from time to time of equipment essential to the governmental, municipal or public purposes or functions of the Lessee or to the services the Lessee provides its inhabitants; and

WHEREAS, the Lessee has an immediate need for a new garbage truck (the "Equipment") for the welfare of its citizens, and it is in the best financial interest of the Lessee that the Equipment be leased pursuant to the Agreement; and

WHEREAS, obligations of Lessee will be subject to annual appropriation; and

WHEREAS, the Lessee is authorized and empowered by the Act to enter into transactions such as those contemplated by the Agreement and to fully perform its obligations thereunder in order to lease purchase the Equipment; and

WHEREAS, the small size of the lease financing, current market conditions and other circumstances require that the Agreement and the leases of equipment thereunder be entered into pursuant to a private negotiated transaction rather than offered by competitive bid; and

WHEREAS, the Lessee now desires to (i) authorize and approve the form of the Agreement, any exhibits attached thereto, and any other related documents, (collectively, the "Financing Documents"), (ii) the execution and delivery of the Financing Documents and (iii) provide additional limited general authority.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AS FOLLOWS:

Section 1. Authority for Resolution. This Resolution is adopted pursuant to the Constitution of the State of Florida, Chapter 166, Florida Statutes, the charter of the Lessee, and other applicable provisions of law (collectively, the "Act").

Section 2. Definitions. Capitalized undefined terms used herein shall have the meanings ascribed thereto in the Agreement.

Section 3. Findings. It is hereby ascertained, determined and declared that:

(a) Pursuant to Article VII, Section 12 of the Constitution of the State of Florida the Lessee may execute and deliver lease/purchase agreements payable from legally available sources (including ad valorem taxation) without approval by a vote of the electors if the Lessee is not legally obligated beyond 12 months.

(b) The Agreement does not legally obligate the Lessee beyond 12 months, because it is subject to annual appropriation in the manner and to the extent described therein, and the Lessee's obligation under the Agreement constitutes a current expense and shall in no way be construed to be a debt of the Lessee.

(c) The Lessee deems it a public purpose and deems it necessary, beneficial and in its best interest to provide for the execution and delivery of the Financing Documents to finance the lease purchase of the Equipment.

(d) The costs associated with the execution and delivery of the Agreement shall be deemed to include legal fees and expenses, financial advisory fees and expenses, and such other expenses as may be necessary or incidental for the lease-purchase financing herein authorized.

Section 4. Authorization of Lease-Purchase Financing and Financing Documents.

(a) The Lessee is hereby authorized to execute and deliver the Financing Documents, provided that the aggregate principal amount of all lease payments shall not exceed \$193,500.00; the term of the Lease shall end on or before December 9, 2026 and the interest rate component of the lease payments shall not exceed 1.46%.

(b) Because of the characteristics of the Agreement, prevailing market conditions, and additional savings to be realized from an expeditious execution and delivery of the Agreement, it is in the best interest of the Lessee to execute and deliver the Agreement in a private negotiated transaction. Prior to the execution and delivery of the Agreement, only to the extent required by the Act, the Lessee shall receive a Disclosure Letter from the Lender containing the information required by Section 218.385, Florida Statutes, a form of which is attached hereto as Exhibit A.

(c) The Financing Documents, substantially in the forms attached hereto as composite Exhibit B, are hereby approved, with such omissions, insertions and variations as may be approved on behalf of the Lessee by the Mayor, after consultation with the Chief Financial Officer, and the Lessee Attorney, such approval to be evidenced conclusively by the Mayor's execution thereof. The Mayor is hereby authorized to execute and deliver the Agreement, substantially in the form attached hereto as composite Exhibit B, to be attested under seal by the Clerk, approved as to substance by the Chief Financial Officer, and for the Lessee Attorney to designate such Financing Documents legal in form and valid as drawn.

(d) The Lessee hereby designates the Lease as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code. The Lessee and any subordinate entities of the Lessee and any issuer of "tax-exempt" debt that issues "on behalf of" the Lessee do not reasonably expect during the current calendar year to issue more than \$10,000,000 of "tax-exempt" obligations

including the tax-exempt Lease, exclusive of any private activity bonds as defined in Section 141(a) of the Code (other than qualified 501(c)(3) bonds as defined in Section 145 of the Code).

Section 5. Additional Authorizations; No Personal Liability. The Mayor, City Manager, Lessee Attorney, the Clerk, the Chief Financial Officer, Bond Counsel and such other officers, employees and agents of the Lessee as may be designated by the Lessee, are each designated as agents of the Lessee and are authorized and empowered, collectively or individually, to take all action and steps and to execute all instruments, documents and contracts on behalf of the Lessee that are necessary or desirable in connection with the requirements hereof or with the execution and delivery of the Financing Documents and which are specifically authorized or are not inconsistent with the terms and provisions of this Resolution or any action relating to the transaction contemplated hereunder. Such officers and those so designated are hereby charged with the responsibility for executing the Financing Documents and financing the lease purchase of the Equipment.

No covenant, stipulation, obligation or agreement contained in this Resolution or the Financing Documents shall be deemed to be a covenant, stipulation, obligation or agreement of any present or future member, agent or employee of the Lessee in his or her individual capacity, and neither the members of the City Council nor any person executing the Financing Documents shall be liable personally on the Agreement or shall be subject to any personal liability or accountability by reason of the execution and delivery of the Financing Documents.

Section 6. Prerequisites Performed. The Lessee has performed all acts, conditions, and things relating to the lease purchase of the Equipment as are required by the Act.

Section 7. Prior Actions. The prior actions of the Lessee relating to the transactions contemplated hereunder, as well as all related subject matters and processes, are hereby ratified and affirmed.

Section 8. Severability. If any provision of this Resolution shall be held or deemed to be or shall, in fact, be illegal, inoperative or unenforceable in any context, the same shall not affect any other provision herein or render any other provision (or such provision in any other context) invalid, inoperative or unenforceable to any extent whatever.

Section 9. Conflicts. All resolutions of the Lessee or parts thereof in conflict herewith, if any, are hereby repealed to the extent of such conflict.

Section 10. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 6th day of December, 2021.

[SEAL]

ATTEST:

Mayor

Clerk

EXHIBIT A

FORM OF DISCLOSURE LETTER

The undersigned, as purchaser, proposes to negotiate with the _____, Florida (the "Lessee") for the execution and delivery of the Agreement, as such term is defined in a resolution adopted by Lessee on _____, 20__ (the "Resolution"). Prior to the execution and delivery of the Agreement, the following information is hereby furnished to the Lessee:

1. Set forth is an itemized list of the nature and estimated amounts of expenses to be incurred for services rendered to us (the "Lender") in connection with the execution and delivery of the Agreement (such fees and expenses to be paid by the Lender):

2. (a) No other fee, bonus or other compensation is estimated to be paid by the Lender in connection with the execution and delivery of the Agreement to any person not regularly employed or retained by the Lender (including any "finder" as defined in Section 218.386(1)(a), Florida Statutes), except as specifically enumerated as expenses to be incurred by the Lender, as set forth in paragraph (1) above.

(b) No person has entered into an understanding with the Lender, or to the knowledge of the Lender, with the Lessee, for any paid or promised compensation or valuable consideration, directly or indirectly, expressly or implied, to act solely as an intermediary between the Lessee and the Lender or to exercise or attempt to exercise any influence to effect any transaction in the purchase of the Lender.

3. The amount of the upfront fee or spread expected to be realized by the Lender is \$_____.

4. The management fee to be charged by the Lender is \$_____.

5. Truth-in-Bonding Statement:

The Agreement is being executed and delivered to fund the cost of the lease purchase of the Equipment, as such term is defined in the Resolution.

The Agreement is payable from lawful funds of the Lessee, subject to annual appropriation, in the manner and to the extent described in the Agreement. Execution and delivery of the Agreement is estimated to result in a maximum of \$_____ of revenues of the Lessee not being available to finance other services of the Lessee in each year during the life of the Agreement.

6. The name and address of the Lender is as follows:

Truist Bank
5130 Parkway Plaza Blvd.
Charlotte, NC 28217

IN WITNESS WHEREOF, the undersigned has executed this Disclosure Statement on behalf of the Lender this ____ day of _____, 20__.

By: _____

Name: _____

Title: _____

EXHIBIT B

**FORM OF FINANCING DOCUMENTS, INCLUDING
LEASE SUPPLEMENT**

Truist Bank

Financing for the City of St. Augustine Beach, Florida -- Document Checklist

- 1) Lease Supplement
 - a) Schedule of Property No. 2
 - i) Exhibit A-1: Rental Payment Schedule
 - b) Acceptance Certificate
 - c) General Certificate of Lessee
 - d) Opinion of Lessee's Counsel
- 2) Copy of Resolution approving financing
- 3) IRS Form 8038-G
- 4) Disclosure Letter to Resolution
- 5) Copy of Invoice and Certificate of Origin/Title
- 6) Truist Wire Transfer Agreement
- 7) Executed Attorney Opinion Letter

Schedule of Property No. 2

Re: Master Equipment Lease/Purchase Agreement, dated as of December 11, 2018 among Truist Bank (f/k/a Branch Banking and Trust Company), as Lender, Florida League of Cities, Inc., as Sponsor and City of St. Augustine Beach, Florida, as Lessee.

1. Defined Terms. All terms used herein have the meanings ascribed to them in the above-referenced Master Equipment Lease/Purchase Agreement (the "Agreement").

2. Equipment. The following items of Equipment are hereby included under this Schedule of the Agreement.

<u>Quantity</u>	<u>Description</u>	<u>Serial No.</u>	<u>Model No.</u>	<u>Location</u>
One (1)	Rear Loader	3ALHCYFE3MDMY5688		

3. Payment Schedule.

(a) *Rental Payments.* The Rental Payments shall be in such amounts and payable on such dates as set forth in the Rental Payment Schedule attached to this Schedule as Exhibit A-1. Rental Payments shall commence on the date on which sufficient moneys to purchase the Equipment are deposited for that purpose under the Acquisition Fund Agreement, if any, or made available to the Lessee, whichever is earlier.

(b) *Purchase Price Schedule.* The Purchase Price on each Rental Payment date for the Equipment listed in this Schedule shall be the amount set forth for such Rental Payment date in the "Purchase Price" column of the Rental Payment Schedule attached to this Schedule. The Purchase Price is in addition to all Rental Payments then due under this Schedule (including the Rental Payment shown on the same line in the Rental Payment Schedule). After payment of the applicable Purchase Price, plus all other amounts then due and owing under the Lease, the Lessee will own the related Equipment, free and clear of any obligations under the related Lease.

4. Representations, Warranties and Covenants. The Lessee hereby represents, warrants and covenants that its representations, warranties and covenants set forth in the Agreement are true and correct as though made on the date of commencement of Rental Payments on this Schedule. The Lessee further represents and warrants that no material adverse change in the Lessee's financial condition has occurred since the date of the Agreement.

5. The Lease. The terms and provisions of the Agreement (other than to the extent that they relate solely to other Schedules or Equipment listed on other Schedules) are hereby incorporated into this Schedule by reference and made a part hereof. The maximum Lease Term, subject to annual appropriation, is 60 months.

Dated: December 9, 2021.

Lender:
Truist Bank

Lessee: CITY OF ST. AUGUSTINE BEACH,
FLORIDA

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

(Seal)

Attest:

By: _____

Printed Name: _____

Title: _____

Exhibit A-1

Rental Payment Schedule

<u>Rental Payment Date (_____)</u>	<u>Rental Payment Amount</u>	<u>Interest Portion</u>	<u>Principal Portion</u>	<u>Purchase Price*</u>
(see attached schedule)				

For purposes of this Lease, "taxable rate," with respect to the interest component of Rental Payments, means an annual rate of interest equal to 1.86%.

* The Purchase Option Commencement Date shall be December 9, 2021. The Purchase Price is payable only in whole on any date on or after the Purchase Option Commencement Date and the Purchase Price payable is the amount equal to the aggregate principal portion of the remaining Rental Payments after payment of the Rental Payment payable on such Rental Payment date.

In addition to the Purchase Price, a premium of 0% of the Purchase Price shall be payable on any date.

Lessee:

CITY OF ST. AUGUSTINE BEACH, FLORIDA

By: _____

Printed Name: _____

Title: _____

St Augustine Beach, FL Customer No. 9909000006 NAICS: 921140

One (1) Garbage Truck Note No. 00004

Dated Date 12/9/2021

Delivery
Date 12/9/2021

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/9/2021						193,500.00	193,500.00
12/9/2022	37,586.34	1.460%	2,825.10	40,411.44		155,913.66	155,913.66
9/30/2023					40,411.44	155,913.66	155,913.66
12/9/2023	38,135.10	1.460%	2,276.34	40,411.44		117,778.56	117,778.56
9/30/2024					40,411.44	117,778.56	117,778.56
12/9/2024	38,691.87	1.460%	1,719.57	40,411.44		79,086.69	79,086.69
9/30/2025					40,411.44	79,086.69	79,086.69
12/9/2025	39,256.77	1.460%	1,154.67	40,411.44		39,829.92	39,829.92
9/30/2026					40,411.44	39,829.92	39,829.92
12/9/2026	39,829.92	1.460%	581.52	40,411.44			
9/30/2027					40,411.44		
	193,500.00		8,557.19	202,057.19	202,057.19		

Acceptance Certificate

Truist Bank
5130 Parkway Plaza Blvd
Charlotte, NC 28217

Re: Schedule of Property No. 2, dated December 9, 2021, to Master Equipment Lease/Purchase Agreement, dated as of December 11, 2018, among Truist Bank, as Lender, Florida League of Cities, Inc., as Sponsor and the City of St. Augustine Beach, Florida, as Lessee.

Ladies and Gentlemen:

In accordance with the Master Equipment Lease/Purchase Agreement (the "Agreement"), the undersigned Lessee hereby certifies and represents to, and agrees with the Lender as follows:

1. All of the Equipment (as such term is defined in the Agreement) listed in the above-referenced Schedule of Property (the "Schedule") has been delivered, installed and accepted on the date hereof.

2. The Lessee has conducted such inspection and/or testing of the Equipment listed in the Schedule as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.

3. The Lessee is currently maintaining the insurance coverage required by Section 7.02 of the Agreement.

4. No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, an Event of Default (as defined in the Agreement) exists at the date hereof.

Date: December 9, 2021

Lessee
CITY OF ST. AUGUSTINE BEACH, FLORIDA

By: _____

[Seal]

Title: _____

General Certificate of Lessee

The undersigned, Mayor and Clerk of the City St. Augustine Beach, Florida (the "Lessee"), do hereby certify, to the best of our knowledge, as follows:

A. The representations of the Lessee in that certain Master Equipment Lease/Purchase Agreement dated as of December 11, 2018 and the Schedule(s) thereunder, by and among the Lessee, Truist Bank, as Lender, and Florida League of Cities, Inc., as Sponsor (collectively, the "Lease") are true and correct in all material respects as of the date hereof. Any terms not otherwise defined herein shall have the meanings ascribed thereto in the Lease.

B. The Lessee has performed all obligations to be performed and has satisfied all conditions on its part to be observed or satisfied under the Lease, Resolution No. _____ duly adopted by the Lessee on December 6, 2021 (the "Resolution"), as of the date hereof.

C. There is no litigation, action, suit or proceeding pending or before any court, administrative agency, arbitrator or governmental body that challenges the organization or existence of the Lessee; the authority of the Lessee or its officers or its employees to enter into the Lease, the Resolution; the proper authorization, approval and/or execution of the Lease, the Resolution[, and other documents contemplated thereby; the appropriation of moneys to make Rental Payments under the Lease for the current fiscal year of the Lessee; or the ability of the Lessee to otherwise perform its obligations under the Lease, the Resolution, and the transactions contemplated thereby and, to the best of my knowledge, no such litigation or actions are threatened.

D. Since September 30, 2021, no material adverse change has occurred in the financial position or results of operations of the Lessee, and the Lessee has not incurred any material liabilities other than in the ordinary course of business.

E. The following listed persons are duly elected and acting officials of the Lessee (the "Officials") in the capacity set forth opposite their respective names below and that the signatures set opposite thereto are the genuine signatures of such persons:

Name of Official	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. The Officials are duly authorized, on behalf of the Lessee, to negotiate, execute and deliver the Lease and the Lease is binding and authorized agreements of the Lessee, enforceable in all respects in accordance with their terms.

G. The Equipment described in the Lease is essential to the governmental, municipal or public purposes or functions of the Lessee or to the services the Lessee provides its citizens.

H. The Lessee has an immediate need for, and expects to make immediate use of, substantially all the Equipment, which need is not temporary or expected to diminish in the foreseeable future. The Equipment will be used by the Lessee only for the purpose of performing one or more of the Lessee's governmental or proprietary functions permitted under the Act.

I. The Acquisition Amount and all investment earnings thereon will be used to pay Equipment Costs, including costs incurred in connection with the execution and delivery of the Lease. All of such costs will be incurred and expenditures made subsequent to the date hereof, except for reimbursement to the Lessee for amounts (i) paid not more than 60 days prior to the date hereof, (ii) representing engineering, design and similar preliminary expenses in an aggregate amount not exceeding 20% of the Acquisition Amount, or (iii) otherwise in an amount not exceeding 5% percent of the Acquisition Amount. All expenditures to be reimbursed occurred not more than 18 months prior to the date hereof. None of the Equipment was placed in service more than one year before the date hereof.

J. The Lessee has designated the Lessee's obligations under the Lease as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code. The aggregate amount of tax-exempt obligations (other than obligations described in Section 265(b)(3)(C)(ii) of the Code), including the Lessee's obligations under the Lease, issued and reasonably expected as of the date hereof to be issued in calendar year 2021 by (i) the Lessee, (ii) all entities on behalf of which the Lessee issues tax-exempt obligations, and (iii) all governmental units that are "subordinate" to the Lessee, within the meaning of Section 265(b)(3) of the Code, and (iv) all entities that issue tax-exempt obligations on behalf of the same such entities, does not exceed \$10,000,000. The Lessee has no reason to believe that the Lessee and such other entities will issue tax-exempt obligations in 2021 in an aggregate amount that will exceed such \$10,000,000 limit.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the official seal of the Lessee, this 9th day of December 2021.

(SEAL)

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Wire Transfer Agreement

This Wire Transfer Agreement is dated as of December 9, 2021 (this "Agreement") and is by and between the CITY OF ST. AUGUSTINE BEACH, FLORIDA, a municipality existing under the laws of the State of Florida (the "Lessee") and TRUIST BANK ("LENDER").

RECITALS

The Lessee is, simultaneously with the execution and delivery of this Agreement, executing and delivering (a) a Lease Supplement dated as of the date hereof (the "Purchase Agreement") among the Lessee, the Florida League of Cities, Inc., and LENDER. The purpose of the Purchase Agreement is to provide for LENDER's advance of \$193,500.00 to the Lessee to enable the Lessee to finance a new garbage truck, and to pay related financing costs.

In order to prevent unauthorized or fraudulent wire transfers through cyber fraud and other means, LENDER and the Lessee hereby agree to the following:

Section 1. Wire Transfer Requirements. In the event a wire transfer is made by LENDER to disburse funds as contemplated by the Purchase Agreement (a "Disbursement"), said wire transfer shall be delivered as directed in a written "Disbursement Authorization" provided to LENDER by a representative of the Lessee, subject to the terms and conditions set forth herein. For the purposes of this Agreement, a representative of the Lessee shall include employees and elected and/or appointed officials of the Lessee, bond counsel, the Lessee's legal counsel, or the Lessee's financial advisor

Section 2. Verification Procedures. Prior to making any Disbursement pursuant to a Disbursement Authorization not delivered to LENDER in person by a representative of the Lessee, LENDER shall verify such Disbursement Authorization verbally via telephone communication with a representative of the Lessee. The Lessee shall ensure that a representative of the Lessee will provide such verification to LENDER. The Lessee shall not disclose, or allow to be disclosed, such LENDER verification procedures to any third party unless there is a legitimate business need to make such disclosure or such disclosure is required by law, and the Lessee accepts the risk of such third party knowledge of the security procedures. If the Lessee has reason to believe that a security procedure has been obtained by or disclosed to an unauthorized person or learns of any unauthorized transfer or of any discrepancy in a transfer request, then the Lessee shall notify LENDER immediately.

Section 3. Payee Identification. The Lessee is solely responsible for accurately identifying the wire transfer information contained in the Disbursement Authorization delivered to LENDER by a representative of the Lessee, including but not limited to the bank name and its ABA number, beneficiary's account name and account number and beneficiary's physical address, together with other information requested by LENDER (collectively, "Remittance Instructions"). If the Remittance Instructions describe a beneficiary inconsistently by name and account number, the Lessee acknowledges that LENDER may make payment on the basis of the account number alone, that LENDER is not obligated to detect such errors, and that the Lessee assumes the risk of any loss resulting therefrom.

Section 4. Duty to Reconcile Written Confirmation. Upon request from a representative of the Lessee, LENDER shall use its best efforts to send a representative of the Lessee written confirmation of the Disbursement in the form of a reference number, beneficiary name and wire amount. A representative of the Lessee shall promptly review and reconcile the written confirmation of the Disbursement sent by LENDER, and shall report to LENDER in writing, promptly, but in no event later than ten (10) business days after the date of such written confirmation, any unauthorized, erroneous, unreceived or improperly executed payment. LENDER and the Lessee agree that ten (10) business days is a reasonable time for the detection and reporting to LENDER of such information. After that time, all items on the written confirmation will be considered correct and the Lessee will be precluded from recovering from LENDER if such wire transfer identified in the written confirmation was actually made by LENDER. For the avoidance of doubt, any such writings can be provided electronically.

Section 5. Unauthorized Payments. Notwithstanding any other provision herein, if a Disbursement has been verified by a representative of the Lessee pursuant to Section 2, it shall be binding on the Lessee if LENDER acted in good faith in making such Disbursement.

Section 6. Recordation. LENDER may record any telephone conversation between LENDER and a representative of the Lessee in order to reduce the risk of unauthorized or erroneous transfers. LENDER may retain such recordings for as long as LENDER may deem necessary.

Section 7. Indemnification and Hold Harmless. If LENDER complies with the provisions of this Agreement, the Lessee agrees that LENDER shall not be responsible for any communication or miscommunication by a representative of the Lessee, and the Lessee further agrees to indemnify, to the extent allowed by law, LENDER and hold LENDER harmless from and against any and all losses, claims, expenses, suits, costs or damages, demands or liabilities of whatever kind or nature, whether now existing or hereafter relating in any way to a wire transfer made pursuant to the Purchase Agreement or the Acquisition Fund Agreement.

Section 8. Applicable Law. All wire transfer orders are governed by Article 4A of the Uniform Commercial Code, except as any provisions thereof that may be and are modified by the terms hereof. If any part of the applicable wire transfer order involves the use of the Fedwire, the rights and obligations of LENDER and the Lessee regarding that wire transfer order are governed by Regulation J of the Federal Reserve Board.

IN WITNESS WHEREOF, each of the parties has caused this Wire Transfer Agreement to be signed and delivered by a duly authorized officer, all as of the date first above written.

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

[SEAL]

By: _____

Name: _____

Title: _____

Attest:

Name: _____

Title: _____

TRUIST BANK

By: _____

Name: _____

Title: _____

WIRE TRANSFER AGREEMENT, DATED AS OF DECEMBER 9, 2021

MEMORANDUM

Date: December 6, 2021

To: Max Royle, City Manager

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

Subject: 2nd Street Extension and Widening
Undergrounding of Electric Utilities

DISCUSSION

On October 4, 2021, the City's Engineering Consultant, CMT, presented a project update on the progress of the design, permitting and scheduled construction for the 2nd Street Extension and Widening Project.

During discussion of the proposed plans, the City Commission emphasized the desire to underground electric utilities as part of the roadway construction, and the need to ensure that all efforts are undertaken to reach this goal prior to the initialization of construction.

City Staff met with Florida Power and Light (FPL) representatives on October 14, 2021 to discuss specific requirements to proceed with the undergrounding of electric utilities. FPL was unwilling to place underground power lines and transformers within the 2nd Street right-of-way (ROW) and required dedicated easements from private property owners. The dedicated easements required would be as follows:

- 10' on each side of the ROW in the 200 block of 2nd Street
- 5' on each side of the ROW in the 100 block of 2nd Street
- 10'x10' easements (location to be determined for transformers in the 100 block

The City mailed surveys to all property owners on both blocks of 2nd Street in early November to determine their support for undergrounding electric utilities, and more importantly, to determine their willingness to dedicate an easement to FPL to allow undergrounding to move forward. Results of the initial survey were received by November 12, 2021 (Figure 1). Most respondents were in support of converting to underground power, however, gaps in owner response jeopardized the effort.

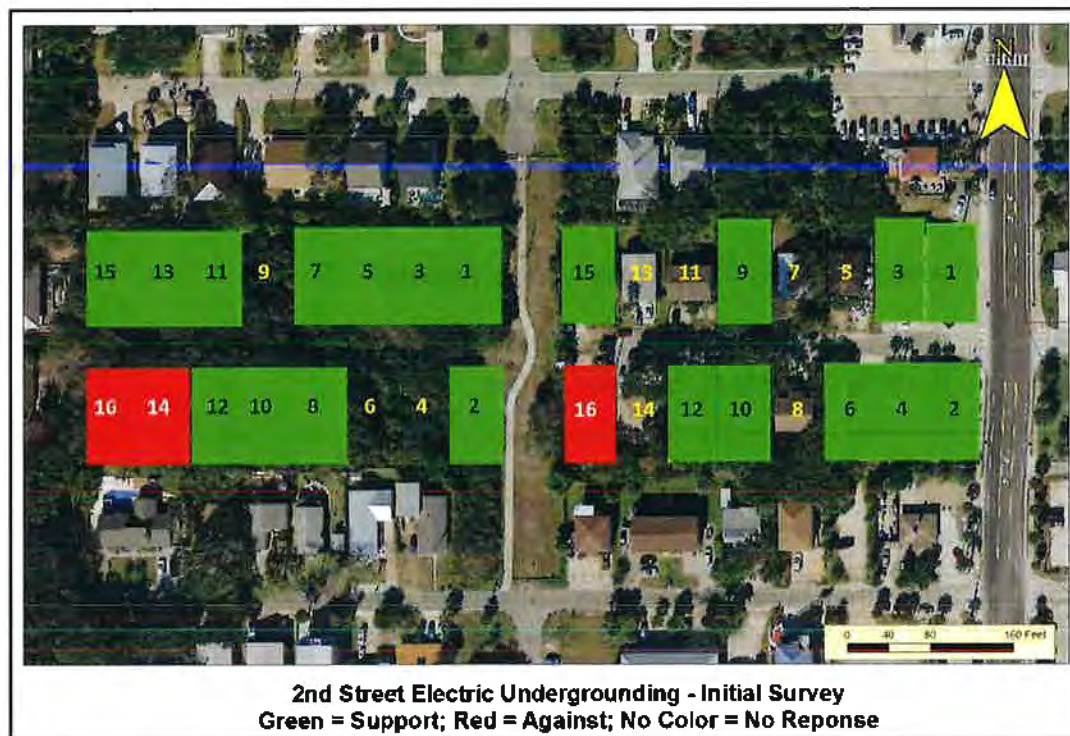


Figure 1 - 11/12/21 Survey Response

The City met with FPL on November 15, 2021 to discuss the results of the initial survey and the options for moving forward. FPL informed the City that in order to move forward the following would be required:

- 100 block – Easements would be required on lots 5, 11 and 13 and preferably lot 14
- 200 block – Easements would be required on either lot 9 or lots 4 and 6

Assuming these property owners were willing to grant easements, the following would be required:

- City would need to pay an engineering deposit to FPL. The cost of the deposit is not yet determined but is expected to be less than \$5,000
- FPL would then initiate design (2 to 3 weeks) of the underground utilities.
- City would install conduit for the undergrounding (likely as part of the 2nd Street Roadway contract); FPL would pull the power lines
- Property owners would be responsible for FPL meter set fee (\$605) plus electrician costs to run service and any modifications to their structure
- City would need to coordinate with other utilities which may share the existing poles (e.g. cable, telephone, etc.) to facilitate their conversion to underground if applicable. FPL will not remove other utilities from shared poles.

Subsequent to the second FPL meeting, City staff solicited the assistance of a supportive property owner on the 100 Block of 2nd Street to reach out to owners of property who did not respond to the initial survey. This additional outreach resulted in responses of support on the 100 block from Lots 5, 11, 13 and 14. Additionally, Lot 16 of the 100 block changed their response from against to in support. Unfortunately, as of this writing, the City has not yet obtained a response from lots 4, 6 or 9 of the 200 block of 2nd Street. Figure 2 shows the level of support for undergrounding of electric utilities as of this writing.



Figure 2 – Support After Follow-Up

The current level of support in the 100 Block would, per the FPL meeting, allow undergrounding in this section to proceed should all supportive respondents grant an easement. Additional work remains, however, to garner support from either Lot 9 or Lots 4 and 6 of the 200 block. City staff will continue efforts to secure these property owners' support and is hopeful in this regard.

NEXT STEPS

All permits necessary to construct the 2nd Street Extension and widening are now in-hand, and the project is ready for bidding. In anticipation of dedication of the required FPL easements, the City has instructed the design engineer to prepare the bid with alternates to install conduit for underground electric on both the 100 block and 200 block of 2nd Street. By building these into the bid as alternates, the City maintains maximum flexibility in regard to underground utilities.

In order to initiate underground utility design, it is necessary to pay an engineering deposit to FPL. The deposit amount has not yet been determined but is anticipated to be less than

\$5,000. Once this deposit is paid, FPL will initiate design and the process can continue per the following tentative schedule:

- | | |
|-----------------------|--|
| • by 12/3/21 | Secure support from remaining necessary lots |
| • by 12/10/21 | Pay engineering deposit to FPL |
| • 12/10/21 - 12/31/21 | FPL to complete design and final costs |
| • 1/3/22-1/25/22 | Advertise for Bids for Construction |
| • 2/7/22 | Award Construction Bid |
| • 2/28/22 | Construction Notice to Proceed |
| • 8/31/22 | Construction Substantial Completion |
| • 9/30/22 | Construction Final Completion |

ACTION REQUESTED

Staff asks for Commission feedback regarding the above proposed timeline and sequence of activities, as well as authorization to proceed with the steps necessary to move forward with the project; including paying required FPL deposits and/or fees for undergrounding of electric utilities and advertisement for bids.

MEMORANDUM

Date: December 6, 2021

To: Max Royle, City Manager

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

Subject: A Street Drainage / Safety Improvements

DISCUSSION

On November 1, 2021 staff presented a St. Johns County (SJC) proposed plan for drainage improvements and sidewalk construction along A Street (a SJC roadway) east of A1A Beach Boulevard. The proposed plan included a new drainage inlet approximately 200' east and connecting to the stormwater system on A1A Beach Boulevard. This new inlet would alleviate north side roadway flooding in this location. The proposed plan also included a 3' wide valley gutter and a 6' wide concrete sidewalk, placing the back of sidewalk very close to existing properties to the north.

Prior to the November 1st meeting the City had requested that SJC reduce the sidewalk width to 5' and the curb width to either 1.5' or 2' in width to reduce the impact to adjacent properties. At the time of the November 1, 2021 meeting, the City did not have a response to this request. Some topics discussed at the November 1st City Commission meeting included:

- Reduction of sidewalk and curb width
- Placing sidewalk on the south side of A Street.
- Potential undergrounding of electric utilities

Following the November 1, 2021 meeting, staff investigated the feasibility of placing the sidewalk on the south side of A Street and uncovered significant challenges, including:

- Insufficient room for sidewalk and ramp approaches at A1A Beach Boulevard. (Figure 1)
- Impact to existing driveways and potential for vehicles to extend into the sidewalk. Properties on the north side of A Street typically have garages set back further or access from 1st Lane to the north (Figure 2).
- Conflict with beach toll booth and non-alignment with pedestrian beach access (Figure 3)



Figure 1 - Street View image of A1A Beach Boulevard and A Street



Figure 2 - Potential for Obstructed Sidewalk on South side



Figure 3 - Conflict with Beach Toll and Alignment with Beach Pedestrian Pathway

The geometry required for pedestrian access at the west end – in conjunction with the conflicts at the east end – make sidewalk on the south side of A Street extremely challenging. The challenges associated with placing sidewalk along the north side of A Street are far less, and do not require modification of the existing roadway nor changes to roadside use.

Regardless of the determination of sidewalk location, the City will continue to investigate the feasibility of undergrounding electric power lines along this stretch of A Street. Placing the sidewalk along the north side of A Street does not adversely impact the proposition of future undergrounding of power lines currently located on the south side of the roadway.

Adjustments to County Plans

Subsequent to the November 1st meeting, SJC notified the City that they are willing to reduce the curb width to 2'. They have also agreed to reduce the sidewalk width to 5', as requested, provided the City takes on future maintenance responsibility for the sidewalk. Their position relating to the City's maintenance is due to the County's Land Development Code (LDC) which states:

Sidewalks should be placed as far as possible from the Roadway travel lane as practical. If Right-of-Way constraints require the sidewalk to abut curb and gutter, the minimum sidewalk width shall be six (6) feet. Utility strips should be considered in determining the location of the sidewalk to better serve the needs of the pedestrian traffic as well as the Utility companies and to increase Roadway safety. Location of Roadway Signs and signal poles should also be a consideration in establishing sidewalk location.

SJC's has taken the position that transferring future sidewalk maintenance responsibility to St. Augustine Beach – in conjunction with the facility being located within the City – allows them to reduce the design parameters to meet City sidewalk requirements.

Anticipated annual costs associated with the sidewalk maintenance are not expected to be excessive and would be absorbed within the City Public Works Departments annual budget. The sidewalk will be 6" thick, providing significant resistance to cracking and breaking, and reducing future repair costs. An interlocal agreement will be required between the City and the County to formalize future maintenance of the sidewalk.

If the City opts to take future maintenance responsibility for the sidewalk, it presents an opportunity to request from the County aesthetic upgrades to the standard concrete sidewalk and incorporate such aesthetic parameters into the final plans and interlocal agreement.

ACTIONS REQUESTED

1. Approve St. Johns County concept showing a 2' curb and 5' sidewalk along the north side of A Street from A1A Beach Boulevard to the beach access.
2. Determine what level of aesthetic upgrades to request the County incorporate into the final sidewalk plans
3. Authorize staff to work with the Couth to prepare an interlocal agreement relating to future maintenance of the sidewalk

MEMORANDUM

Date: December 6, 2021
To: Max Royle, City Manager
From: William Tredik, P.E., Public Works Director
Subject: Phase 2 LED Streetlight Conversion

BACKGROUND

The City currently contracts with Florida Power and Light (FPL) to provide 386 existing streetlights on collector, arterial and local roadways within the City. As part of their move to energy efficient and lower maintenance lighting options, FPL has a program to convert high pressure sodium (HPS) to light emitting diode (LED) fixtures. Though the LED fixtures are more expensive than HPS fixtures, their longer life and reduced energy usage allow FPL to make the conversion at no cost to the City.

On May 24, 2021 the City Commission approved Phase 1 of the LED conversion, switching 183 HPS fixtures to LED on the following arterial and collector roadways.

- State Road A1A
- A1A Beach Boulevard
- Mickler Boulevard
- Pope Road
- 16th Street
- 11th Street
- A Street

Phase 1 LED fixtures have now been installed, leaving 203 HPS streetlights remaining on local roads throughout the City. The City is now ready to move to Phase 2, converting to LED streetlights along local streets west of A1A Beach Boulevard. As with collector streets, staff recommends a 3000 Kelvin color temperature be used for local streets.

DISCUSSION

Though 203 HPS streetlights remain to be converted to LED, staff recommends that lights east of A1A Beach Boulevard (23 fixtures) be deferred until Phase 3. Staff will meet with FPL and St. Johns County to finalize the locations of turtle friendly “amber” lights east of the Boulevard. A turtle friendly street lighting plan (Phase 3) will be presented to the City Commission at an upcoming meeting.

FPL has provided the following cost analysis (Figure 1) for converting the remaining 180 HPS lights west of A1A Beach Boulevard to LED:

Phase 2 LED Streetlight Conversion
December 6, 2021

LED Lighting Plan

City of Saint Augustine Beach Phase 2

Going Green

This plan reduces power consumption by:
and that eliminates:
or removing:

49,268 kWh / year
35 metric tons of CO₂ every year¹
7 cars from the road²

1. Based on 2015 National Energy Consumption Data (DOE) and 2015 National Energy Efficiency Data (DOE) for commercial buildings.

2. Based on 2015 National Energy Consumption Data (DOE) and 2015 National Energy Efficiency Data (DOE) for commercial buildings.

TOTAL	180		\$ 1,626.34	\$ 1,494.81	\$ 1,632.49	\$ -
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Installation Details

1 CH70

select fixture:

Existing
SL1 - HPS0070

Option 1
RSW 28 Watt 3000K

Option 2
RSW 45 Watt 3000K

Option 3

1

1

1

1

fixture / pole:
select pole:

Fixture*

\$ 418.14

\$ 642.87

\$ 642.87

Quantity:

101

Pole

FPL Conversion:

Yes

Maintenance

\$ 199.98

\$ 131.30

\$ 131.30

Full/Hybrid:

Full

Energy**

\$ 318.23

\$ 45.91

\$ 83.59

Monthly Total

\$ 936.36

\$ 820.08

\$ 857.75

Installation Details

2 CH100

select fixture:

Existing
SL1 - HPS0100

Option 1
RSW 45 Watt 3000K

Option 2
RSW 45 Watt 3000K

Option 3

1

1

1

1

fixture / pole:
select pole:

Fixture*

\$ 193.66

\$ 292.79

\$ 292.79

Quantity:

46

Pole

FPL Conversion:

Yes

Maintenance

\$ 91.54

\$ 59.80

\$ 59.80

Full/Hybrid:

Full

Energy**

\$ 112.35

\$ 38.07

\$ 38.07

Monthly Total

\$ 397.55

\$ 390.66

\$ 390.66

Installation Details

3 CH150

select fixture:

Existing
SL1 - HPS0150

Option 1
ATBS 76 Watt

Option 2
ATBS 76 Watt

Option 3

1

1

1

1

fixture / pole:
select pole:

Fixture*

\$ 4.34

\$ 6.37

\$ 6.37

Quantity:

1

Pole

FPL Conversion:

Yes

Maintenance

\$ 2.02

\$ 1.30

\$ 1.30

Full/Hybrid:

Full

Energy**

\$ 3.57

\$ 1.54

\$ 1.54

Monthly Total

\$ 9.93

\$ 9.21

\$ 9.21

Installation Details

4 CH200

select fixture:

Existing
SL1 - HPS0200

Option 1
ATB2 133 Watt, Gray

Option 2
ATB2 133 Watt, Gray

Option 3

1

1

1

1

fixture / pole:
select pole:

Fixture*

\$ 6.58

\$ 9.37

\$ 9.37

Quantity:

1

Pole

FPL Conversion:

Yes

Maintenance

\$ 2.57

\$ 1.30

\$ 1.30

Full/Hybrid:

Full

Energy**

\$ 5.23

\$ 2.72

\$ 2.72

Phase 2 LED Streetlight Conversion
December 6, 2021

		Monthly Total	\$	14.38	\$	13.39	\$	13.39	
Installation Details		Existing		Option 1		Option 2		Option 3	
5	70W Contempo	select fixture:		SL1 - HPS0070	Contempo 38 Watt 3000K	Contempo 38 Watt 3000K			
		fixture / pole:		1	1	1		1	
		select pole:							
		Fixture*	\$	20.70	\$	31.83	\$	31.83	
		Pole							
Quantity:	5	Maintenance	\$	9.90	\$	6.50	\$	6.50	
FPL Conversion:	Yes	Energy**	\$	12.63	\$	3.85	\$	3.85	
Full/Hybrid:	Full	Monthly Total	\$	43.43	\$	42.17	\$	42.17	
Installation Details		Existing		Option 1		Option 2		Option 3	
6	100W Contempo	select fixture:		SL1 - HPS0100	Contempo 38 Watt 3000K	Contempo 38 Watt 3000K			
		fixture / pole:		1	1	1		1	
		select pole:							
		Fixture*	\$	105.25	\$	159.13	\$	159.13	
		Pole							
Quantity:	25	Maintenance	\$	49.75	\$	32.50	\$	32.50	
FPL Conversion:	Yes	Energy**	\$	61.06	\$	19.25	\$	19.25	
Full/Hybrid:	Full	Monthly Total	\$	216.06	\$	210.87	\$	210.87	
Installation Details		Existing		Option 1		Option 2		Option 3	
7	100W PTT	select fixture:		SL1 - HPS0100	Traditional Carriage 39 Watt 3000K	Traditional Carriage 39 Watt 3000K			
		fixture / pole:		1	1	1		1	
		select pole:							
		Fixture*	\$	4.21	\$	6.37	\$	6.37	
		Pole							
Quantity:	1	Maintenance	\$	1.99	\$	1.30	\$	1.30	
FPL Conversion:	Yes	Energy**	\$	2.44	\$	0.77	\$	0.77	
Full/Hybrid:	Full	Monthly Total	\$	8.64	\$	8.43	\$	8.43	

Figure 1 - FPL Cost Analysis

Option 1 would replace all SL1-HPS0070 "cobra" fixtures with RSW 28 Watt 3000K LED fixtures. The 28 Watt LED is considered to have the same illumination as the HPS0070 fixture. This fixture is not commonly used, however, as the fixture cost is the same as the 45 Watt LED.

Option 2 would replace all SL1-HPS0070 "cobra" fixtures with RSW45 Watt 3000K LED fixtures. The 45 Watt fixture would provide an increase in the level of illumination on local roads and in neighborhoods. For comparison, the fixtures installed on Pope Road, 16th Street 11th Street and A Street used 45 Watt lamps. As the fixture price and maintenance cost is the same for the 28 Watt and 45 Watt lamps, the only increase in cost from Option 1 to Option is due to the higher energy usage. There are no changes in wattage between Option 1 and Option 2 for fixtures other than the HPS-0070.

The "Existing" option shown on the FPL cost analysis reflects the cost of remaining with HPS fixtures on the 180 streetlights west of A1A Beach Boulevard. Both Option 1 and Option 2 have a lower cost than remaining with the HPS fixtures. The monthly cost for the various options for the remaining 180 fixtures west of A1A Beach Boulevard is shown in Figure 2:

	Existing (HPS)	Option 1	Option 2
Estimated Monthly Cost	\$1,626.34	\$1,494.81	\$1,532.49
Estimated Monthly Savings	N/A	\$131.53	\$93.85

Figure 2 - Monthly Cost Comparison Estimate (180 fixtures)

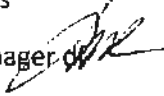
ACTIONS REQUESTED

The following actions are necessary to proceed with Phase 2 of the LED conversion:

1. Indicate preference for Option 1 (28 Watt) or Option 2 (45 Watt) for the Phase 2 Conversion
2. Authorize the City Manager to execute a LED Lighting Agreement with FPL to convert remaining existing 180 HPS streetlights west of A1A Beach Boulevard to LED streetlights.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: November 15, 2021

SUBJECT: Former City Hall Historic Events and Public Art Project

Attached is a November 12, 2021, email from Commissioner George, which should provide enough details for your discussion. From the discussion, you can decide the next steps you want taken concerning long-range plans for the former city hall.

Please note that Commissioner George suggests you schedule a community meeting concerning the former city hall on Wednesday, February 9, 2022. Your meeting room is available on that date.

Max Royle

From: undine george <undine@anastasia-law.net>
Sent: Friday, November 12, 2021 11:26 AM
To: Max Royle; Lex Taylor; christina - cultural council
Subject: Agenda item Dec 6th - Old City Hall historic events and public art project

Max:

I would like to provide a substantive update and discuss next steps for the possible public art project at the old City Hall at the December Commission meeting. It should, however, be an agenda item, rather than Commissioner comments, because I would like for the Commission to set a date for a community workshop. Given that we need to formally select a date and agree to the possibility of using city hall and city staff resources for the hosting of a workshop, voting (or at least authoritative decision and direction) will be required. Presuming the commission meeting room would be available, after discussion and coordination with Ms. Christina Parrish Stone, Executive Director of the St. Johns Cultural Council, a tentative date for a community workshop would be Wednesday, February 9th (she will assist in moderating the workshop). Otherwise, her availability would be accommodated on a Wednesday or a Thursday during the month of February.

We will be working on a simple powerpoint to present Dec 6th, but I may not have it available for early distribution due to the holidays.

The topics of the community workshop would broadly include: the history of the old city hall building and site; where we are in the application for the national register of historic places; and, in that context, what would the community like to see in the future for: (1) possible uses of the second floor of the old city hall; and, (2) a public art project and interpretive signage regarding the diverse history of the building site, including the civil rights wade-in as well as possibly other significant historical events.

Ms. Parrish Stone is confident that the referral to the national register for historic places will result in the formal designation. With that will come additional funding opportunities for restoration and preservation of the building.

I've been mindful of the concern that some prior project ideas at the pier got caught up in the "chicken or egg" debate; namely, a hesitancy to proceed without having a broader vision in place for the old city hall building and the site. Yet, there is so much overlap in potential ways to tell the history of the location, including the wade-in, through art and interpretative panels ideas, inside and/or outside of the old city hall, which also provides an overlap in possible funding sources. Thus the timing now seems ideal to host a community workshop for that visioning, not only of the possibility of a wade-in public art project, but also to couple it with the visioning for the second floor, which the Cultural Council is requesting input in, so I'm excited about the workshop serving both purposes. This approach is especially relevant since we don't know what community feedback we will receive.

Additional considerations will include the formation of a committee for processing the public input received at the workshop, which committee will be responsible for generating a possible scope of work for a call for artists or consultants for whatever components the community input indicates are desired, and are ultimately approved by the Commission.

My understanding further is that the City will have to do the traditional public advertising for noticing a public workshop, but that the Cultural Council will assist with spreading the word to the community outside the beach community; as well as the use of surveys for those who are unable to attend the workshop, but still wish to provide input, Ms. Parrish indicated the Cultural Council has resources to assist and we also have the availability of survey software at the City. So, I believe we need some formal consensus in giving Max and Lex authority to work out these details with the Cultural

Council to make the workshop a well advertised meeting to generate participation from the stakeholders on these topics.

I hope this provides a sufficient memo of introductory remarks for the agenda discussion. If you have any questions please let me know.

Sincerely,
Undine

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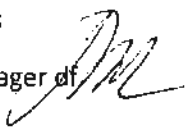
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Undine Celeste George, Esq.

Anastasia Law, PL
107 A 11th Street
Saint Augustine, FL 32080
office: (904) 236-6243
fax: (904) 239-5505
cell: (904) 687-1492
email: undine@anastasialaw.net
www.anastasialaw.net

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: November 24, 2021

SUBJECT: Agenda Item #8, Information Regarding Engineering Services to Update Master Stormwater Plan

Mr. Tredik has provided an explanatory memo concerning the three proposals received and the recommendation made to negotiate with CMT.

Included for review in your agenda book is the proposal from each of the three companies.

MEMORANDUM

TO: Max Royle, City Manger
FROM: William Tredik, P.E. Public Works Director
DATE: November 24, 2021
SUBJECT: RFQ 21-06 Storm Drainage Master Plan Update
Engineering Consultant Submittal Scoring

BACKGROUND

The most recent update to the Storm Drainage Master Plan Update occurred in 2004 and is now almost 18 years old. This 2004 Plan identified eighteen drainage improvement projects classified as:

- Part I – Major Ditch Improvements
- Part II – Other Improvements

Most of the projects identified in the 2004 Plan have been completed, with the following exceptions:

- Mickler Blvd ditch from 11th Street to 16th Street
- Mickler Blvd. ditch from A Street. to 11th Street
- 16th Street ditch from Mickler to Ocean Woods ditch
- 7th, 8th, and 9th Street piping

Though the 2004 Plan addressed known major drainage issues at the time of its development, detailed street level analysis, except in specific locations, was beyond its scope. As a result, not all future localized drainage problems were fully understood. As growth continued – and the City filled in – new drainage concerns arose. These new drainage concerns – in conjunction with the need to prepare for impacts associated with sea level rise and extreme tides – necessitate an update to the aging Storm Drainage Master Plan. By updating the Storm Drainage Master Plan, the City will prepare for the coming challenges of the next 10 years and beyond.

The update to the Storm Drainage Master Plan will attack stormwater issues on multiple fronts. The Consultant will review the 2004 Plan and supporting documentation to update the cost and design requirements – as well as the necessity – for constructing unaccomplished projects. The Plan Update will also identify and address new drainage concerns, predict future issues, and develop long-term management strategies to increase resiliency and sustainability of the city's stormwater infrastructure. As part of the Plan Update development – and to maximize the Plans success - the Consultant will coordinate closely with City staff and solicit public input throughout the process.

In developing the Plan Update, the Consultant must also coordinate efforts with other city plans and studies. The City has, for example, just completed a Vulnerability Study identifying the City's susceptibility to storm surge and extreme tides in conjunction with predicted sea level rise scenarios.

From the Vulnerability Study, the City intends to develop an Adaptation and Resiliency Plan to prepare for and mitigate future sea level rise. The updated Storm Drainage Master Plan must work in tandem with these plans to develop a storm drainage capital improvement and management plan to meet the City's stormwater needs well into the future.

The Storm Drainage Master Plan Update is currently included in the City's FY 2022 budget. RFQ 21-06 was advertised on October 22, 2021 with submittals received by 3:00 PM November 18, 2021. In response to RFQ 21-06, the City received submittals from the following three engineering firms:

1. Gulfstream Design Group, LLC
2. Matthews Design Group , LLC
3. Crawford, Murphy & Tilly

DISCUSSION

As specified in the RFQ, scoring of submittals was based upon the following matrix:

<u>Review Category</u>	<u>Percent of Score</u>
• Project Approach	20%
• Relevant Project Experience	20%
• Quality Control and Quality Assurance	10%
• Proximity to and Familiarity with Project Area	5%
• Hydrologic and Hydraulic Modeling	10%
• Drainage System Design	10%
• Stormwater Pump Station Design	10%
• Environmental Resource and NPDES Permitting	10%
• Roadway, Utility and Other Design	5%

Three (3) city staff (selection committee) independently reviewed and scored each RFQ submittal. Each reviewer assigned a score of 1 through 5 for each category. A description of general guidelines for scoring of each category was specified in the RFQ as follows:

- 1 - Non-responsive in category
- 2 - Below Expectations
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Far Exceeds Expectations

The selection committee met on November 23, 2021, to present their individual scores for tabulation. The maximum score for each firm by an individual reviewer was 500 points. The maximum combined score for each firm was 1,500 points (500 x 3 reviewers). A summary of combined scores from the three responding firms is as follows:

RFQ 21-06
Submittal Scoring Summary

	Gulfstream Design Group	Matthews Design Group	Crawford, Murphy & Tilly
GENERAL EVALUATION CRITERIA			
Project Approach	160	220	200
Relevant Project Experience	200	180	240
Quality Control and quality Assurance	110	90	90
Proximity to and Familiarity with Project Area	70	65	65
TECHNICAL			
Hydrologic and Hydraulic Modeling	100	100	120
Drainage System Design	120	110	120
Stormwater Pump Station Design	70	60	120
Environmental Resource and NPDES Permitting	100	80	110
Roadway, Utility and Other Design	50	55	50
TOTAL SCORE	980	960	1115

The firm receiving the highest combined score was Crawford, Murphy & Tilly with total combined score of 1115.

Consultants Competitive Negotiation Act (CCNA) Requirements

Per the 287 .055 Florida Statutes, an agency shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.

ACTION REQUESTED

Approve the scores and ranking of submittals to RFQ 21-06 and authorize the City Manager or designee to negotiate with the top ranked firm (and lower ranked firms per CCNA requirements if a satisfactory contract cannot be reached) for engineering services related to the Storm Drainage Master Plan Update. Upon successful negotiation, a proposed contract will be presented to the City Commission for consideration.

MEMORANDUM

Date: December 6, 2021

To: Max Royle, City Manager

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

Subject: DR-4486 Covid-19 Pandemic – HMGP
Authorization to Submit Grant Application

BACKGROUND

The Florida Division of Emergency Management (FDEM) has notified the City that the Notice of Funding Availability (NOFA) for the Hazard Mitigation Grant Program (HMGP) for the COVID-19 Pandemic (DR-4486) has been published to the Florida Administrative Register and is available Florida's HMGP we page at:

<https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/>

St. Johns County is a Tier 1 county with an allocation of approximately \$1.4 million federal (\$467,992 local match). HMGP Applications are due December 21st.

Types of projects eligible for funding include:

- Acquisition or relocation of hazard-prone structures;
- Retrofitting of existing buildings and facilities that will result in increased protection from hazards
- Elevation of flood-prone structures
- Infrastructure protection measures
- Stormwater management improvements
- Minor structure flood control
- Flood diversion and storage
- Aquifer storage and recovery
- Floodplain and stream restoration
- Residential and community safe room construction; and/or
- Generators for a critical facility, provided they are cost-effective, contribute to a long-term solution to the problem that they are intended to address, and meet other project eligibility criteria as required by 44 CFR §206.434(c); or generators that are an integral part of a larger eligible project.

DISCUSSION

As the HMGP grant utilizes federal dollars, the funds cannot be used to match dollars from other federal programs. Additionally, the city would need to budget 25% of the project cost as matching funds. Due to the need to budget matching funds, City Commission approval is required to submit a grant application

Staff has identified the following three (3) potential projects which appear to meet the eligibility requirements:

Installation of impact windows and doors for City Hall, Police Station and Building C

Category: Retrofitting of existing buildings and facilities that will result in increased protection from hazards

Estimated Total Project Cost: \$200,000
City Match Required: \$50,000

Public Works Department Generator Replacement

Category: Generators for a critical facility, provided they are cost-effective, contribute to a long-term solution to the problem that they are intended to address, and meet other project eligibility criteria as required by 44 CFR §206.434(c); or generators that are an integral part of a larger eligible project

Estimated Total Project Cost: \$70,000
City Match Required: \$17,500

7th, 8th and 9th Street Drainage improvements

Category: Stormwater management improvements
Estimated Total Project Cost: \$100,000
City Match Required: \$25,000

ACTION REQUESTED

Authorize staff to apply for DR-4486 Covid-19 Pandemic HMGP funding for the discussed projects.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: BUDGET RESOLUTION 21-08
DATE: 11/17/2021

The above referenced budget resolution is requested to modify the Fiscal Year 2022 budget for the addition of budgeting software. Each year the Finance Department relies on the use of Excel spreadsheets to prepare and submit the budget. As more data is added to explain the needs of the City, maintaining the accuracy of the data has become cumbersome, leaving room for errors in the calculations. To ensure the Commission and residents receive thorough and accurate information, I am proposing the purchase of budgeting software to assist with this process.

In reviewing programs to aid in this process, I have found that ClearGov interfaces with our current finance software. This product allows for review and entry of data by all departments, to forecast capital needs for five to ten years, and to upload the approved data into the finance software once the budget is complete. The software also has a component that will allow detailed review of the budget by the residents, as it will have a link on our website.

The initial cost of the program is \$11,850, with an annual fee of \$16,500 thereafter. While this cost is not currently contained in our approved budget, I believe there is a benefit to providing as much information as possible to our residents. I have prepared the attached budget resolution to discuss with the Commission on December 6th.

Please let me know if more information is needed.

BUDGET RESOLUTION 21-08

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

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

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

DECREASE: Account 001-8100-581-9120 (Emergencies and Contingencies) in the amount of \$11,850.00 which will decrease the appropriation in this account to \$49,850.30.

INCREASE: Account 001-1300-513-5280 (Finance/Admin-Computer Software Subscriptions) in the amount of \$11,850.00 which will increase the appropriation in this account to \$29,128.37.

RESOLVED AND DONE, this 6th day of December 2021 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

Mayor – Commissioner

ATTEST:

City Manager



2 Mill & Main; Suite 630; Maynard, MA 01754

Service Order

Created by	Lewie Alfano
Contact Phone	(978) 870-7720
Contact Email	lalfano@cleargov.com

Order Date	Oct 19, 2021
Order valid if signed by	Dec 31, 2021

Customer Information			
Customer	St. Augustine Beach	Contact	Patty Douylliez
Address	2200 A1A S, St.	Title	Finance Director
City, St, Zip	St. Augustine, FL 32080	Email	pdouylliez@cityofsab.org
Phone	904-471-2122	Billing Contact	
		Title	
		Email	
		PO # (If any)	

To be clear, you will be billed as follows...

Billing Date(s)	Amount(s)	Notes
Apr 1, 2022	\$ 3,600.00	One-Time Setup Fee
Apr 1, 2022	\$ 8,250.00	6 Month Pro-Rata Subscription Fee
Oct 1, 2022	\$ 16,500.00	Annual Subscription Fee
Oct 1, 2023	\$ 16,500.00	Annual Subscription Fee
Oct 1, 2024	\$ 16,500.00	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

ClearGov will provide your Services according to this schedule...

Period	Start Date	End Date	Description
Setup	Apr 1, 2022	Apr 1, 2022	ClearGov Setup Services
Pro-Rata	Apr 1, 2022	Sep 30, 2022	ClearGov Subscription Services
Initial	Oct 1, 2022	Sep 30, 2025	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...

Set up Services		Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions.		Tier 1	\$ 6,000.00
ClearGov Setup Bundle Discount: Discount for bundled solutions.		Tier 1	\$ (2,400.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME			\$ 3,600.00
Subscription Services		Tier	Service Fees
ClearGov Operational Budgeting - Civic Edition		Tier 1	\$ 8,300.00
ClearGov Personnel Budgeting - Civic Edition		Tier 1	\$ 8,300.00
ClearGov Capital Budgeting - Civic Edition		Tier 1	\$ 4,700.00
ClearGov Digital Budget Book - Civic Edition		Tier 1	\$ 4,700.00
ClearGov Transparency - Civic Edition		Tier 1	\$ 4,100.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions.		Tier 1	\$ (13,600.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE			\$ 16,500.00

Billing Terms and Conditions		
Valid Until	Dec 31, 2021	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All Invoices are due Net 30 days from the date of invoice.
Rate Increase	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
Signature	
Name	Patty Douylliez
Title	Finance Director

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone and web conferencing.

ClearGov Responsibilities

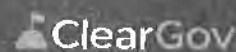
- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the Initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign a Client Success Manager (CSM) responsible for managing the activation and onboarding process. ClearGov CSM will coordinate with other ClearGov resources, as necessary.
- ClearGov CSM will provide a Kickoff Call schedule to Customer's Primary Contact - to be scheduled within two weeks after the Service Order has been executed.
- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s). If necessary, ClearGov will set up a Data Discovery call to assist with such requirements/instructions.
- ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
- After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback and get answers to open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow up calls or emails required to complete the data onboarding process.
- ClearGov will make Customer aware of all training, learning and support options. ClearGov recommends all Users attend training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver one customized remote training session for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend Kickoff Call within two weeks after the Service Order has been executed. If Customer needs to change the date/time of the Kickoff Call, the Primary Contact will notify the ClearGov CSM at least one business day in advance.
- Customer will provide requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Review call. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on the Data Review call and any subsequent internal review, Customer shall provide a detailed list of requested changes in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer shall be solely responsible for inputting applicable text narrative, custom graphics, performance metrics, capital requests and personnel data and other such information for budget books, projects, dashboards, etc.

Budget Cycle Management Suite

PRODUCT BRIEF



Operational Budgeting

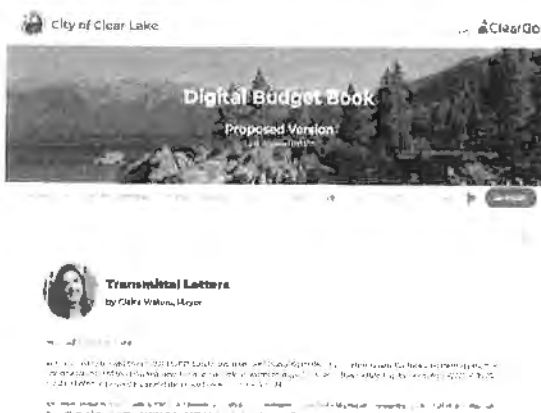
Eliminate spreadsheet errors and version control issues with cloud-native budgeting.

- ✓ Build your budget with ease as requests flow in from departments automatically for approval.
- ✓ Create AI-driven forecasts for long-term planning or use as a baseline for your budget.
- ✓ Collaborate with contributors as you edit line items – the audit trail is automatic.

Digital Budget Book

The industry's first website-based solution that builds a budget book in a fraction of the time.

- ✓ Automate the creation of fund summary pages, charts, tables and more.
- ✓ Invite contributors to create new pages quickly with easy-to-use templates.
- ✓ Meet GFOA award criteria with built-in guidelines.
- ✓ Share online or print with just one click.



GET A DEMO

Transparency

Tell your financial story in a way everyone can understand, and that's ADA-optimized by design.

- ✓ This turnkey, website-based solution is pre-populated with state-available data using dynamic infographics.
- ✓ Customize your profile with charts, department pages, and commentary to build community trust.
- ✓ Add narrative to the numbers that help stakeholders understand your finances and performance.



"From start to finish, ClearGov Budget Cycle Management is a suite that's well thought out. They clearly did their homework and did a great job integrating all of the products. ClearGov software is worth more than what we're paying for it!"

Brandon Neish, Finance Director, Sweet Home, OR

Budget Cycle Management Suite

PRODUCT BRIEF



Local governments have faced the same challenges and limitations for years as they navigate their budget cycles using spreadsheets. The reality is that spreadsheets do not adequately address the unique needs of building different types of budgets, communicating those budgets, and maintaining transparency year-round. ClearGov's cloud-native Budget Cycle Management suite provides efficiency at every step of the process so you can budget better. Our financial solutions are easy-to-use, complement existing ERP and accounting systems, and automatically deliver website-based results that your community and stakeholders will appreciate.



Capital Budgeting

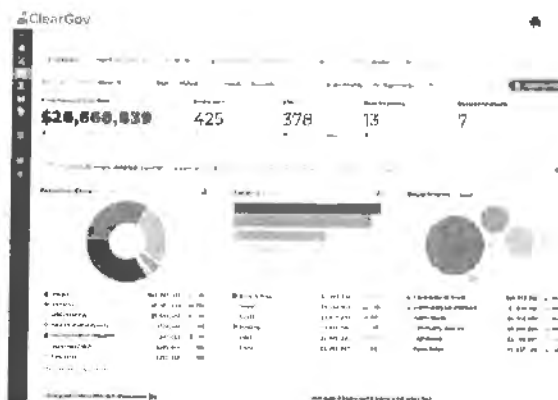
Automate the way you collect capital requests and prioritize projects to streamline your CIP process.

- ✓ Eliminate manual spreadsheet work with web-based request forms and scenario planning tools.
- ✓ Collaborate with contributors directly in the budget - the audit trail is automatic.
- ✓ Effortlessly produce professional, website-based project pages to share with the public.

Personnel Budgeting

Build your personnel budget with powerful cloud-native tools that ensure you've calculated every layer of cost.

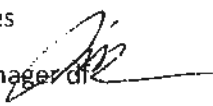
- ✓ Easily manage salaries, benefits, vacancies, and inform union negotiations.
- ✓ Plan future scenarios and analyze how each impacts your budget at multiple levels.
- ✓ Streamline position requests from department heads.



GET A DEMO

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: November 5, 2021

SUBJECT: Election of Mayor and Vice Mayor for 2022

During non-election years when there is no expiration of a Commissioner's term in office on December 31st, you usually elect the Mayor and Vice Mayor at your December regular meeting. In years when there's a general election in November, you elect the Mayor and Vice Mayor at your January meeting when the terms of any newly-elected Commissioners will begin.

Section 1-4 (b) of the City Charter has provisions concerning the election of the Mayor and Vice Mayor. It states:

The mayor and vice-mayor shall be elected by the members of the city commission from their number and the term of office of the mayor and vice-mayor shall be for one (1) year beginning January first of each year and continuing until January first of the succeeding year. Any vacancy in the office of mayor or vice-mayor shall likewise be filled by the city commissioners by the election of one (1) of their number to serve as mayor or vice-mayor, as applicable, for the unexpired term. No member of the commission shall be elected as mayor by the members of the city commission to serve more than two (2) consecutive terms. This subsection shall not be interpreted to preclude a city commissioner from serving as mayor for more than two (2) nonconsecutive terms.

You will note the restriction that the Commissioner elected as Mayor can serve only two consecutive, one-year terms.

By December 31, 2021, Mayor England will have served as Mayor for two consecutive terms: calendar years 2020 and 2021. In accordance with Section 2-4 (b) of the Charter, she must step down from the Mayor's position for one year. She can participate in the election of the Mayor and Vice Mayor for calendar year 2022.

Nominations can be made by individual Commissioners. The nominations do not require a second. If they are needed, we will have paper ballots for you to use and sign. The City Attorney will count the ballots.

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
DECEMBER 6, 2021**

CODE ENFORCEMENT/BUILDING/ZONING

Please see pages 1-16.

COMPREHENSIVE PLANNING AND ZONING BOARD

The minutes of the Board's September 21, 2021, meeting are attached as pages 17-21. The Board did not meet in October because there were no topics for it to consider.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's October 13 and November 4, 2021 meetings are attached as pages 22-46.

POLICE DEPARTMENT

Please see page 47.

FINANCE DEPARTMENT

Please see page 48.

PUBLIC WORKS DEPARTMENT

Please see pages 49-53.

CITY MANAGER

1. Complaints

A. Assistant Living Facility

An Ocean Walk subdivision resident complaint that a home there is being operated as an adult assisted living home. The address was one that the City's Code Enforcement Division looked into last year. The owner said the home would no longer be used for business purposes. As it appears that assurance no longer is true, the matter will be brought to the City's Code Enforcement Board.

B. Missing Street Sign

A resident informed the City that the street sign at the intersection of Mickler Boulevard and Beach Street was missing. The Public Works Department was asked to put up a new sign.

2. Major Projects

A. Road/Sidewalk Improvements

A

1) Opening 2nd Street West of 2nd Avenue

Consideration of opening this section of 2nd Street has been discussed at various times by the City Commission and the owners of the vacant lots adjacent to it since 1992. Finally, in 2021, an agreement has been reached for the owners of the lot adjacent to the street to pay the cost of the new road that will benefit their property by making it available for development. At its June 7, 2021, meeting, the City Commission adopted a fee of \$3,940, which each lot owner will pay, or an owner can pay his or her total share in one payment. The City will also pay a third of the costs. In the meantime, the City's civil engineering consultant is preparing plans for the project. The City Commission reviewed the plans at its October 4th meeting and discussed in particular the underground of utilities and having a sidewalk along the section of 2nd Street east of 2nd Avenue. On October 14th, City staff met with representatives of FP&L to discuss the company's requirements for the underground of utilities. The first requirement is that the City obtain an easement from each property owner for the placement of FP&L's underground line and above ground transformers. By letter, the Public Works Director asked each owner to let him know by November 12th whether the owner would grant the easement. Letters sent to each owner of lots in the 100 and 200 block of 2nd Street. Most of the owners agreed to provide the easement. The Commission will discuss the owners' responses at its December 6th meeting. As all the required permits have been approved, the project is ready for construction.

There are two related matters:

- First, two lot owners want to dedicate three lots for conservation purposes to the Putnam County Land Trust. In early August, one of the owners notified the City Manager that the first draft of the conservation easement agreement with the Trust had been prepared. In late September the City received the easement agreement and forwarded it to the City Attorney for review. He provided comments and returned the agreement to the Land Trust. According to the two lot owners, the Trust is willing to provide a conservation easement, once the lots have been deeded to the City. The two owners will have their lots surveyed and appraised. The transfer of the lots to the City may happen next spring.
- Second, the existing section of 2nd Street, which is between 2nd Avenue and A1A Beach Boulevard, will be slightly widened and have no pavement but no sidewalk. The cost of this project will be paid from general revenues, not by assessing the adjacent property owners.

2) Sidewalk and Drainage Improvements for A Street

A resident has suggested that a sidewalk is needed on A Street between the beach and the Boulevard because of the traffic and number of pedestrians and bicyclists along that section of A Street. This project has become part of the one to solve the flooding problem along the north side of the street. Vice Mayor Samora and City and County staff met at A Street to review the plan. In addition to the sidewalk, a underground drainage pipe will be constructed. The plans were completed in early September. On September 24th, Vice Mayor Samora and City staff met with County staff to review the plans. As a result of the meeting, the County investigated the dimensions of the sidewalk to diminish the sidewalk's impact to the properties on the north side and proposed four options. However, upon review, Vice Mayor Samora and City staff have proposed an option. The City Commission discussed the County's proposed plan at its

November 1st meeting. Though easements for undergrounding utilities and the width of the sidewalk and the gutter were discussed, no direction was provided as to the project's next steps. XXXXXXX

3) A1A Beach Boulevard Crosswalk Improvements

The County has done a study of the Boulevard's crosswalks and proposes two locations for improvements on the southern section of A1A Beach Boulevard. Each crossing will have a flashing beacon. The equipment has been purchased. Now the County is waiting for delivery of it. Also, a raised crosswalk is planned in the vicinity of pier park.

B. Beach Matters

1) Off-Beach Parking

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

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

There is no discussion at this time concerning paid parking.

C. Parks

1) Ocean Hammock Park

This Park is located on the east side of A1A Beach Boulevard between the Bermuda Run and Sea Colony subdivisions. It was originally part of an 18-acre vacant tract. Two acres were given to the City by the original owners for conservation purposes and for where the boardwalk to the beach is now located. The City purchased 11.5 acres in 2009 for \$5,380,000 and received a Florida Communities Trust grant to reimburse it for part of the purchase price. The remaining 4.5 acres were left in private ownership. In 2015, The Trust for Public Land purchased the 4.5 acres for the appraised value of \$4.5 million. The City gave the Trust a down payment of \$1,000,000. Thanks to a grant application prepared by the City's Chief Financial Officer, Ms. Melissa Burns, and to the presentation by then-Mayor Rich O'Brien at a Florida Communities Trust board meeting in February 2017, the City was awarded \$1.5 million from the state to help it pay for the remaining debt to The Trust for Public Land. The City received the check for \$1.5 million in October 2018. For the remaining amount owed to The Trust for Public Land, the Commission at public hearings in September 2018 raised the voter-approved property tax debt millage to half a mill. A condition of the two grants is that the City implement the management plan that was part of the applications for the grants. The plan includes such improvements as restrooms, trails, a pavilion and information signs. The Public Works Director applied to the state for a Florida Recreation Development Assistance Program grant to pay half the costs of the restrooms. The City has received the grant. The Commission will be asked at its January 3, 2022 meeting to approve the bid to construct the restrooms.

Also, to implement the management plan, the City has applied for funding from a state grant and from a Federal grant from the National Oceanic and Atmospheric Administration. The Public Works Director's

master plan for improvements to the Park was reviewed by the City Commission at its October 5, 2020, regular meeting. The plans for the interior park improvements (observation deck, picnic pavilion and trails) are now in the design and permitting phase. Construction should begin in the spring of 2022.

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

2) Hammock Dunes Park

This 6.1-acre park is on the west side of A1A Beach Boulevard between the shopping plaza and the Whispering Oaks subdivision. The County purchased the property in 2005 for \$2.5 million. By written agreement, the City reimbursed the County half the purchase price, or \$1,250,000, plus interest. At its July 26 2016, meeting, the County Commission approved the transfer of the property's title to the City, with the condition that if the City ever decided to sell the property, it would revert back to the County. Such a sale is very unlikely, as the City Charter requires that the Commission by a vote of four members approve the sale, and then the voters in a referendum must approve it. At this time, the City does not have the money to develop any trails or other amenities in the Park. Unlike Ocean Hammock Park, there is no management plan for Hammock Dunes Park. However, City staff is checking whether American Rescue Plan Act money can be used for improvements to make the Park publicly accessible.

D. Changes to Land Development Regulations

At the Commission's December 6th meeting, an ordinance will have a public hearing for the following changes: to clarify setbacks and permitting requirements for sheds, decks, patio covers, outside stairs and screen enclosures, and to provide a definition for patio covers and screen enclosures.

3. Finance and Budget

A. Fiscal Year 2021 Budget

FY 2021 ended on September 30, 2021. The next matter concerning the budget is the auditor's review of the revenues the City received during the year and the purposes for which the money was spent. The review will begin in November with the presentation of the report to the Commission in the spring of 2022.

B. Fiscal Year 2022 Budget

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

C. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. The Public Works Director proposed a stormwater utility fee. The Commission discussed this proposal at two

meetings in 2021 decided not to authorize the staff to proceed to the next step in the process to adopt the fee in the future. This topic will be brought back to the Commission for another review in 2022.

4. Miscellaneous

A. Permits for Upcoming Events

During November, the City Manager approved the following permits: a. the Art Walk on November 27th, b. Surf Illumination on December 4th, c. Holiday Market on December 11th, and d. Light Up the Night Fireworks Show on December 31st.

B. Strategic Plan

The Commission decided at its January 7, 2019, meeting that it and the City staff would update the plan. The Commission agreed with the City Manager's suggestions for goals at its June 10th meeting and asked that the Planning Board and the Sustainability and Environmental Planning Advisory Committee be asked to provide their suggestions for the plan. The responses were reviewed by the Commission at its August 5th meeting. The Commission decided to have a mission statement developed. Suggestions for the statement were provided to the Commission for consideration at its September meeting. By consensus, the Commission asked the City Manager to develop a Mission Statement and provide it at a future meeting. This has been done along with a Vision Statement, a Values Statement and a list of tasks. The City Commission reviewed the proposed plan at its January 14, 2020, continuation meeting, provided comments and asked that the plan be submitted for another review at the City Commission's April 6th meeting. However, because of the need to shorten the Commission meetings because of the pandemic, review of the strategic plan was postponed. The Commission reviewed the plan at its February 8th continuation meeting. Commissioner George suggested changes to the Vision Statement. She has prepared wording, which will be reviewed by the City Commission at a future meeting.

In the meantime, the City administration will propose from time to time that the Commission review specific strategic plan goals. The first goal, Transparent Communication with Residents and Property Owners, was reviewed at the Commission's April 5, 2021, meeting. The Commission discussed having residents sign up for information, authorizing the use of the City's phone system for event information and purchasing an electronic message board to replace the old-fashioned manual sign on the west side of the city hall by State Road A1A, and the costs of mailers and text messages, etc. to residents. However, because of budget constraints, the message board has been deleted from the proposed Fiscal Year 2022 budget.

C. Workshops

At the Commission's December 6, 2021, meeting, Commissioner George will propose that a workshop be held on February 9, 2022, to discuss a possible public art project at the former city hall.

D. City's Population Increases Modestly

The University of Florida's Bureau of Economic and Business Research, which is mandated by the state to estimate the population of every city and county during the years between the U.S. Census count, has notified the City that its population as of April 1, 2021, was 6,888. On April 1, 2020, the estimated population was 6,852.

COSAB NEW CONSTRUCTION SFR LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
1341	1004 ISLAND WAY	P2000359	SFR-D	2/4/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2095	138 WHISPERING OAKS CIR	P2001973	SFR-D	12/18/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2598	7 6TH ST	P2100089	SFR-D	1/28/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2827	394 OCEAN FOREST DR	P2001921	SFR-D	12/4/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2956	31 VERSAGGI DR	P2002022	SFR-D	1/26/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3066	484 OCEAN FOREST DR	P2100066	SFR-D	1/21/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3070	115 D ST	P2100133	SFR-D	2/4/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3073	105 3RD ST	P2100541	SFR-D	4/23/2021		NEW SINGLE-FAMILY RESIDENCE-BUILDING	RES
3101	121 5TH STREET	P2100710	SFR-D	6/3/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3102	125 5TH STREET	P2100725	SFR-D	6/4/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3103	129 5TH STREET	P2100711	SFR-D	6/3/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3173	534 RIDGEWAY RD	P2100306	SFR-D	3/16/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3176	129 14TH ST	P2101217	SFR-D	9/24/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3319	736 OCEAN PALM WAY	P2100390	SFR-D	3/26/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3372	957 DEER HAMMOCK CIR	P2100397	SFR-D	3/30/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3510	315 RIDGEWAY RD	P2100462	SFR-D	4/13/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3614	421 NIGHT HAWK LN	P2100817	SFR-D	6/17/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3655	366 RIDGEWAY RD	P2100879	SFR-D	6/30/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3676	104 3RD ST	P2100598	SFR-D	5/7/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3690	98 RIDGEWAY RD	P2100908	SFR-D	7/8/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3693	370 OCEAN FOREST DR	P2100618	SFR-D	5/18/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3704	695 POPE RD	P2100960	SFR-D	7/21/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3719	1311 SMILING FISH LN	P2100688	SFR-D	5/27/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3734	108 7TH ST	P2100660	SFR-D	5/27/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3747	529 RIDGEWAY RD	P2100925	SFR-D	7/15/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4104	2580 A1A S	P2101185	SFR-D	9/10/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4376	118 B ST	P2200045	SFR-D	10/12/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4411	110 RIDGEWAY RD	P2200064	SFR-D	10/18/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

COSAB COMMERCIAL CONSTRUCTION LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
594	12 13TH STREET	P1915242	COMMERCIAL NEW	9/9/2019		MIXED USE BUILDING--2 OFFICE SUITES BOTTOM FLOOR WITH 2 RESIDENTIAL SUITES ON THE SECOND FLOOR	COM
1740	116 5EA GROVE MAIN ST	P2000906	COM BUILD OUT	6/9/2020		COMMERCIAL INTERIOR BUILD-OUT FOR OFFICE SPACE/FUTURE TENANT SPACE	COM
1827	681 A1A BEACH BLVD	P2000843	COMMERCIAL NEW	4/7/2020		BUILDING-COMMERCIAL NEW BUILDING--BREWERY 1ST FLOOR AND STORAGE 2ND FLOOR	COM
1842	300 A1A BEACH BLVD	P2001952	COM ADDITION	12/14/2020		LATERAL ADDITION FOR 42 ROOMS TO AN EXISTING 175 UNIT OCEAN FRONT HOTEL	COM
2141	3930 A1A SOUTH	P2001353	COM ADDITION	8/7/2020		BUILDING ADDITION - SHELL CONSTRUCTION4987 SQUARE FEET 6 UNITS	COM

Application Id Range: First to Last

Issue Date Range: First to 11/19/21

Expiration Date Range: First to 09/09/23

Applied For: Y Open: Y

Application Date Range: First to 11/19/21

Use Type Range: First to Last

Hold: Y

Building Code Range: BUILDING to BUILDING

Contractor Range: First to Last

Completed: Y

Work Type Range: COM ADDITION to COMMERCIAL NEW

User Code Range: COM to COM

Denied: Y

Void: Y

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y

All: Y

User Selected: Y

COSAB FY'22 ZONING REPORT

Application Id	Parcel Id	Property Location	Building Code	Activity Type	Inspector	Date	Status
4509	1724911210	1101 LAUGHING GULL LN	ZONING	Z-TREE REMOVAL	BONNIE M	11/16/2021	APPROVED
4629	1629610970	467 HIGH TIDE DR	ZONING	Z-VARIANCE		12/21/2021	OPEN
4632	1642400640	8 BEACH ST	ZONING	Z-VARIANCE		12/21/2021	OPEN
4638	1642350170	412 OCEAN DR	ZONING	Z-VARIANCE		12/21/2021	OPEN

Application Id Range: First to Last Range of Building Codes: ZONING to ZONING
 Activity Date Range: 10/01/21 to 12/31/21 Activity Type Range: Z-APPEAL to Z-VARIANCE

Inspector Id Range: First to Last
 Included Activity Types: Both

Sent Letter: Y

COSAB FY'22 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Description of Work 1	Issue Date	Customer Name
4490	109 B ST	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	10/11/2021	JEFF MOBLEY TREE SERVICE
4501	24 DEANNA DR	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	10/13/2021	ANCIENT CITY ARBOR INC
4558	126 MICKLER BLVD	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	10/27/2021	MOORE JERRY C,ELIZABETH
4577	O SEA COLONY PARKWAY	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	11/2/2021	TREE TROUBLE LLC

Totals

Application Id Range: First to Last

Issue Date Range: 10/01/21 to 11/19/21

Expiration Date Range: First to 09/09/23

Applied For: Y Open: Y

Application Date Range: First to 11/19/21

Use Type Range: First to Last

Hold: Y

Building Code Range: TREE to TREE

Contractor Range: First to Last

Completed: Y

Work Type Range: First to Last

User Code Range: First to Last

Denied: Y

Void: Y

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y

All: Y

User Selected: Y

Activity Date Range: 10/01/21 to 11/19/21

Activity Type Range: T-TREE REMOVAL to T-TREE REMOVAL

Inspector Id Range: First to Last

'SENT LETTER': Y Open With No Date: N

Range: First to Last	Use Type Range: First to Last	Open: Y
Violation Date Range: 10/01/21 to 11/19/21	User Code Range: First to Last	Completed: Y
Ordinance Id Range: First to Last		Void: Y
		Pending: Y
Customer Range: First to Last	Inc Violations With Waived Fines: Yes	

Violation Id: V2200001	Prop Loc: 214 7TH ST	
Viol Date: 10/05/21	Status: Completed	Status Date: 11/03/21
Comp Name: DeBlasio, Patrick	Comp Phone: (305)469-9134	
Comp Email: pdeblasio@littler.com		

Ordinance Id	Description
CC 6.02.03	Sec. 6.02.03. - Rights-of-way.

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

Created	Modified	Note
11/03/21	11/03/21	Upon completion of paving, the contractor "Deepwater Woodworking" has brought the driveway into compliance.
10/08/21	10/08/21	Arrived at 214 7th st. Issued a Notice of violation regarding driveway ordinance (Sec. 6.02.03) Spoke with the owner of the residence Logan, Pamela as well as the contractor leading the project: Bray, Hulsey with "Deepwater Woodworking LLC". E-mailed Mr. Bray the ordinances that pertain with the current situation. Pictures and e-mail are attached.
10/05/21	10/05/21	Recieved E-mail from Mr. DeBlasio with pictures from his property of the work being done on 214 7th St. (see attached)
10/05/21	10/05/21	1102 E-mailed Mr. Tredick. see attached.
10/05/21	10/05/21	0900 Gil spoke with Mr. DeBlasio about his neighbors installation of pavers and fill. Mr. DeBlasio was informed that due to the nature of the work on 214 7th St. an inspection of the situation must come from a qualified engineer given the main issue being a drainage one. Mr. Tredick has been forwarded the e-mail and updated on the current complaint. (Attached are photos of 214 7th St. from 2018 for refrence)

Violation Id: V2200002	Prop Loc: 1 E ST	
Viol Date: 10/05/21	Status: Completed	Status Date: 10/05/21
Comp Phone:	Comp Email:	Comp Name:

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

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

Violation Id: V2200003	Prop Loc: 135 13TH ST
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Viol Date: 10/06/21 Status: Completed Status Date: 11/02/21
Comp Name: Tim & Sally Shirley Comp Phone:
Comp Email: timothyshirley2619@comcast.net

Ordinance Id Description

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

Created	Modified	Note
11/02/21	11/02/21	Permit for demolition of shed and house has been paid for and issued 10/26/2021 (P2200095)
10/07/21	10/07/21	Received e-mail from Mr. Law stating his intentions to demolish his existing residence including the shed in subject. (see attached)
10/06/21	10/06/21	Mr. Law responded by contacting Mr. Timmons by work cell phone. Mr. Law stated that he is planning on demolishing all existing structures due to extensive fire damage, including the shed in question.
10/06/21	10/06/21	Mr. Timmons sent an e-mail requesting to open a dialog about the unpermitted shed and the actions that must take place for the removal of said shed. (see attached)

Violation Id: V2200004 Prop Loc: 510 A ST
Viol Date: 10/18/21 Status: Completed Status Date: 11/12/21
Comp Name: IRA, BILLIE JEANETTE MEDLEY Comp Phone: (904)599-1429 Comp Email:

Ordinance Id Description

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

Description: Shed in front setback.

Created	Modified	Note
11/12/21	11/12/21	Shed has been removed. Closing case
10/19/21	10/19/21	Spoke with owner of 510 A st. the shed company has authorized a full refund as long as the shed is returned within a certain time. Mrs. Clermont will let me know then the deadline for the refund is and what steps they intend to take afterwards.
10/18/21	10/18/21	Received complaint from Ira, Billie Jeanette Medley residing at 512 A st. about a shed located in the front setback of address 510 A st. Spoke with homeowner, Carol Anne Clermont of 510 A st. informed Mrs. Clermont of the violation. Mrs. Clermont was told by shed installers that everything was code, and is researching her right to apply for a variance.

Violation Id: v2200005 Prop Loc: 12 WILLOW DR
Viol Date: 10/19/21 Status: Completed Status Date: 11/15/21
Comp Name: ISOBEL FERNANDEZ Comp Phone: (720)341-5725 Comp Email:

Ordinance Id Description

6.07.06 Sec. 6.07.06. - Care of premises.

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

Created	Modified	Note
11/15/21	11/15/21	Spoke with owner (Zara Younossi). Plans to remodel after purchase of the house has slowed due to health concerns. property has been mowed and cleaned up. Mrs. Younossi contact information: 1(415) 583-4265
10/19/21	11/03/21	Complaint was received on 10/14/2021 Building Inspector investigated a claim that the pool had open access and the safety of the public required immediate attention. Inspector found the pool was secured by a screen porch. Inspector Brown left his business card. Mr. Timmons investigated the property on 10/19/2021 and left a notice on the door to contact code enforcement.

Violation Id: V2200006 Prop Loc: 8 BEACH ST
Viol Date: 11/09/21 Status: Open Comp Name: Comp Phone:
Comp Email:

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Construction without a permit.
Section 105 - Permits
[A] 105.1 Required

Created	Modified	Note
11/12/21	11/12/21	Owner is in communication with Zoning for filing a variance
11/09/21	11/09/21	From the street Mr. Timmons witnessed construction at 8 Beach St. (see attachments) No one was home so a Notice was left on the front door.

Violation Id: V2200007 Prop Loc: 2580 A1A S
Viol Date: 11/12/21 Status: Open Comp Name: Comp Phone:
Comp Email:

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Construction of retaining wall without a permit. Issued STOP WORK order 11/12/2021

Created	Modified	Note
11/12/21	11/12/21	Stop work order has been posted on site due to the construction of a retaining wall without a permit. (see attached)

Violation Id: V2200008 Prop Loc: 5 COQUINA BLVD
Viol Date: 11/19/21 Status: Completed Status Date: 11/19/21 Comp Name: GINO MARIUTTO
Comp Phone: (305)951-0194 Comp Email: GINOMARIUTTO@GMAIL.COM

Ordinance Id	Description
6.03.09	Parking of commercial vehicles, trailers, and heavy vehicles.

Description: Case #: 49
Complaint of commercial vehicles parked outside singlefamily residence

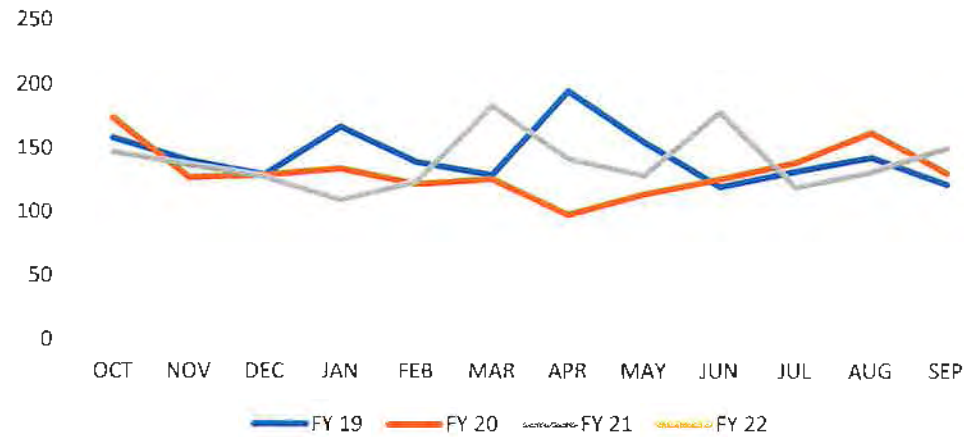
Created	Modified	Note
11/19/21	11/19/21	Code Officer Timmons inspected the residence at 5 Coquina and found the vehicles appeared to be Class 1 vehicles, 6,000lbs or less.

CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF PERMITS ISSUED

	FY 19	FY 20	FY 21	FY 22
OCT	158	174	147	111
NOV	140	127	137	
DEC	129	129	128	
JAN	167	134	110	
FEB	139	122	124	
MAR	129	126	184	
APR	195	98	142	
MAY	155	114	129	
JUN	120	126	179	
JUL	132	139	120	
AUG	143	163	132	
SEP	122	131	151	
TOTAL	1729	1583	1683	

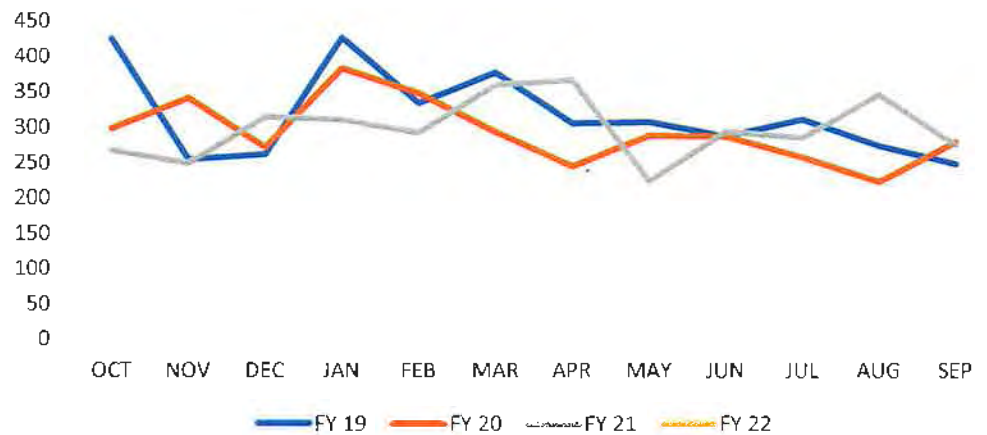
OF PERMITS ISSUED



OF INSPECTIONS PERFORMED

	FY 19	FY 20	FY 21	FY 22
OCT	424	298	268	306
NOV	255	341	250	
DEC	262	272	315	
JAN	426	383	311	
FEB	334	348	293	
MAR	377	294	360	
APR	306	246	367	
MAY	308	289	226	
JUN	288	288	295	
JUL	312	259	287	
AUG	275	225	347	
SEP	250	281	277	
TOTAL	3817	3524	3596	

OF INSPECTIONS PERFORMED

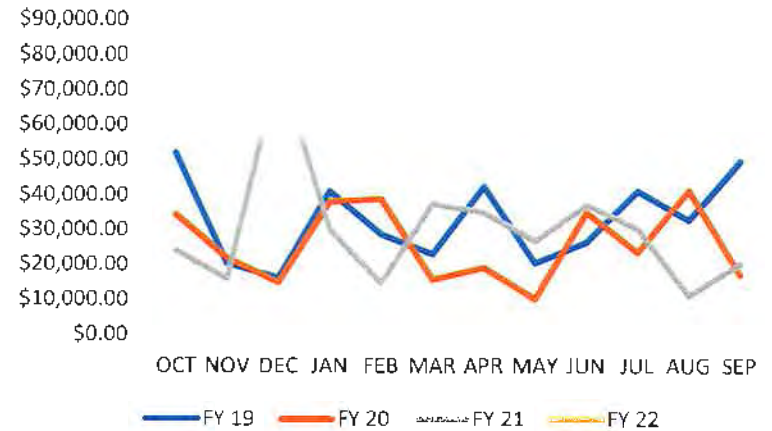


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

BUILDING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$51,655.01	\$34,277.62	\$24,139.90	\$19,160.96
NOV	\$20,192.42	\$21,844.58	\$15,910.52	
DEC	\$16,104.22	\$14,818.54	\$76,639.68	
JAN	\$40,915.31	\$37,993.58	\$30,011.51	
FEB	\$28,526.70	\$38,761.13	\$14,706.76	
MAR	\$22,978.53	\$15,666.80	\$37,447.22	
APR	\$42,292.91	\$19,092.61	\$34,884.49	
MAY	\$20,391.12	\$10,194.02	\$26,753.41	
JUN	\$26,445.26	\$34,939.40	\$37,149.19	
JUL	\$41,120.86	\$23,555.36	\$30,368.01	
AUG	\$32,714.82	\$41,455.38	\$11,236.89	
SEP	\$49,543.66	\$17,169.56	\$20,329.54	
TOTAL	\$392,880.82	\$309,768.58	\$359,577.12	

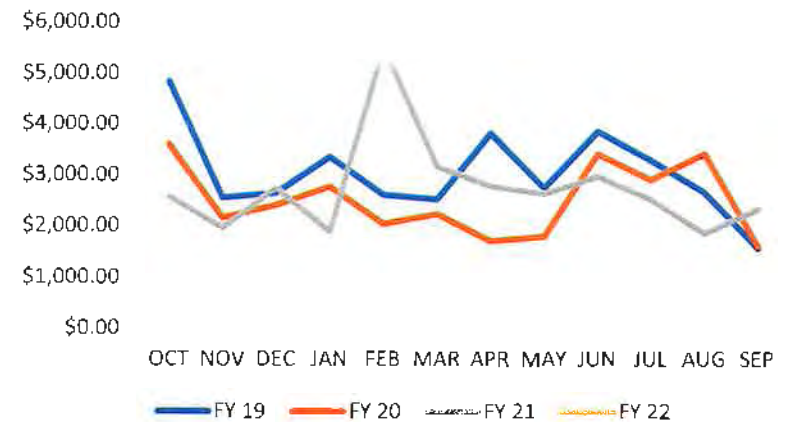
BUILDING PERMIT FEE GRAPH



MECHANICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$4,819.09	\$3,593.67	\$2,574.62	\$1,575.00
NOV	\$2,541.44	\$2,160.00	\$1,963.00	
DEC	\$2,633.64	\$2,409.62	\$2,738.04	
JAN	\$3,338.69	\$2,768.47	\$1,891.99	
FEB	\$2,601.00	\$2,044.08	\$5,505.00	
MAR	\$2,515.33	\$2,237.73	\$3,163.00	
APR	\$3,801.26	\$1,716.00	\$2,784.79	
MAY	\$2,736.33	\$1,809.00	\$2,637.52	
JUN	\$3,844.54	\$3,417.00	\$2,978.00	
JUL	\$3,286.00	\$2,917.93	\$2,535.39	
AUG	\$2,663.49	\$3,430.11	\$1,870.49	
SEP	\$1,579.42	\$1,621.00	\$2,352.24	
TOTAL	\$36,360.23	\$30,124.61	\$32,994.08	

MECHANICAL PERMIT FEE REPORT

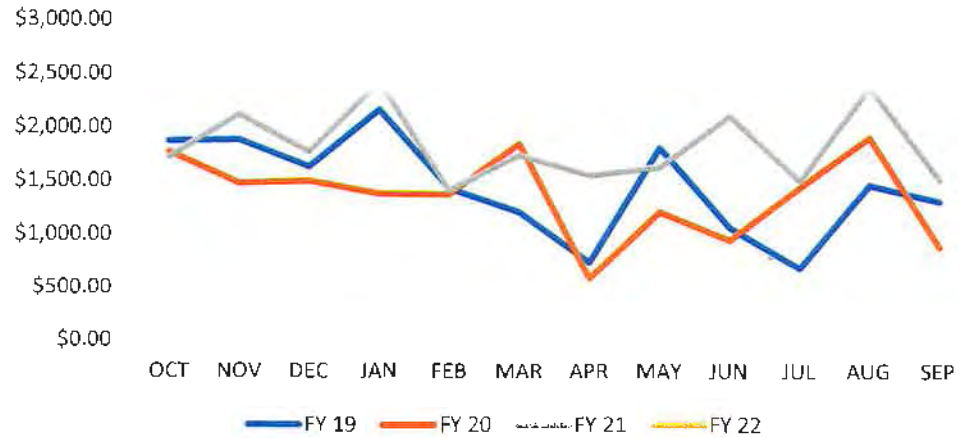


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ELECTRICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$1,860.32	\$1,765.00	\$1,718.00	\$1,330.00
NOV	\$1,872.66	\$1,475.00	\$2,115.00	
DEC	\$1,622.32	\$1,495.00	\$1,770.00	
JAN	\$2,151.66	\$1,380.00	\$2,418.00	
FEB	\$1,425.32	\$1,375.00	\$1,413.00	
MAR	\$1,203.33	\$1,843.00	\$1,740.00	
APR	\$743.00	\$600.00	\$1,553.00	
MAY	\$1,805.00	\$1,215.00	\$1,628.00	
JUN	\$1,065.00	\$955.00	\$2,108.00	
JUL	\$690.00	\$1,443.00	\$1,505.00	
AUG	\$1,460.00	\$1,910.00	\$2,375.00	
SEP	\$1,310.00	\$895.00	\$1,520.00	
TOTAL	\$17,208.61	\$16,351.00	\$21,863.00	

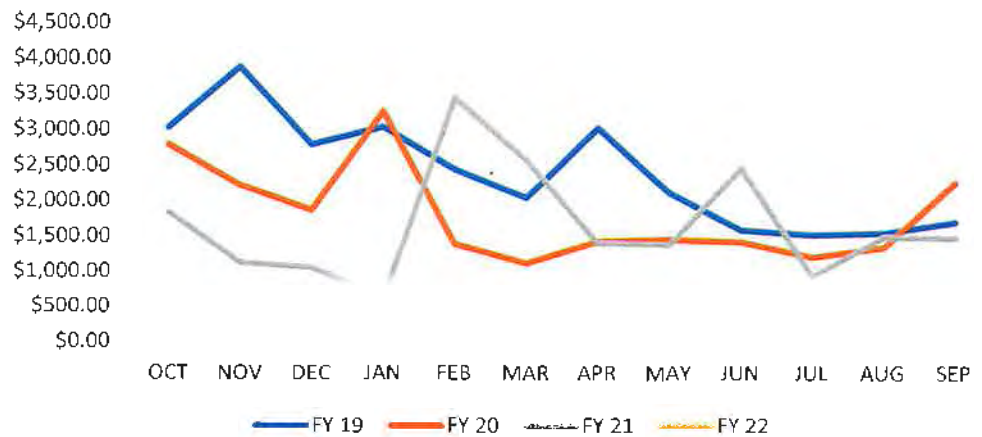
ELECTRICAL PERMIT FEE REPORT



PLUMBING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$3,016.37	\$2,786.00	\$1,844.00	\$1,632.00
NOV	\$3,867.41	\$2,221.00	\$1,133.00	
DEC	\$2,783.10	\$1,869.00	\$1,062.00	
JAN	\$3,031.40	\$3,256.00	\$628.00	
FEB	\$2,440.44	\$1,395.00	\$3,449.00	
MAR	\$2,037.24	\$1,125.00	\$2,579.00	
APR	\$3,015.00	\$1,430.00	\$1,411.00	
MAY	\$2,110.00	\$1,459.00	\$1,390.00	
JUN	\$1,590.00	\$1,432.00	\$2,474.00	
JUL	\$1,525.00	\$1,218.00	\$952.00	
AUG	\$1,550.00	\$1,356.00	\$1,500.00	
SEP	\$1,706.00	\$2,270.00	\$1,490.00	
TOTAL	\$28,671.96	\$21,817.00	\$19,912.00	

PLUMBING PERMIT FEE REPORT

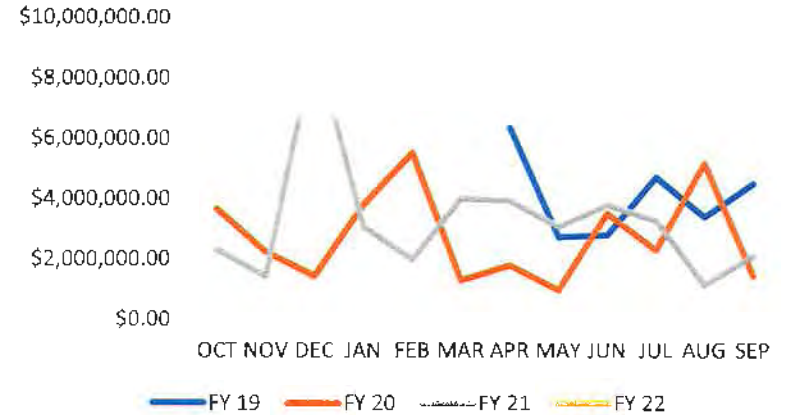


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ALTERATION COST

	FY 19	FY 20	FY 21	FY 22
OCT		\$3,657,414.56	\$2,313,298.53	\$1,961,462.00
NOV		\$2,242,421.52	\$1,440,841.88	
DEC		\$1,449,915.40	\$9,160,479.89	
JAN		\$3,789,363.81	\$3,088,758.57	
FEB		\$5,519,900.00	\$2,010,259.40	
MAR		\$1,321,570.04	\$4,010,607.80	
APR	\$6,338,617.35	\$1,803,157.19	\$3,939,394.49	
MAY	\$2,731,410.75	\$1,003,140.58	\$3,080,108.00	
JUN	\$2,792,442.43	\$3,519,844.50	\$3,807,580.85	
JUL	\$4,717,293.00	\$2,300,478.87	\$3,279,350.11	
AUG	\$3,393,250.74	\$5,175,949.96	\$1,182,881.00	
SEP	\$4,502,737.63	\$1,475,857.57	\$2,123,077.05	
TOTAL	\$24,475,751.90	\$33,259,014.00	\$39,436,637.57	

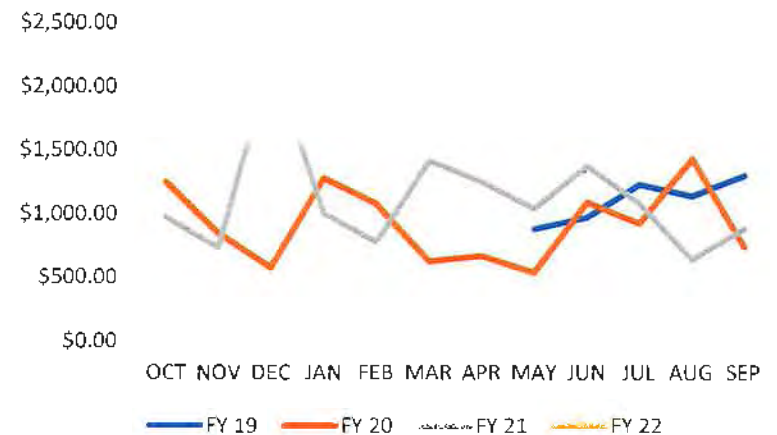
ALTERATION COST



STATE SURCHARGE PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT		\$1,247.45	\$973.01	\$747.36
NOV		\$845.65	\$729.40	
DEC		\$569.37	\$2,225.95	
JAN		\$1,277.63	\$1,006.45	
FEB		\$1,079.31	\$776.87	
MAR		\$623.46	\$1,417.90	
APR		\$666.54	\$1,250.09	
MAY	\$881.45	\$537.83	\$1,043.38	
JUN	\$972.50	\$1,093.02	\$1,378.01	
JUL	\$1,230.25	\$928.44	\$1,085.45	
AUG	\$1,141.48	\$1,437.49	\$642.86	
SEP	\$1,303.66	\$740.55	\$887.71	
TOTAL	\$5,529.34	\$11,046.74	\$13,417.08	

STATE SURCHARGE PERMIT FEE REPORT

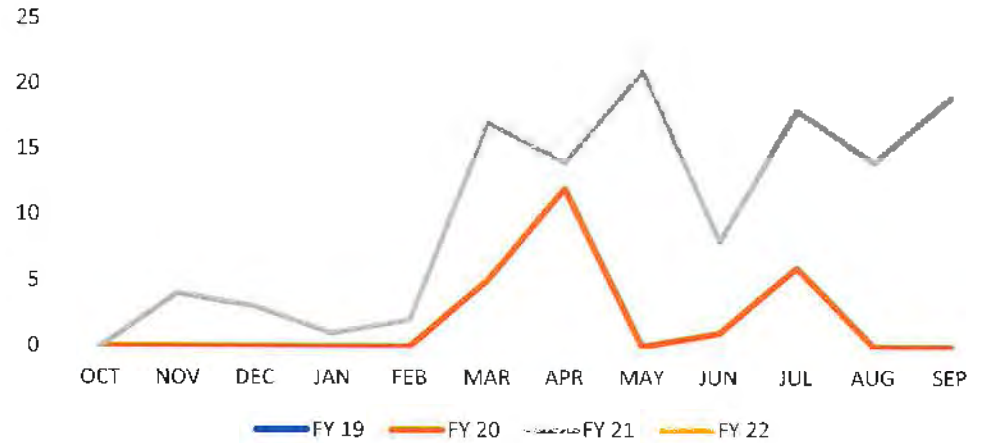


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT		0	0	12
NOV		0	4	
DEC		0	3	
JAN		0	1	
FEB		0	2	
MAR		5	17	
APR		12	14	
MAY		0	21	
JUN		1	8	
JUL		6	18	
AUG		0	14	
SEP		0	19	
TOTAL	0	24	121	

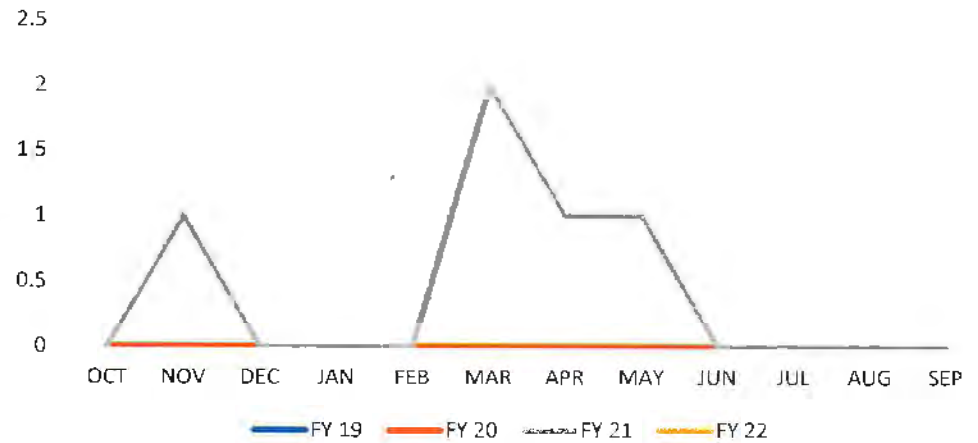
OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT	0	0	0	0
NOV	0	0	1	
DEC	0	0	0	
JAN	0	0	0	
FEB	0	0	0	
MAR	0	0	2	
APR	0	0	1	
MAY	0	0	1	
JUN	0	0	0	
JUL	0	0	0	
AUG	0	0	0	
SEP	0	0	0	
TOTAL	0	0	5	

OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER



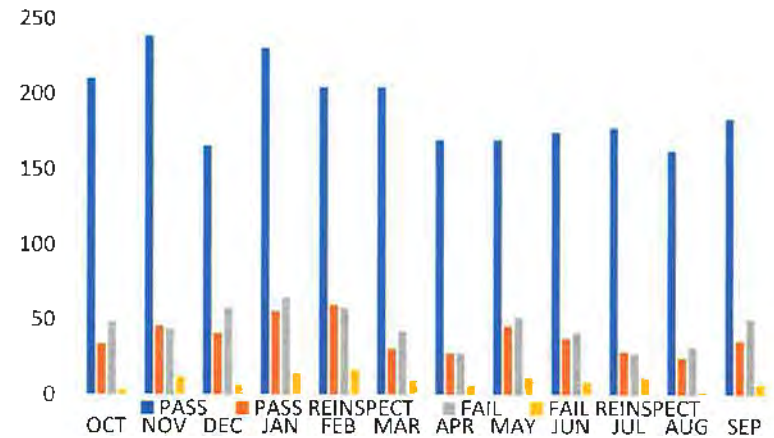
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 20 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	210	34	49	3
NOV	238	46	44	12
DEC	165	41	58	7
JAN	230	56	65	15
FEB	204	60	58	17
MAR	204	31	43	10
APR	169	28	28	7
MAY	169	46	52	12
JUN	174	38	42	9
JUL	177	29	28	12
AUG	162	25	32	2
SEP	183	36	51	7
TOTAL	2285	470	550	113

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 20 INSPECTION RESULTS

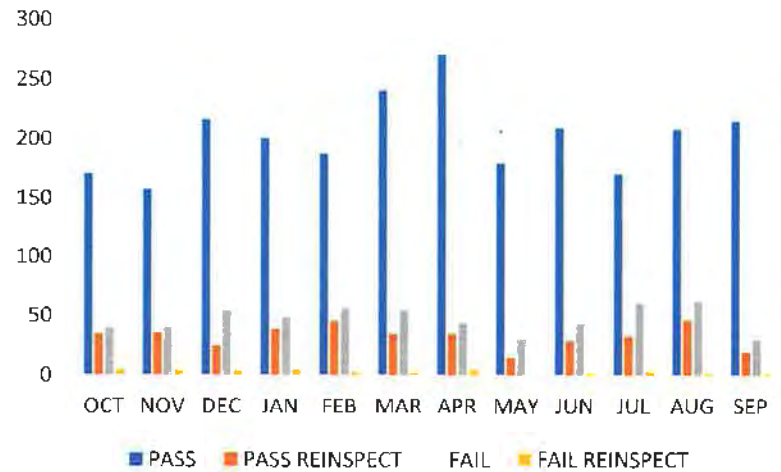


FY 21 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	170	35	40	5
NOV	157	36	41	5
DEC	216	25	56	6
JAN	200	39	49	6
FEB	187	46	57	3
MAR	240	35	55	3
APR	270	35	44	5
MAY	179	15	31	1
JUN	209	29	44	2
JUL	170	33	61	4
AUG	208	47	63	2
SEP	215	20	30	2
TOTAL	2421	395	571	44

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 21 INSPECTION RESULTS



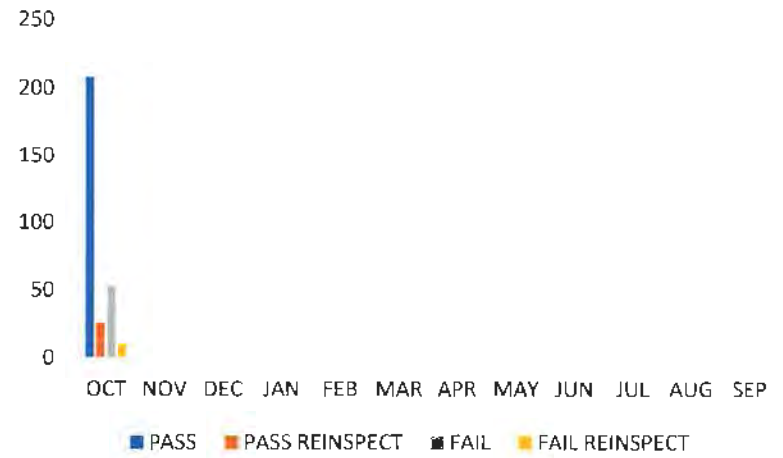
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 22 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	207	26	53	10
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTAL	207	26	53	10

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 22 INSPECTION RESULTS

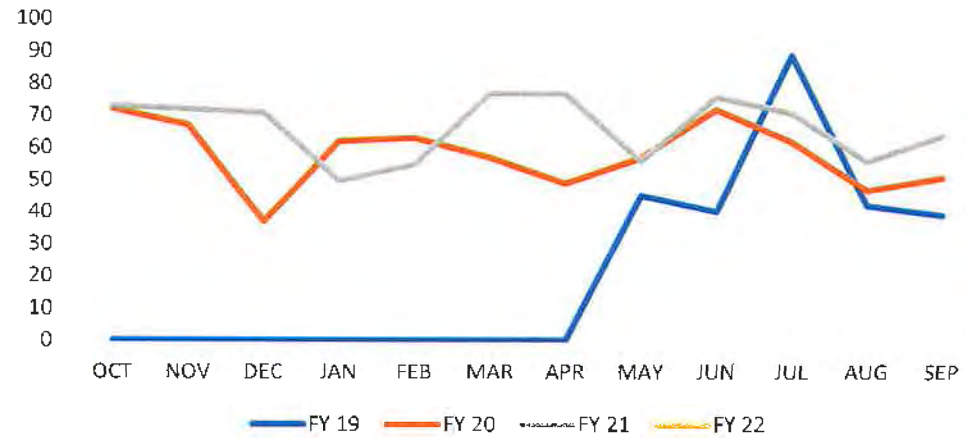


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF PLAN REVIEW ACTIVITIES PERFORMED BY BLDG. DEPT.

	FY 19	FY 20	FY 21	FY 22
OCT	0	72	73	43
NOV	0	67	72	
DEC	0	37	71	
JAN	0	62	50	
FEB	0	63	55	
MAR	0	57	77	
APR	0	49	77	
MAY	45	57	56	
JUN	40	72	76	
JUL	89	62	71	
AUG	42	47	56	
SEP	39	51	64	
TOTAL	255	696	798	

OF PLAN REVIEW ACTIVITIES





MINUTES

PLANNING AND ZONING BOARD MEETING

TUESDAY, SEPTEMBER 21, 2021, 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

I. CALL TO ORDER

Chairperson Kevin Kincaid called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL-CALL

BOARD MEMBERS PRESENT: Chairperson Kevin Kincaid, Vice-Chairperson Roberta Odom, Larry Einheuser, Dennis King, Hester Longstreet, Chris Pranis, Victor Sarris, Alternate Scott Babbitt. *[Recording Secretary's Note: Board Member Victor Sarris arrived at 6:15 p.m. and was not present for roll-call or the approval of the August 17, 2021 minutes. Alternate Scott Babbitt substituted for Mr. Sarris due to his late arrival.]*

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, Executive Assistant Bonnie Miller, Recording Secretaries Lacey Pierotti and Jennifer Thompson.

IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF AUGUST 17, 2021

Motion: to approve the minutes of the August 17, 2021 meeting. **Moved** by Ms. Odom, **seconded** by Mr. Einheuser, **passed 7-0** by unanimous voice-vote.

V. PUBLIC COMMENT

There was no public comment pertaining to any issue not on the agenda.

VI. NEW BUSINESS

- A. Land Use Variance File No. VAR 2021-06, for reduction of the buffer requirements adjacent to public rights-of-way, per Section 6.06.04.A.1 of the City of St. Augustine Beach Land Development Regulations (LDRs), from a minimum depth of 5 (five) feet to a minimum depth of 1 (one) foot along parts of the public rights-of-way of Pope Road and A1A Beach Boulevard, for proposed commercial office use of an existing building in a commercial land use district on Parcel 1, Anastasia Island Lodges Unrecorded Plat, at 301 A1A Beach Boulevard, James G. Whitehouse, Esquire, St. Johns Law Group, Agent for Danielle Gustafson and Kathryn Mitchell, Applicants

Ms. Miller said tonight's first and only agenda item is a variance application for reduction of the buffer requirements along public rights-of-way, involving the property at 301 A1A Beach Boulevard, on the southwest corner of Pope Road and A1A Beach Boulevard. The landscaping plan shows the requested buffer reduction from a minimum depth of 5 (five) feet, per Section 6.06.04.A.1 of the LDRs, to a minimum depth of approximately 1 (one) foot along a little more than half of the right-of-way along A1A Beach Boulevard and a little more than a third of the right-of-way along Pope Road. The reduction of the landscaped buffer area is requested to provide access to the parking spaces required for the proposed commercial use of the property, which currently has a single-family residence on it that is used as a short-term transient lodging facility. The applicants would like to change the current use of the property to a commercial real estate office, and in doing so, have to provide the required number of parking spaces per Section 6.03.02 of the LDRs. Based on the gross floor area of the building, four regular parking spaces and one handicap accessible parking space are required. A 20-foot-wide drive aisle is required to provide access, which will be from Anastasia Lodge Drive, to two of the regular parking spaces and the one handicap accessible parking space on the north side of the property adjacent to Pope Road. The applicants' agent, Mr. James Whitehouse, of St. Johns Law Group, and the architect for the project, Mr. Mike Stauffer, are both present to address any questions or concerns.

James Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, Florida, 32080, said he is here on behalf of the applicants, who wish to purchase this property at 301 A1A Beach Boulevard, on the corner of Pope Road and A1A Beach Boulevard as you enter the City limits from the north on A1A Beach Boulevard. It is located across the Boulevard from Embassy Suites, and as Ms. Miller said, although it is in commercial zoning, it has been a residential use for many years. The applicants are asking for a variance to Section 6.06.04.A.1 of the LDRs, which specifies buffer requirements between public rights-of-way and adjacent properties. This is actually a very unique piece of property, because along the right-of-way line on the west side of A1A Beach Boulevard, there is a ditch or drainage area that is especially prevalent on this property's frontage adjacent to the Boulevard, and this area is all green, with grass and a hedge between the property and the right-of-way line. The Pope Road right-of-way adjacent to this property is very wide, and actually runs about 30 feet south from the south edge of the pavement, with a number of palm trees and cacti in it which also provide landscaping. The purpose of Section 6.06.04.A.1 is to provide a buffer between sidewalks, roadways, etc. when properties come right up to these paved rights-of-way, but in this particular instance, the property is not directly adjacent to the paved rights-of-way, so there are already buffers between the property and the paved areas of both Pope Road and the Boulevard. The reason the required parking has to be accessed from Anastasia Lodge Drive is because there is no access availability off of Pope Road. The applicants already approached St. Johns County and tried to go that route, but since the location of the parking spaces is so close to the intersection of Pope Road and the Boulevard, there is no room for access off of Pope Road. Access to the parking has to be from Anastasia Lodge Drive, via drive aisles that have to be put in front of the existing building, which the applicants want to retain, because the mass and scale of the building really fit in with the surrounding area. The applicants could tear down the existing structure on the property and build a new 35-foot high building, but that would really be out of scale and context with what is going on around it and probably would not be compatible with the area. The applicants want one of the least intensive commercial uses, a small real estate office, but to do so, they need a variance for the buffer requirements, because as Ms. Miller explained, the drive aisle has to come in the front, and there is

not enough room for a 20-foot-wide drive aisle and a 5-foot-deep landscape buffer in the front, adjacent to the Boulevard. A variance is also needed for a reduction in the landscape buffer along Pope Road, because the off-pavement right-of-way of Pope Road is so big, there would not be enough room to allow for the turning radius needed to get into and out of the parking spaces if a 5-foot-deep landscape area was put in adjacent to the right-of-way. The variance for the reduction in the landscape area adjacent to Pope Road is even less intrusive than the landscape buffer reduction along the Boulevard, because the unpaved right-of-way adjacent to Pope Road is so huge. The applicants do plan to put in as much landscaping as possible in the reduced landscape area. The variance application addresses all the questions required by City Code, including the demonstration of the hardship, which is the fact that this is a nonconforming lot in a commercial land use district, and that the applicants want to keep the existing building, which is not of their making, as it is. City Code specifies in Article X, Hardship Relief, "The purpose of this article is to provide mechanisms for obtaining relief from the provisions of this Code where hardship would otherwise occur. The hardships include ones that would be caused if nonconforming development were required to immediately come into compliance with this Code; that may be caused in particular cases by the imposition of the Code's development design standards." He would assert that this is exactly what is happening here, and that is why he thinks the applicants qualify for the hardship relief. They appreciate the Board's consideration in this matter.

Mr. Kincaid asked if this building was restricted to the residential impervious surface ratio (ISR) maximum, as it is currently used as a residential building, and he assumes a conditional use permit was granted at some point to allow the residential use in a commercial land use district.

Mr. Law said no, the building was actually constructed in 1947, so it predates the City's incorporation. It is an existing structure that has been around for a very long time. The real issue is the front porch, which is in the way of a safe drive aisle to get to the parking spaces on the north side. To retain the look of the building, the reduction of the landscape buffer is the most logical solution to this problem. Commercial office use requires a parking space for every 250 square feet of gross floor area. In addition, a handicap-accessible parking space, which is roughly 17-feet wide, is required by State law.

Mr. Kincaid said the variance, if granted, would allow the applicants to keep the front porch and building intact and provide room for access to the required parking.

Mr. Law said that is correct, and keep in mind, the proposed commercial office use will also bring commercial business back to the Boulevard.

Mr. Kincaid asked for public comment.

Henri Bos, 102 Anastasia Lodge Drive, St. Augustine Beach, Florida, 32080, said he owns the property at 301 A1A Beach Boulevard, and lives next door to it. When Ms. Gustafson approached him about buying this property, he only agreed to sell it to her because part of the sale agreement is that she agreed to not touch the footprint of the building, as everyone in Anastasia Lodges would like to keep the neighborhood as it is. The real estate office Ms. Gustafson proposes to operate is about the only business option that would not mess the whole neighborhood up. For this reason, he asked to Board

to approve the variance request, because denying it would not only nullify the sale, but also, he would not sell it to anyone who wanted to remove the front porch or alter the building in any way.

Frank O'Rourke, 826 A1A Beach Boulevard, Unit 11, St. Augustine Beach, Florida, 32080, said he works with the applicants, Danielle Gustafson and Kate Mitchell, and this building is going to be their brokerage business. It is a small real estate office, and there is no pretense to try to make it something else, which is why when they approached Mr. Bos about purchasing the property, he agreed to join them in pursuing this as an option. They think it is a very iconic property at the northern entrance to the City, and they want to preserve every piece of that building they can, because there are so few historic properties left here. To honor this, and preserve the building as it is, are the reasons for requesting this variance for a reduction in the buffer requirements.

Ms. Odom said she thinks the applicants will be improving and beautifying the property, which is right at the northern entrance to St. Augustine Beach, so it is going to be a nice thing in a prime location.

Mr. Kincaid said based on what Mr. Bos said, there is an economic hardship, because if the applicants changed the building, it would nullify the sale of the property, so the variance supports leaving the building as it is. If the Board is going to support the variance, which he would encourage, he thinks they should list the reasons for doing so, or if they are not going to support it, list the reasons for the denial.

Mr. Law said the Board members can state the findings of fact, but they have already been discussed, and this will show up in the meeting minutes.

Mr. Taylor said Mr. Whitehouse has suggested several different things that could be considered a hardship, so he would not limit just what has been discussed by the Board, but the hardships suggested by Mr. Whitehouse, which include the proposed access to the property coming off Pope Road, which the County said could not be done, the property's position in regard to the rights-of-way and the fact that there is already landscaping within the rights-of-way, etc. He does not think the Board needs to make any findings of fact beyond what has already been done.

Mr. Pranis asked if they need to discuss that the approval of the variance is granted as long as the Pope Road and A1A Beach Boulevard rights-of-way are not impacted.

Mr. Law said staff has reached out to the County agencies, which are aware of this variance, and most of them have no opposition to it. As Mr. Whitehouse said, the County would not approve a proposed driveway access off Pope Road, as it would be too close to the main intersection of Pope Road and A1A Beach Boulevard. If the variance is granted, the applicants will have to appear before the City's Sustainability and Environmental Planning Advisory Committee (SEPAC) with their landscaping plan, for any recommendations SEPAC may have regarding the proposed landscaping along the Boulevard.

Motion: to approve Land Use Variance File No. VAR 2021-06 as requested for reduction of the buffer requirements adjacent to the public rights-of-way of Pope Road and A1A Beach Boulevard for the property at 301 A1A Beach Boulevard. **Moved** by Mr. Einheuser, **seconded** by Ms. Longstreet, **passed 7-0** by unanimous voice-vote.

VII. OLD BUSINESS

Mr. King asked if anything has come up about the recommendation the Board made at its last meeting about finding new locations for putting in additional public parking.

Mr. Law said the City Commission appears to have agreed with the Board's recommendation, and this is what they are working on for the upcoming fiscal year budget, which will be finalized next week.

Ms. Odom said Mayor England has stated that she is still talking to the County about the proposal to put in parallel parking along Pope Road.

Mr. Law said this is something that has been in discussion for a while, but he has no knowledge of whether or not the County has budgeted for these proposed parking improvements. The County would have to budget for that, and it would be a significant undertaking to put in the proposed parallel parking along Pope Road.

VIII. BOARD COMMENT

Ms. Odom said this is her last meeting, after serving on the Board for 11 years.

Ms. Miller said the City would like to commend Ms. Odom for her years of service on the Planning and Zoning Board. Unfortunately, even though Ms. Odom's term does not officially expire until November, this will be her last meeting, as the regular monthly meeting for the month of October has been canceled, because there are no new applications or agenda items. Ms. Odom was appointed as the Board's junior alternate in December 2010 and became a regular member in 2012. Since then, she has served three full three-year terms. On behalf of City staff and residents, she presented Ms. Odom a plaque commemorating her years of service on the Board.

Ms. Odom said she enjoyed all 11 years serving on the Board. When she came back home to St. Augustine Beach, she wanted to find ways to reacquaint herself with the City, which is why she became a realtor, and thought what better way to become involved than to serve on the Planning and Zoning Board. She and Steve Mitherz, who retired from the Board last year after also serving three full three-year terms, stuck with it until all of their respective terms expired. It has been fun, and she wishes the Board luck in its future endeavors.

Mr. Kincaid said he'd like to thank Ms. Odom as well, as he became a Board member because of her. The support, guidance, and assistance she's given the whole time he's been on the Board has been immeasurable. He thanked Ms. Odom for everything she has done for him and the City over the past 11 years.

Ms. Odom said she has enjoyed it, and will miss it and really hates to leave; but she does believe in term limits. She thanked everyone and said she will be around if needed.

IX. ADJOURNMENT

The meeting was adjourned at 6:43 p.m.

Kevin Kincaid, Chairperson

Jennifer Thompson, Recording Secretary

(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDING WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE AUDIO/VIDEO CAN BE OBTAINED BY CONTACTING THE CITY MANAGER'S OFFICE AT 904-471-2122.)



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING

WEDNESDAY, OCTOBER 13, 2021, AT 6:00 P.M.

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

I. CALL TO ORDER

Chair Krempasky called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

III. ROLL CALL

Present: Chair Sandra Krempasky, Vice Chair Lana Bandy, and Members C. Michel Cloward and Karen Candler.

Member Ann Palmquist was absent.

Member Craig Thomson arrived at 6:02 p.m.

Also present: Deputy City Clerk Dariana Fitzgerald and Grounds Foreman Tom Large.

IV. APPROVAL OF MINUTES OF SEPTEMBER 8, 2021, REGULAR MEETING

Motion: to approve the minutes of September 8, 2021, with changes and correction of typographical errors. **Moved by:** Member Candler. **Seconded by:** Member Cloward. Motion passed unanimously.

Chair Krempasky moved on the Item 1.

V. PRESENTATION OF REPORTS:

1. Review of Landscaping Plan for 301 A1A Beach Boulevard

Chair Krempasky asked if this was for Little Margie's Restaurant. Deputy City Clerk Fitzgerald advised that it was for the house just north of that restaurant. Member Candler asked if the house was staying residential. Deputy City Clerk Fitzgerald advised that it was a transient rental for many years and was recently sold and she believes it will become a long-term rental, but because it is in the commercial district, a new landscape plan is required.

Chair Krempasky advised that she did not know how many of the choices were Florida native or Florida friendly plants. She advised that SEPAC can not approve or disapprove the plans but can give recommendations.

Member Thomson advised that SEPAC could determine if the plan meets the Landscape Regulations. He said that there is a requirement for the Avenue of Palms on A1A Beach Boulevard and that 100-foot of frontage needs at least four palms. Deputy City Clerk Fitzgerald advised that this property is not commercial, it is a residential property with a conditional use permit to build in a commercial zoned area. Member Thomson advised that when Rich O'Brien built his home (on F Street at A1A Beach Boulevard) that he was required to put in palms because it was on the Boulevard. Deputy City Clerk Fitzgerald advised that there was a variance on this property and that she did not know the details of it. Member Thomson commented that the landscape plans do not meet the Avenue of Palms requirements and he asked why SEPAC was asked to review it. Deputy City Clerk Fitzgerald advised because it is in a commercial zone, and it is part of the approval process for SEPAC to offer any recommendations.

Chair Krempasky advised that up to ten palm trees can be removed and she questioned if there is any indication if the palms would be reused elsewhere.

Discussion ensued regarding where the driveway is located; that there are two new parking spaces indicated on the plans; that it is being remodeled; that Panama Hattie's was required to put palms in for their remodeling; does the landscaping ordinance apply or not.

Foreman Large advised that there is a St. Johns County ditch and a sidewalk in front, and he was not sure if there was enough room between it and the sidewalk to put palms. Member Thomson advised that many palms have been planted with only five feet available to plant them. Foreman Large questioned the property line being so far back and having the ditch in the front.

Chair Krempasky suggested that SEPAC give the recommendation that they must follow the requirements of the Avenue of Palms and to revisit their choice of plantings in an effort to use native plants from the list provided (Exhibit A).

Discussion ensued regarding the plantings shown on the landscape plan; to use Simpson Stopper which could also be used as a hedge and that former Member, Dr. Lonnie Kaczmarzky, had recommended it.

Member Thomson advised that he would like to see the updated landscape plan come back to SEPAC with the Avenue of Palms and the native plants indicated. Chair Krempasky advised that it could be added to SEPAC's recommendations. Member Candler asked to provide the list of plants that Dr. Kaczmarzky made, and she asked if Foreman Large would look at the space for the palms. Foreman Large advised that he would visit the site and he would also ask the Assistant Public Works Director to determine how it falls in line with the County ditch. Chair Krempasky advised that since it is a low-lying area that more trees are needed there. Vice Chair Bandy advised that it is a small area with 5-6 parking spaces and very little ground cover or trees.

Discussion ensued regarding access to the parking spaces; that there are plantings along the drive lanes; that a variance was granted; whether a tree survey was done.

Deputy City Clerk Fitzgerald advised that the only information provided to SEPAC was this plan. Member Thomson advised that someone would have had to locate the removal of palms and that it would be nice to have a survey or aerial to verify the information.

Vice Chair Bandy recommended to not remove palms for parking spaces. Chair Krempasky advised that unfortunately it is not against the code. Member Candler suggested that SEPAC should recommend that pervious materials be used for the parking.

Discussion ensued regarding whether any of the parking was defined as new paving; that the paving is proposed for an existing grass area according to an aerial; that it looks like the paving is over 70% and that the Landscape Ordinance would apply; concerns for how much cement is being added vs. pervious materials.

Chair Krempasky suggested recommending that all new paving be pervious pavers. Member Thomson added to verify that they have not exceeded the 70% coverage. Chair Krempasky asked Deputy City Clerk Fitzgerald to add it to SEPAC's recommendations.

Chair Krempasky advised Foreman Large to let the Building Official know if it is determined that there is enough space for the palms. Foreman Large advised that he and Assistant Public Works Director Gatchell would visit the site.

Member Candler said that there has been no change in the zoning, and she asked if SEPAC has the right to recommend that they add the palm trees. Deputy City Clerk Fitzgerald advised that SEPAC could make the recommendation but that there is no authority to require it.

Discussion ensued regarding whether the section of the code regarding the Avenue of Palms specifies what triggers the requirements; that generally it is required of new construction; that this is not just a renovation; that the donut shop was an existing building that was required to plant palms; that the current location is not pretty.

Deputy City Clerk Fitzgerald read Land Development Regulations 6.06.04(A)(2) (Exhibit B).

Discussion ensued regarding the requirements for development along Beach Boulevard; that power lines might be in the way; etc.

Chair Krempasky moved on to Item 2.

2. Reforestation and Landscaping Projects

Chair Krempasky advised that she attended the Commission budget meeting as did Vice Chair Bandy. She said that SEPAC was funded \$5,000. She provided a copy of her budget request (Exhibit C), which included items such as: reforestation, Mickler Boulevard, hiring weeders for the bioswale, trees for Arbor Day, Survey Monkey, and plaques. She said that the other \$5,000 is for the Model Green Infrastructure Parkette and that according to Public Works Director Tredik could be funded through the Tree Fund. She advised that there is funding for the Mickler Boulevard project.

Chair Krempasky moved on to Item 2.a and asked Foreman Large for an update report.

a. Resident Tree Program

Foreman Large advised that he had no updates to report at this time. Chair Krempasky moved on to Item 2.b

b. Mickler Boulevard

Vice Chair Bandy advised that she heard from Lowe's, and they are interested in using the City's Mickler Boulevard project as part of their community involvement project. She said that she emailed the information to Lowe's. She said that if it gets approved then Lowe's would provide all the materials, plants, and employees to help with the project. Chair Krempasky asked if SEPAC should hold off making any decisions about the Mickler Boulevard project for now.

Member Cloward asked if SEPAC would get to choose the plantings. Vice Chair Bandy advised that the email included a list of what was recommended for the project.

Discussion ensued regarding the benches and whether the Lowe's employees would be involved or Public Works; to involve the residents for the Mickler Boulevard project.

Foreman Large advised that the City is planning to send information out to the residents asking if they agree with the project. He said that he also determined where the benches will be placed and that there would be a 6 x 8 foot pad for the benches to ensure they are away from the sidewalk.

Discussion ensued regarding the concrete pad and the River to Sea Loop; taking the palms down for an 8-foot sidewalk; sometimes that right-of-way gets narrower; that A1A Beach Boulevard should stay pedestrian and that bicycles belong in the street; that people use Mickler Boulevard to get to A Street; that people riding on A1A Beach Boulevard can stop and shop.

Deputy City Clerk Fitzgerald advised that the River to Sea Loop has a section running along Pope Road and Mickler Boulevard that is indicated as "existing" and that it goes down to B Street and that other areas are marked as being partially funded for preconstruction. Chair Krempasky asked how the 8-foot concrete pads would fit in with the trail. Member Thomson advised that they would be on west side not the east side. Member Cloward said that there is nothing on the west side. Deputy City Clerk Fitzgerald advised that it is marked as being completed. Member Thomson advised that they would use the roadway. Member Candler asked if it was regarding the existing sidewalk. Chair Krempasky asked how traffic could be both ways. Deputy City Clerk Fitzgerald advised that bicycles in Florida must move with traffic.

Foreman Large advised that he would wait for further information from Lowe's. He said that he could also provide more information or meet with Lowe's if necessary. He was concerned that Lowe's may want to put advertising on the benches. Member Cloward asked if Lowe's would be able to put a plaque on the benches. Foreman Large advised that in the past the City has put signs in the landscaping.

Vice Chair Bandy advised that she asked Lowe's for the bench materials, the plants, and the pollinator boxes.

Chair Krempasky moved on to Item 2.c.

c. Urban Forestry and Planning Projects

Chair Krempasky advised that she asked for \$1,850 for a project for this year. She said that the entrance to Alvin's Island looks bad and that Master Gardener, Alex Farr, said that part of the problem is because the plants came in at different times and were not the sizes that they should have been. She suggested to possibly do that entrance as a project and to add some hardwood trees in the City. Member Thomson said that the definition in SEPAC's budget memo was very clear to replant the hardwood canopy and he asked Foreman Large if approximately 15 hardwood trees could be planted. Foreman Large advised that Public Works is very short-handed now but that he would try to find time to work on it. Member Thomson said that one of SEPAC's duties is to meet with Public Works each year and come up with a planting plan and he asked if any other SEPAC member wanted to take over that task that Dr. Kaczmarsky did. Chair Krempasky advised that she did not think she was qualified, and she commented that what Mr. Marcus recommended was on private land. Member Thomson advised that Mr. Marcus's recommendations were only on the public right-of-way, and he asked to continue it to the next meeting to review those proposed locations. Chair Krempasky said that one of SEPAC's goals is to improve and restore the hardwood canopy, or maybe there is a better use. Member Thomson advised that the trees at 2nd Avenue and the parkettes are doing well.

Chair Krempasky moved on to Item 2.d.

d. Model Green Infrastructure Plan

Member Thomson advised that there are engineering needs for the project and that it should be done by a professional such as an environmental engineer or a landscape architect and that Dr. Kaczmarsky had provided a list of people. He said that he prepared a scope of work that would be advertised for services. Chair Krempasky advised that no one had received his scope of work. Member Thomson asked Deputy City Clerk Fitzgerald if she had a copy. Deputy City Clerk Fitzgerald advised that she may have a copy in her email.

Member Thomson read his scope of work (Exhibit D). Chair Krempasky questioned whether the scope of work was enough information and she suggested that Member Thomson talk with Public Works Director Tredik to get him on board. Member Thomson advised that Dr. Kaczmarsky's presentation and his notes were extensive.

Discussion ensued regarding that the presentation was to be a Newsletter article; that the next Newsletter article will be for November; whether the article needs to be edited; that Member Cloward was away and thought it had been done; etc.

Chair Krempasky suggested that a member of SEPAC should work with Events Coordinator Melinda Conlon so that the deadlines are met. Member Cloward advised that she would work with Ms. Conlon.

Chair Krempasky advised that there could be something in the next Newsletter about recycling and that Ms. Conlon may need help from SEPAC. Vice Chair Bandy advised that the Commission decided to suspend recycling services and that SEPAC's recommendations were not mentioned. Chair Krempasky said that she attended the

Commission meeting about recycling and advised the Commission that SEPAC's recommendation was to continue the recycling effort and she offered SEPAC's assistance with the education aspect.

Chair Krempasky advised that the Newsletter would also contain an article about the Environmental Stewardship Awards. She said that at the Commission meeting she read a letter from the Sea Oats Chapter in appreciation of their award and that Dr. Bond was also allowed to speak. She asked if Ms. Conlon would write the article. Deputy City Clerk Fitzgerald advised yes, unless it is assigned to a specific department, and that any assistance from SEPAC would be helpful. Member Cloward asked for Ms. Conlon's contact information.

Discussion ensued regarding who sent out the postcards; advertising about the recycling dumpster; that the dumpsters are from the City of St. Augustine; that there was one dumpster and now there are two; that the dumpsters are full all the time; a lot of the items left in the dumpsters are not recyclable; educating the public is going to be hard; to have a video camera on the dumpster; that biodegradable or compostable does not mean recyclable; having a recycling incentive program; this could become political very quickly.

Foreman Large advised that Director Tredik would like to get the resident's opinions before moving forward on the Model Green Infrastructure Plan.

Member Candler said that she was pleased to see that the contract asked for experienced weeders for the swales because the residents would not be happy if they were unkempt. Member Thomson asked to call them green infrastructures and not bioswales. Chair Krempasky advised that the sign says "bioswale".

Member Thomson advised that the funds have been approved. Chair Krempasky advised that the money has not been approved and that SEPAC would only get the \$5,000 if the Commission and Director Tredik approve the project. She said that if it is approved, then SEPAC could hire someone to design it and that SEPAC needs to provide an idea of what it would look like before the money is awarded for the project. Member Thomson advised that that is why there is the need to hire a designer. Chair Krempasky said that this is new to her and that she has no concept of what it is going to look like. Member Thomson said that every city has them and that it is not that difficult to understand. Chair Krempasky advised that she tried to find one in Atlantic Beach and that it was not a finished project. Vice Chair Bandy advised that examples could probably be found on the internet. Member Thomson said that the article had about five examples and that the City of St. Augustine has some. Member Thomson asked why the design services could not be advertised. Chair Krempasky advised because the project has not been approved. Member Thomson said that he thought the project was approved last week. Chair Krempasky advised that the discussion last week was to determine whether the Tree Fund money could be used to hire a landscape architect or engineer for this type of project. Deputy City Clerk Fitzgerald read the minutes from the discussion with Director Tredik (SEPAC Minutes, September 8, 2021, Page 7). Chair Krempasky advised that Member Thomson should get some buy-in power with Director Tredik. Member Thomson advised that if Director Tredik wanted to buy-in, then he would be at this meeting

discussing it. Chair Krempasky advised the Commission that SEPAC would not move forward with the project until Director Tredik and the Commission were behind it and that SEPAC cannot spend \$5,000 for a plan that may not be implemented and that there is no proposed location. Member Thomson questioned if Chair Krempasky wanted to do the project. Chair Krempasky advised that she did not have \$5,000 to spare for an unapproved plan. Member Thomson asked what the game plan is for getting approval and stated that he cannot be the foot soldier between SEPAC and Public Works. Chair Krempasky advised that Member Thomson knows more about the project than the other members. Member Thomson said that Chair Krempasky explained at one of the meetings that he is an architect not a landscape architect. Chair Krempasky advised that is why there is a need for a consultant. Vice Chair Bandy asked how specific the plans would be for this type of green infrastructure and could pictures be used as examples. Member Thomson advised that the runoff goes into retention ponds which overflow into the intercoastal, and the pollutants are bad for the environment. He pointed out that the retention ponds do not work at high tide and the runoff backs up into the neighborhoods. He said that the City needs more storage for runoff.

Member Candler asked if the City has tried to partner with St. Johns County or the University of Florida to do the engineering for the project. Member Thomson advised that this project is different.

Deputy City Clerk Fitzgerald advised that to move forward with the Model Green Infrastructure Plan there are two phases: 1) to get the project approved for a specific parkette, or other land area, which would require showing specific examples and their quantifiable benefit, and 2) to justify the hiring of an expert. Chair Krempasky volunteered to do the research. Vice Chair Bandy suggested finding examples from the City of St Augustine. Member Thomson advised that SEPAC has educational documentation from Dr. Kaczmarzsky and that it should be published in the Newsletter as soon as possible. Chair Krempasky agreed and thought that it would be in the October Newsletter.

Member Cloward asked if the discussion was moving on to the Newsletter Topics, 3.a.

3. Educational Programs

a. Newsletter Topics

Member Cloward advised that she was confused because the article from Dr. Kaczmarzsky is not news, it is an educational piece. She asked if the purpose is to get residents to read it or to get approval. She said that this does not line up with the steps that Deputy City Clerk Fitzgerald just advised that SEPAC should be doing. She questioned the goal of putting an educational article in a Newsletter to get approval for the Model Green Infrastructure Plan. Member Thomson advised that the goal is education of the community. Member Cloward said that if the community was interested in infrastructure planning information, they would be here. Vice Chair Bandy advised that the challenge is getting the community interested in reading it. Member Cloward said that she is a member of SEPAC, and she is not interested in reading it. She said that someone interested in green infrastructure could Google it

or attend SEPAC meetings for information. She gave examples of what she thought should be in the Newsletter. Member Thomson agreed that this green infrastructure information is very specific, and he suggested to use the information provided by Dr. Kaczmarsky and to make it in a decipherable format for the public. Member Cloward advised that SEPAC just learned what the correct steps should be and that educating the public was not one of them. Member Thomson advised that it is also to educate the Commission. Member Cloward suggested to summarize the article and to provide a link for those that are interested, and it would direct them to the full article. Chair Krempasky said that she thought that SEPAC agreed to use the full article but to divide it into small segments to be published separately. Member Cloward apologized for not being at the meeting and advised that she never received feedback and that she could just run the article as is. Vice Chair Bandy advised to shorten the article and use a link for those that are interested in further information. Member Cloward advised that she could do that and asked if there would be anything in the Newsletter about the Environmental Stewardship Awards or recycling. Member Thomson advised that the awards would be covered by Ms. Conlon. Chair Krempasky advised that she would like for SEPAC to assist Ms. Conlon if needed. Vice Chair Bandy advised that she could work on the awards, press release, etc. Member Thomson suggested to say that SEPAC has proposed a Model Green Infrastructure Plan and have a link to the long version of the article. Chair Krempasky advised that SEPAC does not have to approve every word or have another meeting to approve the article and to submit it so it can be published.

Member Cloward recapped that she would use Dr. Kaczmarsky's original version and condense it with links to the full article and that she would contact Ms. Conlon about the deadline.

Deputy City Clerk Fitzgerald advised that the Newsletter is sent out on the first of each month. She said that usually each section would have two or three paragraphs and a picture, if it was longer than that, then it would have a link to a one or two page PDF. Member Cloward asked if the linked document could be longer than two pages. Deputy City Clerk Fitzgerald advised yes. Chair Krempasky asked if the City receives metrics on the number of clicks. Deputy City Clerk Fitzgerald advised yes, and that it is provided through Constant Contact. Chair Krempasky said that the community is very well educated, they are concerned about these things, and they will speak up. Member Cloward asked if she should add a blurb asking for the community's help. Chair Krempasky asked how many people read the Newsletter. Deputy City Clerk Fitzgerald advised that approximately 2,000 people have subscribed, but that the City only receives metrics on whether the email was opened. Chair Krempasky suggested that Member Cloward should ask Ms. Conlon about the Metrics of the Newsletter. Member Cloward asked if she could add a blurb about recycling. Deputy City Clerk Fitzgerald advised that there is already a recycling educational campaign planned for every type of media.

Member Thomson advised that he would like to keep a strong focus on the runoff issues. He said that the City is proposing a stormwater utility fee to raise money for improvements to the stormwater system. Chair Krempasky advised that finalizing the Resident Tree Program would make a good article for the Newsletter. Member

Thomson suggested an article about Urban Reforestation and to get the community involved. Member Cloward suggested for SEPAC to decide what article to use for the December Newsletter so that she could have the draft before the next meeting. Member Thomson asked if Foreman Large would be able to help draft something regarding the Resident Tree Program. Foreman Large advised that the Public Works Department does not currently have the manpower to continue with the Tree Program. Chair Krempasky asked if SEPAC should remove the Resident Tree Program from the agenda until further notice. Foreman Large agreed to remove it from the agenda. Member Cloward asked to discuss a December Newsletter topic later in the meeting.

Chair Krempasky moved on to Item 3.b.

b. Climate Change Survey

Chair Krempasky asked if anyone clicked on the survey. Deputy City Clerk Fitzgerald advised that there was one new response. Vice Chair Bandy suggested to use Survey Monkey for other things such as recycling. Member Cloward advised that she could ask Ms. Conlon if it would be useful. Chair Krempasky asked if the Commission would be interested in doing a survey about recycling. Deputy City Clerk Fitzgerald advised that she believed that the Commission mentioned it. Chair Krempasky suggested to make the survey an interactive quiz.

Discussion ensued whether Survey Monkey could be interactive; to do a quiz in the Newsletter; to check Survey Monkey's functionality.

Member Cloward suggested that both SEPAC and Ms. Conlon could work on educational recycling information at the same time and that she would discuss it with Ms. Conlon. Deputy City Clerk Fitzgerald advised that it would need to be the same message. Chair Krempasky suggested to use the graphics that are being designed. Member Cloward asked if SEPAC's logo should be at the top of the article. Chair Krempasky asked if Dr. Bond should review the Climate Change Survey and whether there should be a link to it again in the November Newsletter. Vice Chair Bandy agreed that the Climate Change Survey should be linked again since it is still active. Member Thomson suggested to link it with the Stewardship Awards article. Vice Chair Bandy asked if SEPAC should continue to pay for Survey Monkey next year.

Member Thomson advised that due to time constraints, he would like to move on to Item 5. Chair Krempasky moved on to Item 5.a.

4. Development of a Committee Strategic Plan

This topic was not discussed.

5. Environmental Policy & Planning Recommendations

a. Sea Level Rise and Adaptation Plans

Member Thomson requested a workshop with Public Works Director Tredik to discuss this subject.

b. Climate Change Initiatives

Member Thomson suggested to change the title to "Climate Change Plan".

c. Right-of-Way Ordinance

Member Thomson request that this topic be discussed at a workshop meeting.

6. Sustainable Stormwater Management Research

Member Thomson advised that this topic correlates with the Green Infrastructure Plan and that SEPAC would not be able to move forward on any of the topics in Items 5 or 6 without Director Tredik. Chair Krempasky said that Director Tredik advised that the Right-of-Way Ordinance is not a top priority at this time. Member Thomson suggested a workshop to discuss these topics because SEPAC is an environmental planning advisory committee. Chair Krempasky advised that she would send Director Tredik an email requesting a workshop meeting. Member Candler said that SEPAC could still discuss the Right-of-Way Ordinance.

Discussion ensued regarding the understaffing at the Public Works Department; that the new engineer started a few weeks ago and that she could attend SEPAC meetings in the future.

VI. OTHER COMMITTEE MATTERS

Vice Chair Bandy asked that SEPAC members fill out a survey from the University of Florida that is designed for government committees. She said that the City tried to ban certain types of plastics, but the state would not allow the ban and that local governments should be able to regulate single-use plastics in their city.

Chair Krempasky asked if there were any further comments.

Member Thomson asked if the meetings could be moved to Thursdays due to his class schedule.

Discussion ensued regarding choosing another day of the week for the meetings; whether a motion vote is needed.

Motion: To move SEPAC meetings to the first Thursday of each month beginning in November of 2021. **Moved by:** Vice Chair Bandy, **Seconded by:** Member Candler. Motion passed unanimously.

Vice Chair Bandy asked if someone would be contacting the person who submitted the Environmental Stewardship Award nomination as a courtesy. Chair Krempasky advised that she could email her. Vice Chair Bandy advised that it could be discouraging to people in the community if they think that the awards only went to those that were nominated by SEPAC. Chair Krempasky advised that there were more nominees before Covid hit. Member Thomson suggested to plug that there are vacancies on the SEPAC committee. Member Cloward agreed and suggested that the vacancies could be added to the Newsletter. Deputy City Clerk Fitzgerald advised that the board/committee vacancies are posted on the City's website.

Vice Chair Bandy reported that the balloon release ban would probably be approved.

Discussion ensued regarding the intentional release of balloons; that people are allowed to release ten balloons per person; that there are recycling signs in the neighborhoods; etc.

Member Thomson left at 7:45 p.m.

Member Cloward questioned where she should send her draft for the Newsletter. Vice Chair Bandy advised that she would send her draft to Ms. Conlon and suggested that Member Cloward could do the same.

Discussion ensued regarding the Resident Tree Program and the Forestry Plan to plant 15 trees throughout the City.

Chair Krempasky moved on to Item VII.

VII. ADJOURNMENT

Motion: to Adjourn. **Moved by** Chair Krempasky. **Seconded by** Vice Chair Bandy. Motion passes unanimously.

Chair Krempasky adjourned the meeting at 7:48 p.m.

Sandra Krempasky, Chair

ATTEST

Max Royle, City Manager



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING

THURSDAY, NOVEMBER 4, 2021, AT 6:00 P.M.

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

I. CALL TO ORDER

Chair Krempasky called the meeting to order at 6:03 p.m.

II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

III. ROLL CALL

Present: Chair Sandra Krempasky, Vice Chair Lana Bandy, and Members Craig Thomson, C. Michel Cloward, and Karen Candler.

Member Ann Palmquist was absent.

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

The Committee discussed Member Palmquist's numerous absences. Deputy City Clerk Fitzgerald advised that the typical procedure is for the Committee to discuss the absences and determine if they are excused and that the Chair would then request to the Commission that the member be removed. Chair Krempasky remarked that Member Palmquist no longer seems to be interested in being a participating member of SEPAC. She asked if SEPAC's agenda information was still being sent to Member Palmquist. Deputy City Clerk Fitzgerald advised yes with no reply from Member Palmquist. Chair Krempasky asked if the decision needed a consensus or a motion. Deputy City Clerk Fitzgerald advised that a motion could be used to back up the decision, but it is not required. Member Thomson advised that SEPAC does not have alternates and he would like to have the quorum be based on five members instead of seven members. Deputy City Clerk Fitzgerald advised that a resolution approved by the Commission could change the number of members, which would change quorum.

Discussion ensued regarding whether to make the permanent change to five members; having two alternates; the current quorum is four members; whether Chair Krempasky should draft the letter to remove Member Palmquist; to not allow things to slide with this Committee or other Boards; whether to allow members from outside the City limits.

Chair Krempasky advised that the final decision would be made at next month's meeting.

IV. APPROVAL OF MINUTES OF OCTOBER 13, 2021, REGULAR MEETING

Chair Krempasky moved on to Item IV and asked for Member comments of the October 13, 2021, minutes.

Member Thomson advised that the minutes are vague regarding SEPAC's review of the landscape plan for 301 A1A Beach Boulevard, and he asked for clarification and a copy of the memo with SEPAC's recommendations. He advised that there should be a procedure for this. Deputy City Clerk Fitzgerald advised that the procedure is that SEPAC was provided with the landscape plan for review and recommendations, and that the recommendations were typed and given to the Building Department to provide to the developer. Member Thomson asked Public Works Director Tredik who does the site plan reviews for the City. Public Works Director Tredik advised that he coordinates with the Building Department to ensure that the plans meet the tree plantings that are required and that a detailed review of a landscape plan is not done by Public Works. Chair Krempasky said that Foreman Large was going to visit the property for placement of the palms. Director Tredik advised that that was done, and the palms could be placed there without site line issues. Member Thomson advised that he would like the plan reviews to come to SEPAC before they go to the Comprehensive Planning and Zoning Board because otherwise, they would not see SEPAC's recommendations. Member Thomson asked for clarification that the palm trees are required and that there is space for them. Director Tredik clarified yes.

Member Thomson questioned the budget discussion from the October 13th minutes. Deputy City Clerk Fitzgerald advised that this is a discussion for approval of the minutes and that topics within the minutes should be discussed later in this agenda.

Member Thomson questioned the Resident Tree Program discussion from the October 13th minutes and whether it was removed because of labor shortages. Director Tredik advised that Public Works is still down three employees and that it is not in this year's plan, and that he is in support of the program once Public Works is fully staffed. Chair Krempasky asked whether the October 13th minutes should be changed to reflect that the program was stopped due to labor shortages.

Deputy City Clerk Fitzgerald advised that this discussion is just to review and approve the October 13th minutes and not the content. She advised that she would review the recording and add content if needed.

Motion: to approve the minutes of October 13, 2021, with changes and correction of typographical errors. **Moved by:** Member Thomson. **Seconded by:** Member Cloward. Motion passed unanimously.

Chair Krempasky moved on to Item 1.a.

V. PRESENTATION OF REPORTS:

1. Reforestation and Landscaping Projects

a. Mickler Boulevard

Vice Chair Bandy advised that she has not heard anything from Lowe's. She said that Foreman Large advised at the last meeting that he wanted to get feedback from the residents. Director Tredik advised that he has concerns adding the benches without letting the immediate area residents know. He would like to have a public meeting and to send out letters inviting residents to the meeting. Chair Krempasky advised to wait to hear back from Lowe's and refine the plan. Director Tredik advised to present it at a SEPAC meeting and make sure that the residents are aware of its discussion and to take into

consideration their feedback and then adjust the plan accordingly. Member Candler asked if there was ever an objection to the benches on Pope Road. Director Tredik advised that Pope Road is a County road and that he has never heard of any objections to the benches, but that people sometimes linger at those benches. Vice Chair Bandy said that Chief Carswell advised that there are a couple of homeless people in the City and asked if that could be a problem. Director Tredik advised that that is why he wants to hear any objections beforehand. Member Cloward asked to invite residents to the next meeting and to include the invitation in the Newsletter. Chair Krempasky said that SEPAC is still waiting to hear back from Lowe's, and she suggested to wait until the January meeting. Vice Chair Bandy advised that she would check with Lowe's.

Discussion ensued regarding the benches; that some people may want the benches while others do not; that Lowe's may not be able to do the project; that there is money in SEPAC's budget; that it would be good to get Lowe's input; to possibly do an informal presentation at the December meeting; that the benches would be located across the street and not in people's front yards; that the benches are for pedestrian use.

Director Tredik advised that the benches could be a nuisance to the residents on Lee Drive because it would be in their back yards. He would like to send the letter to both the Mickler Boulevard and Lee Drive residents. Member Cloward asked if the letter could go out in time to invite the residents to attend SEPAC's December meeting. Director Tredik advised yes. Deputy City Clerk Fitzgerald advised that a decision would need to be made as to who should pay for the postage at \$0.53 each.

Vice Chair Bandy asked what the letter would say. Director Tredik suggested to say that SEPAC would be discussing beautification improvements to Mickler Boulevard between Pope Road and 16th Street and that your attendance would be appreciated. Deputy City Clerk Fitzgerald advised that even if there is no funding from Lowe's, it would be beneficial to have input from the residents and to develop a plan to get funding next year. Chair Krempasky advised that SEPAC has the funding this year. Member Thomson asked if the funds were for the urban canopy and commented that this is the tail end of a \$550,000 stormwater management project. Chair Krempasky advised that there is \$1,500 for the Mickler Boulevard project which is currently in the budget, and it does not include the \$1,850 for Urban Forestry.

Chair Krempasky moved on to Item 1.b.

b. Urban Forestry and Planning Projects

Chair Krempasky advised that the task was to look at the Urban Forestry Management Plan and decide where to plant hardwood trees. Member Thomson read the section of the October 13th SEPAC minutes regarding replanting the tree canopy and that Foreman Large had advised that Public Works is very short handed. He asked Director Tredik if there is enough manpower to plant any hardwood trees this year. Director Tredik advised yes, probably by the spring. Member Thomson advised that SEPAC wanted to have a workshop meeting about this topic to come up with a planting plan each year and that winter is the best time to plant trees. Director Tredik advised that Public Works is currently trying to gear up to full staff to be able to take over recycling by January 3, 2022, and once fully staffed, Public Works should be able to do some projects in the winter. He

advised that he has discussed possible planting locations with Foreman Large. Member Thomson asked Director Tredik to discuss the locations that he preferred for the plantings. Member Candler asked about the fifteen trees that Foreman Large discussed. Member Thomson advised that the fifteen trees were planted last year and that trees have been purchased. Director Tredik advised that whatever parkette SEPAC decides to do work on could be a potential location for a tree, and that possibly Mickler Boulevard and other areas where the right-of-way is on the west side. Member Thomson advised that he walked 2nd Avenue with Foreman Large and that it is a low area that could be reforested. Director Tredik advised that any area that tree roots will not interfere with a drainpipe could be a potential area for tree plantings, but that he would not recommend any invasive trees. Member Thomson advised that last year Dr. Kaczmarzky worked with Public Works to locate the trees along the right-of-way, and he does not want to spend the entire meeting discussing this because there is a goal, a paid consultant, and there is a need to make a quick decision. Director Tredik advised that he would get with Foreman Large before the next SEPAC meeting and then he could present some location suggestions. Chair Krempasky advised that she watched a sustainable landscape webinar, and the keynote speaker was an entomologist and he discussed why Oak trees should be planted because they attract more species. Member Thomson advised that it enhances the biodiversity, which the City is losing. Director Tredik advised that he would be happy to plant whatever tree works for the area, while being cautious of the infrastructure that needs to be maintained. Chair Krempasky asked about the green area to the west at A Street. Director Tredik advised that the green area is on 2nd Avenue. Member Thomson advised that 2nd Avenue is pretty bare and asked if someone would volunteer to work with Public Works. Chair Krempasky advised that she would meet with Public Works.

Chair Krempasky moved on to Item 1.c.

c. Model Green Infrastructure Plan

Chair Krempasky advised that she searched for an example of what Dr. Kaczmarzky recommended and did not find anything. She said that the landscaping collaborative webinar was interesting and that she would send the link to Deputy City Clerk Fitzgerald. She said that part of the collaboration was pushing native plants, etc. and it is becoming a big deal with major developments and cities. She contacted the landscape architect that ran the meeting to ask for her advice about a 50x90 project area and that she has not heard back from her yet. Member Candler asked for the name of the website instead of sending the link to Deputy City Clerk Fitzgerald. Chair Krempasky advised to search "Outside: Sustainable Landscape Collaborative 2021". She believes that it has been made public now but that the webinar was \$40 last year and has gone up. Deputy City Clerk Fitzgerald advised that she Googled it and found the website to be "outsidecollab.com". Chair Krempasky asked if there was a link to the webinar, otherwise she could forward it so that everyone goes to the right spot. Deputy City Clerk Fitzgerald advised that there is a link to YouTube. Chair Krempasky agreed that it was on YouTube.

Member Thomson read from page 7 of the October 13th minutes where it stated that, "Chair Krempasky advised that SEPAC will not move forward with the project until Director Tredik and the Commission are on board, and that there is no proposed location, etc." He asked to resolve this issue before moving on and asked if there is a proposed location and if Director Tredik was on board. Director Tredik asked if the location was the

northeast parkette at D Street and 2nd Avenue. Member Thomson said yes. Director Tredik advised that he would be on board, but that he also recalls discussing a concept plan and to include community support of the project and then to try to get funding. He said that he does not think that a landscape architect is needed for a concept plan. Member Thomson asked if there was staff that could do it. Director Tredik said that he could probably help with the drawing, but not the plant selection.

Member Thomson said that the goal of this project is water conservation, reducing stormwater runoff, preserving the tree canopy, using native plants, and increasing the biodiversity. He said that a Civil Engineer would be needed to calculate how much stormwater is coming down that street and to size the swale accordingly to retain the water before the release valve would release it and to not add pollution. Director Tredik advised that there is not a tremendous point to do detailed drainage analysis on it. He said that it would depend on the storm, and that the first half inch of rainfall contains most of the contaminants and would be the best benefit to remove.

Discussion ensued regarding that the biggest benefit would be to go Citywide with the project; that this is a model project to copy to other parkettes later; to start with one corner; etc.

Member Thomson asked if \$1,850 was available for this project. Chair Krempasky advised that if approved, it could be \$5,000. Director Tredik advised that the elevation would need to be scraped down a little and contoured with aesthetic lines. Member Thomson asked what the manhours would be to develop the plans. Director Tredik advised that a basic undetailed sketch could be done quickly, and that neighborhood coordination is probably the most important thing. Member Thomson advised that a letter could be drafted to those neighbors adjacent to the parkette that explains the project. Director Tredik advised that dense vegetation is probably not wanted because it could become a nuisance and attract snakes, etc. Member Thomson said that a location has now been decided and that a letter needs to be drafted to the neighbors. Chair Krempasky asked if Member Thomson would like to draft the letter. Member Thomson suggested to come up with a concept plan this month. Director Tredik said that he could put a concept plan together very easily. Member Thomson asked to advertise about the meeting. Director Tredik suggested to separate this project from the Mickler Boulevard project to lessen the crowd at one meeting. Member Thomson said that this ties in with the newspaper article that never got published. Chair Krempasky advised that it was published in the City's E-Newsletter. Member Thomson advised that he wanted it to run in the St. Augustine Beaches News Journal.

Discussion ensued regarding the City's Newsletter vs. the Beaches News Journal; that there is a link on the City's website to join the City's E-Newsletter.

Member Cloward advised that she would contact the publisher of the Beaches News Journal to ask about getting articles in it.

Member Thomson advised that he handed out a proposal to have an award for Environmentally Friendly Landscaping for both residential and commercial properties within the City. He read the qualifications from his proposal (Exhibit A). He discussed the point system for the various qualifications. Member Cloward suggested that SEPAC needs

to agree to the awards and then to discuss the subject in more detail as a topic on another agenda to develop it. She asked if this could be done in conjunction with the Stewardship Awards. Member Thomson suggested to do them separately at different times of the year for more publicity. Chair Krempasky asked if it was agreed upon that it should be part of the upcoming agenda. Member Thomson suggested to add it under the Educational Programs section of the agenda.

Chair Krempasky moved on to Item 2.a.

2. Educational Programs

a. Newsletter Topics

Member Cloward advised that SEPAC needs volunteers and that she is already putting something together. She is also working on something to get residents to attend the next SEPAC meeting. Vice Chair Bandy asked if it has a link. Member Cloward advised yes, and she described the Newsletter article and that she would test it to make sure the link works. She said that once she fine tunes the image, then it would become her template.

Vice Chair Bandy advised that Ms. Conlon advised that the Environmental Stewardship Awards article would be in next month's Newsletter. Chair Krempasky advised that it would also encourage 2022 nominations and she asked if any of the forms should be updated to make it more attractive. Vice Chair Bandy advised that there is not much public participation and that there needs to be more discussion of how to market it better. Member Cloward advised that she liked Member Thomson's idea of cash or a gift card award as incentive. Member Thomson advised that the Environmentally Friendly Landscaping Award is different because people are actually putting money in the ground and the Stewardship Award is a recognition of service over time.

Discussion ensued whether it is appropriate to give cash/gift cards; that it is not a competition, but a recognition; local restaurants may be willing to give gift cards.

Chair Krempasky asked Director Tredik if he had any comments. Director Tredik advised that he would stay for the rest of the meeting.

Chair Krempasky moved on to Item 2.b.

b. Climate Change Survey

Member Thomson questioned the October 13th meeting minutes regarding the Climate Change Survey discussion and said that he did not know what was going on and could not determine who said what. Deputy City Clerk Fitzgerald explained that that section of the minutes depicts multiple comments back and forth from all the members that were combined instead of individual comments. Chair Krempasky asked if there was mention of another product that was more interactive. Vice Chair Bandy recalled that she and Member Cloward discussed doing a quiz which is not possible with Survey Monkey. Member Thomson asked if Vice Chair Bandy was in charge of this topic, and he read the October 13th minutes where it said, "Vice Chair Bandy agreed that the Climate Change Survey should be linked again since it is still active." Vice Chair Bandy said that the Newsletter article next month will have the link to the Climate Change Survey and maybe it would help get more participants, or there could be a new survey. Member Thomson

asked if the Newsletter could specify that there is a Climate Change Survey and to ask for community participation. Vice Chair Bandy asked if the Stewardship Awards should be a separate article. Member Cloward suggested that they should be combined. Vice Chair Bandy advised that Ms. Conlon has the materials and to coordinate with her. Chair Krempasky asked if Survey Monkey could be used for recycling to assist Ms. Conlon. Deputy City Clerk Fitzgerald advised that Ms. Conlon already has a recycling communication plan developed and that Mayor England did not seem interested in polling residents. Chair Krempasky advised that wrong items are still being put in the recycling dumpsters.

Director Tredik advised that Ms. Conlon is doing a good marketing/education campaign regarding acceptable recyclable materials. He also said that postcards and postage costs are being calculated now and that Public Works would also be involved in the education campaign, along with using social media. He said that once the recycling collection begins again on January 3, 2022, that Public Works would be tagging the bins that contain non-recyclable materials and it would specify why the items are not recyclable to further educate the public. He advised that glass would not be collected due to the low market for it, and that it would cost approximately \$40 more a ton to dispose of it. He would also be limiting plastics to types 1 and 2. He said that by limiting the stream and keeping it clean, with metal, uncontaminated paper, cardboard, etc. it would get the best rate from the disposal facility. Chair Krempasky asked if Ms. Conlon would be doing a presentation to the Commission for the roll out. Director Tredik advised that either he or Ms. Conlon would be making a presentation. Vice Chair Bandy asked if a video was part of the campaign because she feels it would be helpful. Director Tredik explained that the marketing material is graphic exhibits that are easy to read. Member Cloward suggested that a short video clip on Facebook would be great.

Discussion ensued regarding how to do videos without a camera; that inside videos would need a tripod; that Member Cloward has the equipment and experience shooting videos, etc.

Member Cloward advised that she would contact Ms. Conlon to see if she is interested in using a video in the marketing campaign and that she would be happy to help.

Discussion ensued regarding that Ms. Conlon did not respond because she was on vacation and that she probably does not need assistance at this time; that Ms. Conlon is also scheduling other upcoming events such as the Art Walk; that videos need the right equipment, etc.; whether any Flagler College students might be interested in volunteering; to act quickly due to time constraints; to use a Public Works employee in the video; that the tag on the bins should contain a website address for residents to go for more information.

Member Cloward asked if a generic video could be distributed as a YouTube video. Deputy City Clerk Fitzgerald advised that existing videos could be shared with the public but that the City could not use it for its marketing because it would not have the rights to it. Member Cloward said that she would like the video to be more local and recognizable. Deputy City Clerk Fitzgerald advised that the City website only shares verifiable content. Chair Krempasky asked if the streaming service "904 Now" has done anything on recycling and that Ms. Conlon might be interested to see if they would do a program about it. Vice

Chair Bandy suggested Jorge Rivera. Member Thomson suggested that Gainesville Regional Utilities might have information. Director Tredik said that he likes the idea of a simple, tailored message. Deputy City Clerk Fitzgerald described using an image, with text or voiceover, and that text would be better for the deaf community. Vice Chair Bandy suggested contacting news reporter Jessica Clark because she is involved with environmental issues, and she covers the St Augustine area. Chair Krempasky advised that everything should go through Ms. Conlon.

Chair Krempasky asked if the City would be collecting the same recycling items as the City of St. Augustine. She advised that at a Rotary Club meeting, Todd Grant advised that he found a machine to pulverize glass. Director Tredik advised that he has been coordinating with Mr. Grant and that their recycling program has subtle differences. He said that certain plastics have no market value. Chair Krempasky said that if both city's programs were the same that it might be more appealing for reporters to cover. Deputy City Clerk Fitzgerald noted that people sometimes confuse the two cities. Director Tredik advised that the City of St. Augustine is taking their recycling to 9-Mile Road at approximately \$120 a ton, and that the City would be taking it to Bunnell for considerably less as long as it is clean. He said that the City would have the option to change what is being collected according to what items have a market.

Chair Krempasky advised that Item 3 would not be discussed, and she moved on to Item 4.

3. Development of a Committee Strategic Plan

This topic was not discussed.

4. Environmental Policy & Planning Recommendations

Member Thomson said it is critical to have a workshop and to advertise it to discuss these items. Chair Krempasky asked Director Tredik if he received her email. Director Tredik advised yes. Chair Krempasky advised that SEPAC would like to have a workshop meeting and asked Director Tredik to get back to her with a date for the meeting. Director Tredik asked if this was a workshop with other City Boards. Member Thomson advised that these items have been on the agenda for a year and half and SEPAC wants to continue looking at the Adaptation Plans based on the Vulnerability Study and make recommendations. He said that the Adaptation Plan and the Climate Change Plan are both in the Comprehensive Plan and that with Director Tredik's input it could move forward to adapt an environmental strategy. He said that the Comprehensive Planning and Zoning Board could be invited to the workshop, but that SEPAC prefers to focus on those planning initiatives to start doing something now citywide to make a difference. Director Tredik advised that if no other City Board attends the workshop, then the topics could be agenda items and be discussed at any SEPAC meeting. Member Thomson asked if it was preferred to have the meeting after hours. Director Tredik advised yes because it works better for him. Member Thomson suggested to have it at a SEPAC meeting but to advertise it as a workshop in case the public wanted to attend. Director Tredik suggested to have a workshop instead of a regular meeting for any given month. Deputy City Clerk Fitzgerald advised that the only difference is that you would not be able to vote on anything at a workshop meeting. Member Thomson said that he did not want to skip a meeting but to combine it and advertise it as a workshop. Deputy City Clerk Fitzgerald asked

why it could not be discussed during a SEPAC meeting. Member Thomson said that he wants to invite other City Boards, the Building Department, Director Tredik, and any Commissioners that want to attend.

Discussion ensued regarding whether to have the workshop directly before or after a SEPAC meeting; the need to advertise for the separate meetings; that other City Boards can attend any public meeting; most workshops have to be prearranged; that there is a hierarchy among the Boards and that the ranking Board's recording secretary would have to attend and record the minutes.

Member Thomson advised that he would like to set aside two hours for a workshop. Chair Krempasky advised that SEPAC's December meeting will be with residents, the January meeting will be for the Green Infrastructure, and she asked if February would be too late. Member Thomson advised that February would not be too late, and it would give plenty of time to advertise and he asked about starting the meeting at 4:00 p.m. Deputy City Clerk Fitzgerald advised that 4:00 p.m. would not be possible because she would still be at her day-time job. Director Tredik advised that 4:00 p.m. would be challenging some days. Member Cloward advised that 4:00 p.m. would not work for her. Deputy City Clerk Fitzgerald advised that it is only budgeted for her to have overtime once a month for the SEPAC meetings. Chair Krempasky advised that it could be approved out of SEPAC's budget.

Member Cloward said that the Newsletter would go out December 1st which would only allow a few days for people to make it to SEPAC's December meeting and she asked if it should be tabled until January. Vice Chair Bandy suggested to move the December meeting back to the second week in December. Deputy City Clerk Fitzgerald advised that SEPAC just changed their meeting days and cannot flip flop back and forth. Chair Krempasky said to have the Mickler Boulevard residents attend the January meeting. Member Cloward advised that it might be better because it would open up the December meeting.

Discussion ensued regarding whether having the January meeting with the Mickler Boulevard residents works for everyone; that January would give more time; the grant for the Adaptation Plan was submitted but has not been reviewed yet and there might be more answers in January or February for approved projects; etc.

Director Tredik advised that the Adaptation Plan would develop the projects from the Vulnerability Study to harden the City boundaries. Member Candler asked if the new engineer would be working on those projects. Director Tredik said yes that she would be working on grants and with the internal aspects of drainage. He advised that there is a Request for Qualifications (RFQ) out right now and hopefully it will be brought to the December Commission meeting with a ranking of the consultants. He discussed the RFQ in more detail. Member Thomson suggested that Director Tredik should provide a presentation of all the projects that are in the works. Director Tredik advised that once he has more information that he could present it at a SEPAC meeting. Member Thomson asked if the Vulnerability Study was precise enough to analyze drainage issues. Director Tredik advised that the Vulnerability Study looked at the boundaries and the City's vulnerabilities to sea level rise and storm surge from events that would push into the City, and it provided recommendations with cost estimates. He said that the Adaptation Plan would actually develop those projects, it would consider the environmental aspects, the endangered species, etc. to see if it could be done within a reasonable budget. He said that those conceptual plans and cost estimates would

then be used to apply for grants or fund them in house. Member Thomson said that the Vulnerability Study did not address runoff. Director Tredik agreed and said that runoff was not the focus of the Vulnerability Study. Member Thomson said that climate change would create greater rainfall events. Director Tredik advised that there is anecdotal evidence but there is not an updated table to use other than the one from 10-15 years ago. Member Thomson asked when the workshop could be. Chair Krempasky advised that it would be in February. Director Tredik suggested that SEPAC should use the next two meetings to formalize the agenda and to notify any invited City Boards so that they have time to prepare and add to the agenda in order to have a productive meeting. Deputy City Clerk Fitzgerald advised that all City Board meetings are advertised the same way, so they are aware of SEPAC meetings and are welcome to attend any meeting they would like. She said that SEPAC could arrange for a joint meeting with the Boards. Member Thomson advised that SEPAC's tasks are different from the Comprehensive Planning and Zoning Board (CPZB), and he agreed to have a regular meeting and to ask the Boards to attend if they want to.

Chair Krempasky asked when the City's Comprehensive Plan would be revised again. Deputy City Clerk Fitzgerald advised that it is revised every seven years and it was last done in 2019. Chair Krempasky said that her webinar talked about the Sea Level Impact Projection (SLIP) measurement tool and that some of the resiliency measures would have to be in the new Comprehensive Plans. She said that she did not think the CPZB got involved in the review of the Comprehensive Plan. She described how the discussions regarding the parkettes and parking was an opportunity to save some for green space and some for parking. Director Tredik said that each Board has a different perspective on the use. Chair Krempasky said that there is an opportunity for SEPAC to work with the CPZB. Deputy City Clerk Fitzgerald advised that the CPZB addresses the issues before them and does not usually get involved in City business or come up with projects like SEPAC does.

Chair Krempasky moved on to Item 5.

a. Sea Level Rise and Adaptation Plans

This item was discussed above.

b. Climate Change Plan

This item was discussed above.

c. Right-of-Way Ordinance

This item was discussed above.

5. Sustainable Stormwater Management Research

Chair Krempasky asked if there were any updates from the Commission. Deputy City Clerk Fitzgerald advised that the Commission discussed the stormwater fee at their October 4, 2021, regular meeting and the general consensus was neither for nor against it, but they agreed that this was not the right time. Director Tredik advised that the Commission has concerns about adding another fee because the garbage/solid waste fees already went up and that they were not at a point to approve a stormwater fee. Chair Krempasky asked Director Tredik when he planned to present it to the Commission again. Director Tredik said that he did not have an exact date yet, and that the Stormwater Master Plan update is going

to fuel the project list that will help support a fee. He said that the Plan update will have a lot of projects that are not funded and would need either a dedicated revenue source or apply for grants. He said that unless there is a stormwater utility fee then projects would always be competing with other General Fund items and that he would probably discuss the fee again right before the next budget season.

Chair Krempasky moved on to Item VI and asked Director Tredik for his comments.

VI. OTHER COMMITTEE MATTERS

Director Tredik advised that the construction of the weir is moving along and is scheduled to be finished in July and it is an important piece of the City's drainage infrastructure. Member Thomson said that there were storm surge warnings out this weekend.

Discussion ensued regarding the potential for nor'easters and the problems associated with them from the intercoastal, the retention ponds, Pope Road, etc.; that the pipe size limits how much water can come in.

Member Cloward asked if the residents would be given an opportunity to review what is being proposed ahead of the meeting. Chair Krempasky asked Director Tredik what has worked better for him during his town hall meetings. Director Tredik advised that it is always good to have exhibits to present ahead of time to make it easier to understand and possibly post it on the website. Deputy City Clerk Fitzgerald advised to keep in mind that people have a fear of the unknown and some information is better than none.

Discussion ensued regarding letting the residents know as much as possible ahead of time; that there is no rendering to present; to do a rough drawing; that vehicles may drive over the plantings; the concrete sidewalk is six inches thick and should resist cracking.

Member Candler asked about Ocean Hammock Park. Director Tredik advised that there are two phases that are in the works: phase 1 is the restrooms, which is close to being under contract; phase 2 is the remainder of the park, which is currently in the design and permitting phase. He said that the Water Management District has some concerns for the wetlands, and they could ask for further information which could push the permit into December. Member Candler asked if it was the same plan. Director Tredik advised yes, with a few changes that were made because of the comments from surrounding communities such as: increased buffering, moving the location of the connection to the beach walkway farther west, etc. Vice Chair Bandy asked if there is still going to be a playground. Director Tredik advised yes, and that it is not a true playground it is more of a playscape which would give kids a place to climb around while families are picnicking. Chair Krempasky said that it makes no sense to her to be concerned about converting neighborhood parks and worrying about snakes. Director Tredik advised that the playscape is in the uplands, but that nothing is too far away from the wetlands and that there will be signs all throughout the park warning people of the dangers from snakes. He advised that there will also be informational kiosks throughout the park with information about trails, animals that live in the park, etc. He advised that there are Water Moccasins in the Mickler Boulevard ditch and there are other poisonous snakes all around. Chair Krempasky said that she went to the Japanese Gardens in Delray, Florida and that there is a sign outside of the museum stating that there are alligators in the lake and that she could not enjoy herself. Director Tredik said that the playscape will be very basic and will not have places for snakes to hide.

Member Thomson left at 7:49 p.m.

Deputy City Clerk Fitzgerald asked to discuss the workshop. Chair Krempasky advised that the workshop will in February. Deputy City Clerk Fitzgerald asked if SEPAC was giving up their regular meeting for a workshop. Chair Krempasky advised yes, that she would prefer to have a two-hour workshop. Deputy City Clerk Fitzgerald advised that SEPAC's January meeting would have to identify the one-or-two topics that would be discussed at the February workshop meeting. She said that the purpose of a workshop is for the Committee to discuss things that would be on the next regular meeting agenda to be voted on. Chair Krempasky asked if the definition of a workshop could be just trading information because SEPAC wants to hear more from Director Tredik, etc. Deputy City Clerk Fitzgerald advised that that could be done at your regular meetings and that a workshop is to have an extended discussion on a singular topic and then add it to the next regular meeting agenda for a motion and vote. Vice Chair Bandy asked if a regular meeting could just have one agenda item. Deputy City Clerk Fitzgerald advised that that would be the preferred way to do it. She said that she worries that Member Thomson may be under the impression that the Sunshine Law would not apply at a workshop meeting. Chair Krempasky said that she believes that Member Thomson was surprised that things are moving ahead, and that SEPAC does not want to add additional work, and if it is not helpful for Director Tredik to make presentations to SEPAC or to let SEPAC read what he is involved with, to let her know. Director Tredik advised that he prefers for SEPAC to be involved on that level and that it helps the overall plan.

Member Cloward asked if one member could be a liaison with Director Tredik outside of a meeting. Deputy City Clerk Fitzgerald advised yes if SEPAC gives the authority to that member to act on the Committee's behalf. Director Tredik advised that the information could not be shared with any other members outside of a meeting and that he would be happy to meet individually with any SEPAC member. He advised to be cautious when there is a consultant involved which could cause a change order if there is conflicting information. Deputy City Clerk Fitzgerald said that this Committee has given authority to individual members in the past and she discussed several instances. Member Cloward said that there is not a need to wait for February's meeting and to start now to avoid a disconnect and that concerns may come up in March or April and to use a mediator to relay ideas back and forth between Director Tredik and SEPAC. Member Candler agreed and said that the liaison should also attend the Comprehensive Planning and Zoning Board (CPZB) meetings. Member Cloward said that the CPZB meetings are stressful. Deputy City Clerk Fitzgerald advised that part of the problem is that SEPAC's agenda has the same topics each month and that it should be pared down to focus on items that SEPAC can act on and to rotate items back onto the agenda as needed. Chair Krempasky agreed that it was an excellent idea and she asked if next month is when SEPAC would be choosing a new Chair and Vice Chair. Deputy City Clerk Fitzgerald advised yes. Chair Krempasky advised that she has been the chair for three years and that she has a hard time cutting people off because SEPAC only meets once a month and that she wants every member to have an opportunity to say what they want.

Member Cloward asked if the agenda should be tailored for the next meeting. Deputy City Clerk Fitzgerald advised that active topics should stay on the agenda such as the Newsletters, but that items like the Climate Change Survey item could be taken off and still be discussed under Other Committee Matters if there are updates. Chair Krempasky suggested to revise the agenda for the December meeting now. Director Tredik said that topics should be action items. Member Cloward said that she would be the liaison between SEPAC and Public Works. Chair Krempasky advised

that she would attend the CPZB meetings. Member Candler suggested that one member should attend the CPZB meetings, and one should attend the Commission meetings to stay better informed.

Discussion ensued regarding the current agenda topics and that the Climate Change Survey could be swapped out for Member Thomson's Environmentally Friendly Landscape Awards; that the Newsletter topic is a short conversation; etc.

Chair Krempasky said that Director Tredik and Foreman Large would work on a location for the Green Infrastructure Project on D Street. Director Tredik said that it was the northeast quadrant of that intersection. Member Candler said that that is where the pump is. Chair Krempasky asked Director Tredik if he was working to find a location to plant 18 hardwood trees. Director Tredik advised that he would review the Urban Forestry Management Plan and come up with possible locations for SEPAC to choose from.

Discussion ensued regarding whether the Mickler Boulevard topic should stay on December's agenda; that it will be discussed with residents in January; if there would be a presentation; that a letter would be sent to the residents and that a sketch is needed; there is no need to provide the names of the plants; that the letters could be sent after the December meeting; to combine agenda topics that are currently sectioned into a-b-c categories; etc.

Chair Krempasky advised that SEPAC's budget for the Urban Forestry Project is \$1,875. She said that if Public Works becomes fully staffed that they could provide the labor for the project, otherwise SEPAC would buy the trees from Southern Horticulture possibly with Foreman Large's assistance. Director Tredik advised that he did not believe there would be a problem providing the labor.

Member Cloward asked if the Mickler Boulevard project would need to stay on the December agenda in preparation for the January meeting with the residents regarding the project. Vice Chair Bandy would like to leave it on the agenda because SEPAC needs to work on a presentation for the January meeting. Deputy City Clerk Fitzgerald advised to leave the Mickler Boulevard and Model Green Infrastructure projects on the agenda, but to remove the Urban Forestry and Planning topic because it could be discussed generally under Reforestation and Landscaping Projects.

Deputy City Clerk Fitzgerald recapped the agenda topics: to keep Item 1 and Item 2.a, to make 2.b the Environmentally Friendly Landscape Awards, to remove Item 3, to revise Item 4 by removing the a-b-c subtopics and discuss it in general, and to remove Item 5. Member Cloward asked why Item 4 was being left on the agenda. Deputy City Clerk Fitzgerald advised that Member Thomson might want to discuss it. Member Cloward advised that it is the same information repeated. Chair Krempasky advised to keep Item 4 because Director Tredik would be providing information about it.

Chair Krempasky said that while researching the grants that Director Tredik applied for, that she got a warning saying it would be harmful to the computer.

Discussion ensued regarding that the City of St. Augustine had applied for approximately seven grants; that they have a dedicated grant writer; that grant writing is time consuming; whether Dr. Kaczmarzky might be willing to help with grants; that the new engineer will be more involved in grants, etc.

Member Candler asked what would make Public Works fully staffed. Director Tredik advised that Public Works has 23 positions including himself and that there are only 19 employees right now. Service workers are needed, and he would like to be fully staffed by the end of the month. Deputy City Clerk Fitzgerald advised that the downside is that it is hard work with a challenging starting wage. Director Tredik advised that a service worker starts out at just below \$14.00 an hour which makes it challenging to find and keep employees. He said that the City has done remarkably well considering the labor issues. Deputy City Clerk Fitzgerald advised that she receives calls thanking Public Works for their work.

Member Cloward advised that SEPAC would not be able to discuss Item 4 again until March because the prior meetings are set for other topics. Vice Chair Bandy said that the public meeting with the residents probably would not take up the entire meeting. Deputy City Clerk Fitzgerald suggested it would be good to continue having agenda topic discussion at the end of each meeting to set the agenda for the next meeting. Chair Krempasky agreed.

Chair Krempasky moved on to Item VII and asked for a motion.

VII. ADJOURNMENT

Motion: to Adjourn. **Moved by** Member Candler. **Seconded by** Vice Chair Bandy. Motion passes unanimously.

Chair Krempasky adjourned the meeting at 8:20 p.m.

Sandra Krempasky, Chair

ATTEST

Max Royle, City Manager

COMMISSION REPORT

November 2021

TO: MAYOR/COMMISSIONERS

FROM: DANIEL P. CARSWELL, CHIEF OF POLICE

DEPARTMENT STATISTICS October 17th – November 19th, 2021

CALLS FOR SERVICE - 1891

OFFENSE REPORTS - 32

CITATIONS ISSUED - 84

LOCAL ORDINANCE CITATIONS - 9

DUI - 3

TRAFFIC WARNINGS - 213

TRESSPASS WARNINGS - 9

ANIMAL COMPLAINTS - 18

ARRESTS - 7

- **ANIMAL CONTROL:**
 - St. Johns County Animal Control handled 18 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES –

Wednesday, October 20th, 2021 – Lawn Mowing

Friday, October 29th, 2021 – Tricks and Treats at the Beach PD at The St. Augustine Beach PD

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: MONTHLY REPORT
DATE: 11/23/2021

Finance

We have been working on ensuring that all invoices are paid and revenues posted for the final financial close of FY21. All prior year entries must be completed by November 30th, then the auditors will be in mid-January to review all reports.

The first month of FY22 has started off with projects moving forward and capital purchases ordered. Due to supply chain issues, the receipt of IT equipment, vehicles, and other equipment has been delayed until after the first of the new year, but the orders have been placed. There were no significant issues in the first month of this year.

Communications and Events

Melinda has been busy coordinating the upcoming events. We are so excited with all the events over the next few weeks. We hope that everyone will come and enjoy the festivities.

Technology: The IT Department has added a new member to their team. Please welcome Emory Nelson to the City of St. Augustine Beach. He has hit the ground running with helping in the day-to-day operations of the department.

MEMORANDUM

Date: November 24, 2021
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: November 2021 - Public Works Monthly Report

Funding Opportunities

Public Works is managing the following active grants:

- **Mizell Pond Weir and Stormwater Pump Station - Construction**
Districtwide Cost Share – St. Johns River Water Management District
Grant amount \$632,070; FEMA HMGP money as match
Status – Construction is underway and will be complete in July 2022.
- **Mizell Pond Weir and Stormwater Pump Station - Construction**
HMGP grant – FEMA/FDEM
Grant amount \$1.81 Million; SJRWMD Districtwide Cost Share as match
Status – Construction is underway and will be complete in July 2022.
- **Ocean Hammock Park Phase 2 - Construction**
Florida Recreation Development Assistance Program
Grant amount - \$106,500; \$35,500 match required
Status – The Grant Agreement has been executed. SJRWMD permit received
Bidding in winter 2021.
- **Ocean Hammock Park Phase 3 - Design & Permitting**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$25,000; \$25,000 match required
Status – The Grant Agreement has been executed. Design 85% complete.
- **Ocean Walk Drainage Improvements**
Legislative Appropriation Request
Appropriation Request Amount - \$694,000
Status – Grant Agreement executed. Preliminary near complete.

Additionally, Public Works has applied for the following grants:

- **Ocean Hammock Park Phase 3A – Construction**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$60,000; \$60,000 match required

Status – Grant Applied for on 9/24/2020. Approved by FDEP. Contract execution after completion of design and permitting.

- **Hazard Mitigation Grant Program - Dorian**
HMGP grant - FEMA/FDEM
Projects Applied for: CRA1A Storm Surge Protection \$550,000
Status – Notice of award – Awaiting Contract from FDEM
- **City of St. Augustine Beach Adaptation/Resilience Plan**
Resilient Florida Grant Program - FDEP
Grant amount requested \$150,000; no match required
Status – Proposal submitted to FDEP; awaiting FDEP
- **Ocean Hammock Park Phase 3B - Construction**
Florida Recreation Development Assistance Program
Grant amount - \$200,000; \$200,000 match required
Status – Application made; Decision in May 2022.

General Activities

Rights-of-way and Parkettes – Public Works continues to provide essential maintenance services on rights-of-way and parkettes. Restrooms on 10th St. and A St. are open all day and are regularly cleaned and disinfected.

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

Lakeside Park – The steel sculpture of a phoenix “sonorous” has been temporarily removed for reconditioning. It will be restored to its place in the park upon completion of reconditioning. Dock will be re-decked in early FY22.

Holiday Lights – Public Works has installed Holiday Lights throughout the city.

Sanitation

Curbside Recycling Temporarily Suspended– New refuse truck has been delivered to Public Works but cannot be placed into service until title is received in early December. Resolution will be approved on Dec 6, 2021, authorizing the financing of the new truck. Public works is filling vacant positions needed for the recycling program and staff is working on an education program (including mailers in mid-December) to prepare for resumption of curbside recycling pickup on January 3, 2022. The City of St. Augustine has provided three temporary recycling dumpsters at City Hall to provide recycling drop-off during the recycling suspension. A Matrix Message Board and information boards have been deployed at the temporary dumpsters to provide information on materials accepted.

Drainage Improvements

Mizell Pond Outfall Improvements (HMGP Project No. 4283-88-R) [CONSTRUCTION] –

The project includes repairing and improving the damaged weir, replacing stormwater pumps and improving the downstream conveyance. FEMA will reimburse of 75% of the total construction cost, with \$632,070 to be paid by the St. Johns River Water Management District (SJRWMD) FY2021 districtwide cost-share program. Construction in November 2021 include:

- Excavation, forming and pouring footer for new Pump Station wingwall
- Construction of bulkhead on downstream outfall west of Fiddler's Point Drive

Construction was impacted by November's nor'easter. Schedule impacts may be approximately 2 weeks.

Ocean Walk Drainage Improvements [PRELIMINARY DESIGN] –

Public Works has installed a pump-out structure at Mickler Boulevard as well as a backflow prevention device to prevent water in the Mickler Boulevard drainage system from backing up into the Ocean Walk neighborhood. Preliminary design is near completion by Matthews Design Group. Items complete to date include:

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

The revenue agreement with FDEP for the remainder of the project has been executed. Upon acceptance of the drainage analysis report, the city will negotiate a contract with Matthews Design Group to complete design and permitting of the project. Design and permitting is planned to commence in January 2022.

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

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

Parks and Recreation Improvements

Ocean Hammock Park Phase 2 [BIDDING] – Public Works has received a SJRWMD permit for Phase 2 improvements to Ocean Hammock Park. The Phase 2 improvements include handicap accessible restrooms (including a sanitary lift station and force main), an

outside shower, water/bottle fountain, an additional handicap parking space in the parking lot, two (2) picnic areas near the parking lot, an informational kiosk, and a nature trail with interpretative signage. Construction is funded by park impact fees and a \$106,500 grant from the Florida Recreation Development Assistance Program (FRDAP). Construction will occur in FY 2022.

Ocean Hammock Park Phase 3 [DESIGN/PERMITTING] – Design is approximately 85% complete. Phase 3 includes improvements to the interior of the park including, a picnic pavilion, observation deck, education center, additional trails with interpretative signage, bike and kayak storage, and an accessible connection to the parking lot and the beach walkway. Design is funded by a park impact fees and a \$25,000 grant from the Coastal Partnership Initiative. Construction of portions of Phase 3 is anticipated in FY2022. Items completed to date include:

- 85% Design Plans
- Public Meeting
- Plan revisions from public feedback
- SJRWMD permit application

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

Streets / Rights of Way

2nd Street Improvements and Extension [DESIGN] – Design is 90% complete and SJRWMD and FDEP permits are in-hand. The City is coordinating with residents and FPL to obtain required easements for undergrounding of electric utilities. Advertisement for bids will occur upon completion of design plans and final determination of electric utility changes, Construction planned to commence in FY 2022.

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

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

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

Street Lighting

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

PENDING ACTIVITIES AND PROJECTS

Revised November 24, 2021

1. **PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER.** No information to report.
2. **LAND DEVELOPMENT REGULATIONS CHANGES.** At its December 6th meeting, the City Commission consider the following changes to the Regulations: an ordinance to clarify setbacks and permitting requirements for sheds, decks, patio covers, screen enclosures and outside stairs, and to provide a definition for patio covers and screen enclosures.
3. **UPDATING STRATEGIC PLAN.** As its January 7, 2019, meeting, the City Commission decided to do the update itself with the City staff. At later meetings in 2019, the Planning Board and the Sustainability and Environmental Planning Advisory Committee provided suggestions for the plan. The Commission agreed with the City Manager's suggestions for items in the plan and asked him to include in it parking infrastructure. The City Manager prepared a Mission Statement, a Vision Statement, a Values Statement and a list of goals and the tasks each. The Commission reviewed the plan and provided comments at its January 14, 2020, continuation meeting. The topic was on the agenda for the Commission's February 1st meeting, but because of time, the Commission scheduled discussion of it to the continuation meeting on February 8th. At that meeting, the Commission provided some suggestions for changes and Commissioner George will work with the City Manager on changes to the wording for the plan's Vision Statement. In October 2021, her suggested wording for the Vision Statement is "St. Augustine Beach is an ocean-front paradise committed to preserving its natural resources, inspiring a socially responsible and engaged citizenry through communication, transparency and accountability, and supporting a safe and exceptional quality of life for its residents and businesses." Commissioner George read the wording at the Commission's November 1st meeting. The revised draft of the strategic plan will be considered by the Commission in early 2022.
4. **PARKING PLAN.** The City Commission has changed the focus of the parking plan from paid parking to improvements for parking on City-owned plazas and streets. At its May 24, 2021, continuation meeting, the Commission by consensus asked that City staff present a list of parking projects to the Planning Board for it to prioritize. At its August 17th meeting, the Board recommended the following:
 - a. that the Commission continue to explore opportunities for increased and improve parking;
 - b. that the City not use any currently landscape plazas for parking;
 - c. that the City work with the County to develop a parking area along the north side of Pope Road; and that the City make a priority improving the parkette on the west side of A1A Beach Boulevard between A and 1st Streets.The Commission discussed these recommendations at its September 13th meeting and decided that the parkettes to be improved in Fiscal Year 2022 will be the ones along the west side of A1A Beach Boulevard between A and 1st Streets. An appropriation of \$45,000 has been put in the budget for this project. Part of this project that concerns underground drainage may be eligible for funding by the American Rescue Plan Act. A consultant will be hired to do the design and permitting in December or January.
5. **JOINT MEETINGS:**
 - a. With the County Commission. No date has yet been proposed by either Commission for a joint meeting.

- b. With the Comprehensive Planning and Zoning Board and the Sustainability and Environmental Planning Advisory Committee (SEPAC). The next joint meeting will be scheduled during the spring of 2022.
- 6. UPDATING PERSONNEL MANUAL. The entire Manual will be redrafted to correct spelling and remove redundant and/or obsolete provisions.
- 7. LED STREETLIGHTS. New lights have been installed along the Boulevard and Pope Road, and 16th, 11th and A Streets, and Mickler Boulevard. Besides replacing the remaining old-fashioned high-pressure sodium lights, the next step will be replacing the high-pressure sodium lights in residential neighborhoods. No timetable has yet been set for this.
- 8. GRANTS. The Public Works Director has prepared applications for grants from the following agencies:
 - a. Florida Recreation Development Assistance Program, \$106,500, for restrooms at Ocean Hammock Park. City match would be \$35,500. Total project cost: \$142,000. The Governor approved the appropriation and the contract with the Florida Department of Environmental Protection has been signed. The restrooms have been designed by a local architect and the Public Works Department has done the site design. The St. Johns River Water Management District has approved the permit. The Commission will be asked at its January 3rd meeting to award the bid to construct the restrooms.
 - b. Coastal Partnership Initiative: \$25,000, to fund planning for other improvements to Ocean Hammock Park: picnic pavilion, observation platform, playscape for children, more trails. City match will be \$25,000. Total project cost: \$50,000. Though it is federal money, the grant is provided through the state, which has approved it, and the grant agreement has been executed. Contract with a parks design firm has been signed. The survey has been completed, plans are 85% complete and the City has applied for a permit to the St. Johns River Water Management District and the permit will likely be approved by mid-December.

The Public Works Director has applied for another Partnership grant for \$60,000 for additional improvements to Ocean Hammock Park. The application was submitted on September 25, 2020. The state has approved the grant. The grant agreement will be executed upon completion of design and permitting.

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

- c. The City is applying for an adaption/resilience plan grant to further develop projects that were recommended in the vulnerability study done earlier in 2021, such protecting the east end of Pope Road and the pier park from storm surge. Grant may provide \$150,000. It doesn't require a match from the City.
 - d. St. Johns River Water Management District Cost Share Program: Grant applied for in February to provide funds for the new weir at the City's Mizell Road retention pond. The amount requested was \$600,000. The District appropriated the money in its Fiscal Year 2021 budget and the contract

has been executed. The City advertised for bids and the bid was awarded scheduled to Sawcross, Inc., which has started construction. The project is 30% complete.

9. **NON-CONFORMING BUSINESS SIGNS.** The City's sign code has a height limit of 12 feet for business signs. A number of businesses have signs that exceed that height. According to the code, these signs must be made conforming by August 2023. The Building Official and his staff will notify the businesses of this requirement and will work with them to bring these signs into conformity.
10. **CHARGING STATION FOR ELECTRIC VEHICLES.** The Public Works Director is working with the staff of the North Florida Regional Transportation Organization to have a charging station for the public at city hall. The Public Works Director met with the company that builds the stations to determine the location for the station, which will be two charging stations next to Building C on the west side of the south city hall parking lot. In early December, the charging station was constructed. The company has provided a proposed contract, which the City Attorney has reviewed and approved. The City Manager signed the contract on August 25th. It was then sent to the company for signing.
11. **FLOODING COMPLAINTS.** Citizens have expressed concerns about the following areas:
 - a. **Ocean Walk Subdivision.** The subdivision is located on the east side of Mickler Boulevard between Pope Road and 16th Street. Earlier in 2020, the ditch that borders the subdivision's west side was piped. Ocean Walk residents have complained that the piping of the ditch has caused flooding along the subdivision's west side. The Public Works Director had the Mickler and 11th Street ditches clear of debris, so as to improve the flow of water. At its October 5, 2020, meeting, the City Commission asked the Public Works Director to prepare a Request for Qualifications, so that the Commission could consider an engineering firm to review the Ocean Walk drainage issues. The deadline for responses to the RFQ was November 23, 2020. The Public Works Director prepared an addendum, which was advertised before Thanksgiving. The deadline for the RFQ is December 8, 2020. A committee of City employees reviewed the three proposals that were submitted and recommended the City be authorized to negotiate with the Masters Design Group of St. Augustine. The Commission approved the authorization at its January 4, 2021, meeting. At its March 1st meeting, the Commission approved the contract with Matthews. In March 2021, the City was notified that its request to the Florida Legislature to appropriate \$694,000 for Ocean Walk drainage improvements was approved and in late May the City was notified that the appropriation had survived the Governor's veto. The grant agreement has been executed. A contract has been negotiated with the Matthews Design Group of St. Augustine for the design and permitting of the project. Matthews provided a report on the project to the Commission at their November 1st meeting. At the Commission's January 3rd meeting, a contract with Matthews for final design and permitting will be presented for approval.
 - b. **Oceanside Drive.** This street is located in the Overby-Gargan unrecorded subdivision, which is north of Versaggi Drive. A survey has been done to determine the road's right-of-way and the design of a new road is underway by the City's civil engineering consultant. The Public Works Director will present a proposed plan for improvements at the City Commission's January 3rd meeting.

- c. St. Augustine Beach and Tennis Complex and Private Pond between Ocean Trace Road and the Sabor de Sal Subdivision. The private retention pond for the Beach and Tennis condo complex is too small and floods during periods of heavy rainfall. The flooding threatens the condo units that border the pond. The Sabor de Sal subdivision had a pond that is owned by the adjacent property owners. It also floods and threatens private property. The area needs a master plan that will involve the City, private property owners and the Florida Department of Transportation. The Public Works Director plans a town hall meeting the affected parties, to discuss a possible private/public partnership. A preliminary step will be the hiring of a consulting engineer to do an assessment and develop project alternatives.
 - d. A Street east of the Boulevard. Vice Mayor Samora spoke of this ongoing problem at the Commission's February 8th meeting. On February 26, 2021, Commissioner Samora, the Public Works Director, the City Manager, the County's Interim Public Works Director and interested citizens met on A Street at the location of the flooding problem. The Vice Mayor met with County and City staff members at A Street on July 9, 2021, to review the plan for improvements. An underground drain and five-foot wide sidewalk are proposed for the north side of A Street. The Commission discussed the proposal at its November 1st meeting. Since then, the County has proposed a five-foot wide sidewalk and a two-foot wide curb, with the City maintaining the sidewalk. The Commission will consider this proposal at its December 6th meeting.
 - e. Pipes under Pope Road and A1A Beach Boulevard. Application for \$550,000, 75% of which will come from the Hazard Mitigation Grant Program. The Phase I design has been approved by the Florida Division of Emergency Management.
12. STORMWATER UTILITY FEE. The Commission decided at its October 4, 2021, meeting that the time to levy the fee wasn't right in light of the recent increase in the non-ad valorem fee for the collection of household waste and recyclables and the increase in property taxes due to the rise of property values in the City. The suggestion for the utility fee will be brought back to the Commission later in 2022.
13. SOLID WASTE COLLECTION AND RECYCLING. By mutual agreement, the City and Waste Management, the company that provided recycling pickup service to the residents, cancelled the contract as of October 4, 2021, because the company was unable to provide consistent service due to a shortage of employees. The Commission at its September 13, 2021, meeting made the following decisions: to suspend the recycling program on October 4, 2021, and to have Mayor England send a letter to a garbage truck supplier, to reserve a truck that the City will purchase and use for recycling pickup. The truck was delivered to the City in early October. Once the financing to pay for the vehicle has been arranged and two employees hired, the pickup of recyclables will be resumed by the City. Recycling collection will resume on Monday, January 3, 2022. In the meantime, St. Augustine has loaned the City three dumpsters where residents can put their recyclables. The dumpsters are located in the southwest corner of the city hall parking lot, adjacent to the state highway. The dumpsters will be removed on December 31st.
14. REFURBISHING AND HIGHLIGHTING CITY'S CIVIL RIGHTS MONUMENT. The monument is located on the south side of pier park and adjacent to the bocce courts. It commemorates the attempt by black citizens to integrate the "whites only beach" in front of the former city hall in the summer of 1964.

The monument was erected by July 2002 and paid for by the Northrup Grumman Corporation. At its September 22, 2020, meeting, the City Commission asked the City Manager to work on a vision for the monument, to take pictures of it for the City's website and social media, to have a picture of it put in the city hall corridor, and to seek funding to repair the monument, which has a metal base that's been corroded. At the Commission's May 3, 2021, meeting, Commissioner George reported in October that she asked the St. Johns County Cultural Council and a local artists' group to provide a proposal. If neither provides one, then the City will have to restore/refurbish the monument.

15. BEACH RESTORATION. St. Johns County is the local sponsor of beach restoration in the City, as money from the bed tax is used to pay the County's share of the cost for each restoration project. According to the County's Coastal Manager, the next renourishment of the City's beach is scheduled to be done in 2023.
16. QUARTERLY REPORTS ON PROGRESS OF PROJECTS. At its September 22nd budget meeting, the City Commission asked the City Manager to provide at the end of each quarter in the Fiscal year a report on the progress of projects and expenditures for them. The Finance Director prepared a spreadsheet, and the first quarter's report was provided to the Commission in January 2021. The report for the second quarter (January through March) was forwarded to the City Commission in April. The final report was provided in October. The report for the first quarter (October through December 2021) of Fiscal Year 2022 will be provided in January.
17. REPAIR OF POPE ROAD. At the City Commission's February 1st meeting, a resident complained about the poor condition of Pope Road. As the street is owned by the County, the City Manager sent a request to the County Administrator, Hunter Conrad, that the road be put on a schedule for repair. In a February 5th email, Mr. Hunter replied that he had forwarded the City's request to the County's Interim Public Works Director, Mr. Greg Caldwell. Mr. Caldwell replied that the repair of Pope Road is on the County's list of projects to do.
18. NEW YEAR'S EVE FIREWORKS SHOW. Because of the pandemic, the show for December 31, 2020, was cancelled. At its February 1st meeting, the Commission discussed whether to have it on December 31, 2021. The consensus was for the City staff to work on plans for a smaller, scaled down event. At its April 5th meeting, the Commission approved the proposal of Ms. Conlon, the Events Coordinator, to have a New Year's Eve event that will benefit local businesses. Ms. Conlon provided an update report to the City Commission at its August 11, 2021, regular meeting. The contract with the fireworks company for a 25-minute fireworks show was signed in October. At the Commission's December 6th meeting, the Events Coordinator will report on the event's plans to date.
19. PROPOSAL TO DEED THREE LOTS FOR CONSERVATION. The lots are located along the north side of the unbuilt part of 2nd Street, west of 2nd Avenue. The two owners want to deed the lots for conservation. In February, the Board of Putnam Land Conservancy informed the City Manager that it has agreed to the owners' proposal to establish a conservation easement on the lots. In early August, one of the owners informed the City Manager that a conservation easement agreement with the Trust had been prepared. The agreement was reviewed by the City Attorney, who proposed some changes and sent the agreement back to the Conservancy. As of the end of November, the City hasn't received a response from the Conservancy.

20. INTERGOVERNMENTAL PROJECTS. When the Commission discussed the strategic plan at its February 1st meeting, more involvement with the County and St. Augustine was mentioned as desirable. Below is a summary of the City's current involvement with various area governmental entities.

- a. Mobility: In March, the Public Works Director contacted St. Augustine for information about its mobility projects. The response was an executive summary of St. Augustine's mobility initiatives. It was forwarded to our City Commission. Our City's staff met with St. Augustine's to discuss our City supporting the following: St. Augustine's request to use our city hall parking lot as a park-and-ride location for events happening in downtown St. Augustine; and the River-to-Sea Loop bike/pedestrian trail that will go through the State Park and connect both cities. Also, St. Augustine's staff wants to discuss a potential bike-share program and possibly locate a hub in our City. St. Augustine's Public Works Director, Reuben Franklin, presented his city's mobility plan at the SAB City Commission meeting on August 11th.
- b. River-to-Sea Loop: This is a Florida Department of Transportation, St. Johns County, St. Augustine, and St. Augustine Beach project to construct 26 miles of a paved bike/pedestrian trail as part of the 260-mile trail from the St. Johns River in Putnam County to the ocean in St. Johns County. The Loop will then go south through Flagler and Volusia counties to Brevard County. This is a long-term, multi-year project. At this time, the Loop will enter St. Augustine along King Street, go across the Bridge of Lions, south along State Road A1A to the State Park, through the Park and into our City, then along A1A Beach Boulevard to State Road A1A. Though possibly not feasible in all locations, the goal is to have a wide, bike/pedestrian trail separate from the adjacent road.
- c. Transportation Development Plan: The development of the plan involves several agencies, such as the County, St. Augustine, our City, the North Florida Transportation Organization, and the Sunshine Bus System. On February 25th, the City Manager attended by telephone a stakeholders' meeting for an update on the development of the plan's vision, mission goals and objectives. Most of the presentation was data, such as population density, percentage of residents without vehicles, senior citizens and low income and minority residents in the County and the areas served by the Sunshine Bus. The next stakeholders' meeting has yet to be announced. The agenda will include transit strategies and alternatives and a 10-year implementation plan.
- d. North Anastasia Island Nature Trail. The City Manager proposes this as an intergovernmental project that would include the County, St. Augustine, and St. Augustine Beach. It would be an off-shoot of the River-to-Sea Loop and could include the State Park, the City's Ocean Hammock and Hammock Dunes parks, St. Augustine's Fish Island Park, and the City's Mizell Road retention pond and the 10-acre conservation area west of the pond that the City owns. Combined with the River-to-Sea Loop, this Nature Trail would make accessible to the public natural areas of Anastasia Island and provide a combined bicycling/walking trail for exercise and recreation.
- e. Pedestrian Crosswalk Safety Signals. The County's study of the A1A Beach Boulevard crosswalks has been completed. City Commissioner Rumrell and County and City staff met to review it on July 9th. The study shows that over all the current crosswalk system is working well and only needs some minor changes. In late September, the County's Public Works Director informed the City that the first crosswalk improvement project will be at the pier park and the Boulevard.

- f. Recycling. As noted above, St. Augustine has loaned three dumpsters where residents can put their recyclables for pick up.
 - g. Street Sweeping. Because the private company that sweeps A1A Beach Boulevard isn't doing a satisfactory job, City staff is discussing with St. Augustine the possibility of paying that city to do the sweeping.
21. AMERICAN RESCUE PLAN ACT. This was passed by Congress and approved by President Biden in February and March 2021. It will provide money to states, cities and counties to help them recover from the pandemic's effects. Our City is eligible to receive \$3.5 million. However, the money can be spent only for allowable projects and will be provided to small Florida cities through the state of Florida. On May 10th, the U.S. Treasury Department issued guidelines. Drainage projects appear to be eligible for money from the Plan. Money from the Act has to be spent or committed to specific projects by December 31, 2024, and spent by December 31, 2026. The agreement with the State was signed by the Mayor at the end of August. On October 6th, the City received the first allocation, \$1,753,989. The final allocation is due in July 2022. The Commission reviewed information and a list of possible projects from the staff at its October 4th meeting and decided a number of priority uses for the money, such as premium pay for employees who worked during the pandemic, restoring revenue lost because of the downturn in the economy caused by the pandemic, and using part of the money for drainage improvements. At its November 1st meeting, the Finance Director told the Commission that the guidelines for the spending of ARPA money are still not firm. An update report will be provided at the Commission's January 3rd meeting.
22. UNDERGROUNDING OF UTILITIES. At its May 3, 2021, meeting, Commission George ask for Commission support to have Florida Power and Light come to a meeting to discuss the undergrounding project. The City Manager contacted Florida Power and Light, which owns the electric lines, about meeting to discuss the preparation of a presentation concerning costs and scope of work. City staff met with FPL staff on May 25th to discuss the preliminary steps, one of the first of which will be to provide FPL a list of the areas where the City proposes the lines be put underground. The City staff will prepare the list and the company will then provide a preliminary estimate of the costs to do the project. This information will be presented to the Commission for direction concerning the next step.

In the meantime, the City is exploring with FPL its requirements for undergrounding the electric lines when a new street, 2nd Street west of 2nd Avenue, is constructed. On October 18, 2021, City staff met with FPL representatives to discuss this project. The first step is for the City to obtain from each property owner an easement that will allow FPL to put its underground line and its above ground transformers. A letter was sent to each property owners with November 12th as the deadline for a response. The responses will be presented to the Commission at its December 6th meeting.