



## **AGENDA**

### **REGULAR CITY COMMISSION MEETING MONDAY, JANUARY 3, 2022, AT 6:00 P.M.**

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

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#### **NOTICE TO THE PUBLIC**

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

#### **RULES OF CIVILITY FOR PUBLIC PARTICIPATION**

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

**"Politeness costs so little." – ABRAHAM LINCOLN**

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **SWEARING IN OF MAYOR AND VICE MAYOR 2022**
- V. **APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON DECEMBER 6, 2021,  
AND COMMISSION SHADE MEETING, DECEMBER 6, 2021**
- VI. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VII. **CHANGES TO THE ORDER OF TOPICS ON THE AGENDA**
- VIII. **PRESENTATIONS**
  - A. Proclamation to Support Awareness of Human Trafficking (Presenter: Ms. Cathie Altman of the American Association of University Women)
- X. **PUBLIC COMMENTS**

XI. COMMISSIONER COMMENTS

XI. PUBLIC HEARINGS

1. 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)

XII. CONSENT

XIII. OLD BUSINESS

2. Paternity/Maternity Leave for City Employees: Consideration of Policies (Presenter: Travis Harrell, Police Commander)
3. Ocean Walk Subdivision Drainage Improvements: Approval of Contract with Matthews Design Group (Presenter: Bill Tredik, Public Works Director)

XIV. NEW BUSINESS

4. Street Sweeping Service: Approval of Interlocal Agreement with St. Augustine (Presenter: Bill Tredik, Public Works Director)
5. Ordinance 22-01, First Reading: to Adopt the School Board's Five-Year District Facilities Plan by Reference (Presenter: Brian Law, Building Official)
6. Ocean Hammock Park: Review of Regulations (Presenter: Max Royle, City Manager)

XV. STAFF COMMENTS

XVI. ADJOURNMENT

**NOTICES TO THE PUBLIC**

1. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC).** It will hold its monthly meeting on Thursday, January 6, 2022, at 6:00 p.m. in the Commission meeting room at city hall.
2. **RON PARKER COMMEMORATION DAY.** The Police Department will host it at Ron Parker Park on Wednesday, January 12, 2022, starting at 11:00 a.m.
3. **CITY HOLIDAY.** *It is DR. MARTIN LUTHER KING, JR. DAY* on Monday, January 17, 2022. **CITY OFFICES CLOSED.** Residents scheduled for household waste and recycling pickup on Monday will have service on Tuesday, January 18<sup>th</sup>. The pickup schedule for household waste, recycling and yard trash/special waste will be normal for the rest of the week.
4. **COMPREHENSIVE PLANNING AND ZONING BOARD.** The Board will hold its monthly meeting on Tuesday, January 18, 2022, at 6 p.m. in the Commission meeting room. Topics on the agenda may include: a. election of Chair and Vice Chair for 2022; b. review of Ordinance 22-01, to adopt School Board's five-year district facilities workplan by reference; c. request for variance to reduce front setback from 25 feet to 24 feet for existing house at 135 13<sup>th</sup> Street.

**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](mailto:sabadmin@cityofsab.org).



## MINUTES

### 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

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#### I. CALL TO ORDER

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

#### II. PLEDGE OF ALLEGIANCE

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

#### III. ROLL CALL

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

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

#### IV. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON NOVEMBER 1, 2021

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

**Motion:** to approve the Regular Commission meeting on November 1, 2021. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved to Item V.

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

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

City Manager Royle explained Item VII.A. the recipient was detained and asked to go back to that item when he arrives. Item VII.C. will be rescheduled.

Mayor England moved on 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. Being none, Mayor England moved forward with Item VII.



## 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

Will be rescheduled.

Mayor England moved to Item VII.B.

- B. Interview by Commission of Mr. Hulsey A. Bray III for Position of Junior Alternate on the Comprehensive Planning and Zoning Board

Mayor England introduced Item VII.B. and asked Mr. Bray III to come to the podium.

Mr. Bray. 210 7<sup>th</sup> Street, St. Augustine Beach, FL, explained that he is a licensed contractor and has lived in St. Augustine Beach since he was 11 years old. He wants to be more involved in the community and City government.

Mayor England asked if he ever attended or listened to any of the Comprehensive Planning and Zoning Board meetings.

Mr. Bray advised no.

Vice Mayor Samora asked if Mr. Bray has been brought any items to the Comprehensive Planning and Zoning Board previously.

Mr. Bray advised no.

Commissioner George advised that if any of his construction work is brought before the Comprehensive Planning and Zoning Board, he would have to recuse himself due to a conflict of interest.

Mr. Bray advised that he would do so.

Commissioner George advised that Mr. Bray should call the City Attorney to go through the Sunshine Law and Ethics.

Mr. Bray advised that he would.

Commissioner Rumrell advised that Mr. Bray would do a fine job.

Mayor England asked for a motion.

**Motion:** to approve Mr. Hulsey A. Bray III for the position of Junior Alternate on the Comprehensive Planning and Zoning Board. **Moved by** Commissioner George, **Seconded by** Mayor England. Motion passed unanimously.

Mayor England moved on to Item VII.C.

- C. Update Report by Ms. Melinda Conlon, Events and Communications Coordinator, of City's December Events including the New Year's Eve Fireworks Show

This item was deleted.

#### VIII. PUBLIC COMMENTS

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

Dr. Michel Pawlowski, 109 Kings Quarry Lane, St. Augustine Beach, FL, complimented the Commission on their service to the City. He thanked the City for decorating for Christmas so well. He mentioned that the residents were concerned about the entrance sign on the 312 bridge's greetings. He asked the Commission to remember to celebrate the birth of Christ and not to be afraid to say Merry Christmas. He commented that he is getting petitions signed to change the signage and the residents would pay for the change in the decorations to say Merry Christmas.

Nick Bender, 232 Big Magnolia Court, St. Augustine Beach, FL, wished everyone happy holidays. He asked for an update on the American Rescue Plan grant money. He suggested using Hammock Dunes Park for some of that money to build meeting rooms for the citizens; however, the City needs to fix the severe stormwater problem at Hammock Dunes Park.

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

#### IX. COMMISSIONER COMMENTS

Mayor England asked Commissioner George to comment.

Commissioner George wished everyone a Merry Christmas and Happy Holidays.

Vice Mayor Samora wish everyone the same.

Commissioner Rumrell wished everyone a Merry Christmas, Happy Holidays and Happy Hanukkah. He remarked that the lighted crosswalks on A1A Beach Boulevard will be completed shortly. He thanked Melinda for the great job on the Art Walk and explained that there was a great turnout. He mentioned that Public Works Director Tredik has completed some forms to get some money for mitigation including the parks and other areas around the City through the State Legislation.

Commissioner Torres wished everyone Merry Christmas.

Mayor England said that she went to two events, the Art Walk, and the Surf Illumination. She said both events went very well, and the decorated trees were beautiful. She thanked Events and Communications Coordinator Conlon for her good work. She advised that the Art Studio is very busy and is having a great season. She then wished everyone a Merry Christmas.

Mayor England moved on to Item 1.

## 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)

Mayor England introduced Item 1 and asked Finance Director Douylliez for her staff report.

Finance Director Douylliez explained the condo units are being billed by the Finance Department currently but felt that the billing should be put in the homeowners' yearly tax collection. This resolution allows the St. Johns County Tax Collector to include condominiums on the tax rolls. She explained that there will be notification to the condo owners in a couple of months.

Discussion ensued regarding the word Lew to change it to Levy.

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

**Motion:** to approve Resolution 21-32. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved to Item 2.

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)

Mayor England introduced Item 2 and asked Planner Thompson for her staff report.

Planner Thompson explained that this is the second reading of Ordinance 21-15 and there were a few modifications to the definitions to clarify the ordinance. She advised that the first reading was approved unanimously by the Comprehensive Planning and Zoning Board meeting.

Mayor England asked if patio covering language regarding "attached to the primary dwelling" was important because it was limiting.

Planner Thompson advised that that language was inserted to differentiate between a shade structure. This would be a temporary shade that is attached to the home.

Commissioner George suggested to remove the word temporary. She would like to know if this temporary structure would be a pergola.

Planner Thompson advised that there is a definition for pergola.

Discussion ensued regarding free-standing structures in the code; what language should be used that would be less limiting; pergola definition is an open-air arbor or trellis; whether a patio attached to a carport would be a secondary structure; and accessory structures should be separated by at least ten feet.

Mayor England asked staff if the phrase "attached to the primary dwelling" is necessary or would

removing that language be less limiting because of the enforcement of setbacks for patio covers.

Commissioner George advised that it would help if there were no free-standing patio cover definitions.

Building Official Law explained why it was important language to have in the codes. He said if the shade structure is not attached to the primary structure, then it must be ten feet away for the primary structure. He said it was his recommendation to leave the language in.

Vice Mayor Samora asked about the reference to the exterior stairs in relation to the deck setbacks. There are several different setbacks for decks depending on the height of the deck. He asked to make it clearer.

Planner Thompson read the definition of the deck and advised that previously stairs were a series of connected decks. She explained that that was why staff put the language in the code.

Vice Mayor Samora said what he was looking for is the setback restrictions for decks and non-structural and whether it is dependent on the height of the deck.

Mayor England asked City Attorney Taylor if he has reviewed the ordinance.

City Attorney Taylor advised yes.

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

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

**Motion:** to approve Ordinance 21-15. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George.

Mayor England asked for a rollcall vote.

City Clerk Raddatz called the roll as follows:

Commissioner George	Yes
Commissioner Rumrell	Yes
Mayor England	Yes
Vice Mayor Samora	Yes
Commissioner Torres	Yes

**Motion passed unanimously.**

Mayor England made a comment that on A1A Beach Boulevard, she would like staff to be thinking of having new development to come closer to the Boulevard so parking can be behind the building.

Building Official Law advised that in the last several years applicants for new businesses, etc. have

been accomplishing what Mayor England requested.

Mayor England advised that there has not been a complete teardown of a building on the Boulevard, but it could happen, and she would like to have the parking in the back of the building when rebuilt along A1A Beach Boulevard.

Building Official Law advised that he would discuss it with City Manager Royle.

Mayor England moved to Item 3.

#### XI. CONSENT

There were no consent items.

#### XII. OLD BUSINESS

3. Recycling Service: Resolution 21-33, to Award Financing for New Truck to BB&T Bank for \$193,500 (Presenter: Patricia Douylliez, Finance Director)

Mayor England introduced Item 3 and asked Finance Director Douylliez for her staff report.

Finance Director Douylliez explained that the City's recycling services have been suspended and to get them back on track a new truck had to be purchased. She explained that she has given the Commission the finance agreement for a \$193,500 truck. She explained that she went through the Florida League of Cities and will be dealing with Truist Bank at 1.46%. The five payments are approximately \$40,000 each. The closing on this loan is December 9<sup>th</sup> and once Resolution 21-22 is approved staff will close on the truck. She explained that there is a new banking rule that the City must pay the bank up front and then they repay us in installments to the City's bank account. The recycling will continue January 3<sup>rd</sup> if this is approved.

Mayor England asked why we typically go through the Florida League of Cities.

Finance Director Douylliez advised that the Florida League of Cities (FLC) helps the City with City bonds and FLC helps the City with our financing needs. There was a \$500 fee paid to the FLC to help the City obtain the financing and there was no origination fees paid to Truist Bank.

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

**Motion:** to approve Resolution 21-33 by authorizing the lease to purchase financial installation for a trash truck. **Moved by** Commissioner Torres, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved to Item 4.

4. 2<sup>nd</sup> Street West of A1A Beach Boulevard: Review Whether Property Owners Agree to Provide Easements for Underground Utilities (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 4 and asked Public Works Director Tredik to give his staff report.

Public Works Director Tredik gave a history of 2<sup>nd</sup> Street project and advised that the Commission requested to have the utilities underground as part of the roadway construction. On October 14<sup>th</sup> he met with Florida Power and Light (FPL) and discussed the requirements to move forward with the underground utilities. FPL required dedicated easements and FPL was willing to use five feet of the developed section but wanted ten-foot easements on the undeveloped section and ten-foot easements for transformer pads. The City mailed notices to both blocks on 2<sup>nd</sup> Street in November to see if the residents wanted the underground utilities. The additional survey was received on November 12<sup>th</sup>. There were a few lots that did not respond, and FPL said that they would need the 100 block from the west or east. He advised that the eastern section could be done and now the western block homeowners have agreed as well. He explained that the next step is to prepare the bid packages. The City needs to pay an engineering deposit to FPL to begin the design and then FPL could complete the design by the end of the year. He commented that the bids could be in January. The project should be done by September 2022. He recommended to pay the deposit to FPL.

Commission said job well done to Public Works Director Tredik.

Mayor England requested before and after pictures of the project so it can be a reference to other projects like this. She said underground utilities will be in the Vision Plan.

Mayor England asked if any Commissioner was opposed to giving the deposit to FPL.

Vice Mayor Samora advised that there was someone who wanted to speak.

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

Marc Craddock, 116 2<sup>nd</sup> Street, St. Augustine Beach, FL, explained that he was working on the dedication of the conservation easement. He will be coming to the Commission in January or February to make the donation.

James Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine, FL, thanked the Commission for their help.

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

It was the consensus of the Commission to give the deposit to Florida Power and Light to move forward with the project.

Mayor England moved to Item 5.

5. A Street East of A1A Beach Boulevard: Review of Proposal for Sidewalk and Drainage Improvements (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 5 and asked Public Works Director Tredik to give his staff report.

Public Works Director Tredik explained the proposed drainage improvements on A1A Beach Boulevard and A Street. He explained the reduction of the sidewalk and the curb width. He explained the options that he was looking at to achieve the project the best way possible. He talked with St. Johns County, and they have agreed to reduce the sidewalk, to five feet and reduce

the curve down to two feet, which brings the roadway two feet away from the properties. St. Johns County requested that the City take over the maintenance of the sidewalk, which he has no objection to. He asked the Commission what type of sidewalk they want. If they do a decorative sidewalk St. Johns County will not maintain it. He explained the types of different sidewalks.

Vice Mayor Samora asked if St. Johns County will maintain the drainage portion of the project.

Public Works Director Tredik advised yes.

Commissioner Rumrell advised that he talked with Mr. Caldwell, County Public Works Director, today and he said that St. Johns County would maintain the sidewalk as long as it is not stamped and not fancy.

Commissioner George agreed with doing this project on the north side.

Public Works Director Tredik advised that St. Johns County has plans to start this project in January. He requested authorization from the Commission to move forward with the project. He will notify the residents that the project is moving forward.

It was the consensus of the Commission to move forward with the project and work with St. Johns County to complete.

Vice Mayor Samora advised that the residents wanted pavers instead of a regular sidewalk.

Public Works Director Tredik advised that a tabby finish to the concrete would be the best option for maintenance down the road. He explained that St. Johns County would want to charge the additional construction cost if it is not a regular sidewalk, and they will not maintain the sidewalk.

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

William Alonso, 938 Deer Hammock Circle, St. Augustine Beach, FL, asked if the improvements will be on the south side of A Street.

Mayor England advised it would be on the north side.

Mayor England closed the Public Comments section.

It was the consensus of the Commission to move forward with St. Johns County to fix the drainage.

Mayor England moved to Item 6.

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)

Mayor England introduced Item 6 and asked Public Works Director Tredik to give his staff report.

Public Works Director Tredik advised that there are 386 lights around the City that need to be looked at. He explained that 183 fixtures need to be converted. He advised that the City is ready to move on to Phase II on streets west of A1A Beach Boulevard because east of the

Boulevard the lights for the sea turtles lights have not been decided. He commented that he will on do the amber lights if needed because of their higher costs. LED lighting plan for next year is listed in the books. LED lights will be more cost effective moving into next year. He requested the Commission to give their preference for the 101 lights, more illumination for almost the same price is a good idea, and to authorize the City Manager to execute the LED lighting agreement for 183 lights west of A1A Beach Boulevard.

Mayor England would like the brighter lights.

Commissioner George didn't want that much illumination.

Public Works Director Tredik advised that the lights can be shielded if they are too bright.

Discussion ensued regarding paying for the lights so they cannot be exchanged for a softer light; Police Chief Carswell agreed with more light than less; having the 45 lights not placed next to the house; and 28-watt lights are not used as often and 45 watt lights are normal.

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

Marc Craddock, 116 2<sup>nd</sup> Street, St. Augustine Beach, FL, advised that he was in this industry. He advised that FPL should be able to do a photometric study to show the brightness of the lights.

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

Vice Mayor Samora asked if the agreements with FPL could be in three phases. Phase I would be to execute an agreement for all the 45-watt LED lights and then decide to do Option 1 or Option 2 after they are up.

Public Works Director Tredik advised that it could be done that way if the Commission could authorize the agreement for Phase 1 with FPL. He suggested that the amber lights be done last in Phase III.

Mayor England asked for a motion.

**Motion:** to authorize the City Manager to execute the LED lighting agreement with FPL with the modifications that were previously stated. **Moved by** Commissioner George, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved to Item 7.

### XIII. NEW BUSINESS

7. Former City Hall Historic Events and Public Arts Project: (Presenter: Commissioner Undine George)

Mayor England introduced Item 7 and asked Commissioner George to give her report.

Commissioner George showed a PowerPoint (Exhibit 1). She explained that this started with discussions about the public arts projects. After discussions and speaking with St. Johns County,



the Historic Council and others, it has been compelling to use the entirety of the old city hall site. Christina Parrish gave her this PowerPoint presentation to show the Commission. She explained that the Historic Council expects to receive the historic designation for the old city hall building. Once that designation is received there are great funding opportunities that could incorporate public art projects to commemorate not only the wade-in but any other historical events that the City of St. Augustine Beach has had at that site. Ms. Parrish asked Commissioner George to recap the history of the old city hall in this presentation, which was prepared and shown to the Council that gives the historical designation. The building was constructed in 1930-1940's by the Work Progress Administration. There was another duplicate building on the north side of the pier which had to be torn down. The remaining structure has an unused second floor, which used to be lodging, recreation facilities, and offices. It is constructed with coquina which has been difficult to maintain because of the environmental elements. The beach front was the site of the 1964 civil rights wade-ins. There are no other locations in the United States that have recognized a wade-in as a part of the civil rights movement. St. Johns County gave the buildings to the City of St. Augustine in the 1980s. St. Johns County Cultural Council leased the building in the 1990s. Major structural repairs and a new roof were done to allow the Dance Company to lease the building. Landscaping was done at the same time by the Cultural Council. The building is being used by the Dance Company and the Arts Studio and the City is expected to receive the National Register Status. The City has the opportunity to consider the operation of the second floor as Phase II of the restoration of the building. The Cultural Council would like to hear from the community regarding what they would like to use the building for. She suggested to organize a Commission Workshop on February 9<sup>th</sup> at 5:00 p.m. with community residents to see what the building could be used for. Ms. Parrish would be able to be in attendance and moderator the meeting. It was suggested a public art project on the second floor. An elevator may have to be put in depending on the use of the building. Suggestions of interpretive signage could be inside the building regarding the history of the civil rights movement or housing a resident artist or scholar. The grant opportunities are funding for \$500,000 for improvements for the exterior and second floor through the State of Florida African American Cultural and Heritage Grant. An interpretive signage grant for \$50,000 through the National Park Services Grant and another public grant for \$50,000 for public signage and public art through the National Trust for Historical Preservation. No applications have been prepared yet and there are no guarantees of receiving funding. Ms. Parrish asked that the City provide the resources and advertising to get the word out about the workshop. Ms. Parrish will reach out to others outside of the beach community. A suggestion is that all the ideas be gathered by a committee or panel, and they would draft a scope of work.

Mayor England advised that the workshop sounds good.

Commissioner Torres asked if the workshop ideas would be funded through a grant.

Commissioner George advised that would be the goal because the City does not have funding in our budget. Option 1 would be that an artist would donate the art for the wade-in and Option 2 would be public funding. The Cultural Council will be researching for funding anyway and it would be the perfect time to have them research too. There needs to be a plan and it can be discussed at the workshop.

Mayor England advised the Cultural Council has the staff to do the applications. The City needs to get estimates for the improvements on the second floor before the workshop and how to pay for those estimates.

Commissioner George advised that the engineer who need to know the use of the building first to give an estimate. She explained that it needs to be decided if the building will be put back to its original status or only put partly restored to its original status.

Mayor England advised that we might only want it to be barebones. The floor will have to support what is on the second floor and then it can be decided if it should be open space or individual rooms.

Commissioner George advised that she could investigate the construction costs for what the barebones would be.

Vice Mayor Samora asked if a panel needs to be established before the workshop.

Commissioner George advised that the City would have to establish the panel at the January Commission meeting unless the workshop could be recorded and then a panel could be established afterwards.

Mayor England suggested establishing the panel after the workshop when you see who is really interested. Invite Lincolnville, the Art Museum, and the Arts Association to all participate.

Commissioner George said that would be fine. Ms. Parrish already knows people who are interested and their input.

It was the consensus of the Commission to have the workshop on February 9, 2021, at 5:00 p.m. Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and moved to Item 8.

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)

Mayor England introduced Item 8 and asked Public Works Director Tredik to give his report.

Public Works Director Tredik advised the City is operating on the 2004 Master Stormwater Plan. Most of the updates on the 2004 plan has been done with the exception to that Mickler Boulevard from 11<sup>th</sup> Street to 16<sup>th</sup> Street and A Street to 11<sup>th</sup> Street has not been piped. Most of the plan was constructed. He put out a Request for Qualifications, RFQ 21-06, and received three companies with experience to do projects and approaches that the City needs currently. He explained that long-term management components need to be in the plan. Crawford, Murphy, and Tilly, CMT, had the most points by the selection committee composed of the Public Works Director, Civil Engineer, and Assistant Public Works Director. He explained all the upcoming projects that are necessary. Matthews Design Group was in second place. He asked the Commission to approve the rankings and allow the City Manager to negotiate an agreement with the top firm CMT.

Mayor England asked if there were proposed costs for the project.

Public Works Director Tredik advised no; it is not allowed under an RFQ. When negotiating with the company he will be able to find out the costs and if there is no agreement then he would move on to the second company.

Commissioner Torres asked if the City gives staff a range to negotiate with the company.

Public Works Director Tredik advise that the budget has the money funded and that is public knowledge. The project is budgeted to \$100,000.

Commissioner George advised that all the firms have active contracts with the City.

Commissioner Rumrell asked who did the 2004 plan.

Public Works Director Tredik advised it was Stone, Joca, Mahoney, which is now CMT.

Commissioner Rumrell advised that his concern is that having the same company do the updated stormwater plan might give them tunnel vision because the company has done it before.

Vice Mayor Samora advised that is why some of the projects were given to other companies previously.

Commissioner Torres advised that the advertising went statewide and the City only got three responses.

Public Works Director Tredik advised that there was a lot of companies looking at the RFQ but only three turned in their information.

Mayor England advised that she would like a good mix of engineers for different projects throughout the City.

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

**Motion:** to approve the ranking and authorize the City to proceed. **Moved by** Commissioner George, **Seconded by** Mayor England. Motion passed unanimously.

Mayor England moved to Item 9.

9. Hazard Mitigation Grant Program: Authorization to Apply for Grant (Presenter: Bill Tredik, Public Works Director)

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

Public Works Director Tredik advised that this item is in relation to DR4486 the COVID-19 pandemic and hazard mitigation grant application. He advised that funds are available with a HMGP grant. He explained that this is for projects throughout St. Johns County and is a 75% state and 25% City match. The applications are due on December 21<sup>st</sup>. Projects would have to have matching funds from the City with the Commission's approval. Projects that would be possible for the City would be retrofitting existing buildings to increase protection from hazards, stormwater management improvements, etc. He suggested three projects: 1) harden city hall, police department and building C with impact windows and doors at approximately \$200,000; 2) Public Works Department generator replacement at \$70,000; 3) 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> Street drainage improvements could be done for \$100,000. The total amount that the City would have to match would be approximately \$93,000.

Building Official Law advised that he was a voting member for HMGP for the City and advised that if the City does not have the matching funding then that would be a negative impact. The scoring is ranked on eight or nine items. It is decided what would be the best use of the money county wide. The scoring goes by how many of the residents are served by the projects.

Public Works Director Tredik advised that there would have to be cash flow because the work must be done first and then HMGP pays it back. If the projects are too big, there might be cash flow problems.

Commissioner George asked how we show that we have the matching funds.

Public Works Director Tredik advised if the Commission does a motion tonight to approve the funding and then approve a resolution next month. This would show approval of the matching funding.

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

**Motion:** to authorize staff to apply for the HMGP funding including for the projects specified with the City matching funds up to \$100,000. **Moved by** Vice Mayor Samora, **Seconded by** Commissioner Torres. Motion passed unanimously.

Mayor England moved to Item 9.

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)

Mayor England introduced Item 10 and asked Finance Director Douylliez to give her report.

Finance Director Douylliez advised that she has tried through the last two years as the Finance Director to bring as much detail to the Commission during the budget season and throughout the fiscal year. This program will expand the information to the Commission and the public. She explained that a series of Excel spreadsheets are currently being used for the budget, which is very cumbersome and labor intensive for the Finance Department. This budget software will also interface with the current Finance software and would detail for up to ten years. The software will allow staff to see trends and budget correctly for the upcoming year for all the Department Head. The cost for this year would be \$11,800 starting in April 2022. It would have to come out of the reserves since it has not budgeted for this year.

Mayor England asked how many software programs have been reviewed.

Finance Director Douylliez advised three that interface with Edmonds's software. If the Commission does not want this this year, she advised that she would ask for it next budget year.

Commissioner George asked how many hours would this save staff.

Finance Director Douylliez advised that that not knowing how many hours she worked on weekends and nights on the budget over a period of months, she did not have an answer to that.

Commissioner Rumrell advised that this would help the City to stay in compliance.

Finance Director Douylliez advised that it would help the auditors to get the information and see for themselves instead of staff having to send the information to them. She would like to win the Coveted Award for the City's budget.

Vice Mayor Samora advised that Finance Director Douylliez provided a list of other cities who are using it and asked if they like the software.

Finance Director Douylliez advised that the cities using the software like it, and it is easy to use. Some cities are not using all the modules but what they are using they like. The cost benefit works better if all the modules are bought together.

Vice Mayor Samora asked if all departments would have accesses.

Finance Director Douylliez advised yes.

Vice Mayor Samora advised that the contract can be terminated within 60 days but is concerned over the escalation clause and asked if that can be discussed to be removed.

Finance Director Douylliez advised that she would discuss the escalation clause with the company. She said that they would not allow the City to prepay for the software though.

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

Commissioner Torres asked if there was an additional fee for updates and the software can be installed in the City's computer systems.

Finance Director Douylliez advised yes.

Mayor England advised that she hoped that the company's updates would cover normal and customary maintenance without a charge.

Finance Director Douylliez advised that software maintenance fees are over \$100,000 a year and under the IT Department.

Mayor England said that the budget should be automated.

Discussion ensued regarding training on the software and whether this cloud storage is part of this software and if it can be used for other City items; whether this would have to come out of the reserves; and each department will be budgeted for this software since all departments will be using it.

**Motion:** to approve Resolution 21-08. **Moved by** Commissioner Torres, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved to Item 11.

11. Election of Mayor and Vice Mayor for 2022 (Presenter: Max Royle, City Manager)

City Manager Royle introduced Item 11 and explained the process of the election for Mayor and

Vice Mayor.

City Manager advised it is time to select a Mayor and Vice Mayor for 2022. He advised that Mayor England cannot run again because she has been Mayor for two consecutive years. He then explained the procedures for appointing the Mayor and Vice Mayor positions.

**Motion:** to nominate Donald Samora as Mayor. **Moved by** Commissioner Torres, **Seconded by** Commissioner George. Motion passed unanimously.

**Motion:** to nominate Dylan Rumrell as Vice Mayor. **Moved by** Commissioner Torres, **Seconded by** Mayor England. Motion passed unanimously.

Mayor England moved on to Item XIV.

XIV. STAFF COMMENTS

Mayor England asked City Manager Royle if he had any comments.

City Manager Royle advised that on Saturday, December 11<sup>th</sup> the Holiday Market, the Community Garden's 10<sup>th</sup> Anniversary, and Santa on the Loose will be held and urged the public to participate. He thanked the Building Official, Finance Director and Public Works Director for their presentations.

Building Official Law advised that Embassy Suite are doing well, and he will be doing inspections next week.

Commissioner Torres asked what was going in at Zaharias' Restaurant.

Building Official Law advised he received a verification letter that it might be a medical marijuana facility.

City Attorney Taylor advised Merry Christmas and Happy New Year to everyone.

Police Chief Carswell advised that Santa on the Loose Race is on Saturday and Wednesday is Cops with Claus at 5:30 – 7:30 p.m.

Commander Harrell spoke with the Commission regarding paternity leave. He spoke prior to the meeting with the Commission on paternity leave which he feels is inadequate. He asked to place this issue on the agenda for the Commission's January 3<sup>rd</sup> meeting.

Mayor England advised that the City does not have paid paternity, maternity, or Family Medical Leave Act paid time off for the employees. She asked if anyone would object to having it on the agenda.

Commissioner Torres requested staff analysis on this issue but would not object to putting this on the agenda. He asked if there was any temporary disability insurance currently.

Finance Director Douylliez advised that the insurance company offers employees short-term disability if they want to purchase it, but the City does not pay for it. She would find

out how much it would be for the City to purchase short-term disability for the employees; however, she advised that the pay out for short-term disability would not start until all the employees' sick, vacation, and compensation leave is used. She explained that she had been researching changing the leave pay to a personal time off and she would be able to get that to the Commission in January.

Mayor England advised that the Commission could consider it and what the alternatives and options would be for that and how to pay for it by adjusting some other rollover maximums.

Commander Harrell advised that the Police Department budgets the officers' pay each year and so if they are out on paternity or maturity leave it still could be paid by the budget. He advised in his opinion it is not an unfunded liability because the money is already there.

Commissioner George asked for all the backup material for this as well. She asked to show examples of those who are doing this and what kind of industries are giving paying it.

Commander Harrell advised that the amount of sick and vacation time that the City gives our employees is much less than the amount other agencies are giving and that is why they do not give it.

Commissioner George advised that what she needs to see the research regarding this.

City Clerk Raddatz wished everyone a very Merry Christmas and Happy New Year.

Finance Director Douylliez wished everyone a Merry Christmas.

Mayor England called up Nick Binder.

Nick Binder, 232 Magnolia Court, St. Augustine Beach, FL, advised that he still didn't hear from staff what is being done with the ARPA funds and if staff have applied for projects. Residents should be receiving more information on what is allowed and what other cities are doing.

Mayor England advised that the Commission is working behind the scenes on this with staff. She advised that staff is looking into what other cities are using the funds for. She explained that the City has to lose revenue during COVID-19 in order to use the funding. The City has not lost any revenue. She asked for an update at the January 2022 meeting.

Finance Director Douylliez advised that she would give an update.

Mayor England congratulated the new Mayor and Vice Mayor.

## XV. ADJOURNMENT

Mayor asked for a motion to adjourn.

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

Mayor England adjourned the meeting at 8:39 p.m.

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Donald Samora, Mayor

*ATTEST:*


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Beverly Raddatz, City Clerk



## MEMORANDUM

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

**FROM:** Max Royle, City Manager 

**DATE:** December 21, 2021

**SUBJECT:** Presentation: Proclamation to Support Awareness of Human Trafficking

The Proclamation is attached. Ms. Cathie Altman of the American Association of university Women will be at your meeting to present and accept it.

# Proclamation

**WHEREAS**, human trafficking is the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of forced labor or sexual servitude; and

**WHEREAS**, human trafficking is a \$150 billion a year global criminal enterprise, is a crime as well as a civil and human right violation, and the United States government estimates that between 600,000 to 800,000 individuals are trafficked across international borders each year: and

**WHEREAS**, in 2021, Florida had the third highest number of human trafficking cases in the United States, and since 2007 has had over 7,000 total victims; and

**WHEREAS**, more awareness and education is crucial to eradicating human trafficking in our communities, state, and nation, and

**NOW, THEREFORE**, I, under the authority vested in me as Mayor of the City of St Augustine Beach, Florida, do hereby proclaim the City of St. Augustine Beach's acknowledgement that human trafficking should be eradicated.

IN WITNESS of which, I, Mayor Samora, hereunto set my hand and cause the Official Seal of the City of St. Augustine Beach, Florida, to be affixed this 3<sup>rd</sup> day of January 2022.

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Donald Samora, Mayor


ATTESTED BY:

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Max Royle, City Manager

## MEMORANDUM

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

**FROM:** Max Royle, City Manager 

**DATE:** December 21, 2021

**SUBJECT:** Ordinance 21-15, Third Reading and 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

You reviewed Ordinance 21-15 at your December 6<sup>th</sup> meeting, when you held a public hearing and approved it on second reading.

Attached for your review is the following information:

- a. Pages 1-3, the minutes of that part of your December 6th meeting when you discussed the Ordinance.
- b. Pages 4-5, information that was presented to you at the meeting.
- c. Pages 6-13, Ordinance 21-15.

### ACTION REQUESTED

It is that you hold the public hearing, discuss the Ordinance, and then decide whether to pass it on its final reading.

## REGULAR COMMISSION MEETING

DECEMBER 6, 2021

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)

Mayor England introduced Item 2 and asked Planner Thompson for her staff report.

Planner Thompson explained that this is the second reading of Ordinance 21-15 and there were a few modifications to the definitions to clarify the ordinance. She advised that the first reading was approved unanimously by the Comprehensive Planning and Zoning Board meeting.

Mayor England asked if patio covering language regarding “attached to the primary dwelling” was important because it was limiting.

Planner Thompson advised that that language was inserted to differentiate between a shade structure. This would be a temporary shade that is attached to the home.

Commissioner George suggested to remove the word temporary. She would like to know if this temporary structure would be a pergola.

Planner Thompson advised that there is a definition for pergola.

Discussion ensued regarding free-standing structures in the code; what language should be used that would be less limiting; pergola definition is an open-air arbor or trellis; whether a patio attached to a carport would be a secondary structure; and accessory structures should be separated by at least ten feet.

Mayor England asked staff if the phrase “attached to the primary dwelling” is necessary or would removing that language be less limiting because of the enforcement of setbacks for patio covers.

Commissioner George advised that it would help if there were no free-standing patio cover definitions.

Building Official Law explained why it was important language to have in the codes. He said if the shade structure is not attached to the primary structure, then it must be ten feet away for the primary structure. He said it was his recommendation to leave the language in.

Vice Mayor Samora asked about the reference to the exterior stairs in relation to the deck setbacks. There are several different setbacks for decks depending on the height of the deck. He asked to make it clearer.

Planner Thompson read the definition of the deck and advised that previously stairs were a series of connected decks. She explained that that was why staff put the language in the code.

Vice Mayor Samora said what he was looking for is the setback restrictions for decks and non-structural and whether it is dependent on the height of the deck.

Mayor England asked City Attorney Taylor if he has reviewed the ordinance.

City Attorney Taylor advised yes.

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

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

**Motion:** to approve Ordinance 21-15. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George.

Mayor England asked for a rollcall vote.

City Clerk Raddatz called the roll as follows:

Commissioner George	Yes
Commissioner Rumrell	Yes
Mayor England	Yes
Vice Mayor Samora	Yes
Commissioner Torres	Yes

**Motion passed unanimously.**

Mayor England made a comment that on A1A Beach Boulevard, she would like staff to be thinking of having new development to come closer to the Boulevard so parking can be behind the building.

Building Official Law advised that in the last several years applicants for new businesses, etc. have been accomplishing what Mayor England requested.

Mayor England advised that there has not been a complete teardown of a building on the Boulevard, but it could happen, and she would like to have the parking in the back of the building when rebuilt along A1A Beach Boulevard.

Building Official Law advised that he would discuss it with City Manager Royle.



**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. 21-15 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- 15**

**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	Side	Rear	Street
	Yard	Yard	Yard	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](http://www.staugbch.com) on the \_\_\_\_ day of \_\_\_\_\_, 2021.



**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** December 21, 2021

**SUBJECT:** Paternity/Maternity Leave for City Employees: Consideration of Policies

Commander Travis Harrell of the Police Department has asked to speak to you about this topic. Attached is a memo from him.

Also, attached is additional information:

- a. Page 2, the minutes of that part of your December 6<sup>th</sup> meeting when the Commander spoke to you about the topic.
- b. Page 3, a list the leave 10 Florida cities and St. Johns County allow for parental leave.
- c. Pages 4-6, our City's current policies for parental leave.

**ACTION REQUESTED**

It is that you discuss Commander Harrell's request with him and that you decide whether the City needs to change its current policies.



# St. Augustine Beach Police Department

*Daniel Carswell, Chief of Police*



## Memorandum

TO: Max Royle, City Manager  
FROM: T.G. Harrell, Asst. Chief of Police  
REF: January 3rd City Commission agenda item  
DATE: 12/21/2021

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Mr. Royle,

At your direction and that of the Commission, I have researched maternity and paternity leave for St. Augustine Beach Police Department and city employees. Our current city policy reflects that we do not have a mechanism that allows for paid time off during maternity or paternity outside of their earned vacation or sick time. I intend to present/discuss this issue during the commission meeting scheduled for 01/03/2022. Could you please add this to the agenda?

Please advise if you need any further information prior to the meeting.

Respectfully,

T.G. Harrell, Asst. Chief of Police

## **PARTIAL MINUTES OF DECEMBER 6, 2022**

### **REGULAR COMMISSION MEETING**

Commander Harrell spoke with the Commission regarding paternity leave. He spoke prior to the meeting with the Commission on paternity leave which he feels is inadequate. He asked to place this issue on the agenda for the Commission's January 3<sup>rd</sup> meeting.

Mayor England advised that the City does not have paid paternity, maternity, or Family Medical Leave Act paid time off for the employees. She asked if anyone would object to having it on the agenda.

Commissioner Torres requested staff analysis on this issue but would not object to putting this on the agenda. He asked if there was any temporary disability insurance currently.

Finance Director Douylliez advised that the insurance company offers employees short-term disability if they want to purchase it, but the City does not pay for it. She would find out how much it would be for the City to purchase short-term disability for the employees; however, she advised that the pay out for short-term disability would not start until all the employees' sick, vacation, and compensation leave is used. She explained that she had been researching changing the leave pay to a personal time off and she would be able to get that to the Commission in January.

Mayor England advised that the Commission could consider it and what the alternatives and options would be for that and how to pay for it by adjusting some other rollover maximums.

Commander Harrell advised that the Police Department budgets the officers' pay each year and so if they are out on paternity or maturity leave it still could be paid by the budget. He advised in his opinion it is not an unfunded liability because the money is already there.

Commissioner George asked for all the backup material for this as well. She asked to show examples of those who are doing this and what kind of industries are giving paying it.

Commander Harrell advised that the amount of sick and vacation time that the City gives our employees is much less than the amount other agencies are giving and that is why they do not give it.

Commissioner George advised that what she needs to see the research regarding this.

## MATERNITY / PATERNITY LEAVE

CITY/TOWN	POLICY	PAY	DESCRIPTION
ATLANTIC BEACH	FMLA	NO PAY	CITY REQUIRES ALL LEAVE PAY TO BE USED FIRST DURING FMLA PERIOD
EAGLE LAKE	FMLA	PAY THRU STD	CITY GIVES STD FOR ALL EMPLOYEES WHICH PAYS FOR MATERNITY LEAVE ONLY. MUST USE ALL LEAVE BEFORE
DUNNELLON	FMLA	NO PAY	SICK AND VACATION LEAVE THEN UNPAID LEAVE
LAKE WALES	POLICY	NO PAY	SICK AND VACATION LEAVE THEN UNPAID LEAVE
MARY ESTHER	FMLA	NO PAY	SICK AND VACATION LEAVE
PORT ORANGE	FMLA	NO PAY	SICK AND VACATION LEAVES AND THEN UNPAID LEAVE
ST. AUGUSTINE	FMLA	NO PAY	USES SICK / VACATION LEAVE
ST. JOHNS CTY	FMLA	NO PAY	If the employees runs out of sick or vacation and belongs to the sick pool, they can get paid time off.
TALLAHASSEE	FMLA	NO PAY	SICK AND VACATION LEAVE
VALKARIA	FMLA/POLICY	PAID	EIGHT WEEKS
VENICE	FMLA	NO PAY	

CITY'S PERSONNEL MANUAL

**XI.1 PARENTAL LEAVE**

- A. Federal guidelines on discrimination because of sex provide that absence due to maternity related reasons be considered and treated a temporary disability. Disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery is, for all job-related purposes, temporary disability. The medical leave plan shall be applied to disability due to pregnancy or childbirth on the same terms and condition as it is applied to other temporary disabilities.
- B. Parental leave is a period of approved absence for incapacitation related to pregnancy and confinement. Parental leave may be charged to medical leave or to any combination of medical leave, annual leave and leave of absence without pay. Additionally, the City shall also count parental leave as part of an eligible employee's entitlement under the Family and Medical Leave Act.
- C. Parental leave notice shall be given in writing 30 day prior to the leave unless there is a medical emergency regarding the pregnancy.
- D. The time when a birth mother/father should return to work will be determined on an individual basis and will generally depend on the physical nature of the work, the need of the city, and the results of professional medical guidance.
- E. An employee will be allowed to continue working so long as the conditions of the pregnancy do not adversely impair the employee's work performance or health as determined by a physician, the employee's input, and the need of the city.
- F. The date on which the employee shall return to work following maternity leave shall be based on a medical statement from a certified physician stating that the employee is physically and mentally able to perform normal duties of the position with full efficiency.

## **XI.1 THE FAMILY AND MEDICAL LEAVE ACT**

The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons.

### **A. Eligible Employees**

Eligible Employees are entitled to take FMLA leave. The definition of an eligible employee is one who:

1. Works for a covered employer which is a public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs.
2. Has worked for the employer for at least 12 months\*.
3. Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave.

\*The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service.

### **B. Leave Entitlement**

Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

1. The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care within one year of birth or placement.
2. To care for a spouse, son, daughter, or parent who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
4. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

An eligible employee may also take up to 26 workweeks for leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

Under some circumstances, employees may take FMLA on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or reduce the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment not to disrupt the employer's operations unduly. If FMLA is

for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

Under certain conditions, employees may choose, or employers may require employees, to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

C. Notice of Leave

Employees must comply with the City's requirements for requesting leave and provide enough information for the city to reasonably determine whether the FMLA may apply to the leave request. Employees must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

D. Certification

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employer may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition.

E. Job Restoration and Health Benefits

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave.

**MEMORANDUM**

**TO:** Max Royle, City Manager

**FROM:** William Tredik, P.E. Public Works Director

**DATE:** January 3, 2021

**SUBJECT:** St. Augustine Beach Resiliency Improvements  
Ocean Walk Subdivision Flood Protection  
Approval of Contract for Design and Permitting with  
Matthews Design Group

**BACKGROUND**

Ocean Walk is an 18-acre subdivision built in the 1980s, consisting of 55 single family residential lots. The subdivision relies upon a non-functional "accreted-in" roadside swale system which drains Lee Drive to a single point, whereupon runoff is conveyed via a 24" pipe to the Mickler Boulevard drainage system. Due to the non-functional roadside swales, valleys at driveway aprons hold water for significant periods of time after a rainfall event. After reaching Mickler Boulevard, runoff travels via the new pipe south to 16<sup>th</sup> Street, where it continues both west (to a private pond on Old Beach Road) and south to the 11<sup>th</sup> Street canal. Both pathways converge at Lakeside Park, whereupon flow continues west under S.R. A1A to the Mizell Road pond, where natural processes remove nutrients prior to its discharge to the Matanzas River.

The western portion of Lee Drive is low-lying, with elevations below 5.0 NAVD. Heavy rains in early June 2020 and September 2020 led to localized significant street flooding on Lee Drive. Public Works developed the following three-stage approach to improve the drainage in the Ocean Walk subdivision:

1. Clean downstream conveyances.
2. Install backflow prevention and a stormwater pump-out structure
3. Develop a long-term drainage solution for the Ocean Walk subdivision

Stages 1 and 2 have been completed. Stage 3 began on October 5, 2020, when the City Commission directed staff to advertise a Request for Qualifications (RFQ) to select a professional engineering consultant to develop the Project. RFQ 20-05 was advertised and requested qualifications for the following Stage 3 phases:

- Phase 1 – Drainage study and preliminary engineering
- Phase 2 – Design and permitting services
- Phase 3 – Construction engineering services



On January 4, 2021 the City Commission approved the consultant ranking and authorized the City Manager to negotiate with the topped ranked firm, Matthews Design Group. On March 1, 2021, the Commission approved execution of a contract with Matthews Design Group to conduct the Phase 1 drainage study and preliminary engineering. Matthews Design Group completed Phase 1 and presented their findings at the November 1, 2021 City Commission Meeting.

## **DISCUSSION**

Per the terms of the original RFQ consultant selection, staff has negotiated with Matthews Design Group for Phase 2 - Design and Permitting Services. Matthews Design Group proposes to complete Phase 2 for a lump sum fee of \$76,480, broken down as follows:

1. Supplemental Surveying	\$ 8,625
2. Geotechnical Investigation	\$ 7,475
3. Construction Design Plans	\$ 35,000
4. Permitting	\$ 9,500
5. Meetings and Coordination	\$ 7,500
6. Specifications and Bid Documents	\$ 8,000
7. Direct Reimbursable Expenses	\$ 380

It is the opinion of staff that the proposed fees are appropriate for the work described in the scope of services.

City Attorney review – The City Attorney has reviewed the draft contract and made the following comment:

"I did not see much that concerned me. I did highlight one paragraph on page 4, that I wanted to make sure was not an issue. Will we be connecting this work with other projects or a part of larger drainage projects. We may need to clarify this language, so that would not be an issue."

The paragraph in question is Section 105.I and restricts the Owner's right to use the documents on other projects without the express consent of the Owner's Consultant. This provision is a standard option in EJCDC D-500 Agreements between Owner and Owner's Consultant for Professional Services and does not impact the execution of work associated with the project, nor does it place the City at a contractual disadvantage. Staff and the City Attorney will work with Matthew's Design Group to investigate options for

alternate language in this section of the agreement as deemed necessary and appropriate.

Proposed Design and Permitting Schedule – The design and permitting schedule in the scope of services submitted by Matthews Design Group currently exceeds the task completion dates as outlined in the FDEP Grant Agreement. This can be addressed by either reducing the design and permitting timeline in the Consultant Agreement or by adjusting the design and permitting deliverable dates in the Grant Agreement (or a combination thereof). The first option is preferable as it maximizes construction time in the Grant Agreement, therefore staff will work with Matthews Design Group to reduce the design and permitting schedule as necessary and appropriate prior to the final execution of the agreement.

#### **ACTION REQUESTED**

Authorize the City Manager to complete negotiations and execute an agreement with Matthews Design Group in an amount not to exceed \$ 76,480 for the design, permitting and bidding assistance for St. Augustine Beach Resiliency Improvements Ocean Walk Subdivision Flood Protection.

**AGREEMENT BETWEEN OWNER  
AND OWNER'S CONSULTANT  
FOR PROFESSIONAL SERVICES—  
DESIGN PROJECT**

**THIS IS AN AGREEMENT** effective as of [            ] ("Effective Date") between City of St. Augustine Beach ("Owner") and Matthews Design Group, LLC ("Owner's Consultant").

Owner's Project, of which Owner's Consultant's services under this Agreement are a part, is generally identified as follows: Ocean Walk Drainage Assessment ("Project").

Designated Representatives. Owner and Owner's Consultant each hereby designates a specific individual to act as representative with respect to the performance of responsibilities under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the party that the individual represents.

1. Owner's Designated Representative: William Tredik, PE, Public Works Director / City Engineer
2. Owner's Consultant's Designated Representative: Rob A. Matthews III, PE, President

Owner and Owner's Consultant further agree as follows:

**1.01    *Basic Agreement and Period of Service***

- A. Owner intends to enter into a contract with a designer for the design and permitting of the Project facilities and improvements identified above. Owner hereby retains Owner's Consultant to provide professional services to Owner with respect to the Project, as a consultant and advisor to Owner. Owner's Consultant's services under this Agreement ("Consultant Services") are described in Exhibit A to this Agreement.
- B. Owner's Consultant shall complete the Consultant Services according to the Consultant Services Schedule included in Exhibit A. The Consultant Services Schedule contains schedule commitments of Owner as well as Owner's Consultant. If, through no fault of Owner's Consultant, the orderly and continuous progress of the Consultant Services is impaired, or the Consultant Services are delayed or suspended, then the Consultant Services Schedule, and the rates and amounts of Owner's Consultant's compensation, shall be adjusted equitably.
- C. Owner shall be responsible for all requirements and instructions that it furnishes to Owner's Consultant pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information furnished by Owner to Owner's Consultant pursuant to this Agreement. Owner's Consultant may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.

**1.02    *Payment Procedures***

- A. *Invoices:* Owner's Consultant shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Owner's Consultant for

Services and expenses within 30 days after receipt of Owner's Consultant's invoice, then (1) the amounts due Owner's Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Owner's Consultant may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Owner's Consultant has been paid in full all amounts due for Services, expenses, and other related charges. Owner waives any and all claims against Owner's Consultant for any such suspension.

- B. *Payment:* As compensation for Owner's Consultant providing or furnishing the Consultant Services, Owner shall pay Owner's Consultant as set forth in Paragraphs 1.02, 1.03, and 1.04. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Owner's Consultant in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

**1.03 Basis of Payment—Lump Sum**

- A. Owner shall pay Owner's Consultant as follows:

- 1. A Lump Sum amount of \$76,480.

- a. This fee includes reimbursable expenses for reproduction of up to nine (9) plan sets and stormwater reports for permitting and includes permitting fees for the SJRWMD. Travel to and from site and City offices is also included. Any additional copies of plans or reports will be provided per the attached fee schedule (Attachment 1).

- B. The portion of the compensation amount billed monthly for Consultant Services will be based upon Owner's Consultant's estimate of the percentage of the total Consultant Services actually completed during the billing period.

**1.04 Additional Services:** For Additional Services, Owner shall pay Owner's Consultant an amount equal to the cumulative hours charged in providing the Additional Services by each class of Owner's Consultant's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Owner's Consultant's subconsultants' charges, if any. Owner's Consultant's standard hourly rates are attached as Attachment 1.

**1.05 General Considerations**

- A. The standard of care for all professional engineering and related services performed or furnished by Owner's Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Owner's Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Owner's Consultant.
- B. Subject to the foregoing professional standard of care, in the performance of the Consultant Services the Owner's Consultant and its subconsultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

- C. Owner's Consultant shall maintain, through the term of this Agreement and the term of the Design-Build Contract between Owner and Designer, insurance in the following amounts:

Type	Category	Amount
General Liability	Each Occurrence (Bodily Injury and Property Damage)	\$1,000,000
	General Aggregate	\$2,000,000
Professional Liability	Each Claim Made	\$1,000,000
	Annual Aggregate	\$2,000,000
Automobile Liability	Combined Single Limit (Bodily Injury and Property Damage)	\$1,000,000
Employer's Liability	Bodily injury, each accident	\$2,000,000
	Bodily injury by disease, each employee	\$2,000,000
	Bodily injury/disease, aggregate	\$2,000,000
Excess or Umbrella	Each Occurrence	\$2,000,000
	General Aggregate	\$2,000,000
Workers' Compensation		Statutory

Owner shall be an additional insured under the commercial general liability policy. The additional insured endorsements required for commercial general liability policies shall include both ongoing operations and products and completed operations coverage, through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together), if such ISO forms are commercially available.

1. Combined limits of a specific liability policy and umbrella/excess policy may be met by primary policy alone, or by combinations of the primary policy and the umbrella/excess policy.
  2. Owner's Consultant shall provide certificates of insurance to Owner.
- D. Owner's Consultant acknowledges that after Owner's Consultant prepares and furnishes the Conceptual Documents to Owner under this Agreement, the Owner will provide the Conceptual Documents to a designer to be selected by Owner. Subject to the professional standard of care, Owner's Consultant shall remain responsible for the quality and technical accuracy of the Conceptual Documents (as prepared and furnished to Owner by Owner's Consultant) after their transfer to Designer, and Owner shall be entitled to rely on the quality and technical accuracy of such Conceptual Documents. Owner's Consultant may state any express limitations or reservations applicable to the content of the Conceptual Documents.
- E. Owner's Consultant shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Owner's Consultant have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws

and regulations applicable to such Constructor's furnishing and performing of its work. Owner's Consultant shall not be responsible for the acts or omissions of any Constructor.

- F. Owner's Consultant neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- G. Owner's Consultant's opinions of probable Design Cost are to be made on the basis of Owner's Consultant's experience, qualifications, and general familiarity with design costs, design costs, and the construction industry. However, because Owner's Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over designers' or contractors' methods of determining prices, or over competitive bidding or market conditions, Owner's Consultant cannot and does not guarantee that proposals, bids, or actual Design Cost will not vary from opinions of probable construction cost prepared by Owner's Consultant. If Owner requires greater assurance as to probable Design Cost, then Owner agrees to obtain an independent cost estimate.
- H. Owner's Consultant shall not be responsible for any decision made regarding the administration of the Design Contract, or any application, interpretation, clarification, or modification of the Design Contract, other than those made by Owner's Consultant or its subconsultants.
- I. All documents prepared or furnished by Owner's Consultant are instruments of service, and Owner's Consultant retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner's Consultant grants Owner a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner (including but not limited to furnishing the Conceptual Documents to a designer), subject to receipt by Owner's Consultant of full payment due and owing for all Consultant Services relating to preparation of the documents, and subject to the following provisions:
  - 1. Owner acknowledges that such documents (expressly including the Conceptual Documents, if any) are not intended or represented to be suitable for construction purposes on the Project until further developed and completed by a designer selected by Owner (and specifically by licensed engineering or other design professionals in compliance with Laws and Regulations).
  - 2. The limited license to Owner does not include the right to use the documents on other projects without the express consent of Owner's Consultant.
  - 3. Such documents are not suitable for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without development and completion by licensed engineering or other design professionals in compliance with Laws and Regulations;
  - 4. Any use or reuse of such documents other than as indicated in Paragraph 3.01.D above or elsewhere in this Agreement, or as permitted in this Paragraph 3.01.I, will be at Owner's sole risk and without liability or legal exposure to Owner's Consultant or to its officers, directors, members, partners, agents, employees, and subconsultants.
  - 5. Owner shall indemnify and hold harmless Owner's Consultant and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages,

losses, and expenses, including attorneys' fees, arising out of or resulting from any unauthorized use, reuse, or modification of the documents.

6. The limited license to Owner shall not create any rights in third parties, except if so, indicated in this Agreement.
- J. Owner and Owner's Consultant may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- K. To the fullest extent permitted by law, Owner and Owner's Consultant waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project.
- L. The parties acknowledge that Consultant Services do not include any services related to unknown or undisclosed Constituents of Concern. If Owner's Consultant or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Owner's Consultant may, at its option and without liability for consequential or any other damages, suspend performance of Consultant Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Consultant Services.
- M. Owner and Owner's Consultant agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- N. This Agreement is to be governed by the law of the state in which the Project is located.
- O. Consultant Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

#### **1.06 Termination**

- A. The obligation to continue performance under this Agreement may be terminated:
  1. For cause,
    - a. By either party upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.
    - b. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 1.06.A.1.a if the party receiving such notice begins,

within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Owner's Consultant's receipt of written notice from Owner.

B. In the event of any termination under Paragraph 1.06, Owner's Consultant will be entitled to invoice Owner and to receive full payment for all Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Owner's Consultant's consultants' charges, if any.

#### 1.07 *Successors, Assigns, and Beneficiaries*

A. Owner and Owner's Consultant are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Owner's Consultant (and to the extent permitted by Paragraph 1.07.B the assigns of Owner and Owner's Consultant) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, with respect to all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Owner's Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Owner's Consultant to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Owner's Consultant and not for the benefit of any other party.

#### 1.08 *Total Agreement*

A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Owner's Consultant and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

#### 1.09 *Definitions*

A. *Conceptual Documents*—Documents prepared by Owner's Consultant on behalf of Owner that describe Owner's goals and requirements for the design project, in graphic form or written text. They may include performance criteria or objectives; budgetary limitations;



quality standards; space, capacity, flexibility, and expandability requirements; drawings and specifications; design objectives, constraints, and criteria; and other documents that show, describe, or define the character, scope, and intent of the Work to be performed or furnished by Designer.

- B. *Constructor*—Any person or entity (not including the Owner's Consultant, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, designers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- C. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
- D. *Design Cost*—The cost to Owner of the design portion of the Project, as described in the Report or Conceptual Documents to be prepared by Owner's Consultant under this Agreement. The Design Cost will generally be comprised of the design contract price, as duly modified, and therefore will reflect the cost of completion of the design and the construction of the portion of the entire Project encompassed by that design, including engineering and other professional services, and construction labor, services, materials, equipment, insurance, and bonding costs, and allowances for contingencies. Design Cost does not include costs of services of Owner's Consultant under this Agreement; cost of land or rights-of-way, or compensation for damages to property; Owner's costs for legal, accounting, insurance counseling, or auditing services; interest or financing charges incurred in connection with the Project; or the cost of other services to be provided by others to Owner.
- E. *Work*—The entire design and construction, or the various separately identifiable parts thereof, required to be provided under the Design Contract that Owner enters into with Designer. Work includes and is the result of performing or providing all engineering and other professional services, and all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Design Contract.

#### 1.10 Exhibits and Attachments:

Exhibit A, Owner's Consultant's Services.

Attachment 1, Owner's Consultant's Standard Hourly Rates and Reimbursable Expenses.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

OWNER'S CONSULTANT:

By: Rob A. Matthews III

Title: Rob A. Matthews III, President

Date Signed: 12/22/21

Owner's Consultant License or Firm's  
Certificate Number (if required): CA#26535

State of Florida

Address for Owner's receipt of notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for Owner's Consultant's receipt of notices:

Matthews Design Group

7 Waldo Street

St. Augustine, FL 32084

This is **EXHIBIT A**, consisting of [     ] pages, referred to in and part of the **Agreement between Owner and Owner's Consultant** dated [     ].

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**EXHIBIT A: Owner's Consultant's Services**

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Paragraph 1.01 of the Agreement is supplemented to include the following provisions.

Owner's Consultant shall provide the following as Consultant Services:

**PART 1 – BASIC SERVICES**

**A1.01** *General Advisory Services*

- A. Owner's Consultant shall provide advice to Owner regarding the design project delivery method, including strategies for selecting and contracting with a designer; the objectives to be served by Conceptual Documents, requests for qualifications, and requests for proposals; budget and cost issues; developing interest in the Project on the part of prospective designers and key trade contractors and equipment suppliers; and Project schedule.
- B. Owner's Consultant shall advise Owner regarding engineering and technical issues that arise during the Project.
- C. As Owner's Consultant performs its various advisory obligations, and its duties under the Study and Report Phase, the Design and Permitting Phase, and the RFQ/RFP Phase, the Owner and Owner's Consultant acknowledge that the primary objective is for Owner to enter into a future Design Contract for the Project. Owner's Consultant shall advise Owner before performing Consultant Services that could be more advantageously performed by Designer, to avoid duplication of services, improve the overall Project schedule, or obtain for the Owner the full benefits of the design project delivery method.

**A1.02** *Study and Report Phase – Excluded from this contract.*

**A1.03** *Design and Permitting Phase*

- A. Owner's Consultant shall:
  - 1. Consult with Owner to define and clarify Owner's requirements for the Project, including design objectives and constraints; space, capacity and performance requirements; flexibility and expandability goals; and budgetary limitations. Identify available data, information, reports, facilities plans, and site evaluations. Design will be based on recommendations from the approved assessment prepared by Matthews Design Group.
  - 2. Identify potential solution(s) to meet Owner's Project requirements, as needed.
  - 3. Study and evaluate the potential solution(s) to meet Owner's Project requirements.
  - 4. Visit the Site(s) to review existing conditions and facilities, unless such visits are not necessary or applicable to meeting the Study and Design objectives.
  - 5. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Owner's Consultant additional Project-related data and information, for Owner's

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Exhibit A, Owner's Consultant's Services.

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Consultant's use in the study and evaluation of potential solution(s) to Owner's Project requirements, and preparation of a related report.

6. After consultation with Owner, recommend to Owner those potential solution(s) which in Owner's Consultant's judgment meet Owner's requirements for the Project.
7. Advise Owner of any need for Owner to provide data or services that are not part of Consultant Services.
8. Identify and analyze relevant requirements of governmental authorities having jurisdiction to review or approve the construction plans to be prepared by Owner's Consultant or having jurisdiction over the Project; consult with such governmental authorities, as necessary.
9. Review any environmental assessments and impact statements furnished by Owner and analyze the effect of any such environmental documents (including any mitigation measures identified in the documents) on the Project, including the contemplated design and construction.
10. Develop a scope of work and survey limits for any topographic and other surveys necessary for design.
11. Specifically, Owner's Consultant will perform the following scope:

**a. Phase 2: Design Engineering and permitting**

**1) Surveying**

The MDG team will collect additional survey information within the project area to identify existing improvements and elevations. MDG has teamed with Bradshaw Niles for surveying services. At a minimum, the survey shall include:

- Topography in the area of the proposed stormwater lift station.
- Supplemental topography along proposed stormwater pipe routing
- Location of all surface utility appurtenances for water, sewer, storm, electric, and communication within the project area
- Location of any other aboveground items (mailboxes, posts, etc.) within project area.

Surveying lump sum fee: \$8,625

**2) Geotechnical Investigation**

The MDG team will collect the necessary geotechnical information in the area of prepare construction plans for the proposed stormwater lift station. To explore the subsurface conditions within the area of the lift station, two Standard Penetration Test (SPT) borings will be performed to a depth of 30 feet. Additionally, eight 5' depth hand augers will be performed in the roadway and drainage areas. Once the proposed field work is completed, our engineers will evaluate the collected field data and soil samples. Laboratory

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**Page 2 of 9**

tests on selected soil samples obtained in the field may be performed in order to determine the physical properties of the soils.

The information provided by the field exploration and laboratory testing programs will be utilized to formulate appropriate recommendations to facilitate design and earthwork preparation. A geotechnical engineer, registered in the State of Florida, will oversee the study. The results of our study will be conveyed in a written report.

The written geotechnical report will contain the following information:

1. A brief discussion of the existing site conditions.
2. Pertinent project information.
3. Soil boring logs indicating soil stratification, groundwater levels, and lab testing results.
4. Plan showing the boring locations.
5. An engineering evaluation of the subsurface conditions regarding the proposed construction.
6. Provide site preparation and earthwork recommendations.
7. Provide recommendations to guide foundation design, including shallow foundation design bearing pressures.
8. Provide recommendations for quality control testing services.

Geotechnical Investigation lump sum fee: \$7,475

### **3) Construction Design Plans**

MDG will prepare construction plans for the project based on the recommendations determined from the stormwater assessment. The design will include addition of stormwater collection piping and swales within the Ocean Walk subdivision to collect and convey water to the Mickler Blvd conveyance pipe and to a new stormwater lift station. The stormwater lift station will transfer the stormwater to the existing stormwater conveyance system on 16<sup>th</sup> Street, lowering the water elevation in the Mickler Blvd system. The lift station will employ 2 – 24" diameter axial flow pumps with submersible electric motors in a cast-in-place wetwell. Control of the pumps will utilize a pressure transducer for elevation control and a weather resistant control panel at the site. Concessions for connection of a backup generator will be accommodated in the design, but the generator will not be installed at this time.

The construction plans will depict project limits of demolition, site grading, and stormwater utilities. Plans will detail the construction work to be completed by the selected contractor, including details and specifications in conformance with COSAB and SJRWMD requirements. Specifically, these plans will include:

1. Site plan describing site layout, required easements, and site improvements.
2. Demolition plan describing items to be removed/retained on the existing site.
3. Grading plan describing site grading details around new lift station site.
4. Stormwater Utility plan describing improvements including references to the appropriate COSAB and SJRWMD standards and the necessary calculations for the new lift station.
5. Construction details as needed to expand on the information in the above plan sets.
6. Stormwater Pollution Prevention Plan (SWPPP).

Construction Design Plans lump sum fee: \$35,000

#### **4) Permitting**

MDG will prepare permit application packages with supporting documents to apply for the following construction permits:

1. St Johns River Water Management District Environmental Resource Permit

MDG's proposal includes addressing reasonable comments for up to three rounds of Requests for Information (RFI) from the permitting agencies relating to the scope of work provided by our firm.

Permitting lump sum fee: \$9,500

#### **5) Meetings and Coordination**

MDG will conduct a public meeting at the 30% design point to present the design to the neighborhood and to obtain input on aspects of the design. A presentation of the 90% design will be made to the public and Commission to discuss the final design plans and scheduling of permitting and construction. MDG will provide exhibits and documentation as needed for the meetings. It is anticipated that the City of St Augustine Beach will provide the meeting venue, or MDG can coordinate if required. This task also includes meetings with staff as necessary to complete the design.

Meetings and Coordination lump sum fee: \$7,500

#### **6) Specifications and Bid Documents**

MDG will prepare drawings, specifications, construction scope, and front-end documents of the final design for use in bidding of the project for construction. An opinion of probable construction costs will also be provided for budgeting

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and for bid comparisons. Deliverables will include one hardcopy and digital copies of the documents needed for advertising and bidding of the project.

Specifications and Bid Documents lump sum fee: \$8,000

**7) Direct Reimbursable Expenses**

This fee includes reimbursable expenses as outlined in Paragraph 1.03 of the Agreement above.

Direct Reimbursable Expenses lump sum fee: \$380

12. After receipt of Owner's comments regarding the design and any other deliverables, make revisions as appropriate and submit the final construction plans and deliverables to Owner.

A1.04 *RFQ/RFP Phase – Excluded from this contract.*

A1.05 *Design-Build Phase – Excluded from this contract.*

A1.06 *Consultant Services Schedule*

<b>Party</b>	<b>Action</b>	<b>Schedule</b>
Owner's Consultant	Furnish a review copy of the conceptual design plan to Owner.	Within 60 days of the Effective Date.
Owner	Submit comments regarding the conceptual plans to Owner's Consultant.	Within 30 days of the receipt of conceptual plans from Owner's Consultant.
Owner's Consultant	Furnish the construction plans and lift station report to Owner prior to permit submittal.	Within 120 days of the receipt of Owner's comments regarding the conceptual design plan.
Owner's Consultant	Submit construction plans and lift station report to St Johns River Water Management District for permitting	Within 120 days of the receipt of Owner's comments regarding the conceptual design plan.
SJRWMD	Provide comments to Owner's Consultant.	Within 30 days of the receipt of construction plans from Owner's Consultant.
Owner's Consultant	Respond to SJRWMD comments regarding the construction plans.	Within 60 days of the receipt of SJRWMD comments regarding the construction design plans.
Owner's Consultant	Receive permit from SJRWMD and provide to Owner.	Within 30 days of the receipt of revised construction plans from Owner's Consultant.

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<u>Party</u>	<u>Action</u>	<u>Schedule</u>

## **ARTICLE A2 – ADDITIONAL SERVICES**

### **A2.01 *Owner's Authorization in Advance Required***

- A. If authorized in writing by Owner, Owner's Consultant shall furnish or obtain from others Additional Services of the types listed below. Owner will pay for these services as indicated in Paragraph 1.02 and 1.03 of the Agreement.
1. Prepare applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans or advances in connection with the Project; prepare or review environmental assessments and impact statements; review and evaluate the effects on the design requirements for the Project of any such statements and documents prepared by others; and assist in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
  2. Make measured drawings of or investigate existing conditions or facilities, or verify the accuracy of drawings or other information furnished by Owner.
  3. Perform services resulting from significant changes in the scope, extent or character of the portions of the Project presented or specified by Owner's Consultant or its design requirements including, but not limited to, changes in size, complexity, Owner's schedule, character of construction or method of financing; and revise previously accepted studies, reports, Conceptual Documents or other Contract Documents when such revisions are required by changes in Laws or Regulations enacted subsequent to the Effective Date of this Agreement or are due to any other causes beyond Owner's Consultant's control.
  4. Perform services resulting from evaluation by Owner's Consultant during the Design and Permitting Phase of alternative solutions in addition to those specified in Paragraph A1.02.A.1.
  5. Perform services required as a result of Owner's providing incomplete or incorrect Project information.
  6. Provide renderings or models for Owner's use.
  7. Identify opportunities for enhancing the sustainability of the Project.
  8. Undertake investigations and studies including, but not limited to, detailed consideration of operations, maintenance and overhead expenses; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for the Project; evaluating processes available for licensing and assisting Owner in obtaining process licensing; detailed quantity surveys of materials, equipment and labor; and audits or inventories required in connection with construction performed by Owner.
  9. Perform services attributable to more than one prime design contract.

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10. Perform services during out-of-town travel required of Owner's Consultant other than for visits to the Site or Owner's office.
11. Prepare for, coordinate with, participate in and respond to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering and constructability review requested by Owner; and perform or furnish services required to revise studies, reports, drawings, specifications or other Proposal Documents as a result of such review processes.
12. Determine the acceptability of substitute materials and equipment proposed during the RFQ/RFP Phase.
13. Assist in connection with Proposal protests, rebidding or renegotiating contracts for construction, materials, equipment or services.
14. Assist Owner in the selection of an independent testing laboratory.
15. At Owner's request, visit the Site during construction, to observe the progress and status of the Work. Such visits and observations by Owner's Consultant are not intended to be exhaustive or to extend to every aspect of the construction in progress, or to involve detailed inspections of the construction beyond the responsibilities specifically assigned to Owner's Consultant in this Agreement and the Design Contract, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the construction based on Owner's Consultant's exercise of professional judgment. Owner's Consultant will report to Owner on its observations.
16. Owner's Consultant shall not, during such visits or as a result of such observations of Designer's Work, supervise, direct, or have control over the Construction or the Site operations of any Constructor, nor shall Owner's Consultant have authority over them or responsibility for (a) the means, methods, techniques, sequences, or procedures of construction selected or used by Designer, or any Constructor, (b) for safety or security at the Site, (c) for safety precautions and programs incident to the construction activities of Designer, or any Constructor, or (d) for any failure of Designer or any Constructor to comply with Laws and Regulations applicable to Designer's furnishing and performing the Work. Owner's Consultant neither guarantees the performance of Designer nor any other Constructor, nor assumes responsibility for Designer's or any other Constructor's failure to furnish and perform the Work in accordance with the Design Contract.
17. Establish baselines and benchmarks for locating the Work if necessary to enable Designer to proceed. Provide engineering surveys and staking to enable Designer to perform its work, and any type of property surveys or related engineering services needed for the transfer of interests in real property; and provide other special field surveys.
18. Provide services relating to proposed substitutions of materials or equipment.
19. Assist Owner in preparation of change orders and work change directives as required.
20. Advise Owner on claims between Owner and Designer relating to the acceptability of the Work, or the interpretation of the requirements of the Design Contract pertaining to the execution and progress of the Work.

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21. Advise Owner as to the necessity of ordering special inspections or tests of the Work as deemed reasonably necessary, and receive and review all certificates of inspections, tests and approvals required by Laws or Regulations or the Design Contract. Owner's Consultant's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Design Contract and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Design Contract. Owner's Consultant shall be entitled to rely on the results of such tests.
22. Based on Owner's Consultant's on-site observations as an experienced and qualified design professional and on review of applications for payment and the accompanying supporting documentation:
  - a. Determine the amounts that Owner's Consultant recommends that Designer be paid. Such recommendations of payment will constitute Owner's Consultant's representation to Owner, based on such observations and review, that, to the best of Owner's Consultant's knowledge, information and belief, the Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Contract Documents (subject to an evaluation of such Work as a functioning whole prior to or upon substantial completion, to the results of any subsequent tests called for in the Design Contract and to any other qualifications stated in the recommendation), and the conditions precedent to Designer's being entitled to such payment appear to have been fulfilled in so far as it is Owner's Consultant's responsibility to observe the Work.
  - b. By recommending any payment Owner's Consultant shall not thereby be deemed to have represented that observations made by Owner's Consultant to check the quality or quantity of Designer's Work as it is performed and furnished have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Owner's Consultant in this Agreement and the Design Contract. Neither Owner's Consultant's review of Designer's Work for the purposes of recommending payments nor Owner's Consultant's recommendation of any payment including final payment will impose on Owner's Consultant responsibility to supervise, direct or control such Work or for the means, methods, techniques, sequences or procedures of construction or safety precautions or programs incident thereto, or Designer's compliance with Laws or Regulations applicable to Designer's furnishing and performing the Work. Such reviews and recommendations will not impose responsibility on Owner's Consultant to make any examination to ascertain how or for what purposes Designer has used the money paid to it, or to determine that title to any of the Work, materials or equipment has passed to Owner free and clear of any liens, claims, security interests or encumbrances, or that there may not be other matters at issue between Owner and Designer that might affect the amount that should be paid.
23. Review maintenance and operating instructions, schedules and guarantees, receive bonds, certificates or other evidence of insurance required by the Design Contract, certificates of inspection, and tests and approvals.

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**Exhibit A, Owner's Consultant's Services.**

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24. Within a reasonable time after notice from Owner that Designer considers the entire Work ready for its intended use, in company with Owner and Designer, conduct an inspection to determine if the Work is substantially complete. If Owner's Consultant considers the Work substantially complete, Owner's Consultant will recommend that the Owner issue a certificate of substantial completion to Designer.
25. Provide services, other than services during the operational phase, in connection with any partial utilization of any part of the Work by Owner prior to substantial completion.
26. Conduct a final inspection to evaluate the acceptability of the completed Work and advise Owner if the Work is ready for final payment. Owner's Consultant's advice will be based on its actual knowledge gained through the final inspection and prior observation.
27. Provide services during construction made necessary by (a) Work damaged by fire or other cause during construction, (b) defective, neglected or delayed Work by Designer, (c) acceleration of the progress schedule involving services beyond normal working hours, or (d) default by Designer.
28. Provide assistance in connection with the refining and adjusting of any Project equipment or systems.
29. Prepare operating, maintenance, and staffing manuals.
30. Assist Owner in developing systems and procedures for control of the operation and maintenance of and record keeping for the Project.
31. Together with Owner, visit the Project to observe any apparent defects in the completed Work, assist Owner in consultations and discussions with Designer concerning correction of such defects, and make recommendations as to replacement or correction of defective Work.
32. Prepare and furnish to Owner record drawings showing appropriate record information based on Project documentation received from others.
33. In company with Owner and Designer representatives, provide an inspection of the Project within one month before the end of the correction period to ascertain whether any portion of Designer's Work is subject to correction.

This is **Attachment 1, Owner's Consultant's Standard Hourly Rates and Reimbursable Expenses**, referred to in and part of the Agreement between Owner and Owner's Consultant for Professional Services dated [        ].

**Part One: Standard Hourly Rates Schedule**

**A. Standard Hourly Rates:**

1. Standard Hourly Rates are set forth in this Attachment 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 2.02 (if applicable) and 2.03 and are subject to annual review and adjustment.

**B. Schedule:**

<b>Project Role Unit Rates</b>	<b>Abbreviation</b>	<b>Rate/Hr</b>
Principal	PR	\$225.00
Vice President	VP	\$185.00
QA/QC Manager	QA	\$160.00
Senior Project Manager	SrPM	\$175.00
Project Manager	PM	\$150.00
Senior Professional Engineer	SrPE	\$170.00
Professional Engineer	PE	\$150.00
Project Engineer, EI - III	EI-III	\$130.00
Project Engineer, EI - II	EI-II	\$120.00
Project Engineer, EI - I	EI-I	\$110.00
Senior Planner	SrPL	\$160.00
Planner	PL	\$130.00
Sr. Landscape Architect	SrLA	\$160.00
Landscape Architect	LA	\$130.00
Senior Construction Inspector	SrCEI	\$115.00
Inspector	CEI	\$95.00
CAD Designer - I	CAD I	\$90.00
CAD Designer - II	CAD II	\$105.00
Senior CAD Designer	SrCAD	\$125.00
Director of Marketing	DirMktg	\$60.00
Senior Graphic Designer	SrGD	\$105.00
Graphic Designer	GD	\$85.00
Controller	CTR	\$95.00
Administrative Support	AA	\$60.00

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**Part Two: Reimbursable Expenses Factors**

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1. Owner's Consultant shall be entitled to reimbursement of expenses under Parts Two and Three only as specified in Paragraph 1.03 and 1.04.
2. Owner shall reimburse Owner's Consultant for the expenses listed in Part Three below subject to an administrative factor of 1.0 unless another factor is indicated for a specific reimbursable expense.

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**Part Three: Reimbursable Expenses Schedule**

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<b>Reproduction Costs</b>	<b>Rate/Sheet</b>
24x36 BW	\$2.00
11x17 BW	\$0.50
8.5x11 BW	\$0.25
24x36 Color	\$50.00
11x17 Color	\$0.80
8.5x11 Color	\$0.40
Foamboard Mount (including color plot)	\$65.00

<b>Mileage Costs</b>	<b>Rate/Mile</b>
Mileage	\$0.560

## **MEMORANDUM**

Date: December 22, 2021

To: Max Royle, City Manager

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

Subject: A1A Beach Boulevard Street Sweeping  
Interlocal Agreement with City of St. Augustine

---

### **BACKGROUND**

The City of St. Augustine Beach currently operates a Municipal Separate Storm Sewer System (MS4) to collect and convey stormwater that discharges to surface waters of the state. The City of St. Augustine Beach operates its MS4 under the requirements of its National Pollutant Discharge Elimination System (NPDES) permit, issued by the Florida Department of Environmental Protection (FDEP).

To maintain compliance with the terms of its NPDES permit, the City of St. Augustine Beach must meet minimum control measures in the following categories:

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-construction Stormwater Management in New Development and Redevelopment
6. Municipal Operator Pollution Prevention and Good Housekeeping

Under Control Measure No. 6, the City of St. Augustine Beach must demonstrate good housekeeping best management practices (BMPs) in the following areas:

- Routine maintenance of drainage structures
- Routine maintenance of swales
- Street Sweeping of A1A Beach Boulevard
- Urban Forestry Program
- Training

Specifically, the street sweeping BMP requires that the City of St. Augustine Beach perform regular monthly street sweeping of the A1A Beach Boulevard commercial corridor from Pope Road to S.R. A1A. The City of St. Augustine Beach has historically used a private sweeping contractor to meet this BMP.

## **DISCUSSION**

Due to the limited length of street sweeping required within the City of St. Augustine Beach, it has proven difficult to attract contractors to perform this function. Additionally, over the past year, the current contractor has become less consistent in completing the street sweeping on a monthly basis and has missed multiple required sweepings. Additionally, on multiple occasions insufficient quality of the sweeping performed necessitated the City of St. Augustine Beach requiring the contractor to resweep the street. As such – and in order to maintain compliance with the NPDES permit – staff began investigating alternatives to meet the street sweeping BMP.

The City of St. Augustine is also an operator of an MS4, and as such, shares the NPDES requirement to perform street sweeping. City of St. Augustine Beach staff began discussions with City of St. Augustine staff to determine opportunities for cooperation to jointly meet our respective street sweeping BMPs.

The City of St. Augustine recently purchased new street sweeping equipment and has offered to incorporate the sweeping of A1A Beach Boulevard into its sweeping schedule at a cost of \$200 per sweeping event. This cost per sweeping event is fair and appropriate and is consistent with the historical cost the City of St. Augustine Beach has paid for sweeping events. Additionally, The City of St. Augustine Beach would have the opportunity to periodically sweep additional areas upon mutual agreement of appropriate compensation by both parties.

Attached is a draft interlocal agreement providing terms for the City of St. Augustine to provide street sweeping services to the City of St. Augustine Beach. The City Attorney has reviewed the agreement and stated no objections. The agreement can be terminated by either party at any time with 30 days written notice.

The opportunity to work in cooperation with the City of St. Augustine to meet our mutual street sweeping BMP obligations has the following advantages:

- Increased consistency of street sweeping and increased NPDES compliance
- Increased quality of sweeping events
- Ability to increase frequency of sweeping if needed
- Ability to sweep other areas as needed
- Similar cost to private contracting

## **RECOMMENDED ACTION**

Approve an Interlocal Agreement between the City of St. Augustine Beach and the City of St. Augustine to provide mechanical street sweeping services.

**INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF ST. AUGUSTINE BEACH  
AND THE CITY OF ST. AUGUSTINE TO PROVIDE FOR  
MECHANICAL STREET SWEEPING SERVICES**

---

This Agreement is made and entered into by and between the **CITY OF ST. AUGUSTINE BEACH, FLORIDA**, a municipal corporation organized and existing under the laws of the State of Florida ("BEACH") and the **CITY OF ST. AUGUSTINE, FLORIDA**, a municipal corporation organized and existing under the laws of the State of Florida ("CITY"):

**WHEREAS**, the BEACH finds that it is in the public interest to provide street sweeping services for A1A Beach Boulevard from Pope Road to the intersection of A1A Beach Boulevard and State Road A1A located within the city limits of St. Augustine Beach; and

**WHEREAS**, the BEACH requires assistance from the CITY in providing mechanical street sweeping services for said road located in the city limit of the BEACH; and

**WHEREAS**, the CITY can provide the mechanical street sweeping services needed by the BEACH; and

**WHEREAS**, the parties agree that the BEACH will fund the cost incurred by the CITY in providing the needed mechanical street sweeping services; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. All Whereas clauses are incorporated into the body of this Agreement.
2. This Agreement is entered into pursuant to the Florida Interlocal Cooperation Act of 1969, Section 163.01, *et seq.*, Florida Statutes (hereinafter referred to as the "Act"), and pursuant to powers granted by law to the BEACH and to the CITY.
3. The parties agree that the CITY shall provide to the BEACH mechanical street sweeping services for A1A Beach Boulevard from Pope Road to the intersection of A1A Beach Boulevard and State Road A1A.
4. The parties further agree that the BEACH will compensate the CITY for the services provided in an amount of \$200.00 per event. Any additional work or compensation requires the prior written approval of the parties. Cost will annually increase based on the cost-of-living index.
5. The term of this Interlocal Agreement will commence on the date this Agreement is signed by the later party executing same and shall continue until terminated by the parties in accord with the requirements of this Agreement. The CITY shall commence mechanical street sweeping operations no later than fourteen (14) calendar days after the commencement date.
6. The CITY shall provide the agreed services under the general direction of the BEACH Public Works Department, who can be contacted at (904) 471-1119.
7. The parties agree that they will evaluate this Agreement during the first week in June of each succeeding year.



8. Either party may terminate this Agreement by providing written notice to the other party of such termination. The date of termination shall be no sooner than thirty (30) days after receipt of said written notice.

9. A certified copy of this Agreement shall be filed by the City Clerk with the Clerk of the Circuit Court of St. Johns County, Florida, as required by statute.

**IN WITNESS WHEREOF**, the parties have caused these presents to be executed by their duly authorized officials on the dates set forth below.

**CITY OF ST. AUGUSTINE BEACH,  
FLORIDA**, a municipal corporation

ATTEST:

\_\_\_\_\_  
Beverly Raddatz, City Clerk

(SEAL)

By: \_\_\_\_\_  
Margaret England, Mayor

Date: \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
CITY ATTORNEY

**CITY OF ST. AUGUSTINE, FLORIDA**,  
a municipal corporation

ATTEST:

\_\_\_\_\_  
Darlene Galambos, City Clerk

(SEAL)

By: \_\_\_\_\_  
Tracy Upchurch, Mayor


Date: \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
CITY ATTORNEY

**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** December 20, 2021

**SUBJECT:** Ordinance 22-01, First Reading, to Adopt the School Board's Five-Year District Facilities Workplan by Reference

**INTRODUCTION**

Each year at this time since 2008, the St. Johns County School District has asked the County's municipalities to approve its five-year workplan. Though our City has no public schools within its boundaries, and likely never will have any because of the lack of available land and the inadvisability of building such an expensive facility on a barrier island, the City still must by state law adopt the facilities workplan.

The adoption is done by adding the workplan by reference to the Capital Improvements Element of the City's Comprehensive Plan. The City staff sometimes includes in the amending ordinance other capital projects, as their inclusion can help the City obtain grant funding for them.

**ATTACHMENTS**

Attached for your review is following:

- a. Pages 1-2, Ordinance 22-01, to adopt the School Board's Five-Year District facilities workplan by reference.

You'll note in the ordinance the following projects that the City wants to do and have added to the Comp Plan's Capital Improvements Element:

- Hammock Dunes Park. Construction of handicapped walking access trail, parking lot and observation deck. Estimated cost: \$350,000
- Ocean Hammock Park. Construction of handicapped access trail, observation deck and picnic pavilion. Estimated cost: \$500,000
- Elevated Dune Walkovers at Certain Beach Accesses. B, C, and E Streets, and 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, and 16<sup>th</sup> Streets. Estimated cost: \$400,000 (\$40,000 per walkover)
- Stormwater Master Plan Updates. Estimate cost: \$200,000
- Drainage Improvements, Ocean Walk Subdivision. Estimated cost: \$700,000

- Drainage Improvements, Road/A1A Beach Boulevard Storm Surge Protection. Estimated cost: \$600,000

b. Pages 3-34, the facilities workplan.

ACTION REQUESTED

It is that you pass Ordinance 22-01 on first reading. It will then be scheduled for its first public hearing at the Comprehensive Planning and Zoning Board's January 18<sup>th</sup> meeting.

## **ORDINANCE 22-01**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA ADOPTING THE ST. JOHNS COUNTY SCHOOL BOARD'S FIVE-YEAR DISTRICT FACILITIES WORKPLAN BY REFERENCE INTO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ST. AUGUSTINE BEACH COMPREHENSIVE PLAN; ADOPTING AN ADDITIONAL CAPITAL IMPROVEMENT INTO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ST. AUGUSTINE BEACH COMPREHENSIVE PLAN; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, local governments are annually required to update the capital improvements element contained in their comprehensive plans in order to ensure that the required level of service standard for the public facilities listed in Section 163.3180, Florida Statutes, is achieved and maintained over the planning period; and

**WHEREAS**, the City Commission finds that this ordinance is consistent with the Comprehensive Plan; and

**WHEREAS**, the City Commission hereby finds that adoption of this ordinance serves the best interest and welfare of the residents of the City of St. Augustine Beach.

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

**Section 1. Recitals Adopted:** The recitals set forth above are true and correct and incorporated herein by this reference.

**Section 2. Adoption of the St. Johns County School Board's Five-Year District Facilities Workplan.** The City Commission hereby adopts the St. Johns County School Board's Five-Year District Facilities Workplan, attached as Exhibit "A" and incorporated herein by reference, into the Capital Improvements Element of the City of St. Augustine Beach Comprehensive Plan.

**Section 3. Adoption of Additional Capital Facilities.** The City Commission adopts the following additional City Five Year Facilities Workplan in the Capital Improvements Element of the City of St. Augustine Beach Comprehensive Plan:

- a. **Hammock Dunes Park.** Construction of improvements of parking area and walking trail through the park. Estimated cost \$350,000.
- b. **Ocean Hammock Park.** Construction of improvements consisting of restrooms, picnic area, pavilion, observation deck, education center, and additional trails. Estimates cost: \$500,000.
- c. **Elevated Dune Walkovers at Certain Locations:** E, C, and B Streets, and 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, and 16<sup>th</sup> Streets. Estimated cost: \$400,000 (\$40,000 per walkway).
- d. **Stormwater Master Plan Updates:** Estimated cost: \$200,000.
- e. **Drainage Improvements, Ocean Walk Subdivision:** Estimated cost: \$700,000.

- f. **Drainage Improvements, Pope Road/A1A Beach Boulevard Storm Surge Protection:**  
Estimated cost: \$600,000.

**Section 4. Conflict with Other Ordinances.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 5. Severance of Invalid Provisions.** If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

**Section 6. Effective Date.** This ordinance shall become effective ten (10) days after passage, pursuant to Section 166.041(4), Florida Statutes.

**PASSED** by the City Commission of the City of St. Augustine Beach, Florida, upon Second Reading this 1<sup>st</sup> day of March 2021.

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

By: \_\_\_\_\_

Mayor

**ATTEST:** \_\_\_\_\_

City Manager

First Reading:

Second Reading:

# TRENDS IN STUDENT PROJECTIONS & NUMBER OF SCHOOLS 2000-2001 THROUGH 2040-2041



Number of Students (COFTE)	2000-2001	2020-2021	2025-2026	2030-2031	2040-2041
K-5	9,056	18,788	22,250	23,965	29,423
6-8	4,886	10,427	12,473	13,929	15,692
9-12	5,562	13,107	15,973	18,519	20,269
<b>TOTAL</b>	<b>19,504</b>	<b>42,322</b>	<b>50,696</b>	<b>56,413</b>	<b>65,384</b>

(20 yr increase) (5 yr increase) (10 yr increase) (20 yr increase)  
117% 20% 11% 16%

Number of Schools	2000-2001	2020-2021	2025-2026	2030-2031	2040-2041
Elementary	14	18	19	22	25
Middle	5	7	7	7	9
K-8	0	6	10	11	14
High	4	7	9	10	12
<b>TOTAL</b>	<b>23</b>	<b>38</b>	<b>45</b>	<b>50</b>	<b>60</b>



# NEW SCHOOLS PROJECTED FOR THE 20-YEAR LONG RANGE PLAN



	Years 1-5	Years 6-10	Years 11-20	
School Type	2021-2022 to 2025 -2026	2026-2027 to 2030-2031	2031-2032 to 2040-2041	Total
Elementary	1	3	3	7
Middle	0	0	2	2
K-8	3	1	3	7
High	0	1	2	3
School Expansions	1	1	0	2
<b>Total</b>	<b>5</b>	<b>6</b>	<b>10</b>	<b>21</b>



# PROJECTED UTILIZATION OF PERMANENT & RELOCATABLE CLASSROOMS

- Year 2025-2026 of the Work Plan projects the utilization of our current schools to be 96%.
- The Work Plan shows the percentage of students educated in relocatables potentially decreasing from 19% (2021-2022) to 1% (2025-2026).





# PROJECTED REVENUE VS. PROJECTED COST FOR THE 5-YEAR PERIOD

- The Projected Cost equals the Projected Revenue therefore the Work Plan is considered Financially Feasible.





# NEW CONSTRUCTION FOR THE 5-YEAR PERIOD



## FUNDED

- New K-8 School NN
- South Woods Elementary – Classroom Expansion
- New Elementary School N
- New K-8 School OO
- New K-8 School PP



# COFTE PROJECTION PROCESS



	ACTUAL COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE
GRADE LEVEL	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
PK – 5	18,787.78	19,833.65	20,539.03	21,218.51	21,882.47	22,250.30
6 – 8	10,427.25	10,803.33	11,084.32	11,582.42	11,943.36	12,473.45
9 -12	13,107.38	13,939.29	14,532.21	15,023.47	15,483.06	15,972.67
PK - 12 TOTAL	42,322.41	44,576.27	46,155.56	47,824.40	49,308.89	50,696.42
Growth Percentage	0.11%	5.33%	3.54%	3.62%	3.10%	2.81%



# FIVE YEAR ENROLLMENT HISTORY



Five Year Enrollment History		
School Year	September Enrollment	Growth %
2016-2017	38,488	5.36%
2017-2018	40,239	4.54%
2018-2019	41,937	4.21%
2019-2020	43,740	4.29%
2020-2021	44,688	2.16%
2021-2022	47,932	7.26%



# OVERVIEW OF 2021-2022 WORK PLAN



- Projected revenue and costs
- Maintenance, repair and renovation projects
- Available revenue
- Capital outlay construction projects for five year period
- Student capacity and utilization rates by school
- Relocatables: utilization, students housed and replacement plans
- Charter schools
- Planned co-teach classrooms
- Long range projections through years 2040-2041



# BACKGROUND INFORMATION



- The “Educational Facilities Act” Incorporated into Florida Statute Chapter 235 in 1997 requires that each School District annually complete and submit a 5-Year Facilities Work Plan.
- First required plan adopted by the School District in September 1998
- The plan utilizes the District Five Year Building Program, Five Year Educational Plant Survey and Spot Surveys, Existing Conditions Report, Florida Inventory of School Houses (FISH), the current fiscal year Capital Outlay Budget and the DOE Capital Outlay Full Time Equivalent (COFTE) projections



# ST. JOHNS COUNTY SCHOOL DISTRICT

2021-2022 Five-Year District Facilities Work Plan

December 14, 2021

School Board Meeting



**Twenty-Year Capacity**

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

**Twenty-Year Planned Utilization**

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2020 - 2021 FISH Capacity	Actual 2020 - 2021 COFTE	Actual 2020 - 2021 Utilization	Actual 2021 - 2022 / 2040 - 2041 new Student Capacity to be added/removed	Projected 2040 - 2041 COFTE	Projected 2040 - 2041 Utilization
Elementary - District Totals	18,062	18,062	14,107.68	78.11 %	0	0	0.00 %
Middle - District Totals	18,423	16,580	14,896.74	89.85 %	0	0	0.00 %
High - District Totals	13,078	12,424	12,752.88	102.65 %	0	0	0.00 %
Other - ESE, etc	5,823	2,524	434.45	17.19 %	0	0	0.00 %
	<b>55,386</b>	<b>49,590</b>	<b>42,191.75</b>	<b>85.08 %</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

**Twenty-Year Infrastructure Planning**

Nothing reported for this section.



**Ten-Year Planned Utilization**

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2020 - 2021 FISH Capacity	Actual 2020 - 2021 COFTE	Actual 2020 - 2021 Utilization	Actual 2021 - 2022 / 2030 - 2031 new Student Capacity to be added/removed	Projected 2030 - 2031 COFTE	Projected 2030 - 2031 Utilization
Elementary - District Totals	18,062	18,062	14,107.68	78.11 %	0	0	0.00 %
Middle - District Totals	18,423	16,580	14,896.74	89.85 %	0	0	0.00 %
High - District Totals	13,078	12,424	12,752.88	102.65 %	0	0	0.00 %
Other - ESE, etc	5,823	2,524	434.45	17.19 %	0	0	0.00 %
	<b>55,386</b>	<b>49,590</b>	<b>42,191.75</b>	<b>85.08 %</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

**Ten-Year Infrastructure Planning**

Nothing reported for this section.

**Twenty-Year Maintenance**

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Tocoi Creek High School	0	0		0	0
	246	5,258		26	570

### Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

## Planning

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### Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

The St. Johns County School District currently utilizes blended scheduling and co-teaching classrooms, along with class size averaging for Schools of Excellence, as appropriate.

### School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

None.

## Long Range Planning

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### Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

### Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

TIMBERLIN CREEK ELEMENTARY	21	378	Leased	0	0
CROOKSHANK ELEMENTARY	10	185	Leased	0	0
EVELYN HAMBLÉN EDUCATION CENTER	0	0	Leased	10	193
R B HUNT ELEMENTARY	0	0	Leased	0	0
WEBSTER ELEMENTARY	1	18	Leased	0	0
JULINGTON CREEK ELEMENTARY	4	72	Leased	0	0
ALLEN D NEASE SENIOR HIGH	17	425	Leased	0	0
W DOUGLAS HARTLEY ELEMENTARY	0	0	Leased	0	0
ALICE B LANDRUM MIDDLE	11	238	Leased	0	0
OSCEOLA ELEMENTARY	6	108	Leased	0	0
KETTERLINUS ELEMENTARY	0	0		0	0
PONTE VEDRA-PALM VALLEY ELEMENTARY	3	54	Leased	0	0
MURRAY MIDDLE	0	0		0	0
SAINT AUGUSTINE SENIOR HIGH	0	0	Leased	1	25
FIRST COAST TECHNICAL INSTITUTE	12	298	Leased	15	352
SEBASTIAN MIDDLE	0	0		0	0
MARJORIE KINNAN RAWLINGS ELEMENTARY	0	0		0	0
OTIS A MASON ELEMENTARY	0	0		0	0
GAMBLE ROGERS MIDDLE	0	0		0	0
PEDRO MENENDEZ SENIOR HIGH	2	50	Leased	0	0
SOUTH WOODS ELEMENTARY	12	216	Leased	0	0
HICKORY CREEK ELEMENTARY	0	0	Leased	0	0
Wards Creek Elementary	12	224	Leased	0	0
Creekside High School	26	650	Leased	0	0
Ponte Vedra High School	0	0		0	0
Liberty Pines Academy	8	168	Leased	0	0
FRUIT COVE MIDDLE	13	286	Leased	0	0
Palencia Elementary School	0	0		0	0
Patriot Oaks Academy	0	0		0	0
Valley Ridge Academy	0	0		0	0
PICOLATA CROSSING ELEMENTARY	0	0		0	0
SWITZERLAND POINT MIDDLE	0	0		0	0
Pacetti Bay Middle School	0	0		0	0
PALM VALLEY ACADEMY	24	524	Leased	0	0
FREEDOM CROSSING ACADEMY	0	0		0	0
Pine Island Academy	0	0		0	0

TIMBERLIN CREEK ELEMENTARY	378	378	0	0	0	151
SOUTH WOODS ELEMENTARY	216	216	216	216	0	173
HICKORY CREEK ELEMENTARY	36	36	36	36	0	29
CROOKSHANK ELEMENTARY	185	185	185	185	0	148
EVELYN HAMBLÉN EDUCATION CENTER	193	193	193	193	193	193
KETTERLINUS ELEMENTARY	0	0	0	0	0	0
PONTE VEDRA-PALM VALLEY ELEMENTARY	54	54	54	54	0	43
R B HUNT ELEMENTARY	144	144	144	144	0	115
MURRAY MIDDLE	0	0	0	0	0	0
SAINT AUGUSTINE SENIOR HIGH	25	25	25	25	25	25
WEBSTER ELEMENTARY	18	0	0	0	0	4
FIRST COAST TECHNICAL INSTITUTE	402	352	352	352	352	362
JULINGTON CREEK ELEMENTARY	72	144	144	144	0	101
ALLEN D NEASE SENIOR HIGH	425	0	0	0	0	85
W DOUGLAS HARTLEY ELEMENTARY	0	0	0	0	0	0
SEBASTIAN MIDDLE	0	0	0	0	0	0
ALICE B LANDRUM MIDDLE	238	238	238	238	0	190
SWITZERLAND POINT MIDDLE	172	172	172	172	0	138
Pine Island Academy	0	0	0	0	0	0
Tocoi Creek High School	0	0	0	0	0	0

Totals for ST JOHNS COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	8,322	6,435	5,857	5,857	570	5,408
Total number of COFTE students projected by year.	44,576	46,156	47,824	49,309	50,696	47,712
Percent in relocatables by year.	19 %	14 %	12 %	12 %	1 %	11 %

### Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2021 - 2022	FISH Student Stations	Owner	# of Leased Classrooms 2025 - 2026	FISH Student Stations
MILL CREEK ACADEMY	0	0	Leased	0	0
CUNNINGHAM CREEK ELEMENTARY	8	160	Leased	0	0
OCEAN PALMS ELEMENTARY	15	270	Leased	0	0
BARTRAM TRAIL SENIOR HIGH	29	718	Leased	0	0
DURBIN CREEK ELEMENTARY	12	216	Leased	0	0

List the net new classrooms added in the 2020 - 2021 fiscal year.					List the net new classrooms to be added in the 2021 - 2022 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2021 - 2022 should match totals in Section 15A.			
Location	2020 - 2021 # Permanent	2020 - 2021 # Modular	2020 - 2021 # Relocatable	2020 - 2021 Total	2021 - 2022 # Permanent	2021 - 2022 # Modular	2021 - 2022 # Relocatable	2021 - 2022 Total
Elementary (PK-3)	33	0	0	33	0	0	0	0
Middle (4-8)	43	0	0	43	0	0	0	0
High (9-12)	87	0	0	87	0	0	0	0
	<b>163</b>	<b>0</b>	<b>0</b>	<b>163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	5 Year Average
OSCEOLA ELEMENTARY	108	108	108	108	0	86
Liberty Pines Academy	168	168	168	168	0	134
Palencia Elementary School	152	152	152	152	0	122
Patriot Oaks Academy	282	282	282	282	0	226
Valley Ridge Academy	374	374	374	374	0	299
PICOLATA CROSSING ELEMENTARY	0	0	0	0	0	0
PALM VALLEY ACADEMY	524	0	0	0	0	105
FREEDOM CROSSING ACADEMY	656	436	436	436	0	393
MILL CREEK ACADEMY	212	80	80	80	0	90
MARJORIE KINNAN RAWLINGS ELEMENTARY	0	0	0	0	0	0
OTIS A MASON ELEMENTARY	36	36	36	36	0	29
CUNNINGHAM CREEK ELEMENTARY	160	160	160	160	0	128
GAMBLE ROGERS MIDDLE	0	0	0	0	0	0
OCEAN PALMS ELEMENTARY	270	198	198	198	0	173
PEDRO MENENDEZ SENIOR HIGH	50	50	50	50	0	40
BARTRAM TRAIL SENIOR HIGH	718	200	0	0	0	184
FRUIT COVE MIDDLE	286	286	286	286	0	229
Creekside High School	650	650	650	650	0	520
Ponte Vedra High School	150	150	150	150	0	120
DURBIN CREEK ELEMENTARY	216	216	216	216	0	173
Wards Creek Elementary	224	224	224	224	0	179
Pacetti Bay Middle School	528	528	528	528	0	422

DURBIN CREEK ELEMENTARY	Co-Teaching	2	0	0	0	0	2
CUNNINGHAM CREEK ELEMENTARY	Co-Teaching	2	0	0	0	0	2
GAMBLE ROGERS MIDDLE	Co-Teaching	0	58	0	0	0	58
OCEAN PALMS ELEMENTARY	Co-Teaching	2	0	0	0	0	2
Liberty Pines Academy	Co-Teaching	3	2	0	0	0	5
Palencia Elementary School	Co-Teaching	3	0	0	0	0	3
Patriot Oaks Academy	Co-Teaching	2	1	0	0	0	3
Valley Ridge Academy	Co-Teaching	1	4	0	0	0	5
PICOLATA CROSSING ELEMENTARY	Co-Teaching	14	3	0	0	0	17
PALM VALLEY ACADEMY	Co-Teaching	1	3	0	0	0	4
FREEDOM CROSSING ACADEMY	Co-Teaching	5	23	0	0	0	28
Pine Island Academy	Co-Teaching	1	3	0	0	0	4
<b>Total Co-Teaching Classrooms:</b>		<b>75</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215</b>

### Infrastructure Tracking

**Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).**

New K-8 School NN: Water and sewer line extensions and road improvements for access.

Elementary Expansion at South Woods Elementary School: Expansion will connect the school to water lines and result in the removal of the water plant.

New Elementary School N: Water and sewer line extensions and road improvements for access.

New K-8 School OO: Water and sewer line extensions and road improvements for access.

**Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).**

New K-8 School NN: Northwest St. Johns County

Elementary Expansion at South Woods Elementary School: 4750 SR 206

New Elementary School N: Southern St. Johns County

New K-8 School OO: Undetermined location.

**Consistent with Comp Plan?** Yes

### Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.



Valley Ridge Academy	6	0	0	15	0	21
FREEDOM CROSSING ACADEMY	0	0	0	20	0	20
PALM VALLEY ACADEMY	28	12	0	0	0	40
<b>Total Relocatable Replacements:</b>	<b>61</b>	<b>38</b>	<b>8</b>	<b>242</b>	<b>0</b>	<b>349</b>

### Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2025 - 2026
Therapeutic Learning Center (TLC); PK; 2101 ARC Drive St. Augustine, FL 32084	2	PRIVATE	2000	20	15	3	36
St. Johns Community Campus; ESE Ages 18-22; 62 Cuna Street, St. Augustine, FL 32084	4	PRIVATE	2010	30	41	3	100
St. Augustine Public Montessori; Grades 1-6; 7A Williams St., St. Augustine, FL 32084	7	PRIVATE	2012	130	115	5	130
	<b>13</b>			<b>180</b>	<b>171</b>		<b>266</b>

### Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
<b>Total Educational Classrooms:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
MILL CREEK ACADEMY	Co-Teaching	4	27	0	0	0	31
OTIS A MASON ELEMENTARY	Co-Teaching	6	0	0	0	0	6
OSCEOLA ELEMENTARY	Co-Teaching	1	0	0	0	0	1
WEBSTER ELEMENTARY	Co-Teaching	2	0	0	0	0	2
JULINGTON CREEK ELEMENTARY	Co-Teaching	3	0	0	0	0	3
W DOUGLAS HARTLEY ELEMENTARY	Co-Teaching	2	0	0	0	0	2
PONTE VEDRA-PALM VALLEY ELEMENTARY	Co-Teaching	3	0	0	0	0	3
MURRAY MIDDLE	Co-Teaching	0	2	0	0	0	2
TIMBERLIN CREEK ELEMENTARY	Co-Teaching	4	9	0	0	0	13
SOUTH WOODS ELEMENTARY	Co-Teaching	2	0	0	0	0	2
HICKORY CREEK ELEMENTARY	Co-Teaching	12	5	0	0	0	17

The COFTE Projected Total (43,247) for 2025 - 2026 must match the Official Forecasted COFTE Total (50,696 ) for 2025 - 2026 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2025 - 2026	
Elementary (PK-3)	14,358
Middle (4-8)	20,365
High (9-12)	15,973
	<b>50,696</b>

Grade Level Type	Balanced Projected COFTE for 2025 - 2026
Elementary (PK-3)	394
Middle (4-8)	3,953
High (9-12)	3,102
	<b>50,696</b>

### Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Year 5 Total
PONTE VEDRA-PALM VALLEY ELEMENTARY	0	0	0	3	0	3
JULINGTON CREEK ELEMENTARY	2	0	0	6	0	8
ALLEN D NEASE SENIOR HIGH	25	8	0	0	0	33
ALICE B LANDRUM MIDDLE	0	0	0	11	0	11
SWITZERLAND POINT MIDDLE	0	0	0	8	0	8
OTIS A MASON ELEMENTARY	0	0	0	2	0	2
CUNNINGHAM CREEK ELEMENTARY	0	0	0	8	0	8
OCEAN PALMS ELEMENTARY	0	0	0	11	0	11
BARTRAM TRAIL SENIOR HIGH	0	18	8	0	0	26
FRUIT COVE MIDDLE	0	0	0	13	0	13
DURBIN CREEK ELEMENTARY	0	0	0	12	0	12
TIMBERLIN CREEK ELEMENTARY	0	0	0	18	0	18
SOUTH WOODS ELEMENTARY	0	0	0	12	0	12
HICKORY CREEK ELEMENTARY	0	0	0	2	0	2
Wards Creek Elementary	0	0	0	12	0	12
Pacetti Bay Middle School	0	0	0	26	0	26
Creekside High School	0	0	0	28	0	28
Ponte Vedra High School	0	0	0	4	0	4
Liberty Pines Academy	0	0	0	8	0	8
Palencia Elementary School	0	0	0	6	0	6
Patriot Oaks Academy	0	0	0	17	0	17



## ST JOHNS COUNTY SCHOOL DISTRICT

## 2021 - 2022 Work Plan

EVELYN HAMBLEN EDUCATION CENTER	511	511	71	23	3	14.00 %	0	0	150	29.00 %	7
KETTERLINUS ELEMENTARY	485	485	389	26	15	80.00 %	0	0	485	100.00 %	19
PONTE VEDRA-PALM VALLEY ELEMENTARY	648	648	504	36	14	78.00 %	-54	-3	594	100.00 %	18
R B HUNT ELEMENTARY	699	699	579	37	16	83.00 %	-144	-8	555	100.00 %	19
PALM VALLEY ACADEMY	2,143	1,928	2,191	101	22	114.00 %	-524	-24	1,404	100.00 %	18
Pine Island Academy	1,599	0	0	76	0	0.00 %	1,439	76	1,439	100.00 %	9
Tocoi Creek High School	2,035	0	0	87	0	0.00 %	1,933	87	1,933	100.00 %	11
Palencia Elementary School	875	875	790	47	17	90.00 %	-152	-8	723	100.00 %	19
Patriot Oaks Academy	1,570	1,413	1,268	71	18	90.00 %	-282	-14	1,131	100.00 %	20
Valley Ridge Academy	1,662	1,495	1,215	75	16	81.00 %	-374	-17	1,121	100.00 %	19
PICOLATA CROSSING ELEMENTARY	829	829	793	44	18	96.00 %	0	0	829	100.00 %	19
FREEDOM CROSSING ACADEMY	2,297	2,067	1,898	107	18	92.00 %	-656	-30	1,411	100.00 %	18
HICKORY CREEK ELEMENTARY	796	796	829	42	20	104.00 %	-36	-2	760	100.00 %	19
Wards Creek Elementary	984	984	631	52	12	64.00 %	-224	-12	760	100.00 %	19
Pacetti Bay Middle School	1,756	1,580	1,261	74	17	80.00 %	-528	-24	1,052	100.00 %	21
Creekside High School	2,343	2,225	2,202	91	24	99.00 %	-650	-26	1,575	100.00 %	24
Ponte Vedra High School	1,820	1,729	1,778	77	23	103.00 %	-150	-6	1,579	100.00 %	22
Liberty Pines Academy	1,894	1,704	1,391	85	18	82.00 %	-168	-8	1,536	100.00 %	20
PEDRO MENENDEZ SENIOR HIGH	1,532	1,455	1,374	62	22	94.00 %	-50	-2	1,405	100.00 %	23
BARTRAM TRAIL SENIOR HIGH	2,771	2,632	2,856	112	26	109.00 %	-718	-29	1,914	100.00 %	23
FRUIT COVE MIDDLE	1,478	1,330	1,210	64	19	91.00 %	-286	-13	1,044	100.00 %	20
DURBIN CREEK ELEMENTARY	1,074	1,074	842	55	15	78.00 %	-216	-12	858	100.00 %	20
TIMBERLIN CREEK ELEMENTARY	1,138	1,138	1,017	61	17	89.00 %	-378	-21	760	100.00 %	19
SOUTH WOODS ELEMENTARY	850	850	619	45	14	73.00 %	-216	-12	634	100.00 %	19
CUNNINGHAM CREEK ELEMENTARY	816	816	590	42	14	72.00 %	-160	-8	656	100.00 %	19
GAMBLE ROGERS MIDDLE	1,033	929	897	48	19	97.00 %	0	0	929	100.00 %	19
OCEAN PALMS ELEMENTARY	937	937	704	50	14	75.00 %	-270	-16	667	100.00 %	20
MILL CREEK ACADEMY	1,811	1,811	1,493	82	18	82.00 %	-212	-10	1,599	100.00 %	22
MARJORIE KINNAN RAWLINGS ELEMENTARY	739	739	546	37	15	74.00 %	0	0	739	100.00 %	20
	55,386	49,583	42,192	2,590	16	85.09 %	-4,312	-200	43,247	95.53 %	18

Project Description	Location	Num Classroom s	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total	Funded
K-8 School OO	Location not specified	73	\$0	\$4,000,000	\$19,000,000	\$20,000,000	\$15,000,000	\$58,000,000	Yes
K-8 School PP	Location not specified	73	\$0	\$4,000,000	\$9,000,000	\$10,000,000	\$37,000,000	\$60,000,000	Yes
		146	\$0	\$8,000,000	\$28,000,000	\$30,000,000	\$52,000,000	\$118,000,000	

### Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

## Tracking

### Capacity Tracking

Location	2021 - 2022 Sais. Stu. Sta.	Actual 2021 - 2022 FISH Capacity	Actual 2020 - 2021 COFTE	# Class Rooms	Actual Average 2021 - 2022 Class Size	Actual 2021 - 2022 Utilization	New Stu. Capacity	New Rooms to be Added/Re- moved	Projected 2025 - 2026 COFTE	Projected 2025 - 2026 Utilization	Projected 2025 - 2026 Class Size
OTIS A MASON ELEMENTARY	695	695	665	37	18	96.00 %	-36	-2	659	100.00 %	19
ALLEN D NEASE SENIOR HIGH	2,709	2,573	2,813	109	26	109.00 %	-425	-17	2,148	100.00 %	23
W DOUGLAS HARTLEY ELEMENTARY	729	729	547	40	14	75.00 %	0	0	729	100.00 %	18
SEBASTIAN MIDDLE	969	872	718	45	16	82.00 %	0	0	872	100.00 %	19
ALICE B LANDRUM MIDDLE	1,328	1,195	1,067	60	18	89.00 %	-238	-11	957	100.00 %	20
SWITZERLAND POINT MIDDLE	1,185	1,066	1,145	55	21	107.00 %	-172	-8	894	100.00 %	19
OSCEOLA ELEMENTARY	856	856	595	46	13	69.00 %	-108	-6	748	100.00 %	19
MURRAY MIDDLE	1,108	997	637	49	13	64.00 %	0	0	997	100.00 %	20
SAINT AUGUSTINE SENIOR HIGH	1,903	1,807	1,730	79	22	96.00 %	0	0	1,807	100.00 %	23
WEBSTER ELEMENTARY	977	977	420	57	7	43.00 %	0	0	977	100.00 %	17
FIRST COAST TECHNICAL INSTITUTE	1,678	2,013	364	90	4	18.00 %	0	0	350	17.00 %	4
JULINGTON CREEK ELEMENTARY	1,100	1,100	893	59	15	81.00 %	-72	-4	1,028	100.00 %	19
CROOKSHANK ELEMENTARY	1,024	1,024	662	55	12	65.00 %	-185	-10	839	100.00 %	19

**Other Project Schedules**

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total	Funded
Campus Improvements - Student Center Renovation, etc.	FIRST COAST TECHNICAL INSTITUTE	\$250,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,250,000	Yes
Half-Cent Sales Surtax Safety: Mobile Panic Alarm Badges	Location not specified	\$1,438,000	\$0	\$0	\$0	\$0	\$1,438,000	Yes
Half-Cent Sales Surtax Safety: Mobile Eye Pilot	Location not specified	\$25,000	\$0	\$0	\$0	\$0	\$25,000	Yes
SREF	Location not specified	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	Yes
Districtwide Maintenance Program: Add'l Capital Projects	Location not specified	\$0	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$40,000,000	Yes
Upgrade and New Relocatables	Location not specified	\$1,000,000	\$1,500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,500,000	Yes
AED Replacement	Location not specified	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000	Yes
Half-Cent Sales Surtax Savings for Future Construction	Location not specified	\$7,590,385	\$9,478,850	\$6,385,330	\$7,882,175	\$6,000,000	\$37,336,540	Yes
Half-Cent Sales Surtax Classroom Technology	Location not specified	\$0	\$6,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$21,000,000	Yes
Half-Cent Sales Surtax Security Cameras & Access Controls	Location not specified	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	Yes
Half-Cent Sales Surtax Maintenance School Security Improvements	Location not specified	\$501,336	\$500,000	\$500,000	\$500,000	\$500,000	\$2,501,336	Yes
Half-Cent Sales Surtax GPS System for Buses	Location not specified	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$575,000	Yes
Half-Cent Sales Surtax Technology Improvements: Transportation Technology	Location not specified	\$17,540	\$0	\$0	\$0	\$0	\$17,540	Yes
Half-Cent Sales Surtax Security Improvements	Location not specified	\$100,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,100,000	Yes
Half-Cent Sales Surtax Maintaining Facilities	Location not specified	\$0	\$5,000,000	\$4,000,000	\$5,000,000	\$5,000,000	\$19,000,000	Yes
Districtwide Other Projects	Location not specified	\$65,000	\$0	\$0	\$0	\$0	\$65,000	Yes
Half-Cent Sales Surtax Roof Replacement (Phase 1)	OSCEOLA ELEMENTARY	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	Yes
Half-Cent Sales Surtax Roof Replacement (Phase 2)	SEBASTIAN MIDDLE	\$950,000	\$0	\$0	\$0	\$0	\$950,000	Yes
Half-Cent Sales Surtax Roof Replacement - 400 Building	PEDRO MENENDEZ SENIOR HIGH	\$175,000	\$0	\$0	\$0	\$0	\$175,000	Yes
Half-Cent Sales Surtax Technology Improvements: Teacher & Student Instructional Devices	Location not specified	\$700,000	\$1,000,000	\$500,000	\$750,000	\$552,977	\$3,502,977	Yes
		<b>\$14,512,261</b>	<b>\$35,178,650</b>	<b>\$29,085,330</b>	<b>\$31,832,175</b>	<b>\$29,752,977</b>	<b>\$140,361,393</b>	

**Additional Project Schedules**

Any projects that are not identified in the last approved educational plant survey.

PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	\$72,830,479	\$32,549,048	\$28,262,261	\$52,846,445	\$42,481,138	\$228,969,371
<b>Total Additional Revenue</b>	<b>\$74,173,327</b>	<b>\$33,891,896</b>	<b>\$29,605,109</b>	<b>\$54,189,293</b>	<b>\$43,823,986</b>	<b>\$235,683,611</b>
<b>Total Available Revenue</b>	<b>\$74,135,978</b>	<b>\$50,178,650</b>	<b>\$57,085,330</b>	<b>\$86,832,175</b>	<b>\$81,752,977</b>	<b>\$349,985,110</b>

## Project Schedules

### Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Project Description	Location		2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Total	Funded
K-8 School NN	Location not specified	Planned Cost:	\$54,623,717	\$0	\$0	\$0	\$0	\$54,623,717	Yes
	Student Stations:		0	0	1,553	0	0	1,553	
	Total Classrooms:		0	0	73	0	0	73	
	Gross Sq Ft:		0	0	251,032	0	0	251,032	
Classroom Expansion	SOUTH WOODS ELEMENTARY	Planned Cost:	\$5,000,000	\$7,000,000	\$0	\$0	\$0	\$12,000,000	Yes
	Student Stations:		0	0	240	0	0	240	
	Total Classrooms:		0	0	12	0	0	12	
	Gross Sq Ft:		0	0	250,000	0	0	250,000	
Elementary School N	Location not specified	Planned Cost:	\$0	\$0	\$0	\$25,000,000	\$0	\$25,000,000	Yes
	Student Stations:		0	0	0	0	758	758	
	Total Classrooms:		0	0	0	0	44	44	
	Gross Sq Ft:		0	0	0	0	113,160	113,160	

<b>Planned Cost:</b>	<b>\$59,623,717</b>	<b>\$7,000,000</b>	<b>\$0</b>	<b>\$25,000,000</b>	<b>\$0</b>	<b>\$91,623,717</b>
<b>Student Stations:</b>	<b>0</b>	<b>0</b>	<b>1,793</b>	<b>0</b>	<b>758</b>	<b>2,551</b>
<b>Total Classrooms:</b>	<b>0</b>	<b>0</b>	<b>85</b>	<b>0</b>	<b>44</b>	<b>129</b>
<b>Gross Sq Ft:</b>	<b>0</b>	<b>0</b>	<b>501,032</b>	<b>0</b>	<b>113,160</b>	<b>614,192</b>

Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$12,000,000	\$11,000,000	\$10,000,000	\$9,000,000	\$8,000,000	\$50,000,000
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$274,007,677	\$0	\$0	\$0	\$0	\$274,007,677
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	(\$252,530,593)	\$0	\$0	\$0	\$0	(\$252,530,593)
<b>Subtotal</b>	<b>\$55,026,694</b>	<b>\$32,549,048</b>	<b>\$28,262,261</b>	<b>\$27,262,261</b>	<b>\$26,262,261</b>	<b>\$169,362,525</b>

### Total Revenue Summary

Item Name	2021 - 2022 Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$53,392,265	\$61,486,191	\$65,976,334	\$70,634,995	\$75,518,504	\$327,008,289
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$53,429,614)	(\$45,199,437)	(\$38,496,113)	(\$37,992,113)	(\$37,589,513)	(\$212,706,790)
PECO Maintenance Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Available 1.50 Mill for New Construction</b>	<b>(\$37,349)</b>	<b>\$16,286,754</b>	<b>\$27,480,221</b>	<b>\$32,642,882</b>	<b>\$37,928,991</b>	<b>\$114,301,499</b>

Item Name	2021 - 2022 Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Five Year Total
CO & DS Revenue	\$1,342,848	\$1,342,848	\$1,342,848	\$1,342,848	\$1,342,848	\$6,714,240



SCD 2019-4 Bridgewater PUD -- Proportionate Share Mitigation Payment -- Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$691,236	\$691,236
SCD 2016-16 Cordova Palms - Phase 1 -- Proportionate Share Mitigation Payment -- High School Student Stations	\$0	\$0	\$0	\$0	\$1,513,730	\$1,513,730
SCD 2016-15 Antigua at St. Augustine -- Proportionate Share Mitigation Payment -- High School Student Stations	\$0	\$0	\$0	\$0	\$50,259	\$50,259
	\$17,803,785	\$0	\$0	\$25,584,184	\$16,218,877	\$59,606,846

### Sales Surtax Referendum

Specific information about any referendum for a 1-cent or 1/2-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2020 - 2021?

Yes

**Sales Surtax Type:** Half Cent Sales Surtax

**Date of Election:** 11/3/2015

**Date of Expiration:** 12/31/2025

**Anticipated Revenue Start Date:** 1/1/2016

**Anticipated Revenue End Date:** 12/31/2025

**Estimated Annualized Revenue:** \$13,000,000

**Total \$ Amount Projected to be Received for the Duration of Tax:** \$150,000,000

**Number of Years Tax In Effect:** 10

**Percentage of Vote FOR:** 61 %

**Percentage of Vote AGAINST:** 39 %

### Additional Revenue Source

Any additional revenue sources

Item	2021 - 2022 Actual Value	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s 9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$3,287,349	\$3,286,787	\$0	\$0	\$0	\$6,574,136
Proceeds from 1/2 cent sales surtax authorized by school board	\$18,112,261	\$18,112,261	\$18,112,261	\$18,112,261	\$18,112,261	\$90,561,305

## ST JOHNS COUNTY SCHOOL DISTRICT

## 2021 - 2022 Work Plan

SCD 2017-7 Antigua Apartments-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$223,078	\$0	\$223,078
SCD 2017-20 Southaven PUD 2-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$37,158	\$0	\$37,158
SCD 2018-8 SR 207 & Lightsey Road Apartments --Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$0	\$0	\$0	\$233,735	\$0	\$233,735
SCD 2018-20 Vilano Subdivision-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$2,615	\$0	\$2,615
SCD 2018-18 2884 N. Fourth Street-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$8,334	\$0	\$8,334
Interest: Elementary, Middle and High	\$0	\$0	\$0	\$1,720,523	\$111,166	\$1,831,689
SCD 2019-10 Mill Creek Forest PUD-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$774,463	\$1,499,910	\$2,274,373
SCD 2018-16 ICI Land - Middlebourne PUD -- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$1,741,854	\$0	\$1,741,854
SCD 2018-17 Grand Oaks - Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$990,328	\$657,090	\$1,647,418
SCD 2019-14 Minorcan Mill PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$491,769	\$0	\$491,769
SCD 2020-2 Sandy Creek PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$33,484	\$0	\$33,484
SCD 2017-16 Rock Springs Farms-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$130,476	\$0	\$130,476
SCD 2018-11 North Creek PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$164,529	\$0	\$164,529
SCD 2018-7 Morgan's Cove-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$191,542	\$0	\$191,542
SCD 2018-6 Southwind Plantation-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$9,981	\$0	\$9,981
SCD 2019-2 The Landing at St. Augustine Ph 2--Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$0	\$0	\$0	\$250,800	\$0	\$250,800
SCD 2016-11 Arbor Mill at Mill Creek -- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$359,569	\$0	\$359,569
SCD 2020-14 Brookside Preserve PUD -- Proportionate Share Mitigation Payment - Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$2,574,673	\$2,574,673
SCD 2019-11 Durbin Creek Crossing PUD -- Proportionate Share Mitigation Payment -- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$4,910,150	\$4,910,150

**CO & DS Revenue Source**

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$1,316,382	\$1,316,382	\$1,316,382	\$1,316,382	\$1,316,382	\$6,581,910
CO & DS Interest on Undistributed CO	360	\$26,466	\$26,466	\$26,466	\$26,466	\$26,466	\$132,330
		<b>\$1,342,848</b>	<b>\$1,342,848</b>	<b>\$1,342,848</b>	<b>\$1,342,848</b>	<b>\$1,342,848</b>	<b>\$6,714,240</b>

**Fair Share Revenue Source**

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Item	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
SCD 2009-8 Anderson Greenbriar -- Contribution of Land (19.25 acres)	\$0	\$0	\$0	\$1	\$0	\$1
SCD 2011-2 Winchester East- Proportionate Share Mitigation Payment-- Middle School Student Stations	\$0	\$0	\$0	\$46,102	\$0	\$46,102
SCD 2014-15 Julington Lakes-- Proportionate Share Mitigation Payment---Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$3,190,866	\$0	\$3,190,866
SCD 2014-19 Stone Creek Landing-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$509,612	\$0	\$509,612
Ashford Mills DRI (Shearwater)-- Elementary, Middle and High School Student Stations	\$17,803,785	\$0	\$0	\$0	\$0	\$17,803,785
Bartram Park DRI --Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$4,887,690	\$752,928	\$5,640,618
Twin Creeks DRI--Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$5,846,400	\$2,220,145	\$8,066,545
SCDMOD 2014-1 Oxford Estates II-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$370,746	\$0	\$370,746
SCD 2015-10 Bannan Lakes-- Proportionate Share Mitigation Payment-- High School Student Stations	\$0	\$0	\$0	\$0	\$791,430	\$791,430
SCD 2016-1 Oxford Estates IV-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$278,850	\$446,160	\$725,010
SCD 2016-4 Wards Creek PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$370,613	\$0	\$370,613
SCD 2016-2 Lakes at Mill Creek Plantation PUD--Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$0	\$0	\$0	\$309,837	\$0	\$309,837
SCD 2016-12 Durbin Creek Estates-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$1,916,464	\$0	\$1,916,464
SCD 2016-3 Worthington Estates PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$0	\$0	\$0	\$492,765	\$0	\$492,765



Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Excelsior Center Lease	\$0	\$19,163	\$19,163	\$19,163	\$19,163	\$76,652
Technology Plan	\$2,909,357	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$14,909,357
AED Replacement Program	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000
School Based Maintenance	\$904,500	\$925,000	\$950,000	\$975,000	\$1,000,000	\$4,754,500
Safety Inspections & Repairs	\$175,000	\$200,000	\$200,000	\$200,000	\$200,000	\$975,000
Transportation Bus Canopy	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Transportation Handheld Radios	\$17,500	\$0	\$0	\$0	\$0	\$17,500
Districtwide Other Projects	\$933,705	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,933,705
Community Relations Equipment	\$15,000	\$10,000	\$15,000	\$10,000	\$15,000	\$65,000
Revenue Anticipation Note (RAN)	\$3,287,349	\$3,286,787	\$0	\$0	\$0	\$6,574,136
<b>Local Expenditure Totals:</b>	<b>\$53,429,614</b>	<b>\$45,199,437</b>	<b>\$38,496,113</b>	<b>\$37,992,113</b>	<b>\$37,589,513</b>	<b>\$212,706,790</b>

## Revenue

### 1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects (1011.71 (5), F.S.)

Item	Fund	2021 - 2022 Actual Value	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
(1) Non-exempt property assessed valuation		\$37,077,961,902	\$42,698,743,773	\$45,816,898,862	\$49,052,080,130	\$52,443,405,333	\$227,089,090,000
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$62,290,976	\$71,733,890	\$76,972,390	\$82,407,495	\$88,104,921	\$381,509,672
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	\$53,392,265	\$61,486,191	\$65,976,334	\$70,634,995	\$75,518,504	\$327,008,289
(5) Difference of lines (3) and (4)		\$8,898,711	\$10,247,699	\$10,996,056	\$11,772,500	\$12,586,417	\$54,501,383

### PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0

Parking Lot Lighting Pgm	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLEEN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Tocol Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Energy Mgmt System Upgrades	\$681,000	\$0	\$0	\$0	\$0	\$681,000
Locations	DURBIN CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, SOUTH WOODS ELEMENTARY, TIMBERLIN CREEK ELEMENTARY, W DOUGLAS HARTLEY ELEMENTARY					
Generator Inspections/Repairs/Replacements	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLEEN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Tocol Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Total:	\$13,249,321	\$7,339,000	\$7,466,000	\$7,718,000	\$7,339,000	\$43,111,321

### Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$13,249,321	\$7,339,000	\$7,466,000	\$7,718,000	\$7,339,000	\$43,111,321
Maintenance/Repair Salaries	\$1,892,030	\$2,100,000	\$2,200,000	\$2,300,000	\$2,400,000	\$10,892,030
School Bus Purchases	\$5,122,969	\$4,030,386	\$4,530,386	\$4,530,386	\$4,530,386	\$22,744,513
Other Vehicle Purchases	\$622,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,022,000
Capital Outlay Equipment	\$950,559	\$1,000,000	\$1,050,000	\$1,100,000	\$1,150,000	\$5,250,559
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$16,270,867	\$15,842,314	\$15,405,564	\$14,979,564	\$15,275,964	\$77,774,273
Rent/Lease Relocatables	\$3,448,596	\$2,500,000	\$2,000,000	\$1,500,000	\$1,000,000	\$10,448,596
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$3,287,349	\$3,286,787	\$0	\$0	\$0	\$6,574,136
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$328,512	\$500,000	\$500,000	\$500,000	\$500,000	\$2,328,512
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0

Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Env/Remediation TBD	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Wetland Mont & Imp TBD	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
IAQ Baseline Testing	\$0	\$55,000	\$35,000	\$45,000	\$55,000	\$190,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Elevator Repairs & Upgrades Pgm	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					

Other Items		2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
Ceiling & Light Replacement Pgm		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX						
Maint Dept Equipment Pgm		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX						
Energy Mgmt Pgm		\$200,000	\$240,000	\$240,000	\$240,000	\$240,000	\$1,160,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX						
Districtwide Maint Pgm TBD		\$100,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,300,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX						
SREF / ADA TBD		\$250,000	\$150,000	\$150,000	\$150,000	\$150,000	\$850,000

Electrical	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Fire Alarm	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Telephone/Intercom System	\$153,000	\$0	\$0	\$0	\$0	\$153,000
Locations:	FRUIT COVE MIDDLE, JULINGTON CREEK ELEMENTARY, MARJORIE KINNAN RAWLINGS ELEMENTARY, Valley Ridge Academy, Wards Creek Elementary					
Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$1,150,000	\$300,000	\$350,000	\$500,000	\$300,000	\$2,600,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Maintenance/Repair	\$5,362,321	\$3,949,000	\$3,926,000	\$4,408,000	\$3,949,000	\$21,594,321
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
<b>Sub Total:</b>	<b>\$11,368,321</b>	<b>\$5,944,000</b>	<b>\$6,091,000</b>	<b>\$6,333,000</b>	<b>\$5,944,000</b>	<b>\$35,680,321</b>

PECO Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<b>1.50 Mill Sub Total:</b>	<b>\$13,249,321</b>	<b>\$7,339,000</b>	<b>\$7,466,000</b>	<b>\$7,718,000</b>	<b>\$7,339,000</b>	<b>\$43,111,321</b>



## Expenditures

### Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
HVAC	\$1,695,000	\$540,000	\$490,000	\$390,000	\$540,000	\$3,655,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Flooring	\$2,375,200	\$615,000	\$855,000	\$575,000	\$615,000	\$5,035,200
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Roofing	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Locations:	FIRST COAST TECHNICAL INSTITUTE					
Safety to Life	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Fencing	\$128,800	\$0	\$0	\$0	\$0	\$128,800
Locations:	EVELYN HAMBLER EDUCATION CENTER, Liberty Pines Academy, MARJORIE KINNAN RAWLINGS ELEMENTARY, OSCEOLA ELEMENTARY, PONTE VEDRA-PALM VALLEY ELEMENTARY, SOUTH WOODS ELEMENTARY, W DOUGLAS HARTLEY ELEMENTARY, WEBSTER ELEMENTARY					
Parking	\$304,000	\$540,000	\$470,000	\$460,000	\$540,000	\$2,314,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Pine Island Academy, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Toco Creek High School, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					

**INTRODUCTION**

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the district's capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.

If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.

If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

**Summary of revenue/expenditures available for new construction and remodeling projects only.**

	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Five Year Total
Total Revenues	\$74,135,978	\$50,178,650	\$57,085,330	\$86,832,175	\$81,752,977	\$349,985,110
Total Project Costs	\$74,135,978	\$50,178,650	\$57,085,330	\$86,832,175	\$81,752,977	\$349,985,110
Difference (Remaining Funds)	\$0	\$0	\$0	\$0	\$0	\$0

District ST JOHNS COUNTY SCHOOL DISTRICT

Fiscal Year Range

**CERTIFICATION**

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

<b>Date of School Board Adoption</b>	12/14/2021
<b>Work Plan Submittal Date</b>	12/14/2021
<b>DISTRICT SUPERINTENDENT</b>	Mr. Tim Forson
<b>CHIEF FINANCIAL OFFICER</b>	Ms. Gretchen Saunders
<b>DISTRICT POINT-OF-CONTACT PERSON</b>	Ms. Nicole Cubbedge
<b>JOB TITLE</b>	Executive Director for Planning & Government Relations
<b>PHONE NUMBER</b>	904.547.7674
<b>E-MAIL ADDRESS</b>	nicole.cubbedge@stjohns.k12.fl.us

**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** December 8, 2021

**SUBJECT:** Ocean Hammock Park: Review of Regulations

Because of the improvements planned for Ocean Hammock Park, Mayor Samora has asked for a review of the regulations concerning what's allowed/not allowed in the Park.

Attached is a memo (pages 1-2) from Ms. Dariana Fitzgerald, in which she describes the City's current regulations concerning the Park and park regulations from neighboring governments. She has attached as pages 3-7 a copy of the City's current regulations.

**ACTION REQUESTED**

It is that you discuss whether the City's current regulations are sufficient or whether they need to be changed. If the latter, then you can decide what the changes are, and the City Attorney can prepare an ordinance from your February 7<sup>th</sup> meeting.

Chief Carswell may have suggestions for changes.



## **MEMORANDUM**

**TO:** Max Royle, City Manager  
**FROM:** Dariana Fitzgerald, Deputy City Clerk  
**DATE:** December 6, 2021  
**SUBJECT:** Ocean Hammock Park Regulations

### CURRENT OCEAN HAMMOCK PARK REGULATIONS

Ocean Hammock Park is specifically referenced in Section 5, Article III (5.31 to 5.38), and Section 19.32 of the City Code. Those Sections are attached.

In summary, those sections regulate the following:

- a. Sets park hours (6:00-6:00 November to April and 6:00-8:00 May to October), speed limit (10 mph), and gives law enforcement the authority to remove persons and to tow vehicles violating open hours. Gives authority to City Administration and Police Department to change the park hours and close the park when necessary.
- b. Prohibits consumption of any alcoholic beverage and possession of any open container.
- c. Prohibits all soliciting, sales, or any other business or service within the park or on the adjacent roadway, exception for licensed concessions under City's authority. Prohibits use of the park for providing food, clothing, shelter, or medical care to persons unless given written permission by the City.
- d. Prohibits overnight camping.
- e. Prohibits parking and walking in off-limit areas or any other form of damage or molestation to the park's natural flora or fauna, including hunting or trapping.
- f. Establishes a leash requirement for domesticated animals within the park. Prohibits horses.
- g. Prohibits fireworks, except as part of a City event authorized by the City Commission, or any other form of fire or use of any personal grill. Grilling may be allowed if the City designates areas for such and provides grills for public use.
- h. Requires that trash be disposed of properly.

### PARK REGULATIONS BY NEIGHBORING GOVERNMENTS

In a review of neighboring government agencies' park regulations, the City's Code already matched most regulations, but the following differences were noted. These regulations could be discussed for possible inclusion into our own Code.

- a. St. Augustine: Prohibiting hammocks attached to park trees or property, prohibits graffiti, prohibits using restrooms for bathing, prohibits tying animals to park property, prohibits using park electrical outlets

- b. St. Johns County: Allows only human-powered vehicles trails, prohibits wading or swimming in areas not designated for such, prohibits weapons or trapping devices
- c. Palm Coast: Notice that persons using any city park do so at their own risk and that adults are responsible for any children they bring to the parks, prohibits use of golf clubs within parks, prohibits feeding of animals
- d. Jacksonville Beach: Prohibits washing or maintenance of vehicles except in emergencies, prohibits gambling, prohibits smoking, vaping, or use of any other tobacco products
- e. Palatka: Prohibits games with thrown projectiles (balls, arrows, model airplanes, etc.) except in designated areas, designates Police for Lost & Found
- f. Green Cove Springs: Prohibits use of a park for any meeting, demonstration, tournament, or any other large gathering without a permit

The regulations of Atlantic Beach, Beverly Beach, Bunnell, Daytona Beach, Daytona Beach Shores, Fernandina Beach, Flagler Beach, Keystone Heights, Orange Park, Clay County, Flagler County, and Volusia County were also reviewed, but they did not contain any notable regulations differing from our current ones or the ones noted above.

## ARTICLE III. - OCEAN HAMMOCK PARK

## Sec. 5-31. - Definitions.

All definitions as set forth in the city land development regulations shall have the same meaning herein.

(Ord. No. 12-04, § 2, 6-4-12)

## Sec. 5-32. - Alcoholic beverages.

- (a) In this section "unsealed container" means any container that is not the original container in which the alcoholic beverage was originally bottled, canned or otherwise encased. "Unsealed container" also means any container that has been opened, tapped or unsealed regardless of whether or not the container has been resealed or reclosed.
- (b) It is unlawful for any person to consume or drink any beer, wine, liquor, or other beverage or liquid containing alcohol while such person is within Ocean Hammock Park.
- (c) It is unlawful for any person to be in actual or constructive possession of any unsealed bottle, can or other container that contains beer, wine, liquor or other beverage or liquid containing alcohol when such unsealed container is within Ocean Hammock Park.
- (d) It is unlawful for the owner, driver or possessor of any vehicle to have in such vehicle any unsealed bottle, can or other container that contains beer, wine, liquor or other beverage or liquid containing alcohol while such vehicle is within Ocean Hammock Park.
- (e) Possession of an open or an unsealed container containing an alcoholic beverage by any person in the areas prohibited by this section shall be prima facie evidence of violation of this section.
- (f) Any law enforcement officer who legally discovers or observes abandoned or unclaimed alcoholic beverages or abandoned or unclaimed unsealed containers containing beer, wine, liquor or other beverages or liquids containing alcohol within Ocean Hammock Park may seize the alcoholic beverage and/or unsealed container and remove same for evidence or destruction. No person shall have a claim of action against the law enforcement officer, the city or the city's employees for such lawful seizure or destruction of the container or its contents.

(Ord. No. 12-04, § 2, 6-4-12)

## Sec. 5-33. - Soliciting and peddling prohibited.

No person shall expose or offer for sale any article or thing nor shall any person station or place any stand, cart or vehicle for the transportation, sale or display of any such article or merchandise within the limits or adjacent roadways of the park. Exception is made to licensed concessionaires acting by and under the authority of the city. Any publicity, posted signs or announcement placed in or on park property must have the prior approval of the city.

(Ord. No. 12-04, § 2, 6-4-12)

Sec. 5-34. - Park hours, speed limit and traffic signs.

- (a) Ocean Hammock Park will be open during the months of November 1 through April 30 of each year between the hours of 6:00 am and 6:00 pm. During the months of May 1 through October 31, the park will be open between the hours of 6:00 am and 8:00 pm.
- (b) The law enforcement department is authorized to set more limited hours for Ocean Hammock Park for opening and closing and to erect or cause to be erected signs and markings for the regulation of the park hours and motor vehicle traffic and parking.
- (c) The law enforcement department may utilize appropriate vehicular and pedestrian control devices including signs, gates, fences and similar structures to limit access to the park or areas within the park. All signs shall comply in shape, size and construction with the regulations promulgated by the Florida Department of Transportation when such regulations are applicable. Whenever signs or markings are placed in position approximately conforming to the requirements of this article, such signs and markings shall be presumed to have been placed by lawful act or direction of the law enforcement department, unless the contrary shall be established by competent substantial evidence.
- (d) The speed limit for vehicles within Ocean Hammock Park shall be 10 mph.
- (e) Ocean Hammock Park will be open as posted on buildings or entrance areas.
- (f) No person shall remain in Ocean Hammock Park after the park or facility is closed.
- (g) Any vehicle left within the park after hours may be subject to towing at the owner's expense or may be subject to a gate opening fee, as determined by the law enforcement department and posted by appropriate signage.
- (h) Any section or part of any park or facility may be declared closed by city administration or the city police department at any time or limited to certain users or times as public health, safety and welfare demands or safety and security warrants.

(Ord. No. 12-04, § 2, 6-4-12)

Sec. 5-35. - Park property and wildlife.

- (a) All park property, facilities and equipment shall be used for the purpose for which it was designed.
- (b) No person shall drive or park a vehicle anywhere within the park except for areas specifically designated.
- (c) No person shall walk or traverse over any area of Ocean Hammock Park not designated as public areas or where signs are posted marking areas as off limits.
- (d) Overnight camping within Ocean Hammock Park is hereby prohibited.
- (e) Parks shall be used for recreation and relaxation, ornament, light and air for the general public. Parks shall not be used for business or social service purposes unless authorized pursuant to a written agreement with city. As used herein, social services shall include, but not be limited to, the provision of food, clothing, shelter or medical care to persons.
- (f) No person shall cut, carve or injure the bark or break off the limbs or branches, or mutilate in any way or pick the flowers or seeds of any tree or plant existing within Ocean Hammock Park. Nor shall any person dig in or otherwise disturb sand, grass or other natural areas or in any other way injure or impair the natural beauty or usefulness of any area. Removal of any plant material without the prior approval of the city is strictly prohibited.
- (g) No person shall molest, harm, frighten, kill, trap, hunt, chase, capture, shoot or throw any object which may scare, spook, threaten or harm any wildlife within the park. Nor, shall any person make any noise which causes such harm to the park wildlife.
- (h) Horses are not allowed within Ocean Hammock Park.
- (i) Dogs, cats and other domesticated animals of any kind shall be on a leash or otherwise restrained within the park. Assistance, service, police K-9, rescue, and fire dogs are allowed with handlers.

(Ord. No. 12-04, § 2, 6-4-12)

#### Sec. 5-36. - Fireworks and campfires.

- (a) No person shall discharge any fireworks within Ocean Hammock Park unless done as part of a special event authorized by the city commission. Fireworks shall mean any combustible or explosive composition or substance or combination of substance or any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation.
- (b) No person shall start or cause to be started any fire, nor any campfire or grill, to ignite or cause flame within the park. Should the city provide outdoor grills within the park, only the areas designated for grilling shall be allowed to have a flame or fire and charcoal shall be the only allowed combustible/flammable substance used for cooking and the use shall be limited

solely to cooking.

(Ord. No. 12-04, § 2, 6-4-12)

Sec. 5-37. - Trash disposal.

Park patrons are responsible at all times for proper disposal of their trash. Any trash generated outside park and recreation facilities may not be disposed of inside the park.

(Ord. No. 12-04, § 2, 6-4-12)

Sec. 5-38. - Interference with authorized activities.

No person or group shall interfere with any activities or event authorized by the city.

(Ord. No. 12-04, § 2, 6-4-12)

Sec. 19-32. - Extended parking prohibited.

- (a) It shall be unlawful for any person to park a vehicle for more than twenty-four (24) hours continuously in the same location upon any street where the parking limit time is not otherwise designated.
- (b) Overnight camping on plazas east and west of A1A Beach Boulevard, in Ocean Hammock Park and any area designated for paid parking is prohibited.

(Ord. No. 82, § 5, 9-8-80; Ord. No. 19-08, § 7, 7-1-19)

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING  
JANUARY 3, 2022**

**CODE ENFORCEMENT/BUILDING/ZONING**

Please see pages 1-17.

**COMPREHENSIVE PLANNING AND ZONING BOARD**

The minutes of the Board's November 16, 2021, meeting are attached as pages 18-21

**SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE**

The minutes of the Committee's December 2, 2021, meetings are attached as pages 22-38.

**POLICE DEPARTMENT**

Please see page 39.

**FINANCE DEPARTMENT**

Please see pages 40-42.

**PUBLIC WORKS DEPARTMENT**

Please see pages 43-47.

**CITY MANAGER**

**1. Complaints**

**A. Non-Functioning Streetlight**

A Poinsettia Street resident said that a streetlight next to his home wasn't working. His complaint was forwarded to Florida Power and Light.

**B. Why No Holiday Season Pole Decorations**

More than a few complaints/inquiries about why the City didn't have it usual nautical-theme decorations on the A1A Beach Boulevard streetlight poles. The reason was a decision by Florida Power and Light, which owns the poles, not to allow the decorations on them.

**C. Alvin's Island Dumpster**

The Code Enforcement Inspector is investigating a Linda Mar subdivision resident's complaint that the Alvin's Island dumpster is supposed to be enclosure by a fence. The property owner has been notified to put up the fence.



#### **D. Lakeside Park**

A resident of an adjacent subdivision, Spanish Oaks, asked that the police monitor a pathway along the Park's east side where sometimes there are night-time parties.

#### **Major Projects**

##### **A. Road/Sidewalk Improvements**

##### **1) Opening 2nd Street West of 2<sup>nd</sup> Avenue**

Consideration of opening this section of 2<sup>nd</sup> 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 prepared plans for the project. The City Commission reviewed the plans at its October 4, 2021, meeting and discussed in particular the underground of utilities and having a sidewalk along the section of 2<sup>nd</sup> Street east of 2<sup>nd</sup> Avenue. On October 14<sup>th</sup>, City staff met with representatives of Florida Power and Light to discuss the company's requirements for the underground of utilities. The first requirement was that the City obtain an easement from each property owner for the placement of FP&L's underground line and above ground transformers. Letters sent to each owner of lots in the 100 and 200 block of 2<sup>nd</sup> Street and most agreed to provide the easement. The Commission discussed the owners' responses at its December 6<sup>th</sup> meeting and approved the Public Works Director advertising for bids. The Commission also approved paying a deposit the FP&L for the undergrounding of utilities along 2<sup>nd</sup> Street.

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 2<sup>nd</sup> Street, which is between 2<sup>nd</sup> 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 24<sup>th</sup>, 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 1<sup>st</sup> 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. However, at the Commission's December 6<sup>th</sup> meeting, the Public Works Director reported that the County had agreed to a five-foot wide sidewalk and a two-foot wide gutter. The Commission approved the project as proposed by the County. The County can now advertise for bids.

### 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 1<sup>st</sup> 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 11<sup>th</sup> 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 February 7, 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 6<sup>th</sup> meeting, a public hearing to consider an ordinance to adopt 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. The Commission approved the ordinance on first reading at its December 6<sup>th</sup> meeting. It will have a second public hearing and final reading at the Commission's January 3<sup>rd</sup> meeting.

## **2. 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. In October, the City received only \$76,021 but had to spend \$658,501 from savings for expenses. In November, the City received its first payment, \$925,708, from property taxes, which is the City's major revenue source. Year-to-date revenues as of November 30<sup>th</sup> totaled \$1,383,197 and expenses totaled \$1,217,841 for a surplus of \$165,356.

## 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.

## 3. Miscellaneous

### A. Permits for Upcoming Events

In December, the City Manager approved the permit for a beach cleanup by the County's Parks and Recreation Department on March 15 and May 6, 2022.

### B. Strategic Plan

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

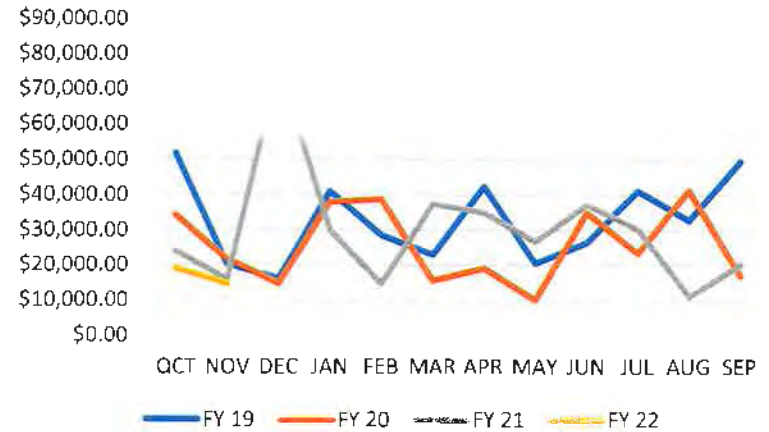
At the Commission's December 6, 2021, meeting, Commissioner George will propose that a workshop be held on February 9, 2022, to discuss a possible public art project at the former city hall.

# 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	\$14,923.51
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	
<b>TOTAL</b>	<b>\$392,880.82</b>	<b>\$309,768.58</b>	<b>\$359,577.12</b>	

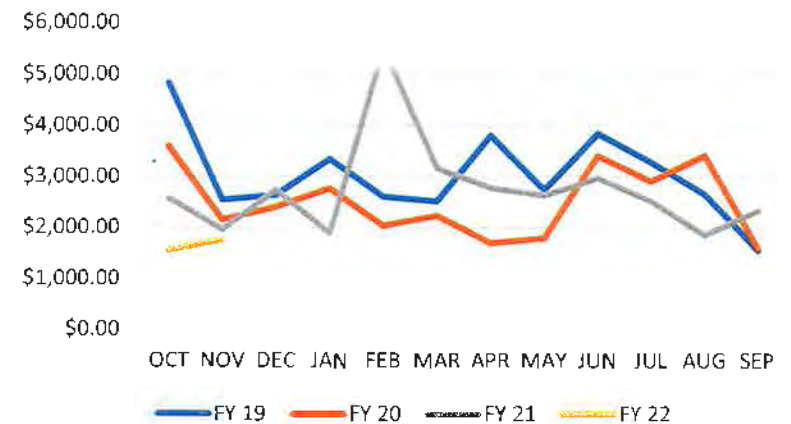
## BUILDING PERMIT FEE GRAPH



## 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	\$1,771.00
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	
<b>TOTAL</b>	<b>\$36,360.23</b>	<b>\$30,124.61</b>	<b>\$32,994.08</b>	

## MECHANICAL PERMIT FEE REPORT

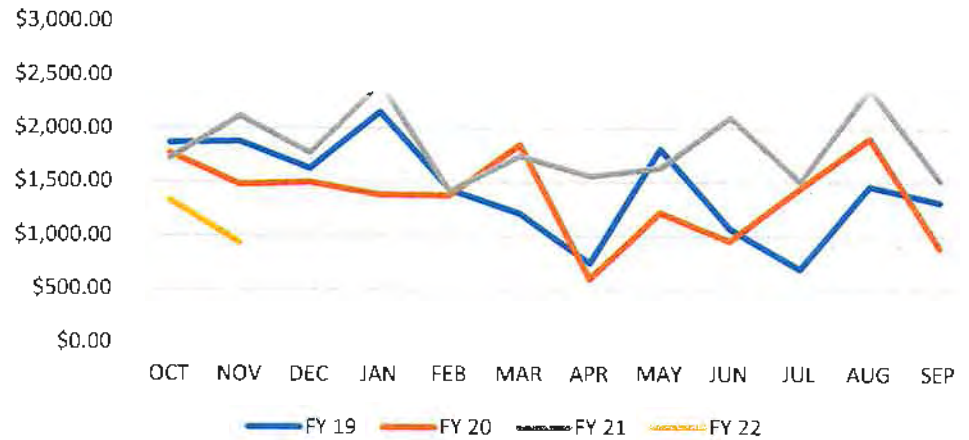


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## 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	\$940.00
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	
<b>TOTAL</b>	<b>\$17,208.61</b>	<b>\$16,351.00</b>	<b>\$21,863.00</b>	

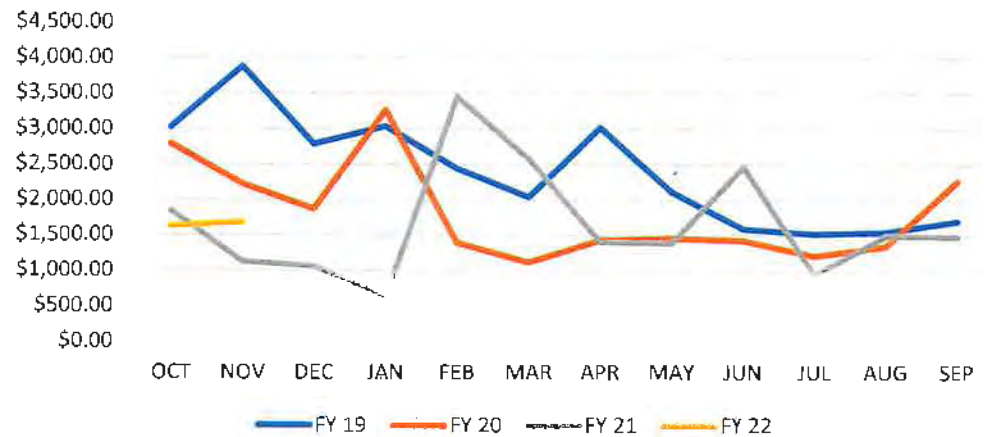
## ELECTRICAL PERMIT FEE REPORT



## 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	\$1,686.00
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	
<b>TOTAL</b>	<b>\$28,671.96</b>	<b>\$21,817.00</b>	<b>\$19,912.00</b>	

## PLUMBING PERMIT FEE REPORT

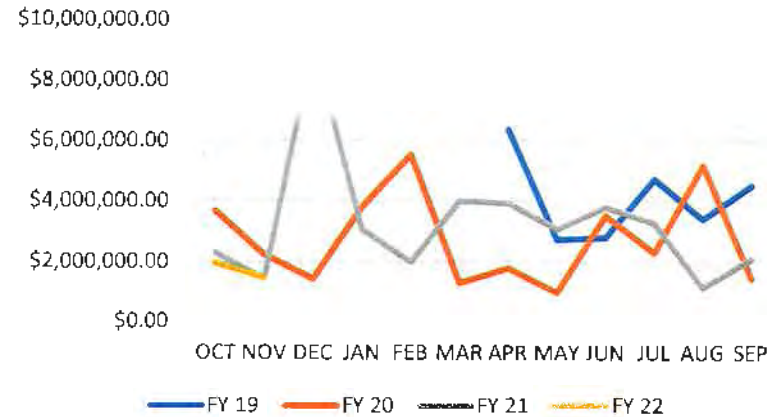


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## 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	\$1,490,891.09
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	
<b>TOTAL</b>	<b>\$24,475,751.90</b>	<b>\$33,259,014.00</b>	<b>\$39,436,637.57</b>	

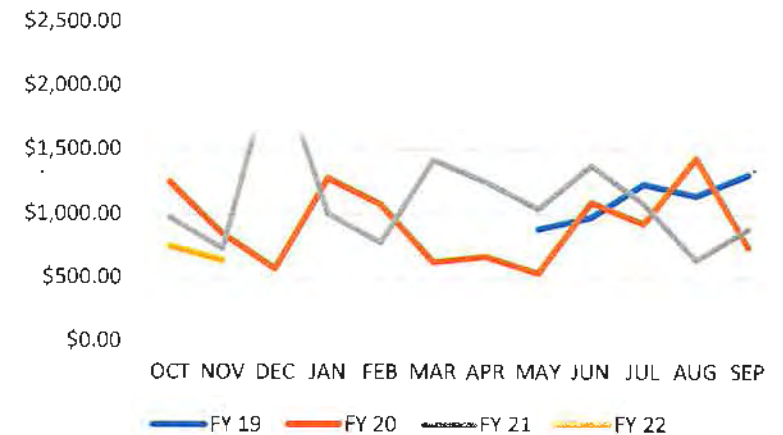
## ALTERATION COST



## 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	\$635.64
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	
<b>TOTAL</b>	<b>\$5,529.34</b>	<b>\$11,046.74</b>	<b>\$13,417.08</b>	

## STATE SURCHARGE PERMIT FEE REPORT



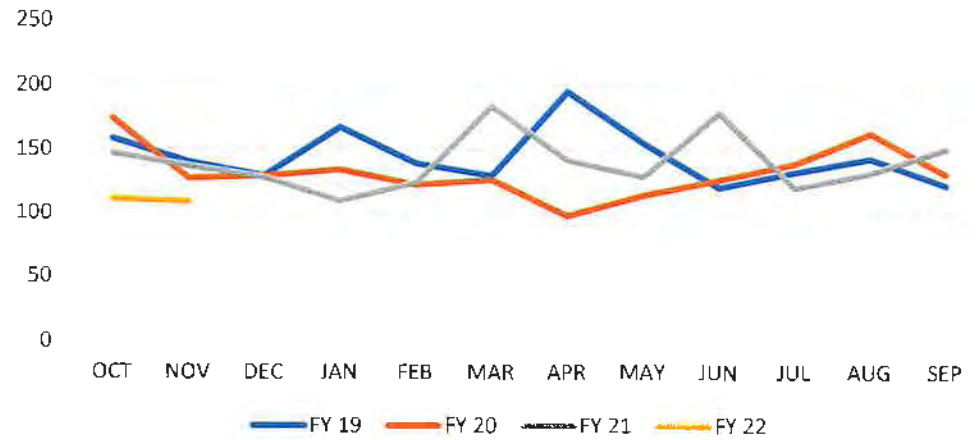


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # OF PERMITS ISSUED

	FY 19	FY 20	FY 21	FY 22
OCT	158	174	147	111
NOV	140	127	137	109
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	
<b>TOTAL</b>	<b>1729</b>	<b>1583</b>	<b>1683</b>	

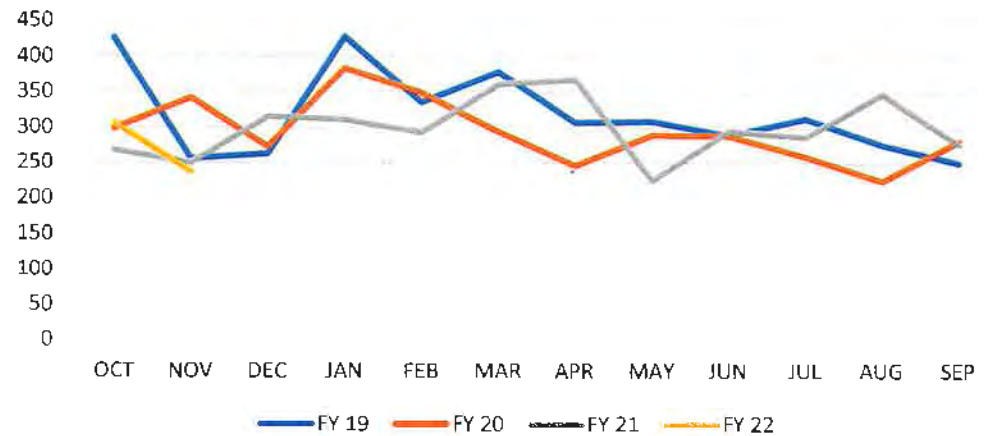
## # OF PERMITS ISSUED



## # OF INSPECTIONS PERFORMED

	FY 19	FY 20	FY 21	FY 22
OCT	424	298	268	306
NOV	255	341	250	237
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	
<b>TOTAL</b>	<b>3817</b>	<b>3524</b>	<b>3596</b>	

## # OF INSPECTIONS PERFORMED



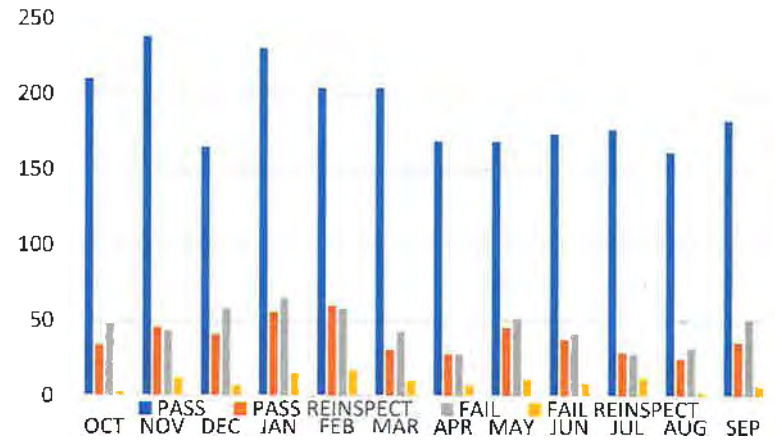
# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## FY 20 INSPECTION RESULTS

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

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

## FY 20 INSPECTION RESULTS

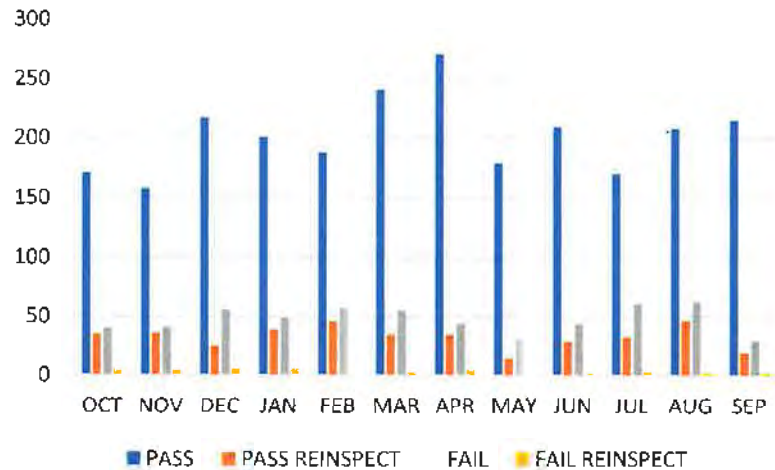


## FY 21 INSPECTION RESULTS

	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
<b>TOTAL</b>	<b>2421</b>	<b>395</b>	<b>571</b>	<b>44</b>

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

## FY 21 INSPECTION RESULTS



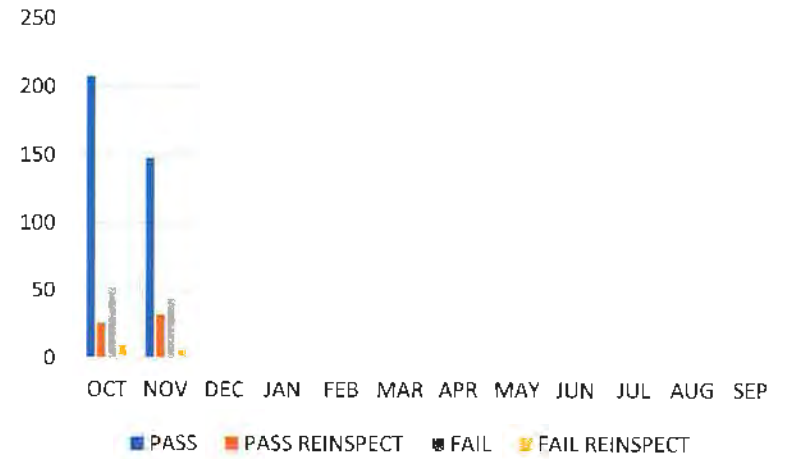
# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## FY 22 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	207	26	53	10
NOV	147	32	44	7
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTAL	354	58	97	17

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

## FY 22 INSPECTION RESULTS

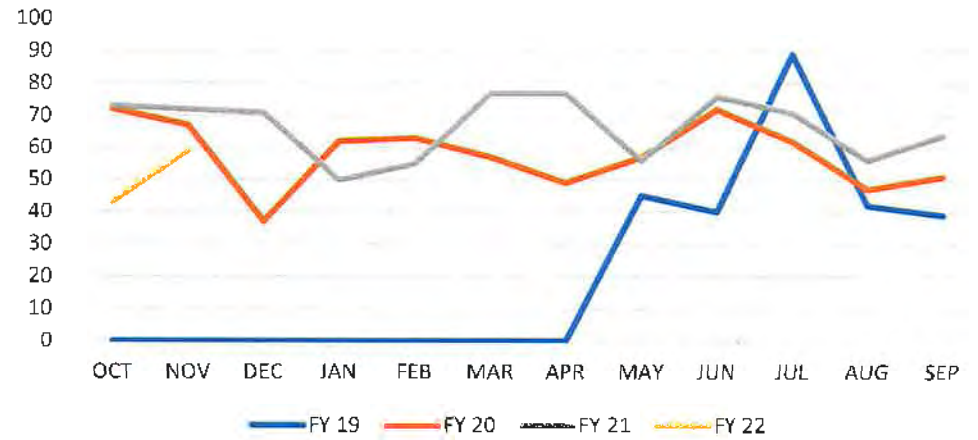


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

# 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	59
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	
<b>TOTAL</b>	<b>255</b>	<b>696</b>	<b>798</b>	

# OF PLAN REVIEW ACTIVITIES

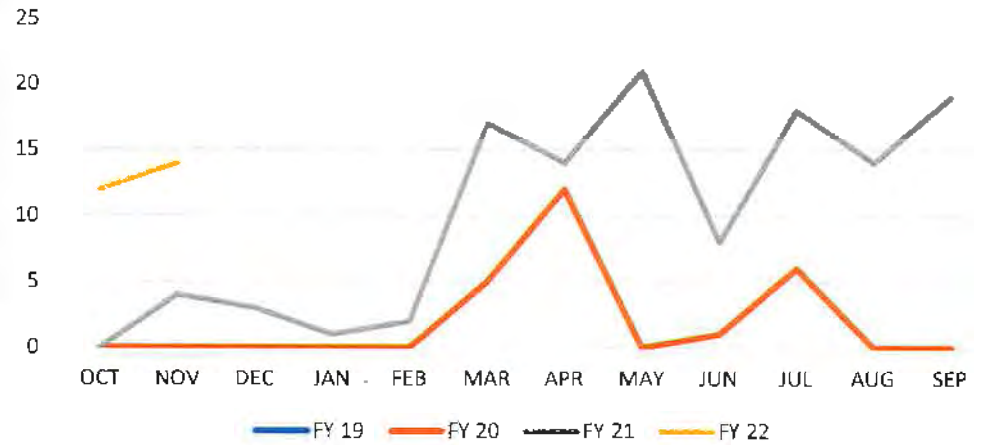


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT		0	0	12
NOV		0	4	14
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	
<b>TOTAL</b>	<b>0</b>	<b>24</b>	<b>121</b>	

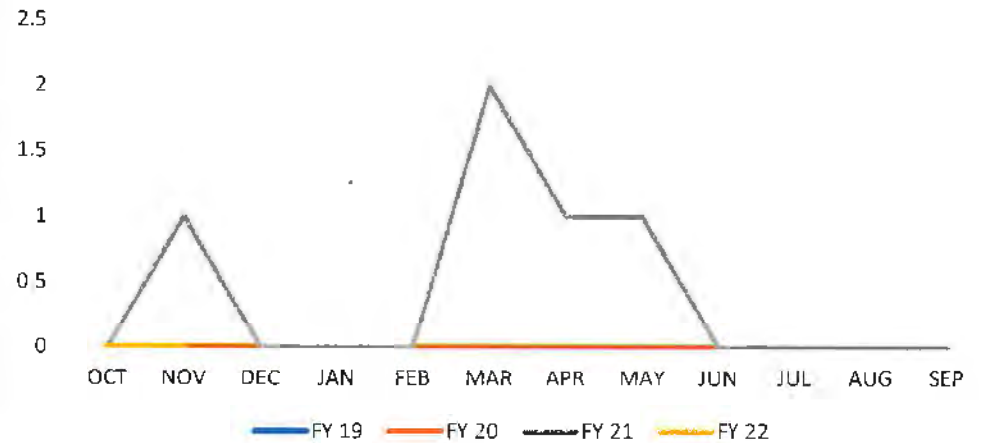
## # OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



## # OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT	0	0	0	0
NOV	0	0	1	0
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	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5</b>	

## # OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER



# 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	P2100193	SFR-D	2/4/2021		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
3109	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
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	P2101186	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

Application Id Range: First to Last  
 Issue Date Range: 12/01/18 to 12/20/21  
 Application Date Range: First to 12/20/21  
 Building Code Range: BUILDING to BUILDING  
 Work Type Range: SFR-A to SFR-D  
 Expiration Date Range: First to 09/19/24  
 Use Type Range: First to Last  
 Contractor Range: First to Last  
 User Code Range: RES to RES  
 Void: Y  
 Customer Range: First to Last  
 Waived Fee Status to Include: None: Y  
 Inc Permits With Permit No: Yes  
 All: Y  
 User Selected: Y  
 Applied For: Y Open: Y  
 Hold: Y  
 Completed: Y  
 Denied: Y  
 Inc Permits With Certificate: Yes

# 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	P1915342	COMMERCIAL NEW	9/9/2019		MIXED USE BUILDING--2 OFFICE SUITES BOTTOM FLOOR WITH 2 RESIDENTIAL SUITES ON THE SECOND FLOOR	COM
1740	116 SEA GROVE MAIN ST	P2000906	COM BUILD OUT	6/9/2020		COMMERCIAL INTERIOR BUILD-OUT FOR OFFICE SPACE/FUTURE TENANT SPACE	COM
1827	681 A1A BEACH BLVD	P2000943	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 CONSTRUCTION 4987 SQUARE FEET 6 UNITS	COM

Application Id Range: First to Last

Issue Date Range: 12/01/18 to 12/20/21 Expiration Date Range: First to 08/19/24 Applied For: Y Open: Y

Application Date Range: First to 12/20/21 Use Type Range: First to Last Hold: Y

Building Code Range: BUILDING to BUILDING Contractor Range: First to Last Completed: Y

Work Type Range: COM ADDITION to COMMERCIAL NEW User Code Range: COM to COM Denied: Y

Void: Y

Customer Range: First to Last Inc Permits With Permit No: Yes Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y All: Y User Selected: Y

## COSAB FY'22 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Description of Work 1	Issue Date	Description
4490	109 B ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/11/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4501	24 DEANNA DR	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/13/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4558	126 MICKLER BLVD	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/27/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4577	0 SEA COLONY PARKWAY	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	11/2/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4663	129 14TH ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	11/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4693	129 14TH ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	11/30/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4741	28 LEE DR	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	12/8/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
<b>Totals</b>					

Application Id Range: First to Last

Issue Date Range: 10/01/21 to 12/20/21

Expiration Date Range: First to 09/19/24

Applied For: Y Open: Y

Application Date Range: First to 12/20/21

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 12/20/21

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

Inspector Id Range: First to Last

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



## COSAB FY'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	BONNIE M	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
4785	1678700120	135 13TH ST	ZONING	Z-VARIANCE		1/18/2022	OPEN

Application Id Range: First to Last      Range of Building Codes: ZONING      to ZONING  
 Activity Date Range: 10/01/21 to 01/20/22      Activity Type Range: Z-APPEAL      to Z-VARIANCE

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

Sent Letter: Y

Range: First to Last  
Violation Date Range: 10/01/21 to 12/20/21  
Ordinance Id Range: First to Last

Use Type Range: First to Last  
User Code Range: First to Last

Open: Y  
Completed: Y  
Void: Y  
Pending: Y

Customer Range: First to Last

Inc Violations With Waived Fines: Yes

Violation Id: 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 Name:  
Comp Phone:      Comp Email:

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

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: Received 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 Structures 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.

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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.

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

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Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

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

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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.

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Violation Id: V2200007      Prop Loc: 2580 A1A S  
Viol Date: 11/12/21      Status: Completed      Status Date: 12/08/21      Comp Name:  
Comp Phone:      Comp Email:

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Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

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

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Created	Modified	Note
12/08/21	12/08/21	Permit has been issued and picked up.
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)

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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

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

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Description: Case #: 49  
Cpmlaint of commerical 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.

Violation Id: v2200009	Prop Loc: 890 A1A BEACH BLVD UNIT 49		
Viol Date: 12/01/21	Status: Completed	Status Date: 12/10/21	Comp Name:
Comp Phone:	Comp Email:		

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Work without permits. Stop Work Order posted.

Created	Modified	Note
12/10/21	12/10/21	Permit has been issued and fees have been paid. closing out case.
12/01/21	12/01/21	Building Official Brian Law and Code Enforcement Officer Gil Timmons conducted a mechanical inspection at 890 A1A Beach Blvd Unit 49. Upon inspection it was apparent work was being done. A trailer was parked in the driveway containing toilets, vanity, drywall, and cabinetry. When entering the unit work was actively being done on the first floor bathroom. Upon returning to the Building Department, Mr. Law spoke with the owner of the Condo and informed her of the steps needed to remove the stop work order and correct the violation.

Violation Id: v2200010	Prop Loc: 414 D ST		
Viol Date: 12/08/21	Status: Open	Comp Name: Brain Law	Comp Phone:
Comp Email:			

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Work done without permits

Created	Modified	Note
12/08/21	12/08/21	During an AC change out inspection (P2200244) Building Official Law, noticed completed work without having applied for any permits. Mr. Laws notes: "Minimum clearance not met, no permits for renovation. building, electric and mechanical required, no Sheetrock on renovated ac closet, no pan under ac unit, Stop work order issued". Contractor has been contacted and will be pulling permits.

Violation Id: v2200011	Prop Loc: 3848 A1A S		
Viol Date: 12/14/21	Status: Open	Comp Name:	Comp Phone:
Comp Email:			

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

Description: Failure to construct a fencing around the two dumpsters located on the property. As

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required in Sec. 10-3(b)

<u>Created</u>	<u>Modified</u>	<u>Note</u>
12/14/21	12/14/21	J.D. Hinson obtained a permit (P2100132) for the driveway and fence placement for the dumpsters on 02/10/2021. As of 12/14/2021 no construction has taken place to contain the dumpsters. J.D. Hinson has been contacted but claims that the fencing in question was not a part of his contract with the owner (Mr. Edmonds).

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## **MINUTES**

### **PLANNING AND ZONING BOARD MEETING**

**TUESDAY, NOVEMBER 16, 2021, 6:00 P.M.**

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

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#### **I. CALL TO ORDER**

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

#### **II. PLEDGE OF ALLEGIANCE**

#### **III. ROLL-CALL**

BOARD MEMBERS PRESENT: Chairperson Kevin Kincaid, Larry Einheuser, Hester Longstreet, Chris Pranis, Victor Sarris, Scott Babbitt, Senior Alternate Conner Dowling.

BOARD MEMBERS ABSENT: Dennis King.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, Planner Jennifer Thompson, Recording Secretary Bonnie Miller.

#### **IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF SEPTEMBER 21, 2021**

**Motion:** to approve the minutes of the September 21, 2021 meeting. **Moved** by Mr. Einheuser, **seconded** by Mr. Pranis, **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. Election of new vice-chairperson of the Board, per Section 11.03.03 of the City of St. Augustine Beach Land Development Regulations (LDRs), the Board shall elect from its members to fill any vacancies at the first meeting after the vacancy occurs

Mr. Kincaid nominated Mr. Pranis for vice-chairperson. There were no other nominations. By unanimous voice-vote, Mr. Pranis was elected as the Board's new vice-chairperson.

- B. Request for approval to remove a 44-inch diameter-at-breast-height (DBH) oak tree in the building footprint of proposed new construction of a single-family residence in a low density residential land

use district on Lot 121, Anastasia Dunes Unit 3, at 1101 Laughing Gull Lane, Matthew Conner, ML Conner Construction LLC, Applicant

Ms. Thompson introduced herself, said she is training under Ms. Miller in the zoning division of the Building and Zoning Department, and will be presenting the agenda items at Planning and Zoning Board meetings from now on. This application is for the removal of a 44-inch DBH oak tree in the building footprint of a new single-family residence at 1101 Laughing Gull Lane, which is owned by the applicant, Matthew Conner, of ML Conner Construction LLC. Mr. Conner has a representative here to address any questions or concerns members of the Board or public may have. The site plan showing the location of this tree on the lot shows some difficulties, as it is right in the center of the proposed new home. Even if the footprint of the home were flipped around, there would still be difficulties building around it. There are other trees on the property, specifically, a cluster of oaks, a sweetgum tree, and a raintree in the front yard, and other larger trees on the sides of the lot.

Mr. Kincaid said those trees do not have to remain, however, as any trees that are less than 30 inches DBH can be cut down.

Ms. Thompson said trees can only be removed if they are in the footprint of the structure, pool, driveway, etc. This Board is required to approve removals of any trees over 30 inches DBH, even if they are in the footprint of the structure, pool, driveway, etc.

Mr. Law said for the record, the Board is required to approve any tree removals for trees that have a DBH of 30 inches or greater.

Mr. Sarris asked if approval to take the 44-inch DBH oak tree out was given by the Anastasia Dunes Homeowners Association (HOA) or Architectural Review Board (ARB).

Ms. Thompson said yes, the Anastasia Dunes ARB approval is included in the application information copied to the Board.

Mr. Kincaid asked for public comment. There was none. He said he went by and looked at the property, and the tree is dead center in the middle of the lot, where it basically prevents anything from being done unless it is removed. The tree is not only huge at the base, but it goes straight out and takes up the majority of the lot. It is a beautiful tree, but it just goes everywhere. He asked if there were any questions for the applicant's representative or any public comment. There was none.

**Motion:** to approve the removal of the 44-inch DBH oak tree in the building footprint of proposed new construction of a single-family residence in a low density residential land use district on Lot 121, Anastasia Dunes Unit 3, at 1101 Laughing Gull Lane. **Moved** by Mr. Pranis, **seconded** by Mr. Einheuser, **passed 7-0** by unanimous voice-vote.

- C. First public hearing and first reading of Ordinance No. 21-\_\_\_, pertaining to proposed additions/revisions to 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 to clarify building setback requirements for exterior stairs, equipment such as pool equipment, air-conditioning units, and generators, decks, sheds, and other accessory structures

Ms. Thompson said this ordinance proposes changes to the City's LDRs to add definitions to Section 2.00.00 for things like fences, patio covers, screen enclosures, sheds, stairs, and stairways, which are currently not defined in the LDRs. There was some confusion as to whether a retaining wall is a fence, the difference between patio covers and screen enclosures, the definition of a shed, and definitions for stairs and stairways. Paragraphs 5 and 6 were added to Section 6.01.03.A of the LDRs to clarify setbacks for exterior stairs and equipment like pool equipment, air-conditioning units, and generators. Paragraph 5 requires exterior stairs to have the same setbacks as decks, which are addressed in Section 6.01.03.B, and paragraph 6 requires equipment such as pool equipment, air-conditioning units, and generators to have a minimum setback of 3 feet from side and rear property lines. Paragraph 6 also prohibits any such equipment to be placed forward of a main structure. Currently, flatwork, decks and paved areas are required to be 2 feet off a property line, so requiring the equipment specified in paragraph 6 to be 3 feet from side and rear property lines allows an extra foot for transit and access to mow lawns or install equipment. Section 6.01.03.B.1.a has been revised to clarify that decks over 12 inches and less than 30 inches in height are exempt from permitting. Section 6.01.03.B.2.d has been revised to clarify that sheds shall not be placed forward of the existing main structure, as there was some confusion about that, because sheds were not defined as accessory structures, so people were unsure where sheds could be placed. Section 7.01.01.C has been revised to clarify that accessory structures shall not be located in front of, or beyond, the front building wall of the main structure. These definitions and code changes clarify a few things that have caused some confusion.

Mr. Kincaid said so all of this is just for clarification, they are not really changing anything.

Ms. Thompson said no, they are not changing anything, just providing clarifications, and adding definitions for things that are not currently defined, to clear up any confusion people may have.

Mr. Dowling asked if the 3-foot setbacks proposed for generators and air-conditioning units are a change, and if these setbacks will be required just for the equipment itself.

Ms. Thompson said setbacks for generators, air-conditioning units, and pool equipment are not necessarily clarified in the LDRs, so the proposed 3-foot setbacks are just for these types of equipment itself. This change provides clarification so that this equipment is not encroaching into the minimum 2-foot setback required for flatwork and concrete pads but will have a minimum 3-foot setback off property lines and be at least one foot inside the concrete pads on which such equipment is placed.

Mr. Kincaid said pertaining to stairs, this Board has required applicants in the past to move stairs inside or underneath second-story decks to comply with the setback requirements.

Mr. Law said yes, in this case, the applicants applied for a variance to expand a deck closer to their lot lines, and this Board saw fit to require the stairs to be built underneath the deck in order to approve the variance. As of late, staff has seen applications for second-story stairs that try to manipulate the Code, by placing the stairs 5 feet from lot lines. That is not the intent of the Code, which literally says

no portion of any building may be located past the minimum required setback line as set forth in the table in Section 6.01.03 of the LDRs. A staircase is a series of horizontal paved or unpaved surfaces without a roof, which is the definition of a deck, so that is where this change as recommended by the zoning division comes from, as it brings stairs and staircases in line with the definition of a deck. Staff has seen at least three or four applications in the past few months that have tried to put have stairs for bigger houses in private subdivisions all the way out to the front property lines.

~~Mr. Kincaid asked for any further questions from the Board or any public comment. There was none. He asked if the Board's purview is to make a motion to forward the proposed LDRs changes as a recommendation to the City Commission.~~

Mr. Taylor said this is the first public hearing for the changes as proposed in the ordinance. The City Commission recently changed this process so that this Board actually conducts the first public hearing, so if anyone had an issue with the proposed changes, they could appear here to state their issue. If this Board makes any changes to the changes proposed in the ordinance, they will be forwarded to the Commission, which can adopt the Board's changes or make its own changes to it. The Board is actually conducting the first public hearing on this ordinance tonight, and this Board is the first step in the process of getting these changes through. The Board will make a motion to the City Commission for the passage of the ordinance. He read the ordinance title aloud as part of the public hearing process.

**Motion:** to approve passage of proposed Ordinance No. 21-\_\_ as drafted for first public hearing and first reading. **Moved** by Mr. Einheuser, **seconded** by Mr. Sarris, **passed 7-0** by unanimous voice-vote.

## **VII. OLD BUSINESS**

There was no old business.

## **VIII. BOARD COMMENT**

Mr. Pranis asked if anyone knows when Jack's Brewery will open.

Mr. Law said equipment is currently being installed and hooked up, and as soon as this has been done, the battery of required final inspections can be scheduled. The owners are hoping to have everything installed so final inspections can be done in time to get the brewery open by the end of the year.

## **IX. ADJOURNMENT**

The meeting was adjourned at 6:19 p.m.

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Kevin Kincaid, Chairperson

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Bonnie Miller, 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

THURSDAY, DECEMBER 2, 2021, AT 6:00 P.M.

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

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#### I. CALL TO ORDER

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

#### II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

#### III. ROLL CALL

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

Members Ann Palmquist and Karen Candler were absent.

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

Chair Krempasky suggested to wait until the January SEPAC meeting to make a decision about Member Palmquist since the Newsletter just went out trying to recruit new SEPAC members. Vice Chair Bandy advised that she posted the need for members on Nextdoor, and she also mentioned it to several people, one being Ms. Nana Royer. Deputy City Clerk Fitzgerald advised that Ms. Royer was in charge of the Community Garden.

Chair Krempasky moved on to Item IV and she reminded the members that this is for the approval of the minutes and not a time for extra discussion of the content.

#### IV. APPROVAL OF MINUTES OF NOVEMBER 4, 2021, REGULAR MEETING

Discussion ensued regarding several typographical errors to be corrected along with a few other wording/sentence changes.

**Motion:** to approve the minutes of November 4, 2021, with changes and correction of typographical errors. **Moved by:** Member Cloward. **Seconded by:** Vice Chair Bandy. Motion passed unanimously.

Chair Krempasky moved on to Item 1.a.

#### V. PRESENTATION OF REPORTS:

##### 1. Reforestation and Landscaping Projects

a. **Mickler Boulevard**

Chair Krempasky advised that there might have been some miscommunication about which month SEPAC would be speaking to the public and that it was changed to January. She said that mailers would be done as well. Deputy City Clerk Fitzgerald advised that she has already drafted the information for the letter which would go to twenty-seven addresses on Mickler Boulevard and Lee Drive adjacent to the area. Chair Krempasky asked Public Works Director Tredik if he had any input about Mickler Boulevard. Director Tredik advised that he would try to have a sketch ready prior to the meeting for the agenda and the City's website.

Vice Chair Bandy advised that she has not heard anything back from Lowe's, and if we do not hear from them by a certain time, then SEPAC could move forward without Lowe's. Chair Krempasky asked if SEPAC wanted to set a deadline to hear from Lowe's and that SEPAC has \$1,500 for the project. She said that SEPAC will be meeting with the residents in January and that work could begin by February and she suggested a deadline of January 31, 2022. Vice Chair Bandy asked if there was an urgency to do the project in January or if it could wait until she gets a firm yes or no from Lowe's. Chair Krempasky advised that it would be up to Director Tredik because if Lowe's is involved, then they would be providing the manpower and not Public Works. Director Tredik advised that he would prefer to do it soon, because Public Works gets very busy during the summer months. He suggested to still have the concept sketches in January and if Lowe's changes minor details that it should not be anything to worry about. Chair Krempasky suggested January 15, 2022, as an internal deadline for Lowe's before SEPAC moves forward with the project. Director Tredik advised that he did not know the value of the Lowe's grant or how much it would save the City. Vice Chair Bandy advised that it would save several thousand dollars. Director Tredik suggested to give Lowe's more time and that SEPAC could still have the public meeting in January but not do the construction right away. He said that if Lowe's fails to come through by spring, then SEPAC could take steps to implement the project without Lowe's. He said that he was not familiar with the Lowe's grant. Vice Chair Bandy said that the grant originated from SEPAC applying for the Lowe's 100 Hometowns grant, which was not received. She said that she then heard from the local Lowe's store that they might be interested in the City's project for a local community project with their employees, but that it would need corporate approval. She said that she emailed Lowe's again after the last SEPAC meeting and has not heard anything and that she may later ask to meet with the Lowe's representative at the store. Director Tredik advised that the only constraint is budgeting and if the Lowe's grant is not going to happen, then it would need to be in the budget. Deputy City Clerk Fitzgerald advised that because of the nature of the project, it does not need to be done all at once and could be done in stages. Director Tredik suggested to give Lowe's a month or two, but not much longer than that. Chair Krempasky suggested an internal deadline of February 28, 2022. Director Tredik agreed with that deadline date and said that it should only take about thirty-days to construct the project, and it could be done by April or May before the growing season.

Chair Krempasky moved on to Item 1.b.

**b. Urban Forestry and Planning Projects**

Director Tredik advised that he spoke with Foreman Large, and they discussed some appropriate places for plantings. He showed pages 15 and 18 from the Urban Forest Management Plan (Exhibit A). He said that the west side of Mickler Boulevard could have several Oak trees planted. He advised that the retention area on 11<sup>th</sup> Street, east of 2<sup>nd</sup> Avenue, is about to have drainage improvements and could accommodate 2-4 Cypress trees. He advised that the pond is not needed for stormwater treatment, but that some water could be diverted to it to keep the Cypress trees hydrated without interfering with the maintenance of the area. He said that a bioswale could also be a possibility in that area. He discussed various locations for Hollies and said that there are a lot of alternatives. He said that the yellow dots represent large planting sites, the orange dots are medium, the red dots are small, and that he was not sure what size the Holly would fall under. Member Thomson said that he would consider the Holly to be large. He said that another suggested area would be Ocean Trace Road, but it is a County road and would have to be coordinated with St. Johns County and the area residents. He suggested Holly or Palm trees for that area. Member Thomson advised that the minutes from the prior meeting noted that eighteen hardwood trees would be planted for the Urban Canopy. Director Tredik advised that Public Works currently has some Cypress and Oaks, but more would have to be purchased and he pointed out that all the yellow dots on Exhibit A are potential areas where the canopy could be expanded.

Chair Krempasky said that she is interested in the area at A1A Beach Boulevard and Pope Road that Mr. Marcus had indicated large trees could be planted. Director Tredik showed the area on page 18 from Exhibit A. Chair Krempasky advised that Mr. Marcus said that the area could accommodate up to seventeen large maturing species planted approximately 30-feet apart which would leave room to mow around them. She said that at her Rotary Club meeting yesterday, the speaker from Scenic A1A said that they had a relationship with the Florida Department of Transportation (FDOT) and St. Johns County, and they offered to help with the red tape. She asked if that was something she could pursue. Director Tredik advised that it is in the Urban Forest Management Plan and that he did not have any objection to it but that there are challenges because it is the County and also a State Park. Chair Krempasky said that she believes they can facilitate it because it is a Scenic Byway, and they work with these agencies all the time. She said that some of the most beautiful areas of Scenic A1A are in St. Johns County and Flagler County. Director Tredik said that he did not know what types of trees would work well there because of the salt spray, etc. Chair Krempasky said that the speaker from Scenic A1A suggested the Baldcypress for the interior, Tupelo Gum, and the Red or Florida Maple which are all deciduous trees and would be barren at times. She questioned whether the City would want barren trees at its entrance, and she suggested to put some palm trees there as well. She said that she has brought this up for the past four year and there has always been an issue getting it passed through SEPAC and she would like to have permission to try it again. Member Thomson said that there are multiple governmental entities that have to approve it and that FDOT has landscape architects that could recommend different species. He advised that it is the lowest part of the City and that there are pipes underground that feed the oceanside of the road and that a storm surge would leave



a lot of saltwater in the area. He said that there are pictures of that area under water. Chair Krempasky asked Director Tredik if there would be plantings next year. Director Tredik advised that there would be plantings this fiscal year, but that there were no plans for any in this particular area. He said that if it gets approved, that he could do plantings in that area and he questioned what level of design would be needed. Chair Krempasky advised that she could send it to the Florida Native Species group and ask for suggestions for the area to keep it green all year, along with hardwood trees. -- Director Tredik said that maybe someone would donate their time and create a design for the area. Chair Krempasky suggested approving the trees that are in the Public Works nursery. Director Tredik agreed and said that he would like to move forward with planting those nursery trees as soon as possible at Mickler Boulevard, 11<sup>th</sup> Street, etc., but not at the expense of this project. He said that this project would require some expenditure depending on what is purchased. Chair Krempasky advised that SEPAC has \$1,875 for a hardwood project, but she is not sure how much labor could be donated, and if Public Works did the planting that it would leave about \$100 a tree that would allow for more mature trees to be purchased. Director Tredik advised that he would need to discuss it with Foreman Large because this project is large, and it is in addition to the others. Chair Krempasky suggested that it could be done next fiscal year as a large project. Director Tredik suggested to get the design, permitting, and agency approvals done by October. Member Thomson advised that winter is the best time to plant trees. Chair Krempasky suggested to approve the locations. Member Thomson agreed and suggested to continue research on this project and that SEPAC could approve half of the locations tonight.

Member Thomson said that he liked the Mickler Boulevard dry retention concept and asked if there was a weir there. Director Tredik said that there is a weir at 11<sup>th</sup> Street. He said that the City is planning to eliminate the pipe on 11<sup>th</sup> Street, and he described how the inlets on that street work and can flow to 10<sup>th</sup> Street and that it is in the permitting stage now and could be turned into a wetland. He said that if the ditch is eliminated, then the area could be allowed to grow. He described how the water could be controlled by a structure to divert it to 10<sup>th</sup> Street and bleed it down to a retention area which would act the same as a weir so that it is not wet all the time. Member Thomson agreed that it is a good location and that Cypress trees are a great species whether the area is wet or dry.

Member Cloward said that she liked the Ocean Trace location. Director Tredik suggested to start discussions with the homeowners in the Ocean Trace area and with St. Johns County. He said there is also potential on the other side of Ocean Trace Road, but that he would have to locate the utilities in that area. Member Cloward asked for clarification of the area that Director Tredik was proposing. Director Tredik advised that he was thinking about the south side to buffer the houses along that road. Member Cloward suggested the north side because it is not attractive. Director Tredik said there could be a possibility of both sides depending on the overhead and underground utilities there. He said that smaller trees would not have the same root impact that the larger trees would on the utilities. Member Thomson advised that there are books about development on barrier islands and the distance for certain types of trees and you can see that the Oak trees are typically on the west side of A1A Beach Boulevard. He suggested to stick with that natural design philosophy and not

push the envelope when it is close to the ocean. He would like to have input from FDOT because they have landscape experts. He said that Cypress trees do well in wet areas and that 2<sup>nd</sup> Avenue west seems to be the best survival area for Oaks. He described the Oaks planted in several areas around the City and that some Oaks that were planted ten-years ago have finally taken off. He said that Oak trees are the best for biodiversity. Chair Krempasky agreed and asked if anyone had a chance to watch the webinar that she suggested at the last meeting.

Member Thomson asked how many trees SEPAC has decided on because he would like to approve at least eight trees. Director Tredik said that there are 2 Oaks, and 3-4 Cypress at 11<sup>th</sup> Street, and that if more Oaks are needed for Mickler Boulevard that they would have to be purchased. He said that he would discuss the locations with Foreman Large and he would also locate the utilities. Member Thomson asked if it was the east or west side of Mickler Boulevard. Director Tredik advised it would be the west side because there are power lines on the east side. Member Thomson said that SEPAC started a rain garden on the west side of Mickler Boulevard. He said that there is about a two-block area between A Street, and that heavy rains head toward the ditch and he suggested a dry retention/rain garden on the west side to reduce some of the flow to the ditch to help control flooding. Director Tredik said that there are a few pipes crossing Mickler Boulevard that convey water to the Mickler ditch. Member Thomson asked if it continued to Pope Road because there are specific swales in the Pope Road area. Director Tredik advised that he was not sure and that he would be looking very closely at that area.

Director Tredik advised that at the December 6<sup>th</sup> Commission meeting he would be recommending approval of the ranking of the consultants for the Master Drainage Study Update. He advised that the Mickler Boulevard ditch has a difficult maintenance issue, and that people are both for and against piping it and there needs to be discussion of a long-term approach. He said that it could be piped and also have a swale which provides environmental benefits and that there are pros and cons to it. He said that there are some species that are currently using the ditch for habitat and that they are important to a lot of people. Member Thomson said that initially SEPAC wanted to approve several parkettes to be more biodiverse and that there are quite a few that are undeveloped on 2<sup>nd</sup> Avenue going north and he asked if the plantings should be grouped together to allow for more efficient watering. Director Tredik said yes, watering is important during initial plantings and that it makes more sense to be able to focus on the newly planted areas since the City only has one water truck. He suggested to get one group established and do another group somewhere else next year. He advised that Public Works has hired more employees recently but that they are being allocated toward the recycling initiative in the beginning of the year.

Member Thomson asked Director Tredik to discuss the specific sites for trees so that SEPAC could agree on them. Director Tredik suggested to move ahead with this location, and he was not sure if a vote or consensus was needed. Chair Krempasky said it would need a consensus. Director Tredik asked where SEPAC would like to see the beautification done first and that there are a lot of opportunities in this study such as Ocean Trace and 11<sup>th</sup> Street. Member Cloward said that Ocean Trace might need more research. Member Thomson said that Mickler Boulevard could be an option,

but he is trying to create a line of Oak trees from 2<sup>nd</sup> or 3<sup>rd</sup> Avenue running north to south to reestablish the canopy near the Marriott Hotel where houses are going in now. Director Tredik said that it is an area that the Urban Forest Management Plan had recommended a lot of plantings, but that he has concerns planting Oak trees near the City's drainage pipe. Member Thomson discussed the east-west access on either side of the Marriott and especially the south side. He suggested locating some plantings on the parkettes would give a grouping and create a buffer. Director Tredik said that he has concerns for this area and would like to defer on this parkette because the City is going to be extending 2<sup>nd</sup> Street west and that there will be heavy equipment in that area. He would recommend waiting until 2<sup>nd</sup> Street is built. Member Thomson said that there is a little bit of tree canopy in some areas, other areas are bare, and farther north there were no Oak trees saved and they could be planted to reestablish the canopy in that area. He suggested that it would be an improvement for the new homeowners so that they do not have to look at the Marriott Hotel. Chair Krempasky asked if there were two Oak trees in the Public Works nursery. Director Tredik said that he believed so, and that more could be purchased. Chair Krempasky advised that if the trees were purchased with SEPAC's budget, it would have to be approved. Member Thomson suggested instead of putting the Oak trees on 11<sup>th</sup> Street, to have a couple planted there would be great. Director Tredik advised that he would discuss it with Foreman Large. Member Thomson said that Oak trees grow in retention areas like the one behind Aqua East Surf Shop. Director Tredik said there is a huge Oak on either 4<sup>th</sup> or 7<sup>th</sup> Street and that if the City could have others like that, it would be beautiful. Member Thomson said that the Avenue of Palms should help buffer a little bit and that the trees should be able to be established in that area. Director Tredik said that if SEPAC wanted Oaks in that area, that he would try to work with the home builders and get a couple for the area. Member Thomson said that the Marriott should not mind because it has been questionable whether they met their landscape requirements and that their buffers are very sparse. Chair Krempasky asked Director Tredik to follow up with Foreman Large and check on the utilities in the areas. Director Tredik agreed, and he showed a Google Map of the area near the Marriott Hotel and said that there are some powerlines, but other areas should have opportunities for plantings.

Chair Krempasky moved on to Item 1.c.

c. Model Green Infrastructure Plan

Chair Krempasky advised that she has a Zoom meeting with Ms. Christina Hite next Thursday morning. She is a landscape architect that has been involved in the panels for native landscaping and Dr. Kaczmarzky has also agreed to join the Zoom meeting. Ms. Hite said that she has some ideas for the parkettes and Dr. Kaczmarzky agreed to do research on smaller 50 x 90 areas to work with. She asked if she could report back to SEPAC next month. Member Thomson asked if a location has been determined. Chair Krempasky said that if she gets some examples of what it could look like then she could present them in January and the D Street residents could be invited to the February meeting.

Chair Krempasky said that SEPAC is not going to technically have a workshop meeting in February, but that Director Tredik will be making presentations to update SEPAC

regarding grants and the game plans for projects with the new engineer and to invite other City Boards. Director Tredik asked which grants SEPAC was interested in. Chair Krempasky said the resiliency grant. Director Tredik advised that he did not know when he would hear back from them and that he submitted for the Adaptation Plan, but that they are focusing on construction grants at this time and not planning grants and they should make grant funding decisions prior to May. He advised that he would reach out to them and would present any information that he has. Member Cloward said that the reasoning behind not having the workshop was also because she would be the liaison outside of the meetings with Director Tredik to coordinate communication. Chair Krempasky asked if SEPAC wanted to work on the timing of it. Member Cloward advised yes, because she has updates to present. Member Thomson asked if page 12 of the November 4<sup>th</sup> minutes reflects the decision to not have the workshop. Chair Krempasky advised yes, and she asked Deputy City Clerk Fitzgerald if she wanted to explain her comment from that section of the minutes. Deputy City Clerk Fitzgerald advised that she thought that Member Thomson might be under the impression that procedure is different for a workshop meeting, but that the only difference is that there is no voting during a workshop. Member Thomson said that he did not see a connection with the Sunshine Law. Deputy City Clerk Fitzgerald said that she was worried that he thought that it would not apply because he was insistent on having workshop meetings and inviting other Boards, but shut down the idea of doing the same thing at a regular meeting or a joint meeting. She said she was confused about his chain of thought pushing a workshop over a regular meeting to discuss the same thing when you can take action a regular meeting and not at a workshop. Member Thomson said that he understands the Sunshine Law and that it sounded like she was worried about his activities regarding the Sunshine Law. Deputy City Clerk Fitzgerald advised that comments he has made over time, led her to believe that he thought there was a significant difference with a workshop meeting. Member Thomson said there is a difference because you can focus on specific items and have more significant conversations. Chair Krempasky advised that she did not believe that Director Tredik was at the point to go in depth. Director Tredik agreed. Chair Krempasky said that Member Thomson's original thought was to start at 4:00 p.m. with a two-hour workshop and then carry on to a regular meeting and that Deputy City Clerk Fitzgerald pointed out that any other Board and the public can attend any SEPAC meeting they want to. She suggested to invite them and let them know what the agenda is going to cover.

Member Cloward said that SEPAC is lacking a plan for a workshop and that Deputy City Clerk Fitzgerald advised that there needs to be something put together for the people to give feedback on. Member Thomson asked if she was referencing the plan for the Green Infrastructure. Chair Krempasky advised that Member Cloward was talking about Mickler Boulevard. Member Cloward said that she used the Mickler Boulevard diagram as an example and that there is no plan with the full scope of work and the solutions. Member Thomson said that the agenda had items that related to Environmental Planning. He said that the Green Infrastructure and Right-of-Way Ordinance were part of that because they are items that are sustainability driven and the workshop was going to be focused on those items. He said that he understands the difference between a workshop and a meeting and that the November 4<sup>th</sup>

minutes said that SEPAC wanted to have specific projects to discuss and that it could be discussed when we get to that agenda item whether it is a workshop or a meeting. Deputy City Clerk Fitzgerald advised that you still need to have an agenda and backup material. Member Thomson said that from what Director Tredik has said, there is no Adaptation Plan outlined yet. Director Tredik advised that there are other things that he would be working on including the Right-of-Way Ordinance which he discussed today with Building Official Law, and he is trying to get something going by spring. He said that the ordinance would go to the Comprehensive Planning and Zoning Board (CPZB) first, then to the Commission for two hearings, and once he has a draft of the ordinance, he would share it with SEPAC for input but that it would not be the same as a workshop. He asked when the January CPZB meeting was. Deputy City Clerk Fitzgerald advised that it should be January 18, 2022, and that the SEPAC meeting would be January 6, 2022. Director Tredik advised that a potential draft could be reviewed for feedback on items such as impervious surface, additional parking needs for short-term rentals, etc. Member Thomson said he knows what the issues are. Director Tredik said he was not trying to teach the issues, that he was just specifying what is driving the need and that it needs to be better regulated. Member Thomson said that is why the City needs a Right-of-Way Ordinance. Director Tredik advised that he would like to have SEPAC review the draft before it is adopted. Chair Krempasky asked if it could be ready for either the January or February SEPAC meeting. Director Tredik advised that he would try to have a draft ready for SEPAC's January meeting. Chair Krempasky asked to add the Right-of-Way Ordinance back to the January agenda. Deputy City Clerk Fitzgerald agreed to add it back to the agenda. Chair Krempasky advised that the agenda was pared down based on Member Thomson's comments regarding items that have been on the agenda for two years and that SEPAC could bring back issues as needed.

Member Thomson advised that he emailed information to Deputy City Clerk Fitzgerald regarding Vulnerability Studies. He said that a Vulnerability Study is done to understand flooding, climate change, risks and threats, and that SEPAC has looked at those issues for 6-plus years and has made some recommendations. He read from a magazine article that looked at what happened in New Orleans after the last storm that went through (Exhibit B), and he said that Deputy City Clerk Fitzgerald could attach it to the next meeting. He said it was based on the Dutch model of more storage ponds, less pumping, more gravity, less concrete. He said that there was a huge grant that would develop a twenty-five-acre water garden that would do double duty as infrastructure and a public amenity. He continued to read from the article which discussed the need to break away from relying on engineering and to let gravity and nature work. He said that sustainability has to work with nature and not put runoff in the pipes and that the City has areas that need to be looked at to make the most of them and to not continue to pave. He said that he also gave the message to the Commission because he and Dr. Kaczmarek were supposed to have addressed the Commission in October and that the City was not acting in a sustainable manner. He said that the City was acting reluctant to do anything about runoff, biodiversity, water conservation, and maintaining the tree canopy.

Chair Krempasky asked Director Tredik if he was presenting something to the Commission on December 6<sup>th</sup> about stormwater drainage. Director Tredik said that

he is presenting a review of the scores for the three consultants that bid on the recent Request for Qualifications (RFQ) to update the Master Stormwater Plan and then the Commission will decide who to award the contract to. Chair Krempasky asked if Gulfstream was one of the consultants. Director Tredik advised that the three submittals were from Gulfstream, Matthews Design Group, and Crawford, Murphy & Tilly (CMT). Chair Krempasky asked if the City has ever used Gulfstream before. Director Tredik advised that the City has used Gulfstream for a couple of projects, but nothing of this magnitude and that all three candidates have done work for the City. Chair Krempasky advised that a member of Gulfstream is a native of St. Augustine. Member Thomson asked if any of the three candidates have done environmental engineering work. Director Tredik advised that all three have done varying levels of environmental work and would have environmental engineers on staff or on sub-staff. Member Thomson asked if they would be looking at environmental engineering as well as concrete and drainage. Director Tredik responded yes that there are things that the City needs to do with its National Pollution Elimination Discharge System (NPEDS) and its long-term management. He said that he is not opposed to green infrastructure as long as it solves the drainage problem too, and that is hard to do in low lying areas such as Ocean Walk which has very few options other than stormwater pumping. He said that because the City does not have a lot of new developments, it makes it challenging to do what SEPAC is talking about. Member Thomson advised that he does not think that every neighborhood is going to have the same drainage, but the island itself has a natural system of drainage and absorption of water and that is what he is trying to protect, which would protect the tree canopy and give biodiversity, etc. Director Tredik said that the challenge is to restore that without causing problems and property loss related to flooding and that the City is going to need both the concrete and pumps along with some level of environmental compatibility. He said that the City has to blend the two without causing people to have property loss because that goes against everything as an engineer. Member Thomson advised that they keep raising the elevation and the higher properties are draining to the street. Director Tredik said it is not easy and that everyone wants to build higher so that they do not flood. Member Thomson said that they could build with an elevated floor like the low country. Director Tredik advised that he and Building Official Law were just talking about that today and possibly looking at stem walls vs. monolithic slabs as the preferred option for areas that have grade issues. Member Thomson said that it basically pushes the drainage issue off on the neighbors. Director Tredik advised that there are solutions that are being looked at.

Director Tredik advised that there are some Crepe Myrtles on 16<sup>th</sup> Street that are not doing very well, and they could be replaced with something more attractive such as Hollies, but that there are some pipes in the area and Oaks might not be a good option. He said that he believes they may have been planted as part of a grant. Member Thomson asked if they were suffering from lack of water. Director Tredik advised that they have not done well in general and there has been a lack of water, but he believes that it is simply the wrong place for them and that there are more drought tolerant species that could do well there. Member Thomson suggested to find a way to try to get more water to them. Director Tredik advised that there is a pond right behind the area and it acts as a draw down for ground water. Member

Thomson advised that Crepe Myrtles do well in some areas of the City. Chair Krempasky said that she loves them because they flower and that if given enough water could possibly flower all year with St. Augustine's temperatures. She describes a Crepe Myrtle that she had in Texas that was over 30-feet tall that she never watered. She asked how the Crepe Myrtles in the median on A1A South are doing. Director Tredik said that some are doing better than others. He said that he would discuss it with Foreman Large to see if they can come up with something to try to bring them back to health. Chair Krempasky said that she would email Dr. Kaczmarzky to ask if he has any suggestions. Director Tredik advised that it could be discussed again at a future meeting.

Chair Krempasky moved on to Item 2.a.

## 2. Educational Programs

### a. Newsletter Topics

Member Cloward advised that she emailed Events Coordinator Conlon about the December Newsletter and said that SEPAC's article would consist of a press release from Vice Chair Bandy and an article from herself. She said that Ms. Conlon's feedback was that it was too confusing receiving multiple emails from several members and that she prefers to receive one email. She advised that they worked it out so if there is another instance where several Members are creating sections of the Newsletter article, that it would be sent to Deputy City Clerk Fitzgerald to combine and send as one email to Ms. Conlon. She advised that moving forward she believes that the majority of the months will be a regular article with an image, and she would forward it to Ms. Conlon which would alleviate the burden from Deputy City Clerk Fitzgerald.

Deputy City Clerk Fitzgerald advised that she also had a discussion with Ms. Conlon and that she is not only handling the Newsletter, but she has multiple events coming up this month for the holidays, plus the roll-out of the recycling program, as well as upcoming spring events. She advised that the Newsletter became a lower priority this month, and Ms. Conlon has asked to have everything from SEPAC sent through the Deputy City Clerk to compile the information and to also proofread it so that it will be in its final format when she receives it. She advised that she also has the capability to help Ms. Conlon put the Newsletter together if necessary. She said that SEPAC members are still welcome to contact Ms. Conlon with questions. Chair Krempasky suggested that when it is ready to be sent to Ms. Conlon to also send it to a SEPAC member for a second proofreading. Deputy City Clerk Fitzgerald advised that that could be a borderline Sunshine Law violation because Members are not supposed to communicate with each other outside of meetings and even replying to note a typo could be interpreted that way.

Chair Krempasky advised that when the Newsletter came out on the 1<sup>st</sup>, she saw that the date was wrong and emailed Deputy City Clerk Fitzgerald right away. She wondered if these were all links. She said that SEPAC decided to have the Mickler Boulevard residents come to the January meeting and the Newsletter showed December. She said that you can not get something back once it is sent. Member Cloward advised that she reviewed everything and that her notes showed that she



scratched out January and changed it to December. Vice Chair Bandy advised that it was December first, then at the end of the meeting it was changed to January because it would only leave one day between the release of the Newsletter and SEPAC's December meeting. Member Cloward remembers questioning whether it was being removed from the agenda and that she was told that it was not being removed. Deputy City Clerk Fitzgerald advised that the topic was not being removed from the agenda and that Member Candler stated that she might bring a sketch to review. Member Cloward said that the biggest problem is not being able to work around the Sunshine Law and that because Deputy City Clerk Fitzgerald is helping SEPAC get better organized, they should be able to be a month ahead for the Newsletter articles. She noted that she would email Deputy City Clerk Fitzgerald with her article information each month but that she is not allowed to have feedback. Deputy City Clerk Fitzgerald advised that SEPAC members cannot communicate outside of a recorded meeting.

Member Cloward said that for January she would continue to post the open SEPAC positions and the Mickler Boulevard beautification review on January 6<sup>th</sup>. She asked if she should include anything about the February meeting. Chair Krempasky advised that February would be about the Model Green Infrastructure. Deputy City Clerk Fitzgerald advised that the location for the Model Green Infrastructure needs to be decided in January so that notices can go out to those residents. Member Cloward said that she would mention the Model Green Infrastructure in January so that the residents would know a month in advance to attend the February meeting. Deputy City Clerk Fitzgerald advised that letters would go out to any of the adjacent residents about two-three weeks before the meeting. Chair Krempasky said that maybe SEPAC would have some examples from the landscape architect depicting what it may look like. She said that when she has her Zoom meeting, that if Dr. Kaczmarsky is involved, that he would be able to send information to Member Cloward. Member Thomson asked if Director Tredik had volunteered to provide a sketch for the parkette that could be used for the discussion. Director Tredik said that he remembers having that conversation. Chair Krempasky said to find examples that already exist. Member Thomson suggested to identify the location and that the plant list is challenging to illustrate. Chair Krempasky advised that she was not concerned with the plant list but with the structure on the property and the retention. Director Tredik asked if the discussion was regarding D Street. Member Thomson said yes and that he believes that Director Tredik is concerned about it not always being wet and that that would be the function of a rain garden. He suggested that it would be beneficial to have Director Tredik's explanation for the discussion and that the plants would come once the concept is accepted. Chair Krempasky advised that she is more concerned about the concept and not what is being planted. Director Tredik advised that he could provide a concept sketch showing how much it could be lowered without causing a problem and whether under drains would be needed to drain it over time. Member Thomson said that the engineering concept for green infrastructure is what SEPAC is trying to get across. Director Tredik advised that he could give an idea of the water table, etc. which could help with the selection of plants. Member Thomson said that he recalled that Dr. Kaczmarsky's article had links with structural diagrams, etc. and that there is a lot of information out there. Chair Krempasky said that she cannot

picture what it is supposed to look. She said when looking at Dr. Kaczmarsky's pictures it was hard to tell if it is planted on a large football field or a smaller space and that is why she wanted to talk to a landscape architect to specify that SEPAC's spaces are 50 x 90. Member Thomson liked the idea of talking to a landscape architect, but he questioned how it would be translated into a sketch for the Newsletter.

Discussion ensued whether to put a sketch in the Newsletter; to do an announcement in the Newsletter and direct people to the website to look at the agenda book; to still follow up with the landscape architect to see if there are examples of other small cities that have done this; to ask residents if they want the corner in their neighborhood to look like the sketch.

Chair Krempasky advised that when she emailed the Ms. Hite that she responded stating that she had some ideas and that she wanted to speak with SEPAC to see if the goals are in align with what she would be offering. Member Cloward advised that she uses software that is clean looking, and a rough sketch could be put into a digital view and then sent to Director Tredik. Director Tredik said that he and Member Cloward should talk about it.

Chair Krempasky asked if that was it for January. Member Cloward advised yes, just those three items and that she would run the article again in February about the vacancies for SEPAC and announcing the February meeting.

Discussion ensued regarding the January and February Newsletter topics; that additional topics can be discussed in January and added to the February Newsletter; that some topics could be duplicates; to roll-out the Environmental Stewardship Awards at that same time due to the March deadline; to add more graphics to attract more Environmental Stewardship publicity; whether to run the Stewardship Awards in January or February; that it depends on if the deadline is early or late March; the suggestion to have a pre-announcement about the opening of the nominations in February; to use the wording from previous press releases.

Member Cloward said that the Newsletter is prepared in Constant Contact and Ms. Conlon can make an image and give it a link through the software. She said that now that she knows how SEPAC's image works with the software, the Mickler Boulevard image is below it so that it is right there as opposed to the press release. She said that there are 566 contacts, which is not as many as was thought and the open rate is 55%-65%, which is about 310-370 people. Vice Chair Bandy said no wonder SEPAC did not receive any applicants. Member Cloward said that she always talks about what SEPAC is doing to other moms and that they seem interested but never reach out to her to get involved. She said that it is challenging to get people to read the need in the Newsletter. Member Thomson asked if Member Cloward reached out to the Beaches News Journal. She said that she did not, but that it is on her to-do-list. Member Thomson advised that it has a wide distribution. Chair Krempasky advised that she receives the Beaches News Journal and does not read it.

Vice Chair Bandy said that Dr. Kaczmarsky did that long in-depth article, and that SEPAC had talked about doing an education campaign, but that it is a lot of work to do if only 300 people are going to see it. She suggested to continue doing the small

news blurbs instead of assigning complicated environmental topics. Chair Krempasky agreed that doing that kind of research is not worth it for 300 out of 6,000 people. Vice Chair Bandy said that she thought there were about 3,000 people. Member Cloward said she thought it was estimated around 1,200 and that she did not know that the City even had a newsletter. She said that even after joining SEPAC she did not receive the Newsletters and that she should opt-in. She said that people new to a community should be added so that they know what is going on. Vice Chair Bandy said that there are a lot of privacy issues and she suggested to add it to the application for new members so that the City Boards/Committees would automatically be opted into the Newsletter.

Chair Krempasky suggested to do the January and February Newsletters and then decide later if it is still worth it to continue because it could be causing more strain on City staff, and it is only reaching 300 people. She said that this might not be the most effective thing for SEPAC to do, and that SEPAC was getting 60-80 people at the film festival. Vice Chair Bandy said that she was not very happy with that turnout, but it might be a good option when it starts back up again. She said that she could contact the Beaches News Journal, but she needed to know what SEPAC is asking them to publish. Chair Krempasky advised that they would not want to run the educational articles. Vice Chair Bandy agreed and asked if they would run the press releases. She said that Ms. Conlon would have to forward the press releases because SEPAC is not allowed to contact them. Deputy City Clerk Fitzgerald advised that because SEPAC is not part of City staff, they are not allowed to send anything on behalf of the City.

Chair Krempasky moved on to Item 2.b.

**b. Environmentally Friendly Landscaping Awards**

Member Thomson advised that everyone has a copy of what he handed out last month and that he is trying to find the best way to spread the word and get community involvement with prizes and awards. Member Cloward suggested doing something more marketable such as a picture of the resident and run it in the City's Newsletter. Chair Krempasky said that she Googled "Florida landscape awards" and that there are already two organizations in this area that do their own landscape awards. Florida Native Plant Society (FNPS) does a statewide award and there is also the Florida Nursery, Growers, and Landscape Association (FNGLA) that has an award with criteria such as right-plant-right-place, water efficiently, fertilize appropriately, mulch, track wildlife, manage yard pests responsibly, recycle yard waste, reduce stormwater run-off, etc. and she asked if SEPAC would have to assign points for each achievement. She said that the FNPS looked at whether the projects were sod free, utilized native plants, provided habitat, attracted pollinators, and minimized maintenance. Member Thomson said those are great criteria to have and the applicants would either provide pictures or discuss how they are meeting those goals. He suggested that this award could have criteria such as contributing sustainability to the environment by promoting water conservation, reducing stormwater runoff, preserving the tree canopy, using native plants, and increasing biodiversity to the area. He said that this is just a very general statement, and the criteria could be more specific and have more added to it.

Chair Krempasky said that if the Environmental Stewardship Awards are being done in the spring, then this award could possibly be in the fall. Deputy City Clerk Fitzgerald suggested to have the awards during or just after the most flourishing time of the year. Member Thomson advised that this is not about how pretty your yard is, but how environmentally preserving it is. He said that it could be a rain garden, or a tree canopy, etc. Vice Chair Bandy advised that the prettiest yard is not going to win because the yard should have leaves on the ground instead of clearing them. Chair Krempasky suggested for everyone to visit the Sea Oats Chapter website because all their projects are beautiful. Member Thomson said that Sea Colony has a good use of native plants. He said that this award will involve different areas of the community and will have a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winner and will not be overly competitive. Deputy City Clerk Fitzgerald asked if there would just be the significant awards or maybe have individual sub-categories such as "best irrigation". Member Thomson said that when SEPAC establishes the criteria and the projects are submitted, that it may be subjective as to who has the best environmentally friendly yard, but that it is very important to get the message out.

Chair Krempasky suggested to do the awards in the fall which will give time to work on it. Vice Chair Bandy asked if the nominations would be accepted from the individuals themselves and/or their neighbors indicating the criteria that has been met and provide photos. She asked if SEPAC would visit the applicants' yards or strictly use what is submitted, and that it could possibly depend on how many are received. Member Thomson said that if they complete the application correctly and list the criteria that has been met, that one photo could be acceptable and then narrow the list and only visit the finalists' yards. Deputy City Clerk Fitzgerald advised that SEPAC's discussion and vote has to be done in a meeting, but that members could individually visit the sites with a tally sheet and rank the applicants to be better prepared at the next meeting. Vice Chair Bandy agreed with that idea because members would be able to get a full view of the yard.

Chair Krempasky asked if it would be appropriate to approach Southern Horticulture to ask for gift certificates. She also mentioned that there is a nursery called Green Isle Gardens that she believes is in central Florida that was involved a lot with Sea Oats Chapter, and they strictly have native plants that can be ordered. She could check with Foreman Large to see if he has ever ordered from them. Deputy City Clerk Fitzgerald advised that the City tries to stay local to avoid costly delivery charges and that she does not recall hearing about that nursery being used. She advised that SEPAC could contact local businesses to ask for donations and that Southern Horticulture has donated prizes at City events before because she won a prize from them once. Chair Krempasky advised that she would contact some local businesses. Vice Chair Bandy advised that publicity would be crucial, and SEPAC would need to get the word out. Chair Krempasky asked if this would be limited to people on the island and she suggested to try to get something published in the Record. Deputy City Clerk Fitzgerald said that it could be sent to the Record, but it is their discretion to run it or not. Vice Chair Bandy said that she could send a press release to Ms. Conlon and ask for it to be sent to the appropriate person at the Record. She said that once the criteria are determined at the next meeting that she could send the press release and also use it in the Newsletter. Member Thomson asked if cash rewards would be

offered. Vice Chair Bandy said that donations would be better. Member Thomson said that he does not see anything wrong with trying to do cash prizes as motivation. Chair Krempasky asked if Member Thomson thought gift cards from Southern Horticulture would motivate people. Member Thomson responded that \$500-\$1000 would motivate people. Vice Chair Bandy asked if that money would come from SEPAC's budget. Member Thomson said that SEPAC would have to talk to the City about it and to possibly ask Ace Hardware, etc. Vice Chair Bandy said she could contact Lowe's. Member Thomson said any place with a plant nursery could be contacted. Chair Krempasky advised that Lowe's nursery does not carry very many native plants.

Chair Krempasky moved on to Item VI.

## VI. OTHER COMMITTEE MATTERS

Public Works Director Tredik asked to speak about the topic of illicit discharge, which is on the City's website. He gave a brief presentation (Exhibit C) explaining what it is and said that he wants to educate the public. He explained that part of the National Pollutant Discharge Elimination System (NPDES) is a Municipal Separate Storm Sewer System (MS4) permit through the Clean Water Act (CWA) which is managed by the Department of Environmental Protection (DEP). There are steps for public outreach, as well as other things, to try to control illicit discharge and improve the water quality of the receiving water bodies. He gave examples of obvious things that are not supposed to go in the drainage system such as paint, chemicals, etc., but there are less obvious things such as leaves, yard waste, and eroded soils. Member Thomson questioned if pool water is considered an illicit discharge. Director Tredik advised only if it is chlorinated. Member Thomson said that people probably think that it is not an illicit discharge if it is just running down the street because it would not make it to the drain. Director Tredik advised that it typically makes it to the drain, but it may not make it to a receiving water body to technically be considered an illicit discharge. He explained that any time it gets close to a source of conveyance to US waters, it becomes illicit, and it is important to control it. He said that the City has a form on the website for people to use to notify Public Works of illicit discharge. He noted that the City does not currently have a real problem with it.

Vice Chair Bandy said it would make a good education article for the Newsletter. Director Tredik said that if people change their own motor oil, that Public Works will accept it at Mizell Road to dispose of it properly. He said that Public Works will also accept paint, used batteries, household chemicals, or advise residents where they can properly dispose of them. He suggested for people to wash their cars on the grass to help filter the water or better yet to use a commercial facility because they recycle the water. He said that if it can be conveyed to a stream, then it could be considered illicit because it is conveyed by groundwater. Grass clippings that are swept or blown into the gutter are considered an illicit discharge because they add nutrients to the system. Chair Krempasky advised that she could report every lawn maintenance company that works on her block. Director Tredik advised that it cannot be 100% enforced, but to notify someone if you see it being done. Member Cloward asked if lawn clippings blown into the gutter is also illegal. Director Tredik said that it is against the City's MS4 permit and that the City is supposed to be educating people. He said they could possibly be cited with a code violation and that education is key. He said that grass clippings are not as bad for the City because most of it goes to the Mizell Pond where the nutrients are removed by natural processes, but it still winds up in the Matanzas River eventually which could increase the risk of algae blooms. He explained that this area is well

flushed from the inlet, but areas like the Indian River Lagoon have poor flushing and have gotten bad algae blooms for the past 10-plus years with massive fish kills and brown tide, which is probably due to excessive development, septic tanks, etc. He said to remind people to pick up their pet waste and to report any observed pollution or dumping. Deputy City Clerk Fitzgerald advised that the report form on the City's website is under City Departments, then Public Works, then Illicit Discharge.

Director Tredik would like to come back in January with a possible agenda item to get feedback and comments from SEPAC on how to better reach the community about illicit discharge. Chair Krempasky asked Director Tredik what the smallest group would be that he would make a presentation to. Director Tredik said that the idea is to reach as many as possible, but that he would not limit it and would like to have at least 10-20 people. Chair Krempasky advised that the Rotary Club of St. Augustine Beach has presentations like this and there are some business owners in the Club that could benefit from a twenty-minute presentation. Director Tredik said that he could present this in a few minutes and could discuss other things for the remaining time. He asked where the Rotary Club meets. Chair Krempasky advised that they meet at the yacht club. Director Tredik agreed to talk about it, and he said that this is the kind of feedback he wants to help him reach out to the community, and that he could present it again if there is a crowd at the January SEPAC meeting. Member Thomson said that Dr. Kaczmarzky had stickers to put on the catch basins and that most cities have them now. Director Tredik advised that he would agenda this topic for next month. Member Thomson said that SEPAC could help with getting the stickers, etc. Vice Chair Bandy said that for the education series at the library, the City of St. Augustine was going to show an interesting presentation with a machine that shows what goes in the drainage and what gets disintegrated and that it could be used to fill some of the time during Director Tredik's presentation. Chair Krempasky said that Todd Grant is a member of the Rotary Club and Director Tredik noted that he has worked with Mr. Grant often. Member Thomson said that Director Tredik talked about when to fertilize lawns without as much discharge and he questioned the use of chemicals such as Roundup getting into the system along with other dangerous chemicals that should be discouraged. Director Tredik advised that there are a lot of dangerous chemicals and there has been news about the dangers of long-term use of Roundup. Member Thomson said that some of the parkettes look like something has been sprayed and he asked if it was from Public Works. Director Tredik said that Lake Doctors was hired to do herbicidal spraying, but that he would have to check to see what chemicals were used. He said that it is a tough balance to control the vegetation for better drainage flow. He advised that the swales that are not needed for conveyance would be great to look at as alternatives for vegetation and that the critical swales need to be open and flowing to prevent flooding. Member Thomson questioned the Mickler ditch. Director Tredik said that the Mickler ditch is critical, and it is a problem because it contributes a lot of sediment.

Deputy City Clerk Fitzgerald confirmed that she is adding the Illicit Discharge and the Right-of-Way Ordinance to the next agenda.

Vice Chair Bandy asked if there would be a presentation for the meeting with the public and who would be doing it. Deputy City Clerk Fitzgerald advised that it would be the first thing on the agenda so that the interested attendees can see it without staying for the entire meeting and that it should describe everything that SEPAC has been discussing such as the benches, plants, etc. She said it would be mainly to get input from the residents and that a PowerPoint is not necessary. Director Tredik asked if it was possible to have the Illicit Discharge presentation first because he

would need to leave afterward. Chair Krempasky asked to have the Illicit Discharge topic first. Deputy City Clerk Fitzgerald said that it would be first on the agenda and she asked if there were any other changes to the agenda.

Member Cloward said that she has an update regarding a recycling video. She said that she discussed it with Ms. Conlon, and that she agreed to it, but said that she is very busy right now and that City Manager Royle asked to table it. She advised that Ms. Conlon said that she reached out to a Public Works employee to ask if he would be willing to appear in the video, and he agreed to do it. She said that she and Ms. Conlon were going to meet again next week, but they decided to table it to next year because things could change by January. Deputy City Clerk Fitzgerald advised that the plan is to get the recycling restarted by January 3, 2022, with the basic information first and to expand on it later. Member Cloward also said that she would be getting together with Director Tredik to expand the communication.

Chair Krempasky moved on to Item VII.

VII. ELECTION OF CHAIR AND VICE CHAIR FOR 2022

Chair Krempasky advised that she would like to nominate Lana Bandy as Chair, and Michel Cloward as Vice Chair.

Deputy City Clerk Fitzgerald advised that there is a nomination for Lana Bandy as Chair and Michel Cloward as Vice Chair, and she asked if there were any other nominations or oppositions to this nomination. There were none. Chair Krempasky asked for a motion.

**Motion:** to appoint Lana Bandy as Chair and C. Michel Cloward as Vice Chair. **Moved by Member Thomson, Seconded by Chair Krempasky.** Motion passes unanimously.

The SEPAC members thanked Chair Krempasky for her service and hard work over the past three years as Chair. Vice Chair Bandy asked if she could meet with Chair Krempasky to go over the role of Chair. Deputy City Clerk Fitzgerald advised that the members would have to direct their concerns to her and not Chair Krempasky and that meetings would follow Robert's Rules. Chair Krempasky said that she knows that the new officers will do a great job. Deputy City Clerk Fitzgerald advised that the new Chair and Vice Chair would take effect at the January meeting.

Chair Krempasky moved on to Item VIII and asked for a motion to adjourn.

VIII. ADJOURNMENT

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

Chair Krempasky adjourned the meeting at 8:09 p.m.

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Lana Bandy, Chair

ATTEST

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Max Royle, City Manager



## COMMISSION REPORT

December 2021

**TO:** MAYOR/COMMISSIONERS

**FROM:** DANIEL P. CARSWELL, CHIEF OF POLICE

### DEPARTMENT STATISTICS November 20<sup>th</sup>, 2021 --- December 17<sup>th</sup>

**CALLS FOR SERVICE – 1,432**

**OFFENSE REPORTS - 35**

**CITATIONS ISSUED - 101**

**LOCAL ORDINANCE CITATIONS - 3**

**DUI - 4**

**TRAFFIC WARNINGS - 151**

**TRESSPASS WARNINGS - 15**

**ANIMAL COMPLAINTS - 16**

**ARRESTS - 9**

#### **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 16 complaints in St. Augustine Beach area.

#### **MONTHLY ACTIVITIES –**

**Lawn Mowing: Wednesday, Dec. 1<sup>st</sup> 7:30am**

**Christmas with Cops and Claus Dec. 8<sup>th</sup> 5:30-7:30pm (Rained out after 1 hr)**

**Holiday Market: Saturday, Dec. 11<sup>th</sup> 3pm-7pm**

**Christmas with Cops and Claus Dec. 15<sup>th</sup> 5:30-7:30pm**

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## M E M O R A N D U M

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY REPORT  
**DATE:** 12/14/2021

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### Finance

Two months into the new fiscal year and we have currently spent 12.7% of the budget with 16.67% of the year complete. In the month of November, we received our first payment of ad valorem taxes in the amount of \$925,708. I anticipate a larger amount to be received in December. We have had a number of large payouts for the weir project but have been able to cash flow everything with the revenue received to date. We will continue to bill reimbursements quarterly until the point that we need funding sooner.

### ARPA Update

I have been monitoring updates on the use of ARPA funds and have reached out to City of St. Augustine and St Johns County. Both agencies are currently on-hold with their plans as they await further information and possible changes to the approved use of funds. The Florida League of Cities forwarded the attached a summary of bill S. 3011, which was passed by the Senate and is moving to the House for review. The suggested changes will allow more flexibility in spending the funds received. I will continue to monitor the information regarding ARPA and share the information as it becomes available.

### Communications and Events

Melinda is preparing for the final event of the season, **Light Up the Night!** She has received a lot of positive feedback for our season of events over the past month and is looking forward to a great evening on December 31<sup>st</sup>.

Technology: The IT Department has no updates at this time.



## S. 3011 – State, Local, Tribal, and Territorial Fiscal Recovery, Infrastructure, and Disaster Relief Flexibility Act

**Purpose:** The CARES Act and American Rescue Plan provided state, local, tribal, and territorial governments with direct funding to help bridge the gap between falling revenues and necessary pandemic expenses. For a variety of reasons, many recipients of these funds have been unable to access them or spend them on worthwhile purposes. This bipartisan bill expands the eligible uses of these funds to include infrastructure, disaster relief, housing, community development, and other investments that will have a long-term economic return. It also ensures tribes and territories eligible for assistance are given the time and flexibility to do so.

### **Key Features:**

- Permits eligible government entities to spend the greater of \$10 million or 30% of their total fiscal relief funding on infrastructure and other new categories, some of which would be created by the Infrastructure Investment and Jobs Act;
- Does not increase spending, does not place mandates on state or local governments, and does not score;
- Includes language to ensure spending supplements existing funding obligations instead of supplanting them;
- Requires the Treasury and Transportation secretaries to report to Congress on the use of relief funds to ensure accountability; and
- Clarifies existing allocations set aside at Treasury for tribal governments and ensures they receive funding delayed by legal barriers over the last year.

**New Uses of Fiscal Relief Funding:** Projects under the following categories would now be eligible for funding with fiscal relief sent to state and local governments.

- Nationally Significant Freight and Highway Projects
- National Highway Performance Program
- Bridge Investment Program
- Surface Transportation Block Grant Program
- Metropolitan Transportation Planning
- Carbon Reduction Program
- PROTECT Program
- Tribal Transportation Program
- Alternative Fueling Infrastructure
- Federal Lands Transportation Program
- Federal Lands Access Program
- RAISE Grant Program
- TIFIA Program
- ADHS Program
- Urbanized Area Formula Grants
- Fixed Guideway Capital Investment Grants
- Highway Safety Improvement Program
- Congestion Mitigation and Air Quality Improvement Program
- Territorial and Puerto Rico Highway Program
- National Highway Freight Program
- Rural Surface Transportation Grant Program
- Formula Grants for Rural Areas
- State of Good Repair Grants
- Grants for Buses and Bus Facilities
- National Culvert Removal, Replacement, and Restoration Program
- Community Development Block Grant
- Bridge Replacement, Rehabilitation, Preservation, Protection, and Construction Program

**Benefit by State:** The following amounts represent the estimated maximum new flexibility in funding that would be available to entities in each state for these new infrastructure purposes:

- Alabama - \$1,696,130,908
- Alaska - \$448,171,658
- Arizona - \$2,324,809,374
- Arkansas - \$1,197,759,889
- California - \$14,498,169,883
- Colorado - \$2,101,083,076
- Connecticut - \$1,536,597,532
- Delaware - \$449,928,462
- DC - \$540,732,334
- Florida - \$6,152,561,965
- Georgia - \$3,633,509,894
- Hawaii - \$686,306,765
- Idaho - \$721,194,425
- Illinois - \$5,183,868,142
- Indiana - \$2,394,535,447
- Iowa - \$1,205,782,723
- Kansas - \$1,093,752,553
- Kentucky - \$1,733,012,587
- Louisiana - \$1,906,373,458
- Maine - \$625,566,700
- Maryland - \$2,286,896,725
- Massachusetts - \$2,976,993,384
- Michigan - \$4,161,947,643
- Minnesota - \$2,078,356,749
- Mississippi - \$1,288,774,358
- Missouri - \$2,216,763,186
- Montana - \$529,658,146
- Nebraska - \$715,588,016
- Nevada - \$1,295,734,100
- New Hampshire - \$573,606,186
- New Jersey - \$3,539,297,982
- New Mexico - \$937,973,150
- New York - \$7,898,754,610
- North Carolina - \$3,580,086,125
- North Dakota - \$493,165,677
- Ohio - \$4,229,764,022
- Oklahoma - \$1,406,494,960
- Oregon - \$1,578,925,769
- Pennsylvania - \$5,025,281,044
- Rhode Island - \$566,803,855
- South Carolina - \$1,748,356,698
- South Dakota - \$509,192,112
- Tennessee - \$2,496,191,775
- Texas - \$9,662,168,726
- Utah - \$1,005,012,866
- Vermont - \$481,486,894
- Virginia - \$3,080,038,340
- Washington - \$2,698,477,127
- West Virginia - \$926,264,541
- Wisconsin - \$2,057,862,258
- Wyoming - \$485,030,660

**Summary of amendments to Section 605 of ARP:** The bipartisan bill amends Section 605 of the American Rescue Plan to clarify two important funding opportunities for counties and Tribes passed in that legislation.

### **Background**

- In the American Rescue Plan money was included for counties and Tribes who host our public lands and have been disproportionately hit by the COVID-created economic crisis.
- This language ensures the money already allocated to these counties gets to the counties as intended.
- The money will be used by counties to support basic infrastructure in those counties
- The bill also addresses that Tribes were given a certain amount of time to spend their aid from the CARES Act. This amendment extends that time by one year.
- This entire amendment has no budgetary effect and there is no new policy.
- It has been cleared by SCIA and Finance and Treasury

**Questions:** Please contact Sarah Bittleman, [Sarah\\_Bittleman@wyden.senate.gov](mailto:Sarah_Bittleman@wyden.senate.gov), for the ARP portion of the bill; please contact Amber Ebarb, Senator Murkowski, for the Tribal portion of the bill

### **Major Endorsers:**

National Governor's Association

National Congress of American Indians

U.S. Conference of Mayors

National League of Cities

American Road & Transportation Builders Association

Association of Metropolitan Planning Organizations

American Association of State Highway and Transportation Officials

American Public Transportation Association

Associated General Contractors of America

National Stone, Sand and Gravel Association

National Association of Regional Councils

**If you have questions or would like additional information on this bill, please contact  
[Jacob\\_Smith@Cornyn.Senate.gov](mailto:Jacob_Smith@Cornyn.Senate.gov) or [Zac\\_Commins@Padilla.Senate.gov](mailto:Zac_Commins@Padilla.Senate.gov)**

## MEMORANDUM

Date: December 21, 2021  
To: Max Royle, City Manager  
From: Bill Tredik, P.E., Public Works Director  
Subject: December 2021 - Public Works Monthly Report

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### **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 100% complete.
- **Ocean Walk Drainage Improvements**  
Legislative Appropriation Request  
Appropriation Request Amount - \$694,000  
Status – Grant Agreement executed. Preliminary design complete.
- **C.R. A1A Storm Surge Protection**  
HMGP grant (Dorian) - FEMA/FDEM  
Phase 1 Design Grant amount \$52,500; \$17,500 match required  
Status – Awaiting contract execution

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 – Contract execution after closeout of design and permitting CPI grant.
- **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 review
- **Magnolia Dunes/Atlantic Oaks Circle Drainage Improvements**  
Legislative Appropriation Request  
Funding requested \$1,200,000;  
Status – Project request made; Decision in June 2022.
- **Ocean Oaks Flood Protection**  
Legislative Appropriation Request  
Funding requested \$750,000;  
Status – Project request made; Decision in June 2022.
- **7<sup>th</sup> 8<sup>th</sup> and 9<sup>th</sup> Street Drainage**  
Legislative Appropriation Request  
Funding requested \$90,000;  
Status – Project request made; Decision in June 2022.
- **Windstorm Mitigation of City Hall, Police Station and Bldg. C**  
HMGP grant (COVID-19) - FEMA/FDEM  
Grant amount requested \$150,000; \$50,000 match required  
Status – Application submitted 12/21/21
- **Public Works Critical Facility Emergency Generator**  
HMGP grant (COVID-19) - FEMA/FDEM  
Grant amount requested \$52,500; \$17,500 match required  
Status – Application submitted 12/21/21
- **7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> Street Drainage Improvements**  
HMGP grant (COVID-19) - FEMA/FDEM  
Grant amount requested \$112,500; \$32,500 match required  
Status – Application submitted 12/21/21

### **General Activities**

**Rights-of-way and Parkettes** – Public Works continues to provide essential maintenance services on rights-of-way and parkettes. Restrooms on 10<sup>th</sup> St. and A St. are open all day and are regularly cleaned and disinfected.

**Holiday Lights** – Public Works has installed Holiday Lights throughout the city.

**News Years Eve Fireworks** – Public Works has been working with the Events Coordinator and the Police Department in preparation for the New Year's Eve firework show.

### **Sanitation**

**Curbside Recycling resumes week of January 3, 2022** – Curbside recycling will occur the same day as household garbage collection for residential customers. The new refuse truck has been purchased. Public works has filled vacant positions needed for the recycling program. An education program (including mailers in mid-December) was undertaken to prepare for resumption of curbside recycling pickup. The City of St. Augustine has provided three temporary recycling dumpsters at City Hall to provide recycling drop-off during the recycling suspension. These dumpsters will remain available through January 7<sup>th</sup>, 2022.

### **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:

- Forming and pouring of new Pump Station wingwall
- Installation of slide gates on the new weir
- Construction of bulkhead on downstream outfall west of Fiddler's Point Drive



**Ocean Walk Drainage Improvements [DESIGN]** – Matthews Design Group has completed preliminary design. The revenue agreement with FDEP for the remainder of the project has been executed. As of this writing, staff is finalizing a contract with Matthews Design Group to complete design and permitting of the project. If ready the contract will be presented to the Commission for consideration on January 3, 2022. Design and permitting will commence upon execution of a contract with Matthews Design Group.

**Oceanside Circle Drainage [DESIGN/PERMITTING]** – The project is in design. A neighborhood meeting is being planned for January to inform owners of the project design and solicit input for final design. Roadway paving and drainage improvements are scheduled to commence construction in the second quarter of FY 2022 after permitting is complete.

**11<sup>th</sup> Street Pipe Repair [DESIGN/PERMITTING]** – Design is underway. Permit application anticipated for January 2022. Construction is anticipated to commence in the 2nd quarter of FY 2022.

### **Parks and Recreation Improvements**

**Ocean Hammock Park Phase 2 [BID PREP]** – 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 commence in FY 2022.

**Ocean Hammock Park Phase 3 [BID PREP]** – Design and permitting is 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. Construction of a portion of the Phase 3 improvements to be funded by a \$60,000 grant from the Coastal Partnership Initiative.

**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**

**2<sup>nd</sup> Street Improvements and Extension [DESIGN]** – Design is 1000% complete and SJRWMD and FDEP permits are in-hand. Preparation of bid documents is underway with Bidding planned for January 2022. Construction planned to commence in FY 2022.

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

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

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

### **Street Lighting**

FPL has installed the Phase 1 LED conversion (arterial and collector roadways). The City Commission approved the conversion of an additional 79 lights in December 2021. These will be installed in early 2022. The remainder of the streetlights to be converted to LED will be presented to the Commission in February 2022 for consideration.

## **PENDING ACTIVITIES AND PROJECTS**

Revised December 20, 2021

1. **PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER.** No information to report.
2. **LAND DEVELOPMENT REGULATIONS CHANGES.** At its December 6<sup>th</sup> meeting, the City Commission considered 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. The ordinance will have a public hearing and final reading at the Commission's January 3<sup>rd</sup> meeting.
3. **UPDATING STRATEGIC PLAN.** As its January 7, 2019, meeting, the City Commission decided to do the update itself with the City staff. At later meetings in 2019, the Planning Board and the Sustainability and Environmental Planning Advisory Committee provided suggestions for the plan. The Commission agreed with the City Manager's suggestions for items in the plan and asked him to include in it parking infrastructure. The City Manager prepared a Mission Statement, a Vision Statement, a Values Statement and a list of goals and the tasks each. The Commission reviewed the plan and provided comments at its January 14, 2020, continuation meeting. The topic was on the agenda for the Commission's February 1<sup>st</sup> meeting, but because of time, the Commission scheduled discussion of it to the continuation meeting on February 8<sup>th</sup>. At that meeting, the Commission provided some suggestions for changes and Commissioner George will work with the City Manager on changes to the wording for the plan's Vision Statement. 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 1<sup>st</sup> 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 17<sup>th</sup> 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 1<sup>st</sup> Streets.The Commission discussed these recommendations at its September 13<sup>th</sup> 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 1<sup>st</sup> 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 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 16<sup>th</sup>, 11<sup>th</sup> 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. At its December 6, 2021, meeting, the Commission approved a contract with Florida Power and Light to replace 79 lights.
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 February 7, 2022, 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. It was approved in December. The next step is for a civil engineering firm to prepare bid documents and specifications.

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 40% complete.
  - e. Hazard Mitigation Grant. At its December 6<sup>th</sup> meeting, the City Commission approved the Public Works Director's request to apply for a grant of \$420,000 for hardening City buildings, a backup generator Public Works facility, and drainage improvements at the west end of 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> Streets.
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 25<sup>th</sup>. 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 16<sup>th</sup> Street. Earlier in 2020, the ditch that borders the subdivision's west side was piped. Ocean Walk residents have complained that the piping of the ditch has caused flooding along the subdivision's west side. The Public Works Director had the Mickler and 11<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> meeting. At the Commission's February 7<sup>th</sup> 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 3<sup>rd</sup> 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 8<sup>th</sup> 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 1<sup>st</sup> 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 approved the sidewalk at its December 6<sup>th</sup> 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 31<sup>st</sup>.

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 22<sup>nd</sup> budget meeting, the City Commission asked the City Manager to provide at the end of each quarter in the Fiscal year a report on the progress of projects and expenditures for them. The Finance Director prepared a spreadsheet, and the first quarter's report was provided to the Commission in January 2021. The report for the second quarter (January through March) 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 1<sup>st</sup> meeting, a resident complained about the poor condition of Pope Road. As the street is owned by the County, the City Manager sent a request to the County Administrator, Hunter Conrad, that the road be put on a schedule for repair. In a February 5<sup>th</sup> email, Mr. Hunter replied that he had forwarded the City's request to the County's Interim Public Works Director, Mr. Greg Caldwell. 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 1<sup>st</sup> meeting, the Commission discussed whether to have it on December 31, 2021. The consensus was for the City staff to work on plans for a smaller, scaled down event. At its April 5<sup>th</sup> 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.



19. PROPOSAL TO DEED THREE LOTS FOR CONSERVATION. The lots are located along the north side of the unbuilt part of 2<sup>nd</sup> Street, west of 2<sup>nd</sup> Avenue. The two owners want to deed the lots for conservation. In February, the Board of Putnam Land Conservancy informed the City Manager that it has agreed to the owners' proposal to establish a conservation easement on the lots. 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 1<sup>st</sup> meeting, more involvement with the County and St. Augustine was mentioned as desirable. Below is a summary of the City's current involvement with various area governmental entities.
- a. 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 11<sup>th</sup>.
  - 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 25<sup>th</sup>, the City Manager attended by telephone a stakeholders' meeting for an update on the development of the plan's vision, mission goals and objectives. Most of the presentation was data, such as population density, percentage of residents without vehicles, senior citizens and low income and minority residents in the County and the areas served by the Sunshine Bus. The next stakeholders' meeting 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 9<sup>th</sup>. 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 10<sup>th</sup>, 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 6<sup>th</sup>, 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 4<sup>th</sup> 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 1<sup>st</sup> meeting, the Finance Director told the Commission that the guidelines for the spending of ARPA money are still not firm. In mid-December, the Director wrote in a report to the Commission that both the County and St. Augustine are not spending any ARPA money until they receive information from the federal government about possible changes to what are allowable uses of the money. A bill approved by the U.S. Senate and that's now before the House of Representatives would provide more flexibility to cities and counties for the uses of the funds.
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 25<sup>th</sup> 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.

23. In the meantime, the City is exploring with FPL its requirements for undergrounding the electric lines when a new street, 2<sup>nd</sup> Street west of 2<sup>nd</sup> 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 12<sup>th</sup> as the deadline for a response. As most of the lot owners in the 100 and 200 block of 2<sup>nd</sup> Street support the undergrounding project, the City Commission at its December 6<sup>th</sup> meeting approved the advertising of bids to repave the 100 block of 2<sup>nd</sup> Street and the construction of the new road in the 200 block west of 2<sup>nd</sup> Avenue.