



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

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 7th 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 9th 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 3rd 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. 2nd 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 2nd Street project and advised that the Commission requested to have the utilities underground as part of the roadway construction. On October 14th 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 2nd Street in November to see if the residents wanted the underground utilities. The additional survey was received on November 12th. 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 2nd 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 2nd 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 9th 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 11th Street to 16th Street and A Street to 11th 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 21st. 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) 7th, 8th, and 9th 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 11th the Holiday Market, the Community Garden's 10th 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 3rd 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.

Donald Samora, Mayor

ATTEST:

Beverly Raddatz, City Clerk