



AGENDA

REGULAR CITY COMMISSION MEETING

MONDAY, FEBRUARY 7, 2022, AT 6:00 P.M.

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

NOTICE TO THE PUBLIC

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

RULES OF CIVILITY FOR PUBLIC PARTICIPATION

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

"Politeness costs so little." – ABRAHAM LINCOLN

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON JANUARY 3, 2022**
- V. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VI. **CHANGES TO THE ORDER OF TOPICS ON THE AGENDA**
- VII. **PRESENTATIONS**
 - A. Interview of Mr. Gary W. Smith for Position of Junior Alternate on the Comprehensive Planning and Zoning Board (Presenter: Max Royle, City Manager)
- VIII. **PUBLIC COMMENTS**
- IX. **COMMISSIONER COMMENTS**

X. PUBLIC HEARINGS

1. Ordinance 22-01, Public Hearing, Final Public Hearing: to Adopt the School Board's Five-Year District Facilities Plan by Reference (Presenter: Brian Law, Building Official)

XI. CONSENT

2. Code Enforcement Board: Re-Appointment of Regular Member Patrick Wilson to Three-Year Term

XII. OLD BUSINESS

3. Policies to Provide Maternity / Paternity Leave for City Employees: Review of Proposed Resolution (Presenter: Lex Taylor, City Attorney)

XIII. NEW BUSINESS

4. Ordinance 22-02, Second Reading, Related to Mixed Use Districts, Landscaping, Plant Materials, Buffer Requirements, Fences and Retaining Walls (Presenter: Jennifer Thompson, Planner)
5. Sustainability and Environmental Planning Advisory Committee (SEPAC): Request by the Committee That the Commission Approve Removal of Member Because of Absenteeism (Presenter: Ms. Lana Bandy, SEPAC Chairperson)
6. Approval of St. Johns County's Proclamation to Designate to Proclaim February 2022 as Black History Month (Presenter: Max Royle, City Manager)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

NOTICES TO THE PUBLIC

1. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC).** It will hold its monthly meeting on Thursday, February 3, 2022, at 6:00 p.m. in the Commission meeting room at city hall.
2. **COMPREHENSIVE PLANNING AND ZONING BOARD.** The Board will hold its monthly meeting on Tuesday, February 15, 2022, at 6 p.m. in the Commission meeting room. Topics on the agenda may include: a. request to vacate alley west of 2nd Avenue between 2nd and 3rd Streets; and b. request for a conditional use permit to build a residence in a commercial land use district at 12 2nd Street.
3. **HOLIDAY.** It is Presidents Day, which will be observed on Monday, February 21, 2022. **CITY OFFICES CLOSED.** Monday's pickup on household waste and recyclables will be done on Tuesday. Tuesday's pickup will be done on Tuesday.

NOTE:

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

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

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



MINUTES

REGULAR CITY COMMISSION MEETING MONDAY, JANUARY 3, 2022, 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 Samora asked Commissioner Torres to lead the Pledge of Allegiance.

III. ROLL CALL

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

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

IV. SWEARING IN OF MAYOR AND VICE MAYOR 2022

City Attorney Taylor swore in Donald Samora as Mayor and Dylan Rumrell as Vice Mayor.

Mayor Samora thanked the Commission for allowing him this opportunity to serve as mayor. He thanked Commissioner England for her very successful two-year term as mayor. He remarked that he is looking forward to having the opportunity to service this community. He also said that he was looking forward to working with City Manager Royle, Police Chief Carswell and all the staff. He also thanked his family for supporting him through all this and the residents and business owners of St. Augustine Beach. He encouraged everyone to reach out to him.

V. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON DECEMBER 6, 2021, AND COMMISSION SHADE MEETING, DECEMBER 6, 2021

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

Motion: to approve the Regular Commission meeting on December 6, 2021, and Commission Shade meeting on December 6, 2021. **Moved by** Vice Mayor Rumrell, **Seconded by** Commissioner Torres. Motion passed unanimously.

Mayor Samora moved to Item VI.

VI. ADDITIONS OR DELETIONS OF THE AGENDA

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

VII. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

Mayor Samora asked if there were any changes to the order of topics on the agenda. Being none, Mayor Samora moved forward with Item VIII.

VIII. PRESENTATIONS

- A. Proclamation to Support Awareness of Human Trafficking (Presenter: Ms. Cathie Altman of the American Association of University Women)

Mayor Samora introduced Item VIII.A. and then asked Ms. Altman to come to the podium.

Ms. Altman thanked staff and the Commission for recognizing this important topic. She then read the proclamation.

Mayor Samora advised that he was speaking with Ms. Altman before the meeting about this topic. He explained that he was on the Board of the Florida Restaurants and Lodging Association and human trafficking is their number one initiative every year. It is a huge problem that does not get a lot of awareness.

Mayor Samora asked for a motion to approve the Proclamation to Support Awareness of Human Trafficking.

Motion: to approve the proclamation to support awareness of human trafficking. **Moved by** Commissioner George, **Seconded by** Commissioner England. Motion passed unanimously.

Mayor Samora moved on to Item IX.

IX. PUBLIC COMMENTS

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

Roger Wentz, 117 Spanish Oaks Lane, St. Augustine Beach, FL, advised that in the Spanish Oaks Homeowner Associations there are odd number homes that back up to the City's retention pond on 11th Street. He explained there is a park bench on the right-of-way behind the pond. Down the right-of-way there was a 3 x 5 size wooden target that had been made and nailed up to a tree. It had balloons on it, which had been burst by something. There was also another bench that was well made placed where it could not be seen by the residents. He advised that he came to the meeting tonight to commend City Manager Royle and Sergeant Gillespie from the Police Department for their responsiveness. Sergeant Gillespie explained that the Police Department will put this on a report status so it will be checked on throughout the year.

Mayor Samora closed the Public Comments section and then moved on to Item X.

X. COMMISSIONER COMMENTS

Mayor Samora asked Commissioner Torres if he had any comments. Being none, Mayor Samora asked Commissioner George if she had any comments.

Commissioner George thanked St. Augustine Beach Police Department and the St. Johns County Sheriff's Department for putting on wonderful fireworks display event free. She then advised the Commission that she was appointed to serve as a Board member for the Friends of Iguana Matanzas Tolomato National Estuarine Reserves to research the waterways, and can bring to the Commission what the City's responsibilities are. She wished everyone a Happy New Year.

Commissioner England thanked the staff, especially Communications and Event Coordinator, Melinda Conlon, for all the work she did for putting on the City's great holiday season events. She thanked staff for their efforts as well. She commented that the Commission decided to have a workshop on February 9, 2022, at 5:00 p.m. She explained that one of the topics on that workshop will be an estimate to make the second floor safe at the old city hall. She explained that under staff comments tonight that staff will give an update on ARPA funding. She advised that ARPA funding has deadlines that are coming up.

Vice Mayor Rumrell thanked the Public Works Department and Police Department staff members, and Communications and Event Coordinator Conlon for their outstanding job they did for the holiday season.

Mayor Samora wished everyone a Happy New Year and thanked the staff for making the holiday events so successful. He would like to hear from staff under the "Staff Comments" section about ARPA funding and recycling.

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)

Mayor Samora introduced Item 1 and asked Planner Thompson for a staff report.

Planner Thompson advised at the December's Commission meeting, staff had added definitions, changes to the setback requirements, exterior stairs, air condition units, etc.

Mayor Samora asked if anything has been changed since the first hearing.

Planner Thompson advised no.

Mayor Samora opened the Public Hearing. Being none, Mayor Samora closed the Public Hearing and then if there were any further Commission discussion. Being none, Commissioner George made a motion to approve Ordinance 21-15, seconded by Vice Mayor Rumrell.

Mayor Samora asked City Attorney Taylor to read the preamble.

City Attorney Taylor read the preamble of Ordinance 21-15.

Mayor Samora explained that there was a motion and a second and then asked for the vote.

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

Mayor Samora moved on to Item 2.

XII. CONSENT

There were no Consent Agenda items.

XIII. OLD BUSINESS

2. Paternity/Maternity Leave for City Employees: Consideration of Policies (Presenter: Travis Harrell, Police Commander)

Mayor Samora introduced Item 2 and asked Commander Harrell for a staff report.

Commander Harrell advised that there is no mechanism or policy that allows for paid parental leave for the birth or an adoption of a child. The current policy directs staff to use their sick and vacation leave for an upcoming birth or adoption. Once their vacation and sick time reaches zero, they will not be paid. The City adheres to federal guidance under the Family Medical Leave Act (FMLA). He stated the employee under FMLA is entitled to 12 work weeks of leave in a 12-month period. He advised that this issue came to his attention when he noticed several employees not taking lunch breaks and coming in early and leaving late. When he asked why, he learned that employees are forced to use their sick and vacation leave for childbirth or adoption. The expecting mothers have a fear that they will not have enough time banked for the birth of their child. When the child is home, and the child gets sick, most of the employees' vacation and sick time are gone. They would have to go without pay. He explained that this requested leave time is not an unfunded liability. The budget has all employees receiving their salary throughout the year, so this proposal is already funded. Parental leave time is critical. He explained that the Police Department has three expecting mothers right now. He is asking the Commission to approve six weeks of paid parental leave immediately. He explained that an employee must work five years before they would have barely enough time to take off for a birth of a child or adoption, which he believes is horrible. He commented that this would affect the entire City staff, which is a good thing.

Commissioner George asked if these six paid weeks would be in addition to the federal standards for FMLA.

Commander Harrell said that FMLA would run concurrently with the six paid weeks. FMLA is to preserve the position of the employee. Once the employee uses their sick and vacation time, then they can start FMLA and receive six weeks of paid time.

City Clerk Raddatz advised that both the FMLA and the paid six weeks would start at the same time, so there will not be 12 weeks and then another six weeks paid.

Commissioner George advised that what is proposed is that FMLA would give 12 weeks and six weeks of that would be paid to the employee. The other six weeks the employee would have to use their sick and vacation leave.

Commander Harrell advised that if the Commission would give six weeks paid leave, then the employees probably would use their vacation and sick time. He commented that he would like the employee to have two weeks total of sick or vacation time banked in case their child is sick or the employee is sick. The paid six weeks will help all employees.

Commissioner England asked if the paid six weeks would apply to all FMLA qualifying events or just parental leave. Women are the caregivers, and they take care of a sick parent or sick child, so if the Commission approves up to four weeks of paid leave under FMLA and puts it in the FMLA policy for the City, it could be done easily. She explained that FMLA can be done intermittently or all at once and advised that FMLA has all the criteria for employees, but the City could add that they will pay up to four weeks of leave with FMLA.

Commander Harrell agreed with Commissioner England.

Commissioner England advised that FLMA has regulations on qualifying event and the paid leave provided by the City could be added to the FLMA policy. She explained that employees could purchase short-term and long-term disability policies, which would be on the Cafeteria Plan as well.

Vice Mayor Rumrell listed several south Florida cities that do provide paid leave for their employees under the FLMA criteria. He advised that the Florida League of Cities now offers paternity and maternity leave now for their employees. He said that he was prepared to make a motion to pay for six weeks because it is consistent with other Florida cities across the board. He commented that it does not change the budget and he has discussed it with Commander Harrell several times. This is a policy issue, not a funding issue.

Commissioner England asked if Vice Mayor Rumrell agreed to include it in FMLA.

Vice Mayor Rumrell advised yes. If the federal government's Build Back Better Act is passed, then it would be eight weeks through FMLA. He said when it passes it would be mandatory.

Commissioner George asked what would happen if there were several qualified FMLA events that happens in one year to an employee. Will the positions be filled with temps?

Commander Harrell advised that in law enforcement there are no temps; however, there is a Memorandum of Understanding with other agencies that the City has to help law enforcement if an agency has employees out.

Discussion ensued regarding how much paid leave to give; a baby cannot go into a nursery until after six to eight weeks depending on the nursery; documents are needed to receive FMLA; and Build Back Better Act if passed would allow four weeks paid and is broader than the FMLA current policies and includes spouses, domestic partners, grandchildren, etc.

Commissioner Torres asked if the budget is being crafted that every position is filled 365 days with a built-in vacation.

Public Works Director Tredik advised that the budget is based on 2080 hours per year for each employee and some overtime for events.

Commissioner Torres advised that he would support this change if the funding for it was already in the budget.

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

Sgt. Natalie Gillespie, 2300 A1A South, St. Augustine, FL, advised that pregnancies should be an exciting time for families, but because of not enough leave, it causes stress to the employees; the City would be trailblazing on this and would help employees to stay; Publix is now paying for their employees maternity and paternity leave; this policy would give financial support to families; making a decision to have a family should not rest on whether the employee has enough sick and vacation time; Mayo Clinic advises that recovery time for a woman is between six to eight weeks; employees deserve more leave time for pregnancies, sick spouse, illnesses, etc., and this policy would separate our City from other cities and show that the City wants to take care of their employees.

Jacqueline Parrish, 2300 A1A South, St. Augustine, FL, advised on June 7th she gave birth to her child. She explained that she has five years with the City and before the birth she only used one sick day and that was because of being exposed by COVID-19. After five years, she used her entire sick time and came back early to save some vacation time to take care of her son. She explained that since her child has been born, she has had to take her child three times to a medical facility and could not be in daycare for one week. She advised that she only has 20 hours left in sick time. She advised if this would have been passed, it would have helped her. It would have been a weight lifted off her shoulders. She shouldn't have to beg to work remotely to not burn all her leave time. She commented that she wants more children and with the current policy she would have to wait five more years before she could have one. Her spouse helped her because he had paternity leave.

Mallory Gambill, 2300 A1A South, St. Augustine, FL, advised that she has been working for the City patrolling for three years and found out that she was going to have a baby. She advised that it has not been exciting for her family, but it has been stressful. She explained that she has had complications with her pregnancy and has been hospitalized and depleted 72 hours of sick time. She works through lunches and stays late to make up for the doctor visits and to save up for when she has the baby. The Police Department has been very accommodating, but there is only so much the Police Department can do. She has six weeks on the books for vacation and sick leave currently. There are only five people with enough hours to donate and it would not seem fair to them. Please support the paternity / maternity leave.

Cynthia Aderhold, 2300 A1A South, St. Augustine, FL, explained that during the 2 1/2 years she has been with the City, she has only used one sick day. She has a total of 216 hours of sick leave totaling 5.4 weeks, which is not enough time for a birth of a child. She explained that she would exhaust all her leave when the baby is born. She commented that an employee would have to be employed for five years before the employee would have enough time for a birth. It forces the employee to chose to pay their bills or to bring another life into the world. It has been stressful during this time because there is not enough time for doctor visits, blood work to be done, so she works through lunches and stays late to make up for the appointments. She commented that she is due on March 19th and does not have enough time and her husband does not have the type of job that he could take off. She explained that she

does not want to ask members of the Police Department to donate time repeatedly. She asked the Commission to please support this and thanked Commander Harrell for helping us through this.

Mayor Samora closed the Public Comments section and advised that it is heartwarming to see St. Augustine Beach family continuing to grow. He advised that this would be a policy change done through a resolution, which should come back at the February Commission meeting.

City Attorney Taylor suggested that the Commission give staff how they would like to change the policy, especially when putting the change in the FMLA policy. He requested the Commission to discuss how they would like to handle several qualifying events in one year.

Commissioner England advised that the FMLA gives up to 12 weeks per year. The paid leave would be four to six weeks depending on the decision of the Commission. All the FMLA rules, regulations, and eligibility would have to be met and the employer does have to approve.

Discussion ensued regarding military active duty FMLA benefits; what unintended consequences there might be; Public Works and Building Department would agree to what the Commission wants; an employee according to FMLA rules has to have worked for the City for one year; effective date would be in February if the Commission passes the resolution; what is a serious health condition for FMLA; 30-day requirement of notice and provide doctor's note if possible; and whether the accrued sick and vacation time be used before the City's benefit time would be used.

Commissioner England commented that she would want the employees' sick and vacation time used first and then the City would give them the four or six weeks of FMLA time. She also advised that she wants to discuss the amount of liability there is for sick and vacation time at another time.

Vice Mayor Rumrell advised that he wants the FLMA paid time to be used first and not the employees sick and vacation time.

Commissioner England advised that the City is very generous on sick and vacation time and basically has no cap on the amount on the books.

Vice Mayor Rumrell advised that this change in policy for the four- or six-weeks leave is so the employee does not have to deplete their sick and vacation leave.

Commander Harrell agreed with Vice Mayor Rumrell.

Commissioner England disagreed with using paid leave first and having exceptions for every type of illness.

Mayor Samora agreed with using the FMLA paid leave first and then having the employee use their sick and vacation leave.

Commissioner England advised that having exceptions to a regulatory point of view are very difficult to enforce fairly.

Mayor Samora asked Commissioner England if the Commission agrees to stay within the guidelines of the FMLA event, then would that alleviate her concerns.

Commissioner England advised that an employee could make up time for doctor's appointment.

Vice Mayor Rumrell advised that he has seen where employees use FMLA, and they never needed to use their sick or vacation time. He advised that FMLA only secures the employee's job. He explained that he supports having the six weeks up front and then using the employee's sick and vacation time. He advised that an employee could take FMLA unpaid as well.

City Clerk asked what the Commission wants for the number of paid leave so she could write a policy.

Discussion ensued regarding how many weeks should be paid leave under FMLA.

Mayor Samora asked for a motion.

Motion: to approve up to six weeks of paid FMLA under the terms, conditions, rules, and regulations of the City of St. Augustine Beach Personnel Manual and under the federal Family Medical and Leave Act. This includes but not limited to legibility, leave entitlement, notice and certification. **Moved by** Commissioner England, **Seconded by** Vice Mayor Rumrell.

Mayor Samora asked for a roll call vote.

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

Motion passed unanimously.

City Attorney Taylor advised that he will draft a policy and bring it back to the Commission at the next February Commission meeting.

Commissioner England requested to place on the February Commission Regular agenda the accrued unused sick and vacation leave. She explained that this is a contingent liability on the City's books and is glad that the auditors brought it up. She asked staff to inform the Commission of this amount. She asked staff and City Attorney Taylor what could be done with the already accrued sick and vacation time and what would be a good financially solvent proposal going forward.

It was the consensus of the Commission to place the accrued unused sick and vacation leave on the next Commission meeting agenda.

Mayor Samora moved on to Item 3.

3. Ocean Walk Subdivision Drainage Improvements: Approval of Contract with Matthews Design Group (Presenter: Bill Tredik, Public Works Director)

Mayor Samora introduced Item 3 and then asked Public Works Director Tredik for his staff report.

Public Works Director Tredik advised that this to approve the contract with Matthews Design Group and to have City Manager Royle to complete the negotiations for the Ocean Walk drainage improvement project. He explained that this contractor has done previous work, but now needs to do additional design and permitting for the project. Staff feels that the proposed fees are appropriate for the work that needs to be done. City Attorney Taylor reviewed that contract and only suggested that a clause should be changed to say that since the City paid for the design, the City should own the design and will be able to keep the documents. He said that it really does apply to this type of project. He advised that the contract has been decreased for the project to make them consistent with the Department of Environmental Protection grant agreement. Public Works Director Tredik advised that he is about to submit billing for what was approved by the Commission in November.

Commissioner England asked about the non-functional swales within the neighborhood and whether the City could facilitate improving the swales by cleaning them out or encourage the homeowners to put flood mitigation in place.

Public Works Director Tredik advised that swales are challenging because they tend to fill in over time and the City has to dig them out and put grass in, which is costly.

Commissioner England advised that the City of St. Augustine had a workshop for residents who could come and ask questions on what they could do to mitigate flooding and direct the flow of water differently.

Public Works Director Tredik advised that next year there would be public workshops on the master drainage study update. He advised that this project would have public workshops as well.

Mayor Samora advised that it is in the contract or to have workshops and present the design to the residents.

Vice Mayor Rumrell asked Public Works Director Tredik to see if the documentation can be the City's instead of the designers.

Public Works Director Tredik advised that he would look into that.

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

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

Mayor Samora asked for a motion.

Motion: to approve Matthews Design Group's contract. **Moved by** Commissioner George, **Seconded by** Commissioner England. Motion passed unanimously.

Mayor Samora moved on to Item 4.

XIV. NEW BUSINESS

4. Street Sweeping Service: Approval of Interlocal Agreement with St. Augustine (Presenter: Bill Tredik, Public Works Director)

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

Public Works Director Tredik explained that street sweeping is required on A1A Beach Boulevard monthly and is regulated by Florida Department of Environmental Protection (FDEP). He advised that the street sweeper contract or that the City uses has not done a thorough and consistent job and he would like to change the contract to have the City of St. Augustine to sweep the street. He commented that they just got a new sweeper, and they would be monitoring how much is picked up by the sweeper, which is a requirement of FDEP.

Vice Mayor Rumrell asked if this work would be scheduled.
Public Works Director Tredik advised yes.

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

Mayor Samora read through the interlocal agreement. He said that there are cancellation clauses and a cost-of-living escalator.

Motion: to approve the interlocal agreement. **Moved by** Commissioner George, **Seconded by** Vice Mayor Dylan. Motion passed unanimously.

Mayor Samora moved on to Item 5.

5. Ordinance 22-01, First Reading: to Adopt the School Board's Five-Year District Facilities Plan by Reference (Presenter: Brian Law, Building Official)

Mayor Samora introduced Item 5 and then asked Building Official Law to give his staff report.

Building Official Law advised that this is done every year in order for the City to apply for certain grants.

Mayor Samora commented under Section 3 of the ordinance is where a list of capital improvements is shown. He asked for next year to summarize the improvements that serve the students of the City of St. Augustine Beach.

Building Official Law will highlight the schools near the City of St. Augustine Beach.

Mayor Samora opened the Public Hearing. Being none, Mayor Samora closed the Public Hearing and asked City Attorney Taylor to read the preamble of Ordinance 22-01.

City Attorney Taylor read the preamble of Ordinance 22-01.

Mayor Samora asked for a motion.

Motion: to approve Ordinance 22-01. **Moved by** Vice Mayor Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor Samora moved on to Item 6.

6. Ocean Hammock Park: Review of Regulations (Presenter: Max Royle, City Manager)

Mayor Samora introduced Item 6 and then asked City Manager Royle for his report.

City Manager Royle explained that the Commission asked for the regulations for parks in the City of St. Augustine Beach. Deputy City Clerk Fitzgerald has provided for the Commission with the existing regulations and what other cities near us require. City Manager Royle advised that he spoke with Police Chief Carswell, and he did not recommend any changes.

Mayor Samora advised that he brought this up so before Ocean Hammock Park opens, that the regulations would be sufficient.

Police Chief Carswell advised that the regulations have everything is needed. He mainly was concerned over people staying past the hours of closing. He did research all the calls at the park and saw that 99.5% were generated by his officers checking on the park. He explained that there was very little contact with people there after it closed.

Mayor Samora suggested to prohibit the restrooms for bathing, to have only human powered bicycles in the trails, and to prohibit wading and swimming since there are wetlands in Ocean Hammock Park.

Discussion ensued regarding whether to allow bicycles at all in the trails because it is intended for conservation; providing bike racks; and trails intended for walking and hiking.

Mayor Samora opened the Public Comments section. Being none, Mayor Samora closed the Public Comments section and then asked for any further Commission discussion. Being none, Mayor Samora moved on to Item XV.

XV. STAFF COMMENTS

Mayor Samora asked City Clerk Raddatz for any staff comments.

City Clerk Raddatz wished everyone a Happy New Year and said that she was retiring on January 28, 2022. She thanked the Commission, City Manager Royle, and all the other staff members for the opportunity serving the residents of St. Augustine Beach. It was a pleasure and a privilege.

Finance Director Douylliez advised that she is still waiting for information on American Rescue Plan Act (ARPA) on what is allowable to spend the funding on. She also advised that she is in the middle of the audit and has sent the auditors a lot of their materials already.

Mayor Samora advised that he would be emailing Ms. Douylliez with some of his suggestions on projects that ARPA funding could be used for.

Police Chief Carswell thanked the Public Works staff and Communications and Event Coordinator Conlon for the Light Up the Night event. He commented that he has heard very good comments about the event. He informed the public and the Commission that the Ron Parker Park celebration will be next Wednesday at 11:00 a.m.

Commissioner England asked when the cars cleared out after the event.

Police Chief Carswell said by 9:30 p.m. it was almost normal traffic and by 10:00 p.m. everything was broken down and staff was gone.

Mayor Samora advised that the only thing to look at next year is more lighting on A Street because when the shuttle dropped people off it was dark.

Public Works Director Tredik advised that curbside recycling resumed today and there were not too many problems. Staff was picking up two days of garbage plus recycling, so it was very busy. He advised that a lot of bins were tagged because the residents had items that the City is not accepting. He hopes that residents will understand what the City will pick up and that will reduce the phone calls.

Vice Mayor Rumrell asked if there will be any educational workshops for residents on recycling. He suggested a Town Hall meeting since we just started recycling again.

Public Works Director Tredik advised staff could do that. He advised that he would like to wait a couple of weeks to see if there is more compliance so the Town Hall meeting would not be necessary. He advised that maybe in the future there could be an agreement with the City of St. Augustine to accept glass, but staff is not ready for that yet. He explained that staff has applied for three HMPG grants that were related to COVID-19, which the Commission approved last time. He advised the projects are the Windstorm Mitigation of City Hall, the Police Station and Building C, and Public Works critical facility emergency generator, and the 7th, 8th, and 9th Street's drainage improvement project. He will inform the Commission when he receives any information. He has a grant agreement for Mayor Samora to sign for the HMPG grant for the backflow prevention of County Road A1A to Salt Run.

Mayor Samora asked about the nautical Christmas lights being used.

Public Works Director Tredik advised that he has them at the Public Works facility and he is going to try to use them eventually, but since they cannot be put on the utility poles they are being stored.

Vice Mayor Rumrell said that there were signs regarding the new crosswalks being put in.

Building Official Law said he had no comments.

City Manager Royle advised that he has a new title "Fixer of Everything" that City Clerk Raddatz gave him, and he will keep it on his desk and think of Ms. Raddatz when she has retired. He advised that the City has received some applications for the City Clerk / HR Director position and will be interviewing this week.

Mayor Samora reminded everyone that there will be a SEPAC meeting on January 6th. Ron Parker Celebration is on January 12th and Martin Luther King, Jr. Day is January 17th, so the offices are closed. The Comprehensive Planning and Zoning Board is on January 18th. The next Commission meeting is February 7th and the Commission Workshop will be on February 9th.

XVI. ADJOURNMENT

Mayor asked for a motion to adjourn.

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

Mayor England adjourned the meeting at 7:52 p.m.

Donald Samora, Mayor

ATTEST:

Dariana Fitzgerald, Deputy City Clerk

MEMORANDUM

TO: Mayor Samora
Vice Mayor Rumrell
Commissioner England
Commissioner George

FROM: Max Royle, City Manager 

DATE: January 31, 2022

SUBJECT: Commission Vacancy

Attached is information provided to the City Commission for its April 1, 2019, regular meeting, when the Commission had to consider filling the vacancy due to Rich O'Brien's resignation. For your February 7, 2022, meeting, I suggest you add to the agenda the topic of filling the vacancy due to Ernesto Torres' recent resignation.

My attached memo of March 25, 2019, explains the City Charter requirements for a City Commissioner and the process for selecting a resident to fill a Commission vacancy. Please note the following from the information provided in the memo:

- a. You have 60 days from Mr. Torres' resignation date (January 31st) to appoint a citizen to fill the vacancy. The 60-day period will expire on April 1, 2022. If you haven't appointed a resident by then, a special election will have to be held.
- b. The term of the resident you select will be from the date of the appointment to December 31, 2022. If the resident you select wants to remain on the Commission, he or she will have to file and run as a candidate in the 2022 election.
- c. The term of whoever is elected in 2022 to Seat 1, which was held by Mr. Torres, will be until December 31, 2024, which is when Mr. Torres' term would have expired, had he remained on the Commission.

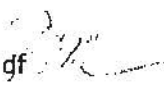
DECISIONS NEEDED

At this time, they are:

1. Do you want to interview the candidates at your March 7, 2022, regular meeting, or at a special meeting before the 7th? I ask this because the agenda for the March meeting already has four public hearings and other significant topics on it. Also, the resident you select should review the agenda at least a week before March 7th, which will be February 28th.
2. When do you want the deadline for applications to be received by the City? The deadline will depend on when you want to interview the candidates. If you want to have a special meeting before March 7th, then the deadline for applications should be Friday, February 18th at the latest, so that you will have time to review them before the special meeting. A good assumption is that by your February 7th meeting, many residents will know about the vacancy and thus a long lead time to ask for applications may not be needed.

MEMORANDUM

TO: Mayor George
Vice Mayor England
Commissioner Kostka
Commissioner Samora

FROM: Max Royle, City Manager 

DATE: March 25, 2019

SUBJECT: Filling Vacancy on the City Commission:

- A. Interview of Candidates to Fill Unexpired Term of Former Commissioner Rich O'Brien
- B. Swearing in of Candidate Selected

INTRODUCTION

At the conclusion of your March 5, 2019, continuation meeting, Commissioner O'Brien informed you of his resignation from the Commission, effective that date.

Section 1-4(d) of the City Charter has provisions for filling a vacancy on the Commission. It states:

"In the event of the death, resignation or disqualification of a city commissioner, a successor shall be elected by a majority of the remaining members of the city commission within 60 days after said vacancy occurs, to serve until the next general election, at which time the electors of the city shall elect a commissioner to serve for the remainder of the unexpired term. In the event that a majority of the remaining members of the commission shall be unable to elect a successor, a special election will be held to fill the vacancy."

The qualifications for an Interim Commission are the same as for a City resident who runs for a Commission seat in a regular election. Section 1-4(c) of the City Charter states:

"The city commissioners shall have been residents and qualified electors of the City of St. Augustine Beach for a period of one (1) year prior to the date of qualification for election, or appointment to fill a vacancy on the city commission as a result of the death, resignation or disqualification of a city commissioner. Once elected, city commissioners must maintain physical residency and voter registration in the city throughout their terms of office."

Sixty days from the date of Mr. O'Brien's resignation will be Saturday, May 4, 2019. The term for Mr. O'Brien's Commission seat expires on December 31, 2020. Thus, the term of the citizen you appoint to the Commission will expire on that date.

The last time a resignation from the Commission occurred was at its November 6, 2017, meeting, when Commissioner Gary Snodgrass informed the Commission he was resigning on that date. The process for filling the vacancy then was this:

1. The vacancy and the qualifications for office were announced in various ways. Local news media also announced the vacancy.
2. Interested citizens were invited to send a letter of interest and a resume to the City Manager by a certain date and time.
3. The deadline date was selected so as to give interested citizens enough time to think about applying and to discuss the matter with their families.
4. Fourteen citizens applied. The Commission interviewed all of them at the beginning of the next regular meeting (December 4, 2017) and after three rounds of voting selected Mr. Don Samora to serve.
5. Mr. Samora was then sworn in by the City Attorney and took his seat on the dais for the remainder of the December 4th meeting.

Attached as pages 1-16 are the minutes of that part of the December 4th meeting when the Commission interviewed the candidates, took public comment at the conclusion of all the interviews, and then in three rounds of voting selected Mr. Samora as the Interim Commissioner.

APPLICANTS FOR THE CURRENT VACANCY

Twelve residents submitted a letter of interest and resume by the deadline, which was 4:00 p.m., Friday, March 22, 2019. That was the last workday date before the following Monday, when your agenda books had to be ready for distribution. Another letter of interest and resume were received after the deadline. The circumstances are described below.

In alphabetical order, the 12 resumes and the additional one are attached:

- a. Pages 17-18, Ms. Tadzia Alexander, 112 F Street
- b. Pages 19-20, Ms. Rose Bailey, 403 A Street
- c. Pages 21-22, Mr. Brud Helhoski, 6A Atlantic Oaks Circle
- d. Pages 23-24, Mr. Jeff Holleran, 12 B Street
- e. Pages 25-27, Ms. Hester Longstreet, 11 13th Street*
- f. Pages 28-29, Ms. Janet Mullins, 16 Sandpiper Drive
- g. Pages 30-31, Ms. Terrie Noland, 325 Ocean Forest Drive
- h. Pages 32-33, Mr. William Oglesby, 208 7th Street
- i. Pages 34-36, Ms. Jo Ellen Parkey, 3 Coquina Boulevard
- j. Pages 37-38, Mr. Ed Pritchett, 1121 Overdale Road
- k. Pages 39-42, Mr. Tom Reynolds, Unit 1106, 880 A1A Beach Boulevard
- l. Pages 43-47, Mr. Dylan Rumwell, 864 Tides End Drive
- m. Pages 48-50, Mr. Ernesto Torres, 1104 Laughing Gull Lane

*PLEASE NOTE: Ms. Longstreet's letter of interest was received after 5:00 p.m. on Friday and her resume was received on Saturday afternoon, after the City Manager requested it. You can still interview her because: a) the City Manager, not you, set the original 4:00 p.m. Friday deadline, and you can decide to overrule the Manager's deadline; b) Ms. Longstreet's letter of interest and resume were received within a reasonable time (less than 24 hours) after the deadline; and c) in December 2017, when the Commission last filled a vacancy, there was an anomaly to the process. It was that Mrs. Jane West submitted a letter of interest on behalf of a candidate, Mr. David Bradfield, who was out of the City on the day of the deadline. The Commission accepted Mrs. West's letter as a substitute for one from Mr. Bradfield and interviewed him.

SUGGESTED PROCEDURE

It is the same as the Commission used at its December 4, 2017, meeting:

- Interview the candidates in alphabetical order.
- At the conclusion of the interviews, have public comments. We suggest that you allow three minutes for each member of the public who wants to comment.
- Commission then votes on the candidates. Ballots will be prepared before your meeting and given to you at the meeting.
- Citizen selected by you is then sworn in by the City Attorney.
- Citizen selected takes Mr. O'Brien's seat at the dais.

SUPPLEMENTAL INFORMATION

First, we have kept the agenda for the regular part of your April 1st meeting as simple as possible. This means that some topics that would have been scheduled for that meeting, such the strategic plan and the presentation of the annual audit report, have been postponed to your May 6th meeting. The reason is that we don't know who you will select as the Interim Commissioner. That person will need time to study topics, such as the strategic plan, so that he or she can participate fully in the discussion of them at your May meeting. However, there are a couple of public hearings that must be scheduled for your April 1st meeting. The postponement of other topics, as well the need for you to review the long-range financial plan and changes to the Comprehensive Plan with the planning consultant, may make long the agenda for your May 6th meeting. Several presentations are also scheduled for that meeting. This could require continuing that meeting to Tuesday, May 7th, or holding a continuation meeting later in May, along with a special meeting to discuss matters concerning the Fiscal Year 2019 and 2020 budgets.

Second, as possible guidelines for your selection of the Interim Commissioner, we noticed during the deliberations by St. Augustine's City Commission when it recently considered candidates for appointment as Interim Mayor, Commissioner John Valdes suggested the following criteria for evaluating the candidates:

1. Chemistry
2. Communication skills

3. Short learning curve

4. Familiarity with the important issues facing St. Augustine

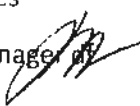
We would add to the above list the following: a) which candidates do you find from their respective resume and presentation to you are forward looking, positive thinking and committed to helping the City solve problems and deal with issues in constructive ways; and b) which candidates will commit to a schedule of possibly two or more meetings a month.

PLEASE NOTE: Paid parking is not on the agenda for your April 1st meeting. On the agenda is the suggestion that you hold a special meeting later in April for that topic. By then, you may know what the County Commission has decided concerning paid parking at its April 2nd meeting and you can decide whether to adopt the County's plan, or have the City develop its own plan. Also, there is the Resident Only parking permit ordinance that you need to adopt, so the Police Department will have a legal basis for enforcing it, and you need to review an ordinance from the City Attorney to amend the parking regulations in Chapter 19 of the City Code. Also, by the date of the special meeting, the Interim Commissioner you select will have had time to become familiar with the paid parking issues.

Also, a key topic for you to consider at the special meeting in April is approving the purchase of equipment, costing possibly \$40,000-plus, that will correctly caption the streaming of City meetings, so that the City will be ADA compliant. Once we have the equipment, the streaming of Commission and Planning Board meetings can be resumed. A related issue for you to decide will be whether to discontinue having the meetings broadcast over Comcast's system. The broadcasting has been free; Comcast now says it will charge the City up to \$500 a month to connect to its system. The question will be whether the City needs to provide both streaming and cable transmission of its meetings, or whether it's more cost-effective for the City to spend its limited revenue to make its streaming service ADA complaint and forego spending up to \$6,000 annually for the cable service.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 19, 2022

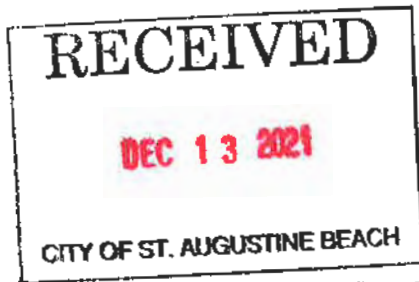
SUBJECT: Interview of Mr. Gary W. Smith for Position of Junior Alternate on the Comprehensive Planning and Zoning Board

Mr. Dennis King, a regular member of the Planning Board, resigned from it at the conclusion of its January 18, 2022, meeting.

With Mr. King's resignation, the Board's senior alternate, Mr. R. Connor Dowling, will take Mr. King's position as a regular member, while the Board's junior alternate, Mr. Hulsey Bray III, will become the senior alternate.

Mr. Gary Smith has applied to serve on the Board. His application is attached. His is the only application.

He's been invited to your February 7th meeting for the customary interview. If you appoint him, he will be the Board's junior alternate.



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

FOR APPOINTMENTS TO COMMITTEES INVOLVED IN LAND USE

Date received by City _____

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

Name: Gary W. Smith

Address: 32 OCEAN CT ST AUGUSTINE BEACH FL 32080

Phone #: 704-996-2730 E-Mail Address: accuvend@bellsouth.net

How long have you been a legal resident of the City of St. Augustine Beach? 2 1/2 yrs

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

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

List all active professional licenses and certifications: _____
RESUME ATTACHED

Educational background: RESUME ATTACHED

Past work experience: RESUME ATTACHED

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

1. RESUME ATTACHED
2. _____

3. _____ 4. _____

Please list the location and size of all parcels of property in St. Augustine Beach of which you have ownership: 32 OCEAN LT. .23 - 10,454 SQ. FT.

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

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

- | | |
|--|-------------------------------------|
| 1. Code Enforcement Board | <input type="checkbox"/> |
| 2. Comprehensive Planning & Zoning Board | <input checked="" type="checkbox"/> |
| 3. Other | <input type="checkbox"/> |

I am available for meetings

- | | |
|------------------------|-------------------------------------|
| a. During the day only | <input type="checkbox"/> |
| b. Evenings only | <input type="checkbox"/> |
| c. Anytime | <input checked="" type="checkbox"/> |

List three (3) personal or professional references:

1. DENNIS KING - CURRENTLY SERVING ON BOARD
2. JASON AOSTELL - 919-244-7327
3. ALEX GARDNER - 252-240-9800

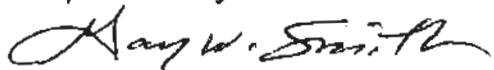
You may use this space for a brief biographical profile or to list certain skills you possess that may be relevant to the appointment you are seeking. Please indicate whether you have had experience with the reading of blueprints, technical drawings or diagrams. (Indicate below if you are attaching a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

RESUME ATTACHED

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

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

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



Signature

12-6-2021

Date

Please return completed application to:

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

Thank you for your interest!

Gary W. Smith

32 Ocean Court, St. Augustine Beach, FL 32080 • Cell: 704.996.2730 •

Professional Summary

Experienced professional in the food service industry with McLane Company. Established and served as President of a successful vending company, Accu-Vend, Inc., for over 25 years. Enjoyed an early partial retirement when the company entered a subcontract agreement with CompassGroup/Canteen in 2013. At that time, career focus shifted to market development, sales and customer retention alongside Canteen. Now fully retired, I am interested in opportunities to put my energy and broad business experience to work in my community.

Skills

Self motivated
Customer oriented
Strong work ethic
Steadfast and dependable
Goal oriented
Knowledge of foodservice industry
Adaptable and able to work under pressure

Flexible schedule
Enjoy meeting and working with new people
Good communication skills
Computer literate
Time management
Financial planning

Work History

Founder and President, April 1988 to September 2021,
Accu-Vend, Inc. – Charlotte, NC

Established a full line vending and food service company which grew into a multi-route business covering a ten county region.
Managed all aspects of business ownership such as sales, marketing, inventory control, strategic development and financial planning over 25+ years.
Developed and managed an employee base of dedicated, long term staff members.
Applied cutting edge technologies to achieve elevated production and financial goals.
Collaborated with colleagues in local, state and national vending associations to maintain and advance high standards of practice in the foodservice industry.
Partnered with other food service providers to expand mutual business opportunities for a variety of markets.
Continued focus on customer relations and retention.

Regional Sales Manager,
McLane Company Foodservice – Athens, GA

Supervised a sales force of up to 20 sales merchandisers.
Supported sales teams in a twelve state territory.
Hired 45+ sales representatives over a 6 year-long period.
Consistently met or exceeded monthly performance goals.
Planned and directed staff training and performance evaluations.

Production Assistant,
Visco, Inc. – Charlotte, NC

Assisted with production and installation of graphic store displays and product exhibitions in a variety of retail settings.

Education

Attended: Business Administration Program,
Central Piedmont Community College - Charlotte, NC



City of St. Augustine Beach Building and Zoning Department

To: Max Royle, City Manager
From: Jennifer Thompson, Planner
CC: Brian Law, Director of Building and Zoning & Bonnie Miller, Sr. Planner
Date: 01/19/2022
Re: Ordinance No. 22-01 Second Reading, First Public Hearing, to adopt the St. Johns County School Board's Five-Year District Facilities Plan by Reference

At the Comprehensive Planning and Zoning Board Meeting held on Tuesday 1/18/2022, board member Scott Babbitt made a motion to adopt the St. Johns County School Board's Five-Year District Facilities Plan by reference, which was seconded by Chairperson Kevin Kincaid, and approved unanimously by voice vote.


Sincerely,

Jennifer Thompson

Planner
Planning and Zoning Division

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 1st, 3rd, 5th, 6th, 8th, 12th, and 16th 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 18th 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 1st, 3rd, 5th, 6th, 8th, 12th, and 16th 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 1st 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
TOTAL	19,504	42,322	50,696	56,413	65,384

(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
TOTAL	23	38	45	50	60

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
Total	5	6	10	21

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 %
	55,386	49,590	42,191.75	85.08 %	0	0	0.00 %

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 %
	55,386	49,590	42,191.75	85.08 %	0	0	0.00 %

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

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

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
	163	0	0	163	0	0	0	0

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
Total Co-Teaching Classrooms:		75	140	0	0	0	215

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
Total Relocatable Replacements:	61	38	8	242	0	349

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
	13			180	171		266

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
Total Educational Classrooms:		0	0	0	0	0	0

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
	50,696

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

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
		\$14,512,261	\$35,178,650	\$29,085,330	\$31,832,175	\$29,752,977	\$140,361,393	

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
Total Additional Revenue	\$74,173,327	\$33,891,896	\$29,605,109	\$54,189,293	\$43,823,986	\$235,683,611
Total Available Revenue	\$74,135,978	\$50,178,650	\$57,085,330	\$86,832,175	\$81,752,977	\$349,985,110

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	

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

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)
Subtotal	\$55,026,694	\$32,549,048	\$28,262,261	\$27,262,261	\$26,262,261	\$169,362,525

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
Available 1.50 Mill for New Construction	(\$37,349)	\$16,286,754	\$27,480,221	\$32,642,882	\$37,928,991	\$114,301,499

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
		\$1,342,848	\$1,342,848	\$1,342,848	\$1,342,848	\$1,342,848	\$6,714,240

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
Local Expenditure Totals:	\$53,429,614	\$45,199,437	\$38,496,113	\$37,992,113	\$37,589,513	\$212,706,790

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 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, 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 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, 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 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					
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 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					
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 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					
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 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					
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 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					

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 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					
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 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					
Sub Total:	\$11,368,321	\$5,944,000	\$6,091,000	\$6,333,000	\$5,944,000	\$35,680,321

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

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.

Date of School Board Adoption	12/14/2021
Work Plan Submittal Date	12/14/2021
DISTRICT SUPERINTENDENT	Mr. Tim Forson
CHIEF FINANCIAL OFFICER	Ms. Gretchen Saunders
DISTRICT POINT-OF-CONTACT PERSON	Ms. Nicole Cubbedge
JOB TITLE	Executive Director for Planning & Government Relations
PHONE NUMBER	904.547.7674
E-MAIL ADDRESS	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: January 18, 2022

SUBJECT: Code Enforcement Board: Re-Appointment of Regular Member Patrick Wilson to Three-Year Term

At its April 29, 2020, meeting, the City Commission appointed Mr. Wilson as an alternate to the Code Enforcement Board. In 2021, when a regular member, Mr. Gary List resigned, Mr. Wilson moved to his position to complete his three-year term. As that term expires this coming April, we ask that you reappoint Mr. Wilson as a regular member for a full three-year term.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 24, 2022

SUBJECT: Policies to Provide Maternity/Paternity Leave for City Employees: Review of Proposed Resolution

INTRODUCTION

At your January 3rd meeting, Commander Travis Harrell of the Police Department proposed that the City have policies for maternity/paternity leave instead of requiring affected employees to use their accrued sick or vacation leave for an upcoming birth or adoption.

Attached as pages 1-5 are the minutes of that part of your January 3rd meeting when you discussed the Commander's request.

The outcome of that discussion was your approval to allow up to six weeks of paid time under the federal Family and Medical Leave Act.

The City Attorney, Mr. Lex Taylor, said he would draft a policy for your consideration. As part of his effort, we've attached as pages 6-8 email correspondence between Mr. Taylor and the City staff concerning the development of the policy.

In that correspondence, Mr. Taylor references two versions of the policy. Each is attached:

- Pages 9-12, the unnumbered resolution that simply amends Section XI.7 of the Personnel Manual to add paid leave for the Family Medical Leave Act.
- Pages 13-34, an unnumbered resolution that shows the entire Section XI of the Manual concerning the types of leave the City provides and the policies concerning them. The policy concerning leave under FMLA is shown on page 20.

Mr. Taylor will explain each resolution at your meeting.

ACTION REQUESTED

It is that you discuss the policy for maternity/paternity leave under the Family and Medical Leave Act and that you decide whether to approve one of the resolutions. Its number will be: 22-01.

JANUARY 3, 2022

REGULAR COMMISSION MEETING

PORTION OF MINUTES

XIII. OLD BUSINESS

2. Paternity/Maternity Leave for City Employees: Consideration of Policies (Presenter: Travis Harrell, Police Commander)

Mayor Samora introduced Item 2 and asked Commander Harrell for a staff report.

Commander Harrell advised that there is no mechanism or policy that allows for paid parental leave for the birth or an adoption of a child. The current policy directs staff to use their sick and vacation leave for an upcoming birth or adoption. Once their vacation and sick time reaches zero, they will not be paid. The City adheres to federal guidance under the Family Medical Leave Act (FMLA). He stated the employee under FMLA is entitled to 12 work weeks of leave in a 12-month period. He advised that this issue came to his attention when he noticed several employees not taking lunch breaks and coming in early and leaving late. When he asked why, he learned that employees are forced to use their sick and vacation leave for childbirth or adoption. The expecting mothers have a fear that they will not have enough time banked for the birth of their child. When the child is home, and the child gets sick, most of the employees' vacation and sick time are gone. They would have to go without pay. He explained that this requested leave time is not an unfunded liability. The budget has all employees receiving their salary throughout the year, so this proposal is already funded. Parental leave time is critical. He explained that the Police Department has three expecting mothers right now. He is asking the Commission to approve six weeks of paid parental leave immediately. He explained that an employee must work five years before they would have barely enough time to take off for a birth of a child or adoption, which he believes is horrible. He commented that this would affect the entire City staff, which is a good thing.

Commissioner George asked if these six paid weeks would be in addition to the federal standards for FMLA.

Commander Harrell said that FMLA would run concurrently with the six paid weeks. FMLA is to preserve the position of the employee. Once the employee uses their sick and vacation time, then they can start FMLA and receive six weeks of paid time.

City Clerk Raddatz advised that both the FMLA and the paid six weeks would start at the same time, so there will not be 12 weeks and then another six weeks paid.

Commissioner George advised that what is proposed is that FMLA would give 12 weeks and six weeks of that would be paid to the employee. The other six weeks the employee would have to use their sick and vacation leave.

Commander Harrell advised that if the Commission would give six weeks paid leave, then the employees probably would use their vacation and sick time. He commented that he would

like the employee to have two weeks total of sick or vacation time banked in case their child is sick or the employee is sick. The paid six weeks will help all employees.

Commissioner England asked if the paid six weeks would apply to all FMLA qualifying events or just parental leave. Women are the caregivers, and they take care of a sick parent or sick child, so if the Commission approves up to four weeks of paid leave under FMLA and puts it in the FMLA policy for the City, it could be done easily. She explained that FMLA can be done intermittently or all at once and advised that FMLA has all the criteria for employees, but the City could add that they will pay up to four weeks of leave with FMLA.

Commander Harrell agreed with Commissioner England.

Commissioner England advised that FLMA has regulations on qualifying event and the paid leave provided by the City could be added to the FLMA policy. She explained that employees could purchase short-term and long-term disability policies, which would be on the Cafeteria Plan as well.

Vice Mayor Rumrell listed several south Florida cities that do provide paid leave for their employees under the FLMA criteria. He advised that the Florida League of Cities now offers paternity and maternity leave now for their employees. He said that he was prepared to make a motion to pay for six weeks because it is consistent with other Florida cities across the board. He commented that it does not change the budget and he has discussed it with Commander Harrell several times. This is a policy issue, not a funding issue.

Commissioner England asked if Vice Mayor Rumrell agreed to include it in FMLA.

Vice Mayor Rumrell advised yes. If the federal government's Build Back Better Act is passed, then it would be eight weeks through FMLA. He said when it passes it would be mandatory.

Commissioner George asked what would happen if there were several qualified FMLA events that happens in one year to an employee. Will the positions be filled with temps?

Commander Harrell advised that in law enforcement there are no temps; however, there is a Memorandum of Understanding with other agencies that the City has to help law enforcement if an agency has employees out.

Discussion ensued regarding how much paid leave to give; a baby cannot go into a nursery until after six to eight weeks depending on the nursery; documents are needed to receive FMLA; and Build Back Better Act if passed would allow four weeks paid and is broader than the FMLA current policies and includes spouses, domestic partners, grandchildren, etc.

Commissioner Torres asked if the budget is being crafted that every position is filled 365 days with a built-in vacation.

Public Works Director Tredik advised that the budget is based on 2080 hours per year for each employee and some overtime for events.

Commissioner Torres advised that he would support this change if the funding for it was already in the budget.

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

Sgt. Natalie Gillespie, 2300 A1A South, St. Augustine, FL, advised that pregnancies should be an exciting time for families, but because of not enough leave, it causes stress to the employees; the City would be trailblazing on this and would help employees to stay; Publix is now paying for their employees maternity and paternity leave; this policy would give financial support to families; making a decision to have a family should not rest on whether the employee has enough sick and vacation time; Mayo Clinic advises that recovery time for a woman is between six to eight weeks; employees deserve more leave time for pregnancies, sick spouse, illnesses, etc., and this policy would separate our City from other cities and show that the City wants to take care of their employees.

Jacqueline Parrish, 2300 A1A South, St. Augustine, FL, advised on June 7th she gave birth to her child. She explained that she has five years with the City and before the birth she only used one sick day and that was because of being exposed by COVID-19. After five years, she used her entire sick time and came back early to save some vacation time to take care of her son. She explained that since her child has been born, she has had to take her child three times to a medical facility and could not be in daycare for one week. She advised that she only has 20 hours left in sick time. She advised if this would have been passed, it would have helped her. It would have been a weight lifted off her shoulders. She shouldn't have to beg to work remotely to not burn all her leave time. She commented that she wants more children and with the current policy she would have to wait five more years before she could have one. Her spouse helped her because he had paternity leave.

Mallory Gambill, 2300 A1A South, St. Augustine, FL, advised that she has been working for the City patrolling for three years and found out that she was going to have a baby. She advised that it has not been exciting for her family, but it has been stressful. She explained that she has had complications with her pregnancy and has been hospitalized and depleted 72 hours of sick time. She works through lunches and stays late to make up for the doctor visits and to save up for when she has the baby. The Police Department has been very accommodating, but there is only so much the Police Department can do. She has six weeks on the books for vacation and sick leave currently. There are only five people with enough hours to donate and it would not seem fair to them. Please support the paternity / maternity leave.

Cynthia Aderhold, 2300 A1A South, St. Augustine, FL, explained that during the 2 1/2 years she has been with the City, she has only used one sick day. She has a total of 216 hours of sick leave totaling 5.4 weeks, which is not enough time for a birth of a child. She explained that she would exhaust all her leave when the baby is born. She commented that an employee would have to be employed for five years before the employee would have enough time for a birth. It forces the employee to chose to pay their bills or to bring another life into the world. It has been stressful during this time because there is not enough time for doctor visits, blood work to be done, so she works through lunches and stays late to make up for the appointments. She commented that she is due on March 19th and does not have enough time and her husband does not have the type of job that he could take off. She explained that she

does not want to ask members of the Police Department to donate time repeatedly. She asked the Commission to please support this and thanked Commander Harrell for helping us through this.

Mayor Samora closed the Public Comments section and advised that it is heartwarming to see St. Augustine Beach family continuing to grow. He advised that this would be a policy change done through a resolution, which should come back at the February Commission meeting.

City Attorney Taylor suggested that the Commission give staff how they would like to change the policy, especially when putting the change in the FMLA policy. He requested the Commission to discuss how they would like to handle several qualifying events in one year.

Commissioner England advised that the FMLA gives up to 12 weeks per year. The paid leave would be four to six weeks depending on the decision of the Commission. All the FMLA rules, regulations, and eligibility would have to be met and the employer does have to approve.

Discussion ensued regarding military active duty FMLA benefits; what unintended consequences there might be; Public Works and Building Department would agree to what the Commission wants; an employee according to FMLA rules has to have worked for the City for one year; effective date would be in February if the Commission passes the resolution; what is a serious health condition for FMLA; 30-day requirement of notice and provide doctor's note if possible; and whether the accrued sick and vacation time be used before the City's benefit time would be used.

Commissioner England commented that she would want the employees' sick and vacation time used first and then the City would give them the four or six weeks of FMLA time. She also advised that she wants to discuss the amount of liability there is for sick and vacation time at another time.

Vice Mayor Rumrell advised that he wants the FLMA paid time to be used first and not the employees sick and vacation time.

Commissioner England advised that the City is very generous on sick and vacation time and basically has no cap on the amount on the books.

Vice Mayor Rumrell advised that this change in policy for the four- or six-weeks leave is so the employee does not have to deplete their sick and vacation leave.

Commander Harrell agreed with Vice Mayor Rumrell.

Commissioner England disagreed with using paid leave first and having exceptions for every type of illness.

Mayor Samora agreed with using the FMLA paid leave first and then having the employee use their sick and vacation leave.

Commissioner England advised that having exceptions to a regulatory point of view are very difficult to enforce fairly.

Mayor Samora asked Commissioner England if the Commission agrees to stay within the guidelines of the FMLA event, then would that alleviate her concerns.

Commissioner England advised that an employee could make up time for doctor's appointment.

Vice Mayor Rumrell advised that he has seen where employees use FMLA, and they never needed to use their sick or vacation time. He advised that FMLA only secures the employee's job. He explained that he supports having the six weeks up front and then using the employee's sick and vacation time. He advised that an employee could take FMLA unpaid as well.

City Clerk asked what the Commission wants for the number of paid leave so she could write a policy.

Discussion ensued regarding how many weeks should be paid leave under FMLA.

Mayor Samora asked for a motion.

Motion: to approve up to six weeks of paid FMLA under the terms, conditions, rules, and regulations of the City of St. Augustine Beach Personnel Manual and under the federal Family Medical and Leave Act. This includes but not limited to legibility, leave entitlement, notice and certification. **Moved by** Commissioner England, **Seconded by** Vice Mayor Rumrell.

Mayor Samora asked for a roll call vote.

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

Motion passed unanimously.

City Attorney Taylor advised that he will draft a policy and bring it back to the Commission at the next February Commission meeting.

Commissioner England requested to place on the February Commission Regular agenda the accrued unused sick and vacation leave. She explained that this is a contingent liability on the City's books and is glad that the auditors brought it up. She asked staff to inform the Commission of this amount. She asked staff and City Attorney Taylor what could be done with the already accrued sick and vacation time and what would be a good financially solvent proposal going forward.

It was the consensus of the Commission to place the accrued unused sick and vacation leave on the next Commission meeting agenda.

Max Royle

From: Lex Taylor <lex@dhclawyers.com>
Sent: Wednesday, January 19, 2022 12:36 PM
To: Beverly Raddatz; Max Royle
Cc: Tammy Vining
Subject: RE: Sick Day Policy
Attachments: Leave section of Policy 2022.01.19.docx; Personnel Manual June 15 2021_.pdf; 2022.01.19 Family Medical Leave Act Policy Just FMLA Policy.docx; 2022.01.19 Family Medical Leave Act Policy Full Leave Policy.docx

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Max and Beverly,

Here is my draft of the policy change on paid sick leave. I have two versions because I was unsure whether we wanted to look at any other sections of to be amended while we were examining the policy change. I believe that Leave is the relevant subsection. It is possible that staff might suggest other changes in that subsection to change or clarify.

I tried to incorporate Commissioner England's idea of have a cap on banked hours before the City pays out paid FMLA time. I also included an example for clarification.

It is easier to remove the subsection 1 if the commission wants to be more simple.

Beverly please do review to see if you think any other portions of the policy need clarification, but I think this is simple enough a change that it should speak for itself without complicating any other sections.

Yours truly,

Lex Morton Taylor III

Lex Morton Taylor III



DOUGLAS
— LAW FIRM —

Lex M. Taylor, III
Partner

(800) 705-5457

lex@dhclawyers.com

Offices: Jacksonville, Palatka,
Nocatee, and St. Augustine

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From: Patricia Douylliez <pdouylliez@cityofsab.org>
Sent: Friday, January 7, 2022 1:55 PM
To: Lex Taylor <lex@dhclawyers.com>; Beverly Raddatz <braddatz@cityofsab.org>
Cc: Tammy Vining <tammy@dhclawyers.com>
Subject: RE: Sick Day Policy

Hi Lex,

After our discussion yesterday, Commissioner England stopped by and Max and I discussed some of this with her. Since this is a big undertaking and a lot of details to consider, it was our conclusion that we go forward with the direction the Commission gave to pay people for the first 6 weeks of time without any limits, although this can certainly be brought up when the Resolution is discussed. Over the course of the next several months we can begin to work on our policy as a whole and then this can be changed. In our discussion, Commissioner England was suggesting that if someone had more than 640 hours on the books they must use the time before the city would pay the 6 weeks of time. There is also a difference between our liability, which stems from the payout portion of our policy, versus just allowing employees to carry balances on the books. If we change the policy so that we no longer pay out for any sick time on the books when people leave our employment, the liability should be removed. Commissioner England has some legal questions about whether we can do that with current employees or if this change would have to be for any new employees after a certain date.

Regarding PTO, based on the insurance policy the employee is required to use all of their sick time or PTO before they policy will kick in to pay them. If we combine our vacation & sick time, this will defeat the goal of allowing employees to retain some time on the books for future needs, especially with a small child.

There is also some verbiage contained in the latest ARPA data that was released yesterday. Around pages 110-112 there is some language indicating that paying people under FMLA may qualify for ARPA funds and also the need for employers to give more time to employees due to the pandemic. I haven't gotten into the fine points of the latest 437 pages, but it is something that we can look into. Ultimately, I requested Commissioner England to table her request to look at the leave policies further until March or later. This is a large animal and we need time to consider all of the options. With Bev leaving at the end of January, we should have someone new in HR who may have some additional insight into the policies as well. I am here if you want to discuss any of this. Have a nice weekend!

Patty Douylliez
Finance Director
City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, FL 32080
(904) 471-2122, ext. 103

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From: Lex Taylor <lex@dhclawyers.com>

Sent: Friday, January 7, 2022 11:50 AM

To: Beverly Raddatz <braddatz@cityofsab.org>

Cc: Tammy Vining <tammy@dhclawyers.com>; Patricia Douylliez <pdouylliez@cityofsab.org>

Subject: Sick Day Policy

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Bev,

I was speaking with Patty the other day about a possible way to handle paid FMLA leave. We believe that the big concern is that a worker might have amassed a very large number of sick days in their bank (which is the primary reason that the City allows them to amass large amounts of hours) and still get the benefit of our FMLA paid time off, which could leave a bad taste in one's mouth, especially if someone has 900 hours banked. Patty and I had settled on the idea that would work like this:

For FMLA events in a year, the City would pay up to six weeks (240 hours) of sick time provided the employee had no more than 240 hours of banked time. Thus, FMLA events would not drain banked time below 240 hours of sick leave for the first six weeks in a year. If someone wanted to go beyond six weeks of FMLA leave in a year, then they could start depleting their sick leave again (even possibly below the 240 hour floor). For example, if someone had banked 280 hours of sick leave, the first week of paid FMLA sick leave would be reduced from their bank of sick time. The second through six weeks (200 hours) would be paid by the City's program. That would allow the employee to have six total weeks of paid sick leave under an FMLA situation and not deplete their banked hours below 240, but if they wanted to avail themselves of eight total weeks of FMLA time, the City would pay for 200 total hours of it and in this situation they would have 160 hours of sick leave banked.

I think this would be a good starting point for the Commission to make amendments. I think there may be a separate issue of whether the current cap on banked sick hours is too high. If there is a decision to lower the cap, anyone currently above the cap would retain their current balance above the new cap because they are vested. I also have spoken to a commissioner who was wondering if sick leave should not be combined into PTO. I think we need a clean easy policy change that can be passed at the next meeting for the employees that are currently pregnant to feel confident on how the City will work with them. I would guess that changing the cap in sick leave or changing to a PTO system would be outside the change that we'd make in policy at the next meeting.

Yours truly,

Lex Morton Taylor III

Lex Morton Taylor III

RESOLUTION NO. .

CITY OF ST. AUGUSTINE BEACH

**RE: TO AMEND SECTION IX.7 THE
FAMILY AND MEDICAL LEAVE ACT IN THE
CITY ST. AUGUSTINE BEACH PERSONNEL
MANUAL**

ST. JOHNS COUNTY

WHEREAS, The City Commission of St. Augustine Beach, Florida seeks to amend its policies to provide its employees with the benefit of paid leave for portions of approved FMLA leave.

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on January 4, 2021, resolves as follows:

1. To amend Section XI.7 THE FAMILY AND MEDICAL LEAVE ACT of the Personnel Manual for the City of St. Augustine Beach is hereby amended as shown in **Exhibit A** of this resolution and such language shall be incorporated into the Personnel manual.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida amend Section XI.7, THE FAMILY AND MEDICAL LEAVE ACT to the City of St. Augustine Beach Personnel Manual to read as shown in Exhibit A, with the remainder of the policies remaining as adopted previously.

RESOLVED AND DONE, this _____, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

CITY OF SAINT AUGUSTINE BEACH

CITY OF SAINT AUGUSTINE BEACH

By: _____

Max Royle, City Manager

By: _____

Donald Samora, Mayor

EXHIBIT A

XI.7 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.

F. Paid Leave for FMLA

The City of Saint Augustine Beach shall pay employees for the first two hundred and forty (240) hours of FMLA leave in a calendar year.

1. Additional Requirement for Paid Leave for FMLA. To be eligible for paid leave for FMLA, an employee of the City of Saint Augustine Beach must not have more than six hundred and forty (640) hours of accumulated sick leave. Once an employee has reduced their sick leave to six hundred and forty (640) hours of sick leave they shall become eligible for paid sick leave up to the first two hundred and forty (240) hours of FMLA Leave granted in a calendar year.

Example. Employee A has six hundred and eighty (680) hours of sick leave accumulated and wishes to take FMLA leave. Employee A must use forty (40) hours of sick leave before they are eligible for Paid Leave for FMLA from the City and the City shall pay for two hundred (200) hours of Paid Leave for FMLA in that calendar year.

RESOLUTION NO. .

CITY OF ST. AUGUSTINE BEACH

**RE: TO AMEND SECTION IX.7 THE
FAMILY AND MEDICAL LEAVE ACT IN THE
CITY ST. AUGUSTINE BEACH PERSONNEL
MANUAL**

ST. JOHNS COUNTY

WHEREAS, The City Commission of St. Augustine Beach, Florida seeks to amend its policies to provide its employees with the benefit of paid leave for portions of approved FMLA leave.

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on January 4, 2021, resolves as follows:

1. To amend Section XI.7 THE FAMILY AND MEDICAL LEAVE ACT of the Personnel Manual for the City of St. Augustine Beach is hereby amended as shown in **Exhibit A** of this resolution and such language shall be incorporated into the Personnel manual.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida amend Section XI.7, THE FAMILY AND MEDICAL LEAVE ACT to the City of St. Augustine Beach Personnel Manual to read as shown in Exhibit A, with the remainder of the policies remaining as adopted previously.

RESOLVED AND DONE, this _____, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

CITY OF SAINT AUGUSTINE BEACH

CITY OF SAINT AUGUSTINE BEACH

By: _____

Max Royle, City Manager

By: _____

Donald Samora, Mayor

EXHIBIT A

XI. LEAVES

XI.1 POLICIES

A. The following types of leaves are officially established: sick leave, maternity leave, personal leave, parental leave, military leave, bereavement leave, jury duty assignment, witness duty assignment, vocational leave, vacation leave, emergency leave, leave of absence without pay, disability leave, domestic violence leave, and workers' compensation leave. All leaves may be granted by the Department Director in conformance with rules established for each type of leave. All absences affecting pay are to be reported to the Finance Department on "Leave/Overtime/Comp Time Request forms" provided.

B. Only full-time employees are entitled to the accrual of both paid vacation and sick leave. Temporary employees, either full or part-time, shall not be entitled to any paid leave; and regular, part-time employees shall be entitled only the accrual of vacation leave in proportion to hours worked.

XI.2 LEAVE REQUESTS

A. The record of each type of leave accrued by each employee shall be kept in the Finance Department. This provision shall apply to the employees of all departments.

B. Employees in each department shall submit their requests for leave through channels to the City Manager's office for verification that there is sufficient leave accrued to provide for the time off requested.

C. Leave shall be used for the purpose set forth in the leave application. An employee who violates the terms of his leave application without filing and having approved an amendment to this leave application to allow for the new conditions shall have his leave terminated and shall be subject to the possible termination of his employment.

XI.3 LEAVE PAYROLL CHECKS

A. Pay is scheduled to be issued when an employee is on vacation leave, sick leave, military leave, or other leave with pay status may be issued on the last regular payday before the employee goes on leave.

B. There will be no payment in advance for accrued vacation. Payment of vacation leave in lieu of actually taking vacations will not be permitted except in the following special cases:

1. Employees entering military service.

2. In accordance with Section IX.1 of the Personnel Manual.

XI.4 LEAVE RECORDS

The record of each type of leave accrued by each employee shall be kept in the City Manager's office. This provision shall apply to the employees of all departments.

XI.5 TYPES OF LEAVE

- A. Sick Leave
- B. Maternity Leave
- C. Personal Leave
- D. Military Leave
- E. Bereavement Leave
- F. Jury Duty Assignment
- G. Witness Duty Assignment
- H. Vocational Leave
- I. Vacation Leave
- J. Emergency Leave
- K. Leave of Absence Without Pay
- L. Disability Leave
- M. Domestic Violence Leave

XI.6 SICK LEAVE

A. Any regular full-time employee shall be entitled to use sick leave as provided herein and for the following purposes:

- 1. For personal illness, which shall include pregnancy, childbirth, or related medical conditions.
- 2. When the employee needs to see a state-licensed medical authority for such examinations as an annual physical, dental work, and eye care.
- 3. When the employee must care for a sick or disabled member of his immediate family. Immediate family in this instance is defined as spouse, child, parent, sibling, foster parent, or a member of an employee's household.

B. Seasonal employees and temporary full and part-time employees and regular part-time employees shall not be entitled to sick leave with pay and shall not be covered by the City's health insurance.

1. All eligible employees shall accrue a credit of eight (8) hours per month, cumulative to a maximum of nine hundred and sixty (960) hours.
2. Accrued sick leave may be taken during the probationary period.
3. Any request for sick leave shall be filed with the department head and approved by the City Manager/Chief of Police at least two (2) days before a scheduled medical exam; or no later than two (2) days after the employee returns to duty in the event of illness.
4. The request shall be in writing and shall state the dates (and times, if known) of when the employee will be or was absent, and that such absence was allowable under the City's rules. This request shall be duly signed by the employee certifying that the facts are correct and that the claim is valid and true.
5. A false request for sick leave shall be deemed cause for the employee's immediate suspension from duty and subsequent dismissal from employment. Where there is any doubt as to the validity of a disability leave request, the City Manager/Chief of Police shall require the employee to file a written certificate of illness from a licensed physician or other supporting evidence where personal illness is not involved.
6. If deemed necessary by the City Manager/Chief of Police, an employee who has been on sick leave shall be required to provide a certificate from a state licensed M.D. stating the kind and nature of the sickness or injury that has incapacitated the employee, and that the employee is physically fit and able to perform his duties for the City.
7. Any regular full-time employee, in good standing determined by the City Manager or Chief of Police, who has used all his/her accrued sick leave, or has not accrued sufficient sick leave, but who is otherwise entitled to sick leave due to illness or injury and who requests it, shall be allowed to use any accrued vacation leave. Once this is exhausted, the sick employee shall be entitled to use up to two hundred forty (240) hours (Res. 12-5) of additional paid sick leave, which shall be taken as donated leave from other City employees. Such donated leave for a sick employee must first be approved by the City Manager or Chief of Police. The donated sick leave must be from the accrued sick leave of other City employees who have a balance of 300 hours or more. An employee can only give up to 100 hours of donated sick leave, and the donated sick leave can be used by the sick or injured employee only for a personal illness or injury (and not for taking care of a sick or injured family member) and can be used only for a particular purpose, which must be stated in writing by the employee when applying for the donated leave. If circumstances change so that the donated sick leave is not needed for the particular purpose specifically requested, then the donated leave automatically is returned to the donor employee(s). Once the donated leave is exhausted, and should the sick employee require additional leave, he shall be placed on leave without pay status, if he so requests, for up to six (6) calendar months. Beyond six (6) months, if a state licensed medical doctor states that the employee cannot return to work, then the employee shall be terminated.

8. Any employee who terminates his employment shall have canceled all accrued sick leave, and if subsequently re-employed, shall have his/her sick leave determined as for a new employee except as provided in Section IX.3.

9. Employees will be granted a leave of absence for pregnancy on the same terms and with the same rights in all respects, including commencement and duration of leave, as due any employee for a temporary disability or sickness. The period of absence will be that period a woman is unable to work because of childbirth or complications of pregnancy. Pregnant women are not required to take leave while they are still physically able to work. Employees with accumulated paid sick leave may use this during their leave. A medical doctor's certificate will be required at the commencement of the leave of absence or pregnancy stating that the employee is now unable to work, and a medical doctor's certificate will be required before she may return to work, stating that she is now able to work.

10. Regular full-time employees on sick leave shall accumulate additional sick leave, vacation leave, and length of service while on paid sick leave. Should a sick employee be placed on leave without pay status, then the regulations for such leave will govern the accumulation of any additional leave.

C. As a reward to employees who accrue sick leave during their time of employment with the city, and as an incentive for them not to use their sick leave unless absolutely necessary, the city will provide a long-term sick leave incentive award. This award will be based on the following:

1. Upon separation from City service, employees will be paid for a portion of their accumulated sick leave as follows:

0 - 9 years continuous service 0

10 years continuous service 25.0% up to 200 hours

11 years continuous service 27.5% up to 220 hours

12 years continuous service 30.0% up to 240 hours

13 years continuous service 32.5% up to 260 hours

14 years continuous service 35.0% up to 280 hours

15 years continuous service 37.5% up to 300 hours

16 years continuous service 40.0% up to 320 hours

17 years continuous service 42.5% up to 340 hours

18 years continuous service 45.0% up to 360 hours

19 years continuous service 47.5% up to 380 hours

20 years continuous service 50.0% up to 400 hours

2. "Continuous service" shall be defined as employment with the City without interruption. Any period of Leave without Pay longer than thirty (30) consecutive calendar days shall be considered an interruption.

3. The payment of a percentage of accrued leave shall be made only to employees who resign or retire in good standing with the City. Employees who are terminated for disciplinary reasons or who resign with less than two (2) weeks' notice shall not be entitled to this benefit.

4. All accrued and payable sick leave of employees who die while in the service of the City shall be paid to the spouse or estate of the employee.

D. Employees on recordable workers' compensation leave during the calendar year between December 1st and November 30th shall be eligible for the short-term sick leave award. Recordable workers' compensation leave is defined as an absence of eight (8) or more consecutive hours due to work-related illness or injury.

XI.7 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.

F. Paid Leave for FMLA

The City of Saint Augustine Beach shall pay employees for the first two hundred and forty (240) hours of FMLA leave in a calendar year.

1. Additional Requirement for Paid Leave for FMLA. To be eligible for paid leave for FMLA, an employee of the City of Saint Augustine Beach must not have more than six hundred and forty (640) hours of accumulated sick leave. Once an employee has reduced their sick leave to six hundred and forty (640) hours of sick leave they shall become eligible for paid sick leave up to the first two hundred and forty (240) hours of FMLA Leave granted in a calendar year.
 - a. Example. Employee A has six hundred and eighty (680) hours of sick leave accumulated and wishes to take FMLA leave. Employee A must use forty (40) hours of sick leave before they are eligible for Paid Leave for FMLA from the City and the City shall pay for two hundred (200) hours of Paid Leave for FMLA in that calendar year.

XI.8 PERSONAL LEAVE

Any employee desiring personal leave shall make a written application setting forth the reasons for such leave. The employee shall not be entitled to normal pay or any compensation while on personal leave. The accrual of benefits such as vacation and sick leave and holiday pay will be suspended during a personal leave. Personal leave will be granted at the discretion of the City Manager/Chief of Police and shall not exceed forty (40) hours (Res. 12-5) per year.

The City Manager/Chief of Police will consider such request on its own merits and in arriving at a decision will consider the best interests of the employee and the general welfare of the city.

XI.9 MILITARY LEAVE OF ABSENCES AND BENEFITS

The City of St. Augustine Beach is committed to protecting employees' job rights absent on military leave. Under federal and state law, the city's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in

or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the City Manager or Chief of Police who is responsible for the employee and the City Clerk / HR Director.

XI.9.1 Eligibility

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, (up to 240 per year), periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

XI.9.2 Procedures for Military Leave

- A. Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the city with notice of the need for leave as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required under the law or this policy.
- B. To request a temporary or extended military leave of absence, the employee should generally obtain a City of St. Augustine Beach Leave/Overtime/Comp Time Request form from their Department Head.
- C. Department Head and City Manager or Chief of Police will review and sign the City of St. Augustine Beach Leave/Overtime/Comp Time Request form.
- D. The Finance Department will pay the employee for 30 days from the date of active duty. After 30 days, the employee may use their vacation or compensation time until it ends. Training pay allotment of up to two-hundred and forty (240) hours will be paid to the employee during his training yearly.
- E. If the employee does not return to work, the Department Head must notify Human Resources, so that appropriate action will be taken.

XI.9.3 Benefits

If an employee is absent from work due to military service, benefits will continue as follows:

- A. An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 90 days from the date the active duty begins. The employee must pay monthly the premium normally paid by the employee for the first 90 days. After the initial 90-day period, the employee and covered dependents can continue group health, dental, and vision

insurance up to 24 months at 102% of the overall premium rate under COBRA according to 20 C.F.R. Section 1002.163.

B. The group term life/AD&D (currently Sun Life Financial) provided by the City will end 30 days from the date the employee started active duty with the military. The employee may ask the City Clerk /HR Director to complete a conversion form for their life insurance and the employee would pay their payments to the life insurance company directly.

C. If the employee has a supplemental policy (currently with Colonial Life or AFLAC) through the City, they will have to continue their coverage directly through Colonial Life or AFLAC. The employee would have to contact the respective insurance company to continue paying for the insurance.

D. Employees do not accrue vacation; compensation leave; or sick leave while on military leave of absence status after 30 consecutive days of active duty.

E. With respect to the city's retirement plan, upon reemployment from active military duty, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon returning from the military to the city, the employee may, at the employee's election, makeup all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's return to the city, and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated city match for such contributions. Florida Retirement System (FRS) requires an honorable, administrative, general, entry level separation, and/or medical separation discharge from military service when returning from active duty.

F. Supplemental insurance will end 30 days after the employee becomes active military. Converting to an individual policy may continue voluntary dependent supplemental insurance coverage. To exercise this conversion option, dependents must submit a written application (currently from Colonial Life or AFLAC) and the first premium payment within 31 days immediately following the loss of coverage.

XI.9.4 Returning to the City after Military Leave of Absence

Upon an employee's prompt return to the City after active military duty (as defined below), an employee will be reinstated to active employment in the following manner depending upon the employee's period of military service:

A. Less than 91 days of military service - (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the city, in the position in which the employee had been employed prior to military service.

B. More than 90 days and less than 5 years of military service - (i) in a position that the employee would have attained if employment had not been interrupted by military service or a

position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the city, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

C. Employee with a service-connected disability - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the city; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

XI.9.5 Application for Returning to the City

An employee who has engaged in military service must, to be entitled to the reemployment rights set forth above, apply for reemployment according to the following schedule:

A. If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service) - the employee must report for to the city at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

B. If service is for 31 days or more but less than 181 days - the employee must apply for reemployment with the City Clerk/HR or Chief of Police no later than 14 days following the completion of service.

C. If service is over 180 days - the employee must apply for reemployment with the City Clerk/HR or Chief of Police no later than 90 days following the completion of service.

D. If the employee is hospitalized or convalescing from a service-connected injury - the employee must apply for reemployment with the City Clerk / HR or Chief of Police no later than two years following completion of service.

XI.9.6 Exceptions to Employment

In addition to the employee's failure to come back to the City in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

A. The City's circumstances have so changed as to make reemployment impossible or unreasonable.

B. Reemployment would pose an undue hardship upon the City of St. Augustine Beach.

C. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

D. The employee did not receive an honorable, administrative, general, entry level separation, and medical separation discharge from military service.

XL9.7 General Benefits Upon Returning to the City

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at the City of St. Augustine Beach. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

XL9.8 Documentation

An employee's Department Head will, upon the employee's reapplication for employment, request that the employee provide the City with military discharge documentation to establish the timeliness that the employee returned to the City, the duration of the military service, and the honorable, general, entry-level separation, and medical separation discharge from the military service.

XL10 BEREAVEMENT

A. Upon approval of the City Manager/Police Chief twenty-four (24) hours (Res. 12-5) of paid leave will be allowed to any employee in the case of bereavement of family. If more than the allotted time is needed, the employee is permitted to take personal days, vacation days, or leave without pay, with the approval of the City Manager/Chief of Police.

B. Bereavement for the purposes herein is restricted to the death of the employee's father, mother, stepfather, stepmother, grandchildren, grandparents, brother, sister, son, daughter, spouse, father-in-law, mother-in-law, stepchildren, step- grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a member of an employee's household.

XL11 JURY DUTY

St. Augustine Beach encourages you to fulfill your civic responsibilities by serving jury duty when required. If you receive a jury duty summons, show it to your immediate supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work.

A. An employee who is summoned as a member of a jury panel shall be granted jury duty leave with pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday. The employee shall return to duty immediately upon release by the court.

B. The employee should call the city to advise when he is released from jury duty, and when he will return to work.

C. Any jury fees received by the employee, but not including jury fees for meals, lodging or travel expenses, shall be signed over to the city. The employee will be paid his regular pay while on jury duty.

D. Upon being summoned for jury duty, the employee shall notify the department head of the same, and upon termination of jury duty service, the employee shall provide the department head with a written report, establishing the hours of jury duty served by the employee.

E. The City of St. Augustine Beach follows Florida Statutes 905.37 regarding jury duty and grand jury duty.

XI.12 WITNESS DUTY

A. An employee subpoenaed as a witness in a court or in an administrative hearing, not involving personal litigation or service as a paid expert witness, shall be granted leave with pay for all hours required for such duty, not to exceed the number of hours in an employee's normal workday. However, if the witness duty does not require absence for the entire workday, the employee shall return to duty immediately upon release by the court.

B. The employee shall call the city to advise when he is released from witness duty, and when he will return to work.

C. Any witness fees received by the employee, but not including witness fees for meals, lodging, or travel expenses, shall be signed over to the city. The employee will be paid his regular pay while on witness duty.

D. Upon being subpoenaed for witness duty, the employee shall notify the department head of the same, and upon termination of witness duty service, the employee shall furnish the department head with a written report establishing the hours of duty as witness served by the employee.

E. In no case shall an employee receive leave with pay for court attendance when an employee is engaged in personal litigation or service as a paid expert witness. However, an employee may be granted personal leave or vacation pay in such cases with proper approval.

XI.13 VOCATIONAL LEAVE

A. The City Manager/Chief of Police may grant vocational leave to an employee in activities or topics which are deemed beneficial to the city. For vocational leave which involves overnight lodging expenses to the city, the City Manager/Chief of Police may approve up to three (3) separate vocational leave requests during each fiscal year for an employee in a department or division for which the City Manager/Chief of Police has responsibility. Additional overnight vocational leave requests must be approved by the City Commission. Any overnight vocational leave requests for the City Manager/Chief of Police must be approved by the City Commission. A written report on a form developed by the City Manager on the benefits to the city of the overnight vocational leave must be filed with the City Manager/Chief of Police upon completion of the leave. The City Manager/Chief of Police shall not approve any additional requests for vocational leave, either in the current or future fiscal years, until the report has been provided by

the employee. For reimbursement of any expenses by the city, the employee must have approval in advance of the vocational leave to be taken.

B. Vocational leave will be granted with or without pay at the discretion of the City Commission.

XI.14 VACATION LEAVE

A. Any regular full-time employee shall accrue vacation leave, exclusive of holidays, and shall be granted such leave and compensation as follows:

During 1st year: 40 hours

2nd and 3rd years: 80 hours

4th through 9th years: 120 hours

10th + years: 160 hours

B. Employees hired before the 15th of the month shall accrue vacation leave beginning on the last workday of the same month. Employees hired on or after the 15th of the month shall begin accruing leave on the last workday of the next month. Employees who are within their probationary period will not be permitted to use vacation leave until the probationary period is completed.

Probationary employees will not be compensated for any accrued vacation leave if terminated.

C. Vacation leave may be granted by the City Manager/Chief of Police upon written request of the employee. Vacation leave shall be so scheduled as to cause minimum disruption to the city. Vacation leave may be taken after six (6) months of employment. Employees who have accrued the unused maximum vacation leave two hundred forty (240) hours, (Res. 12-5), must take any additional earned vacation when it is earned or lose it.

D. Vacation leave credit shall be allowed only to full-time regular employees. (Except per Sec. IV.2.B)

E. Unused vacation leave for regular full-time employees may be accumulated to a maximum of two hundred forty (240) hours. Unused leave not taken and under the two hundred forty (240) hour (Res. 12-5) cap may be carried over upon approval of the City Manager/Police Chief. The City Commission shall approve the carryover from year to year of any vacation leave unused by the City Manager/Police Chief.

Persons employed by the City on April 1, 2002, may have been granted leave credit for individual differences in the accrual rate before and after that date. Such leave credit will be maintained separately from normal leave accrual and will not be eligible for compensation upon termination as outlined in Section XI.14.

F. In the event of the disability of a regular full-time employee, said employee shall, upon request, be paid for the vacation leave he/she is eligible to receive. However, such vacation leave shall not be paid concurrently with sick leave or workers' compensation.

G. Vacation days cannot be used for paid holidays.

XI.15 PAYMENT OF ACCRUED LEAVE FOR TERMINATING EMPLOYEE

Employees who leave the employment of the city in good standing, either by terminating or retirement and who give two (2) weeks' notice shall be paid for unused vacation time (maximum two hundred forty (240) hours) in lieu of being granted an actual vacation. The official termination date shall be the last day of active employment and shall not be extended by payment of unused vacation.

Employees who leave the employment of the city in good standing, either by terminating or retirement, and who give two (2) weeks' advance notice of their intention to leave their employment, shall be paid, if eligible, a percentage of their accrued sick leave in accordance with Section XI.6.D of the Personnel Manual.

DROP participants may elect to receive payment into the DROP fund for accrued vacation leave up to two hundred forty (240) hours at the time they enter the program. They will then be eligible to accrue vacation leave at their current rate for the duration of the employment up to a maximum of one hundred sixty (160) hours per year with no carryover of unused leave from year to year. Participants who choose this option will not be paid for any accrued vacation hours at the time they terminate their employment.

DROP participants who do not choose this option will be paid for accrued vacation in accordance with this Section as it applies to all employees not in the DROP program.

XI.16 ACCRUAL OF LEAVE FOR REGULAR, PART-TIME EMPLOYEES

Regular, part-time employees shall be entitled to accrual and granting of vacation leave subject to the same provisions as full-time employees, except that the amount of leave accrued will be in proportion to the hours worked.

XI.17 OTHER CONDITIONS GOVERNING VACATION LEAVE

A. Employees who become sick while on vacation may use sick time for such period of illness, provided a licensed medical doctor's certificate is presented to the city. Such sick leave does not change the date of return to work as approved before the leave.

B. Vacation leave may not be earned while an employee is on a leave of absence without pay or suspension (except Military Leave per Sec. XI.8.A).

C. Vacation leave may be granted for reasons other than vacation. These include:

1. Illness in the employee's family.
2. Personal business.
3. A religious holiday other than those specified.
4. Sickness when the employee's sick leave is exhausted.

5. Any other reason approved by the City Manager/Chief of Police.

XI.18 HOLIDAYS

The city shall consider the days listed below as paid holidays but reserves the right to schedule work on these days when required by city business. Employees who work a holiday will be paid at their normal straight time rate of pay for the actual hours worked on the holiday.

All floating and birthday holidays must be approved by employee's supervisor prior to taking this holiday. Floating and birthday holidays must be used annually and will not be carried over the next calendar year.

New Years' Day - January 1

Martin Luther King Jr.'s Birthday - As Established by Federal Policy Presidents

President's Day - As Established by Federal Policy

Good Friday - Friday Before Easter

Memorial Day - As Established by Federal Policy

Independence Day - July 4

Labor Day - First Monday in September

Veterans Day - November 11th

Thanksgiving Day - Fourth Thursday in November

Day After Thanksgiving - For all other Employees

Floating Holiday - For Public Works Employees

Christmas Eve - December 24th

Christmas Day - December 25th

Birthday Holiday - Approved Time Off by Supervisor Annually

A. When any holiday falls on a Saturday, the employee shall be entitled to the preceding Friday as a paid holiday. When any holiday falls on a Sunday, the employee shall be entitled to the following Monday as a paid holiday.

B. In addition to the above designated holidays, the City Commission may declare additional holidays.

C. An employee must be on active pay status on the regularly scheduled working day immediately prior to a holiday and the regularly scheduled working day immediately following a holiday, to qualify to be paid for the holiday. (Active pay status is to include vacation and/or sick leave.)

D. Should a holiday occur during the absence of an employee while on vacation with pay, or sick leave with pay, the employee shall receive compensation for the holiday, and the holiday shall not be charged against the employee's sick leave or vacation.

E. Employees scheduled to work on a holiday and who do work on the holiday shall be paid at their normal straight time rate of pay for the actual hours worked on the holiday, plus a normal day's pay. Rotating shift employees not scheduled to work on a holiday shall be paid at their normal straight time rate of pay for the holiday.

F. Vacation days cannot be used for paid holidays.

G. Salaried employees shall not be entitled to additional compensation for working on a holiday.

H. Anniversary Leave:

Long-term city employees shall be entitled to an anniversary holiday (eight (8) hours) after their 5th, 10th, 15th, 20th and 25th year of continuous employment with the City.

1. The anniversary holiday must be taken within thirty (30) calendar days after the employee's anniversary date of employment with the city. If it is not taken within those thirty (30) days, the holiday is forfeited.

2. Employees who are on Leave of Absence without Pay or other unpaid leave status when their employment anniversary date occurs shall not be eligible for the anniversary holiday.

3. Employees who are away from their jobs on their anniversary date of employment because of Military, Sick Leave, Vacation or other form or forms of paid leave shall be eligible for their anniversary holiday, provided the employee returns to work within thirty (30) calendar days after the anniversary date of employment. Otherwise, the holiday will be forfeited.

4. A certificate will be given to employees at their 5th anniversary month. Anniversaries from 10th, 15th, 20th, etc. gift cards will be given.

XI.19 EMERGENCY LEAVE

Emergency leave may be taken immediately by an employee in the event of a family or personal emergency for up to forty (40) hours (Res. 12-5). Regular full-time employees shall use accrued vacation leave for emergencies. Temporary part-time and seasonal employees will be on leave without pay status. Should a regular full-time employee not have any accrued vacation leave for use in an emergency, then he shall be on leave without pay status for the emergency.

XI.20 DISABILITY LEAVE

A. An injury shall be considered to have been incurred while on duty only if such injury is a compensable injury under the Florida workers' compensation law.

B. The employer's physician shall determine the length of disability in accordance with the workers' compensation law. Payments made by the employer during the period shall not be charged against any leave time which the employee may have accrued.

C. Sick and vacation leave accruals shall continue for a maximum of six (6) months for employees who are receiving workers' compensation benefits due to a compensable on-the-job injury.

D. The maximum injury pay shall be six (6) calendar months beginning the date the employer's doctor determines the employee's disability.

E. The city shall provide one full weekly pay to the employee from the date of injury. Should the employee receive workers' compensation disability pay in accordance with Chapter 440.12, Florida Statutes, the workers' compensation.

F. An employee receiving any on-the-job injury or sick leave benefits shall not work at any secondary jobs.

XI.21 DOMESTIC VIOLENCE LEAVE

Employees may be granted up to three (3) days of unpaid leave in a 12-month period if the employee or a family or household member of an employee is a victim of domestic violence. The city will measure the 12-month period under this policy as a "rolling" twelve (12) months measured backward from the date an employee previously uses any leave under this policy. Employees must utilize all accrued leave time of any nature prior to receiving this leave.

This leave may be used to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence.
- Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence.
- Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center because of the act of domestic violence.
- Make the home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator or seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

"Family or household member" means current spouse, former spouses, person related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. Except for persons who have a child in common, the family

or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety to the employee or family or household member, an employee must provide appropriate advance notice of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc. Documentation regarding domestic violence leave will be kept confidential to the extent required by law.

XI.22 LEAVE OF ABSENCE WITHOUT PAY

A. A regular full or part-time employee may be granted leave of absence without pay for a period not to exceed one (1) year for sickness, disability or other good and sufficient reasons which are considered to be in the best interest of the City. Such leave shall require prior approval in accordance with the following regulations:

1. If the period of the leave is one (1) calendar (Res. 12-5) month or less, then the City Manager/Chief of Police can approve the leave.
2. If the period of the leave is more than one (1) month, then approval must be obtained from the City Commission.

B. All employees on leave of absence without pay are subject to the following rules:

1. Except under unusual circumstances, voluntary separation from city employment to accept employment not with the city shall not be considered sufficient reason for approval of a request for leave of absence without pay.
2. Leave without pay shall be granted only when it will not adversely affect the interests of the city.
3. If, for any reason, the city needs the employee to return to work, the city may cancel the leave without pay, and the employee must return to work within two (2) days.
4. Failure of an employee to return to work after two (2) days at the expiration of approved leave shall be considered as a resignation from the City unless the employee has provided an excuse acceptable to the City Manager/Chief of Police.
5. An employee granted leave of absence without pay and who wishes to return before the leave period has expired, shall be required to give his department head at least two (2) weeks written notice. After receipt of notice, the employee may be permitted to return to work, subject to approval of the city Manager/Chief of Police.
6. An employee will earn no sick leave, annual leave, or holiday pay the time that the employee is on leave without pay.
7. The city will pay the employee's medical insurance for one (1) full month beyond the date when the leave of absence commences. Beyond that one-month period, the city will no longer pay the premium for the employee's health insurance, but the employee will

have the option to continue coverage for an additional two (2) months with the premium being paid in full by the employee. If the leave of absence continues beyond three (3) months, the employee may not continue coverage unless he is in a termination status and thus may have the option to select COBRA.

8. An employee who is on approved leave of absence for more than three (3) months, but less than six (6) months will be eligible for the health insurance benefits immediately upon his active status but will be subjected to a new pre-existing review period as outlined in the Schedule of Benefits. An employee whose leave extends beyond six (6) months will not be eligible for benefits upon active status until such time as he has completed his thirty (30) day waiting period and as with any new employee, the pre-existing conditions would apply.

9. An employee shall return from leave without pay to the same salary grade as at the time of commencement of leave.

10. An employee who obtains employment elsewhere while on authorized leave of absence without pay automatically forfeits his position with the city.

11. An employee returning from a leave of absence without pay shall be entitled to employment in the same department position and rank as when the leave began.

12. Upon expiration of an employee's allowable sick leave, vacation leave, and compensatory time, a leave of absence without pay for not more than three (3) calendar months may be granted by the City Commission for the employee's illness, provided the employee's absence for this length of time will not create a hardship for his department. Leave without pay shall not be granted for illness until all sick leave, vacation leave, and compensatory time has been used.

XI.23 WORKERS' COMPENSATION LEAVE

A. An employee who sustains a service-connected disability, compensable under the Worker's Compensation Law, may be carried in full pay status for a period of up to seven (7) days by the City.

B. The length of disability shall be determined by the employer's physician in accordance with the workers' compensation law. The City will pay for the first seven (7) days if the employee cannot go back to work due to a workers' compensation claim. If an employee receives worker's compensation benefits after seven (7) days, the employee shall keep their 66% workers compensation benefits and use their sick or vacation time for the 33 1/3% balance to complete their paycheck if they so choose. Such reimbursement shall not include payments for medical, surgical, hospital, nursing or related expenses or lump-sum scheduled payments of disability losses.

C. Sick and vacation leave accruals shall continue for a maximum of six (6) months for employees who are receiving workers' compensation benefits due to a compensable on-the-job injury.

D. The maximum injury pay shall be six (6) calendar months beginning the date the employer's doctor determines the employee's disability.

E. If the employee is unable to resume work at the end of the seven (7) day period:

1. The employee shall use accrued vacation, compensatory or sick leave in an amount necessary to complete the employee's full salary payment with the workers compensation payment. The employee's benefits and workers' compensation benefits shall not exceed the amount of the employee's regular salary payments; or
2. The employee's case may be reviewed by the City Manager / Police Chief, and they may determine the action they wish to take regarding the matter; or
3. All injuries arising out of and in the course of employment must be reported immediately to the Supervisor and/or the Department Head who will then report it to the HR Director. Failure to report such injuries may result in loss of compensation.

F. An employee receiving any on-the-job injury or sick leave benefits shall not work at any secondary jobs.

G. Department Heads are responsible for reporting all worker compensation claims to the Human Resources Director's Office.

H. If an injured employee is absent from work for more than six (6) months, whether the employee is receiving salary continuation through worker's compensation, the City Manager / Police Chief, at their sole discretion, may place the employee on a "medical leave of absence," under whatever terms and conditions they decide is appropriate. Alternatively, if the employee is absent from work for more than six (6) months, and the City Manager / Police Chief determines the need to fill the employee's position, the employee may be terminated and placed on a preferential hiring list for a period not to exceed twelve (12) months. The decision of the City Manager / Police Chief shall be final and binding and not subject to appeal.

I. An employee must be able to perform eight five percent (85%) of the duties/tasks/jobs of the job description and the essential functions before being allowed to return to work. The Department Head shall make this determination upon the advice of the Human Resource Director.

J. Whenever an employee on disability leave becomes physically able to perform some useful light duty work for the City, the employee may be required to do so as a condition for receiving continuing benefits. However, the city is not obligated to provide light duty or create conditional employment.

XI.24 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.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 20, 2022

SUBJECT: Ordinance 22-02, Second Reading, to Amend the Land Development Regulations Related to Mixed Use Districts, Landscaping, Plant Materials, Buffer Requirements, Fences, and Retaining Walls (Presenter: Jennifer Thompson, Planner)

Attached as page 1 is a memo from Ms. Thompson to the Comprehensive Planning and Zoning Board, in which she outlines the proposed changes to the LDRs.

The proposed ordinance is attached as pages 2-6, with the changes highlighted in red.

The Comprehensive Planning and Zoning Board reviewed the memo and the ordinance at its January 18, 2022, meeting and by a 6-1 vote approved the proposed changes with the recommendation that the vegetative and structural buffer between non-compatible land uses remains at 15 feet and is not changed to five feet. Ms. Thompson states the motion and vote in her attached January 19th memo (page 7).

ACTION REQUESTED

It is that you discuss the proposed changes, and, if they meet with your approval, that you pass Ordinance 22-02 on second reading. It will then be scheduled for a public hearing and final reading at your March 7th meeting.



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 & Bonnie Miller, Sr. Planner
Date: 1-5-2022
Re: Suggested Code Changes

Please see attached suggested Land Development Regulation Code changes.

In the Land Development Regulations, Section 3.02.01, regarding landscape plan approval, there has been a revision stating that the St. Augustine Beach Planning and Zoning Division will review the plans rather than the St. Augustine Beach Beautification Committee.

Similarly, in Section 6.06.00 regarding the approval of landscape plans, there has been a revision stating that the St. Augustine Beach Planning and Zoning Division will review the plans rather than the St. Augustine Beach Beautification Committee. Additionally in this section, item "a." is being omitted as the City does not currently utilize a tree credit format.

Section 6.06.03 A. omits the City Manager or designee of the city horticulturist as determining plant materials. Section 6.06.03 B. changes plant material from being required to be Florida native to being designated Florida friendly plant material.

Section 6.06.04 A (2) allows for the St. Augustine Beach Planning and Zoning Division or the Public Works Director or designee to authorize a variance from the "Avenue of Palms" concept plans and requirements in instances where the placement of the palms will interfere with highway safety or utility lines.

Section 6.06.04 C alters the vegetative and structural buffer requirements between non-compatible uses from 15 feet to 5 feet.

Section 7.01.03 C specifies that fence height shall be measured from the lowest established grade within 5 feet of the exterior side of the fence.

Sincerely,

Jennifer Thompson

Planner
Planning and Zoning Division

ORDINANCE NO: 22- __

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, RELATING TO MIXED USE DISTRICTS, LANDSCAPING, PLANT MATERIALS, BUFFER REQUIREMENTS, FENCES AND RETAINING WALLS; AMENDING THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF ST. AUGUSTINE BEACH, SECTION 3, MIXED USE DISTRICTS, SECTION 6, LANDSCAPING, PLANT MATERIALS, BUFFER REQUIREMENTS BETWEEN USES, SECTION 7 FENCES AND RETAINING WALLS; AND PROVIDING AN EFFECTIVE DATE.

WITNESSETH:

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

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

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

AUGUSTINE BEACH, FLORIDA:

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

SECTION 2. Amend Section 3.02.01 Mixed Use Districts 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. 3.02.02.01. Mixed use districts.

- J. *Parking requirements.* All parking for retail, business, restaurant uses and garage openings for residential use shall be placed in the rear or at the side. Parking located at the side of a structure shall be required to have landscape buffers, five (5) feet in width between the edge of the parking area and the right-of-way of the adjacent street. All plant materials used shall be three-gallon minimum container size. Landscape plans shall also be subject to approval by the ~~St. Augustine Beach Beautification Committee~~ Planning and Zoning Division. Access to the parking shall be

from the numbered or lettered streets perpendicular to A1A Beach Boulevard. Hotel/motel parking can be placed in the front of the structure.

Curb cuts from A1A Beach Boulevard shall be allowed where a platted alleyway whether the alleyway is open or not opened.

Shared parking and shared access to parking is encouraged.

(Ord. No. 22- , § 1)

SECTION 3. Amend Section 6 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. 6.06.00. Landscaping.

- A. *Landscaping Plans.* All paved ground surface areas that require landscaping shall meet or exceed the requirements of this Code.
- B. *Approval.* All commercial landscape plans on A1A Beach Boulevard shall be approved by the Planning and Zoning Division.
 - 1. Upon review by the ~~beautification advisory committee~~ Planning and Zoning Division of a commercial landscape plan, if the application does not meet the requirements of this section, the ~~committee~~ Planning and Zoning Division shall advise the applicant which items are found to be non-conforming and the applicant shall be provided the opportunity to correct the non-conformities prior to final developmental review.
 - ~~a. Incentive. The applicant may receive an additional 0.5 credits per tree for accepting any Protected Tree species recommended by the Committee to satisfy mitigation required by Section 5.01.03.~~

(Ord. No. 18-08 , § 1(Exh. 1), 7-2-18; Ord. No. 22- , § 3)

Sec. 6.06.03. Plant materials.

- A. *Quality.* Plant materials used in conformance with the provisions of this Code, shall conform to the Standard for Florida No. 1 or better as given in Grades and Standards for Nursery Plants, State of Florida, Department of Agriculture and Consumer Services, Tallahassee most recent edition. Plant materials contained within the Category 1 classification of the Florida Exotic Pest Plant Council Listing, most current edition, or plants which are not adaptable to the area, as determined by the ~~City Manager or designee of the city horticulturist~~ Planning and Zoning Division, shall not be used.
- B. The use of ~~native~~ designated Florida friendly plant material is required. ~~Non-designated Florida friendly native~~ vegetation is prohibited as a plant material.

Sec. 6.06.04. Buffer requirements between uses.

The total of screening landscape plus internal landscaping shall not be less than ten (10) percent of the total developed area.

A. *Adjacent to public rights-of-way.*

1. Adjacent to public rights-of-way where paved ground surface areas are located adjacent to sidewalks, streets, and other public rights-of-way, landscaping shall be provided between the public right-of-way and the paved ground surface area. The landscaping shall include a landscaped area at least five (5) feet in depth and at least three (3) feet in height. The screen may be composed of a berm at least two (2) feet in height, or a screen of landscaping at least two and one-half (2½) feet in height at time of planting. If a berm is utilized, additional landscaping at least one (1) foot in height shall be planted. If a screen of living land seeping material is utilized, it shall attain opacity and a height of three (3) feet within twelve (12) months of planting under normal growing conditions. One (1) tree shall be planted for each fifty (50) linear feet or a fraction thereof, of frontage on a public right-of-way.
2. As a credit against other requirements of these Land Development Regulations, developments or development activities fronting on County Road A1A shall include as a part of required landscaping the placement of one (1) Sabal Palmetto Palm of a minimum trunk height of twelve (12) feet and a maximum trunk height of fifteen (15) feet from the ground, with the trunk cleanly cut to a height of ten (10) feet, be regenerated crown trimmed, evenly spaced, so as to provide four (4) palms in each one-half (½) block along the frontage on County Road A1A and shall be placed in conformity with the city's "Avenue of Palms" concept plans for the beautification of said County Road A1A. In areas without blocks, the palm trees shall be planted twenty-three (23) feet apart on center. Developments and development activities that were in compliance with the provisions of this section as originally adopted by Ordinance No. 98-8, as of May 1, 2000, shall not be required to relocate or provide additional palm trees; anything in the St. Augustine Beach Code to the contrary notwithstanding. ~~After review and recommendation by the beautification advisory committee, the city manager or designee~~ The Planning and Zoning Division or the Public Works Director or designee is authorized to permit a variance from the "Avenue of Palms" concept plans and the requirements of this section, in those instances where the placement of the palms will interfere with highway safety or will interfere with overhead utility lines.

B. *Between properties.*

1. Where paved ground surface areas are adjacent to surrounding properties, landscaping shall be installed to screen paved ground surface areas from adjacent properties as provided below. Screening is not required if the paved ground surface area is completely screened from surrounding properties by intervening buildings or structures or existing landscaping.
2. Where paved ground surface areas are adjacent to properties whose land use is residential, all land between the paved ground surface area and the property line shall be landscaped. Said landscaping shall include: a buffer yard at least five (5) feet in width, containing either a berm at least two (2) feet in height, or a hedge or other durable screen

of landscaping at least six (6) feet in height. If a berm is utilized, additional landscaping at least one (1) foot in height at time of planting shall be installed. Where the screen of landscaping is composed of living plant material, it shall be thirty (30) inches in height at time of planting and shall attain opacity within twelve (12) months under normal growing conditions. A minimum of one (1) tree shall be planted for each fifty (50) linear feet of common lot line or fraction thereof.

3. Where the adjacent property is zoned for nonresidential land use or where the adjacent property contains a conforming hedge, wall, or other durable landscape feature, the provisions of paragraph B.1. shall not apply to the rear or side lot lines, except that the tree planting provisions shall still apply. The trees shall be installed in the buffer areas adjacent to each of the adjoining properties at a minimum of fifteen (15) feet.
- C. *Between uses.* A ~~fifteen (15)~~ five (5) foot wide vegetative and structural barrier between noncompatible uses, such as between commercial and residential land uses. The barrier shall screen noise and glare and visually screen adjacent non-compatible land uses, while maintaining the aesthetic purposes of the buffer zone. Existing natural vegetation within such zones shall be preserved to the maximum extent possible. No inconsistent use of the buffer zone, such as parking or use as retention or detention ponds, shall be permitted. Screening under this section shall include a continuous evergreen hedge with a height of thirty-six (36) inches at time of planting and evergreen trees planted no more than thirty (30) feet apart.

(Ord. No. 18-08 , § 1(Exh. 1), 7-2-18) (Ord. No. 22- , § 3)

SECTION 4. Amend Section 7 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. 7.01.03. Fences and retaining walls.

- A. The posts of each fence must be resistant to decay, corrosion and termite infestation.
- B. The finished side of all fences shall be installed to face the outside of the fenced in area except where necessary in a case where a structure, fence, or tree makes installation of the finished side facing outside impracticable.
- C. Fences may be located in all side and rear setback areas. Fences shall not exceed eight (8) feet in height. The height shall be measured from the lowest established grade within five (5) feet of the exterior side of the fence.

(Ord. No. 22- , § 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 _____ 2022.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2022.

MAYOR

Published in the _____ on the ____ day of _____;
2022. Posted on www.staugbch.com on the ____ day of _____, 2022.



City of St. Augustine Beach Building and Zoning Department

To: Max Royle, City Manager
From: Jennifer Thompson, Planner
CC: Brian Law, Director of Building and Zoning & Bonnie Miller, Sr. Planner
Date: 01/19/2022
Re: Suggested Code Changes, Planning and Zoning Board Meeting 1/18/2022

At the Comprehensive Planning and Zoning Board Meeting held on Tuesday 1/18/2022, Vice Chair Chris Pranis made a motion, seconded by Chairperson Kevin Kincaid to approve the suggested code changes as proposed, except for the proposed change to section 6.06.04 C. The motion passed 6-1 by voice vote with board member Hester Longstreet dissenting.

The board requested that section 6.06.04 C. remain unchanged and that the vegetative and structural buffer between non-compatible uses remains at 15 feet and is not changed to 5 feet.

Sincerely,


Jennifer Thompson

Planner

Planning and Zoning Division

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 20, 2022

SUBJECT: Sustainability and Environmental Planning Advisory Committee (SEPAC): Request by the Chair That the Commission Approve the Removal of a Member Because of Absenteeism (Presenter: Ms. Lana Bandy, SEPAC Chair)

INTRODUCTION

Resolution 16-13 adopted the City Commission's revised Policies and Procedures Manual. One section of it has the policies for the appointment of residents by the Commission to boards and committees.

Section 7 under "Appointments" states:

"For regular members, no more than three (3) consecutive, unexcused absences are allowed before the chairman [of the board or committee] is to notify the Commission in writing that the replacement process is to begin."

Attached as page 1 is an email from Ms. Lana Bandy, SEPAC's chairperson, dated January 19, 2022, to the Commission, in which she requests the removal of a SEPAC regular member, Ms. Ann Palmquist, because of absenteeism.

ACTION REQUESTED

It is that in accordance with the policy stated above, you remove Ms. Palmquist from SEPAC because of the request from Ms. Bandy. SEPAC will then find a new member and recommend to you that he or she be appointed.

Max Royle

From: Lana Bandy <lcbandym@yahoo.com>
Sent: Wednesday, January 19, 2022 12:25 PM
To: Comm Samora; Comm Rumrell; Comm George; Ernesto Torres; Comm England
Cc: Max Royle; Dariana Fitzgerald
Subject: SEPAC Member Removal

CAUTION: This message originated from outside of your organization. Clicking on any link or opening any attachment may be harmful to your computer or the City. If you do not recognize the sender or expect the email, please verify the email address and any attachments before opening. If you have any questions or concerns about the content, please contact IT staff at IT@cityofsab.org.

Dear City Commission,

I am writing on behalf of the City's Sustainability and Environmental Planning Advisory Committee (SEPAC). At our January meeting, we discussed the fact that member Ann Palmquist has missed the last six meetings and has not contacted us or Deputy City Clerk Dariana Fitzgerald about these absences.

Our bylaws note that in a case like this (actually after three unexcused absences), it is my duty as Chair to inform you of the situation and ask you to remove the member from SEPAC. If you agree that it is in the City's best interest to remove Ms. Palmquist, we will be able to find a new Committee member who will actively support our projects.


I am sorry I have to bring this matter to your attention, as Ms. Palmquist has been a valuable SEPAC member for many years. We appreciate all her contributions and are especially impressed by the efforts she made in 2019 to bring the ART CAN! project to fruition.

Feel free to contact me if you need any other information. Our next meeting is at 6 p.m. February 3 and, as always, we would love to have Commissioners attend. On a personal note, as the new SEPAC Chair, I'm looking forward to working closely with you as we continue to make the City of St. Augustine Beach a great place for our residents.

Best,
Lana Bandy
SEPAC Chair

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 28, 2022

SUBJECT: Approval of St. Johns County's Proclamation to Designate February 2022 as Black History Month

Attached is the proclamation that the County Commission adopted at its February 1, 2022, meeting. We ask that you approve it. Your approval will put on the record that you support the designation of February 2022 as Black History Month.

A Proclamation

by the
Board of County Commissioners
St. Johns County, Florida

WHEREAS, with origins dating back to 1926, Black History Month was established on the principles of Dr. Carter G. Woodson, who founded the Association for the Study of African American Life and History; and

WHEREAS, during the month of February, we celebrate the vast, rich, and significant contributions of African Americans to the United States and our cultural identity; and

WHEREAS, the theme for Black History Month in 2022 is "Black Health and Wellness," which acknowledges the legacy of Black scholars, medical practitioners, birth workers, doulas, midwives, herbalists, and more in Western medicine, and considers activities, rituals, and initiatives that Black communities have done to be well; and

WHEREAS, African history in Northeast Florida spans more than 450 years, and St. Johns County is home to Fort Mose, which was established in 1738 as the first free African American settlement in the present boundaries of the United States; and

WHEREAS, the histories of African Americans, St. Augustine, and St. Johns County are forever interconnected through significant historical events that helped shape the Nation, and St. Johns County remains dedicated to honoring the history, culture, and contributions African Americans brought, and continue to bring, to our community.

NOW, THEREFORE, BE IT PROCLAIMED, by the Board of County Commissioners of St. Johns County, Florida, that February 2022 be designated as

Black History Month

PASSED AND ADOPTED by the St. Johns County Board of County Commissioners of St. Johns County, Florida, this 1st day of February 2022.

Attest:

Mark P. Miner, Chief Deputy Clerk



Board of County Commissioners
of St. Johns County, Florida

Henry Dean, Chair

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
FEBRUARY 7, 2022**

CODE ENFORCEMENT/BUILDING/ZONING

Please see pages 1-18.

COMPREHENSIVE PLANNING AND ZONING BOARD

The minutes of the Board's December 21, 2021, meeting are attached as pages 19-33.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's January 6, 2022, meeting are attached as pages 34-43.

POLICE DEPARTMENT

Please see page 44.

FINANCE DEPARTMENT

Please see pages 45-47.

PUBLIC WORKS DEPARTMENT

Please see pages 48-52.

CITY MANAGER

1. Complaints

A. Overgrown Right-of-Way

A resident has requested that the Mickler Boulevard right-of-way between A and 11th Street be mowed. His request was forwarded to the Public Works Director.

B. Request for Traffic Signal on A1A Beach Boulevard

A resident has asked that a signal be put on the Boulevard at the entrance to Sea Colony and the shopping center. As the Boulevard is owned by the County, the request has been forwarded to the County's Public Works Department.

C. Dumpster Enclosure

A Linda Mar subdivision resident asked that the owner of Alvin's Island enclose its dumpster. As construction of the enclosure has been repeatedly delayed, the matter was scheduled to be brought to the Code Enforcement Board; however, the owner of the property has had the dumpster enclosed.

2. Major Projects

A. Road/Sidewalk Improvements

1) Opening 2nd Street West of 2nd Avenue

Consideration of opening this section of 2nd Street has been discussed at various times by the City Commission and the owners of the vacant lots adjacent to it since 1992. Finally, in 2021, an agreement has been reached for the owners of the lot adjacent to the street to pay the cost of the new road that will benefit their property by making it available for development. At its June 7, 2021, meeting, the City Commission adopted a fee of \$3,940, which each lot owner will pay, or an owner can pay his or her total share in one payment. The City will also pay a third of the costs. In the meantime, the City's civil engineering consultant 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 2nd Street east of 2nd Avenue. On October 14th, 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 2nd Street and most agreed to provide the easement. The Commission discussed the owners' responses at its December 6th meeting and approved the Public Works Director advertising for bids, which will be opened in February. The Commission also approved paying a deposit to FP&L for the undergrounding of utilities along 2nd 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 this spring.
- Second, the existing section of 2nd Street, which is between 2nd Avenue and A1A Beach Boulevard, will be slightly widened and have no pavement but no sidewalk. The cost of this project will be paid from general revenues, not by assessing the adjacent property owners.

2) Sidewalk and Drainage Improvements for A Street

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

November 1st meeting. Though easements for undergrounding utilities and the width of the sidewalk and the gutter were discussed, no direction was provided as to the project's next steps. However, at the Commission's December 6th 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

In late December, the County Public Works Department informed the City that it intended to rebuild the pedestrian crossing at pier park by installing a raised crosswalk. Then, other crosswalks along A1A Beach Boulevard will be evaluated for the installation of pedestrian safety features. The pier park crosswalk is scheduled to be done in June 2022, if the material for it is available.

4) New Traffic Signs for the Boulevard

Also, in December the County Public Works Department said it would be putting up new traffic signs on the Boulevard. Many of the current signs do not conform to the Uniform Traffic Code.

B. Beach Matters

1) Off-Beach Parking

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

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

There is no discussion at this time concerning paid parking.

C. Parks

1) Ocean Hammock Park

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

of the two grants is that the City implement the management plan that was part of the applications for the grants. The plan includes such improvements as restrooms, trails, a pavilion and information signs. The Public Works Director applied to the state for a Florida Recreation Development Assistance Program grant to pay half the costs of the restrooms. The City has received the grant. The Commission will be asked at its March 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. A park plan will need to be developed with the help of residents and money to make the Park accessible to the public may come from the American Rescue Plan Act.

D. Changes to Land Development Regulations

At the Commission's December 6th 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 6th meeting. It had a second public hearing and final reading at the Commission's January 3rd meeting.

An ordinance for other changes to the Regulations is scheduled for the Commission's February 7th meeting. The changes concern mixed use districts, landscaping, plant materials, buffer requirements, fences and retaining walls.

3. Finance and Budget

A. Fiscal Year 2021 Budget

FY 2021 ended on September 30, 2021. The next matter concerning the budget for that fiscal year is the auditor's review of the revenues the City received during the year and the purposes for which the money was spent. That review has been started and the report will be submitted to the Commission in the spring of 2022.

B. Fiscal Year 2022 Budget

December 31, 2021, marked the end of the first quarter of Fiscal Year 2022, which began on October 1, 2021 and will end on September 30, 2022. In the first quarter for its General Fund, the City received \$3,540,575 and spent \$2,182,712. The surplus of revenues over expenditures at the end of the first quarter was \$1,357,863. As of the end of December 2021, the City had received \$2,354,319 from its major revenue source, property taxes. A year ago, December 2020, the City had received \$2,114,855, or \$239,464 less.

C. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. The Public Works Director proposed a stormwater utility fee. The Commission discussed this proposal at two meetings in 2021 decided not to authorize the staff to proceed to the next step in the process to adopt the fee in the future. This topic will be brought back to the Commission for another review in 2022.

4. Miscellaneous

A. Permits for Upcoming Events

In January, the City Manager approved the following permits: a. the Eastern Surfing Association's surf contests on various dates starting on February 12, 2022 and ending on October 29, 2022; b. the Betty Griffin Center's 5K Run for Peace on April 9, 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 10th meeting and asked that the Planning Board and the Sustainability and Environmental Planning Advisory Committee be asked to provide their suggestions for the plan. The responses were reviewed by the Commission at its August 5th meeting. The Commission decided to have a mission statement developed. Suggestions for the statement were provided to the Commission for consideration at its September meeting. By consensus, the Commission asked the City Manager to develop a Mission Statement and provide it at a future meeting. This has been done along with a Vision Statement, a Values Statement and a list of tasks. The City Commission reviewed the proposed plan at its January 14, 2020, continuation meeting, provided comments and asked that the plan be submitted for another review at the City Commission's April 6th meeting. However, because of the need to shorten the Commission meetings because of the pandemic, review of the strategic plan was postponed. The Commission reviewed the plan at its February 8th continuation meeting. Commissioner George suggested changes to the Vision Statement. She has prepared wording, which will be reviewed by the City Commission at a future meeting.

In the meantime, the City administration will propose from time to time that the Commission review specific strategic plan goals. The first goal, Transparent Communication with Residents and Property

Owners, was reviewed at the Commission's April 5, 2021, meeting. The Commission discussed having residents sign up for information, authorizing the use of the City's phone system for event information and purchasing an electronic message board to replace the old-fashioned manual sign on the west side of the city hall by State Road A1A, and the costs of mailers and text messages, etc. to residents. However, because of budget constraints, the message board has been deleted from the proposed Fiscal Year 2022 budget.

C. Workshops

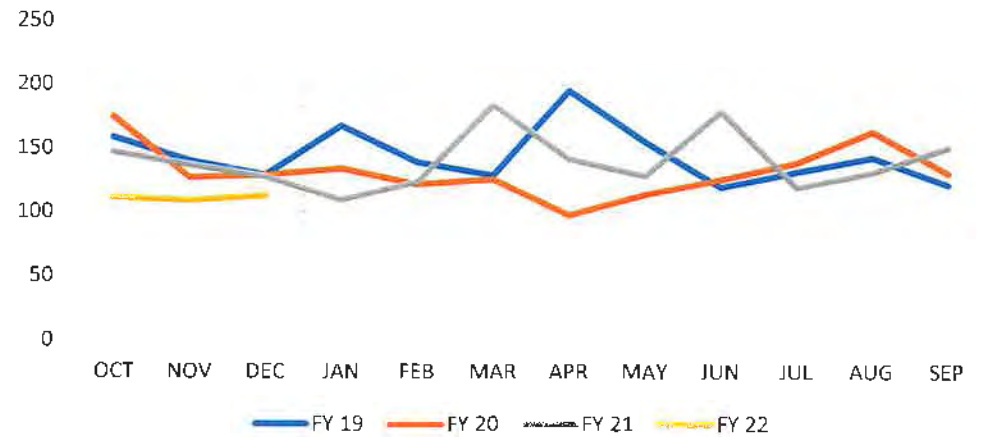
The workshop that the Commission scheduled on February 9, 2022, to discuss a possible public art project at the former city hall and the future of the building has been postponed. At its February 7th meeting, the Commission will be asked to schedule the workshop in late March.

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	113
JAN	167	134	110	
FEB	139	122	124	
MAR	129	126	184	
APR	195	98	142	
MAY	155	114	129	
JUN	120	126	179	
JUL	132	139	120	
AUG	143	163	132	
SEP	122	131	151	
TOTAL	1729	1583	1683	

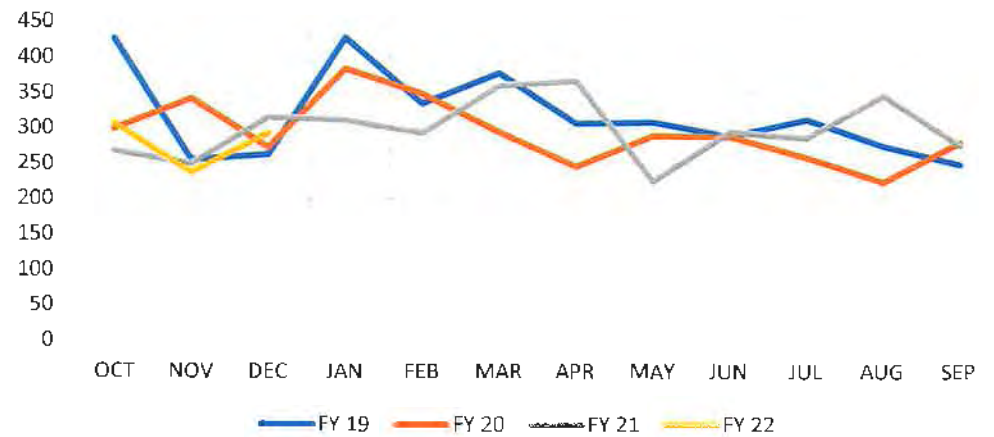
OF PERMITS ISSUED



OF INSPECTIONS PERFORMED

	FY 19	FY 20	FY 21	FY 22
OCT	424	298	268	306
NOV	255	341	250	237
DEC	262	272	315	292
JAN	426	383	311	
FEB	334	348	293	
MAR	377	294	360	
APR	306	246	367	
MAY	308	289	226	
JUN	288	288	295	
JUL	312	259	287	
AUG	275	225	347	
SEP	250	281	277	
TOTAL	3817	3524	3596	

OF INSPECTIONS PERFORMED

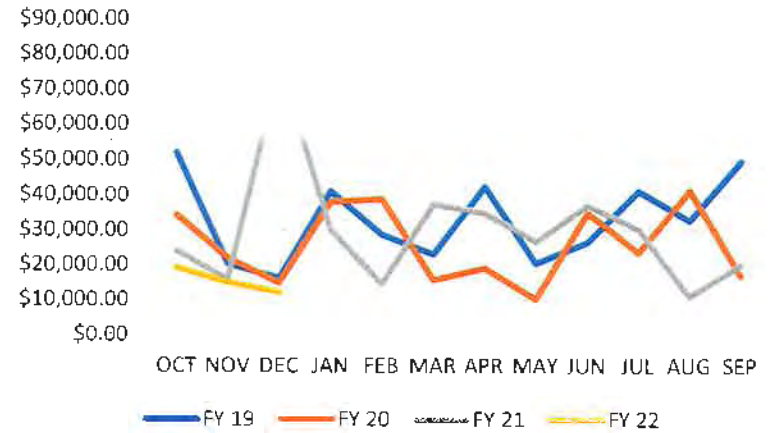


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

BUILDING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$51,655.01	\$34,277.62	\$24,139.90	\$19,160.96
NOV	\$20,192.42	\$21,844.58	\$15,910.52	\$14,923.51
DEC	\$16,104.22	\$14,818.54	\$76,639.68	\$12,110.85
JAN	\$40,915.31	\$37,993.58	\$30,011.51	
FEB	\$28,526.70	\$38,761.13	\$14,706.76	
MAR	\$22,978.53	\$15,666.80	\$37,447.22	
APR	\$42,292.91	\$19,092.61	\$34,884.49	
MAY	\$20,391.12	\$10,194.02	\$26,753.41	
JUN	\$26,445.26	\$34,939.40	\$37,149.19	
JUL	\$41,120.86	\$23,555.36	\$30,368.01	
AUG	\$32,714.82	\$41,455.38	\$11,236.89	
SEP	\$49,543.66	\$17,169.56	\$20,329.54	
TOTAL	\$392,880.82	\$309,768.58	\$359,577.12	

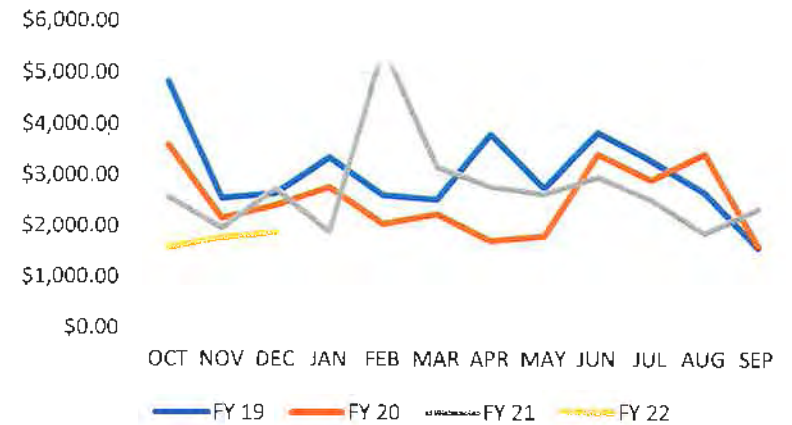
BUILDING PERMIT FEE GRAPH



MECHANICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$4,819.09	\$3,593.67	\$2,574.62	\$1,575.00
NOV	\$2,541.44	\$2,160.00	\$1,963.00	\$1,771.00
DEC	\$2,633.64	\$2,409.62	\$2,738.04	\$1,880.00
JAN	\$3,338.69	\$2,768.47	\$1,891.99	
FEB	\$2,601.00	\$2,044.08	\$5,505.00	
MAR	\$2,515.33	\$2,237.73	\$3,163.00	
APR	\$3,801.26	\$1,716.00	\$2,784.79	
MAY	\$2,736.33	\$1,809.00	\$2,637.52	
JUN	\$3,844.54	\$3,417.00	\$2,978.00	
JUL	\$3,286.00	\$2,917.93	\$2,535.39	
AUG	\$2,663.49	\$3,430.11	\$1,870.49	
SEP	\$1,579.42	\$1,621.00	\$2,352.24	
TOTAL	\$36,360.23	\$30,124.61	\$32,994.08	

MECHANICAL PERMIT FEE REPORT

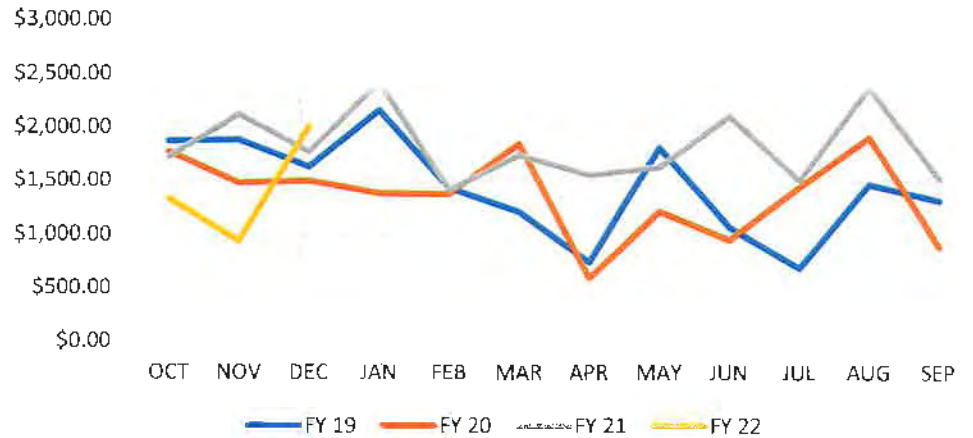


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ELECTRICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$1,860.32	\$1,765.00	\$1,718.00	\$1,330.00
NOV	\$1,872.66	\$1,475.00	\$2,115.00	\$940.00
DEC	\$1,622.32	\$1,495.00	\$1,770.00	\$2,005.00
JAN	\$2,151.66	\$1,380.00	\$2,418.00	
FEB	\$1,425.32	\$1,375.00	\$1,413.00	
MAR	\$1,203.33	\$1,843.00	\$1,740.00	
APR	\$743.00	\$600.00	\$1,553.00	
MAY	\$1,805.00	\$1,215.00	\$1,628.00	
JUN	\$1,065.00	\$955.00	\$2,108.00	
JUL	\$690.00	\$1,443.00	\$1,505.00	
AUG	\$1,460.00	\$1,910.00	\$2,375.00	
SEP	\$1,310.00	\$895.00	\$1,520.00	
TOTAL	\$17,208.61	\$16,351.00	\$21,863.00	

ELECTRICAL PERMIT FEE REPORT



PLUMBING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$3,016.37	\$2,786.00	\$1,844.00	\$1,632.00
NOV	\$3,867.41	\$2,221.00	\$1,133.00	\$1,686.00
DEC	\$2,783.10	\$1,869.00	\$1,062.00	\$1,379.00
JAN	\$3,031.40	\$3,256.00	\$628.00	
FEB	\$2,440.44	\$1,395.00	\$3,449.00	
MAR	\$2,037.24	\$1,125.00	\$2,579.00	
APR	\$3,015.00	\$1,430.00	\$1,411.00	
MAY	\$2,110.00	\$1,459.00	\$1,390.00	
JUN	\$1,590.00	\$1,432.00	\$2,474.00	
JUL	\$1,525.00	\$1,218.00	\$952.00	
AUG	\$1,550.00	\$1,356.00	\$1,500.00	
SEP	\$1,706.00	\$2,270.00	\$1,490.00	
TOTAL	\$28,671.96	\$21,817.00	\$19,912.00	

PLUMBING PERMIT FEE REPORT

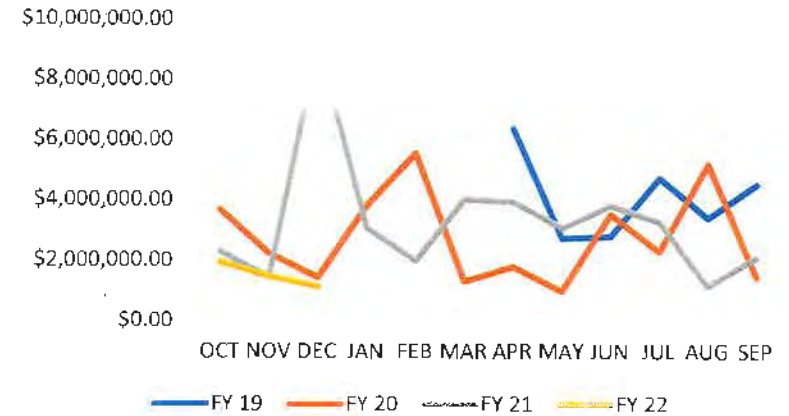


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ALTERATION COST

	FY 19	FY 20	FY 21	FY 22
OCT		\$3,657,414.56	\$2,313,298.53	\$1,961,462.00
NOV		\$2,242,421.52	\$1,440,841.88	\$1,490,891.09
DEC		\$1,449,915.40	\$9,160,479.89	\$1,165,362.58
JAN		\$3,789,363.81	\$3,088,758.57	
FEB		\$5,519,900.00	\$2,010,259.40	
MAR		\$1,321,570.04	\$4,010,607.80	
APR	\$6,338,617.35	\$1,803,157.19	\$3,939,394.49	
MAY	\$2,731,410.75	\$1,003,140.58	\$3,080,108.00	
JUN	\$2,792,442.43	\$3,519,844.50	\$3,807,580.85	
JUL	\$4,717,293.00	\$2,300,478.87	\$3,279,350.11	
AUG	\$3,393,250.74	\$5,175,949.96	\$1,182,881.00	
SEP	\$4,502,737.63	\$1,475,857.57	\$2,123,077.05	
TOTAL	\$24,475,751.90	\$33,259,014.00	\$39,436,637.57	

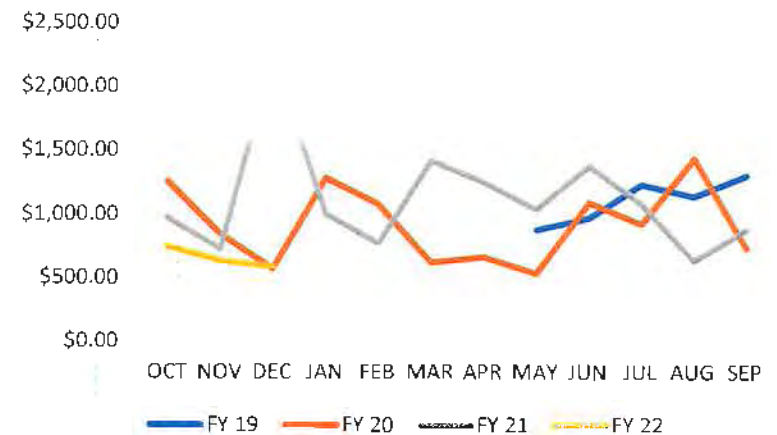
ALTERATION COST



STATE SURCHARGE PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT		\$1,247.45	\$973.01	\$747.36
NOV		\$845.65	\$729.40	\$635.64
DEC		\$569.37	\$2,225.95	\$589.14
JAN		\$1,277.63	\$1,006.45	
FEB		\$1,079.31	\$776.87	
MAR		\$623.46	\$1,417.90	
APR		\$666.54	\$1,250.09	
MAY	\$881.45	\$537.83	\$1,043.38	
JUN	\$972.50	\$1,093.02	\$1,378.01	
JUL	\$1,230.25	\$928.44	\$1,085.45	
AUG	\$1,141.48	\$1,437.49	\$642.86	
SEP	\$1,303.66	\$740.55	\$887.71	
TOTAL	\$5,529.34	\$11,046.74	\$13,417.08	

STATE SURCHARGE PERMIT FEE REPORT



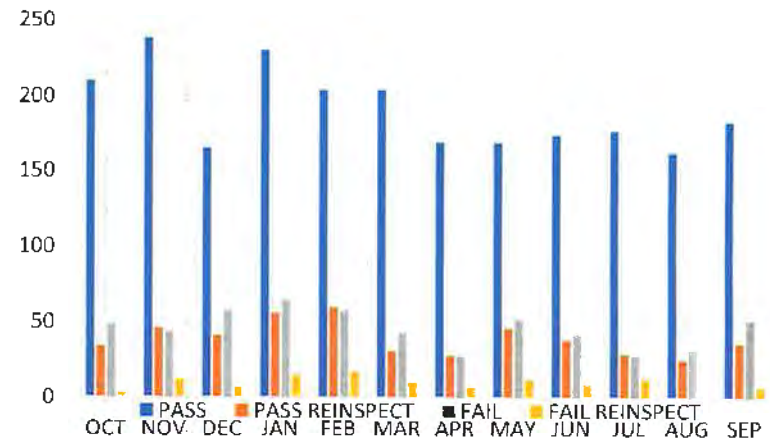
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 20 INSPECTION RESULTS

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

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 20 INSPECTION RESULTS

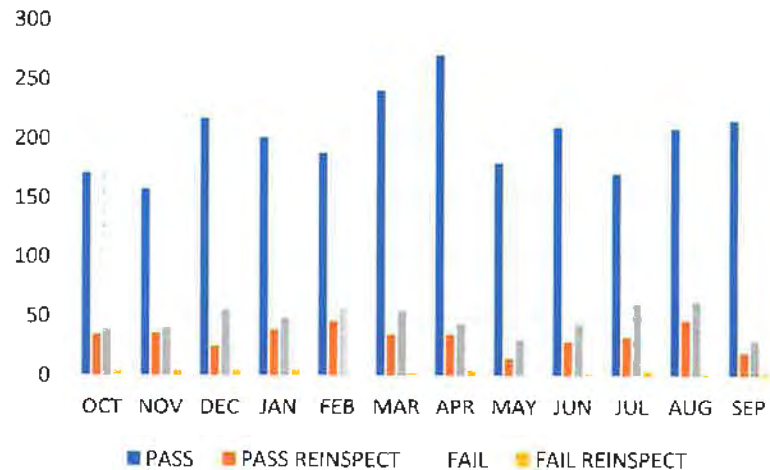


FY 21 INSPECTION RESULTS

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

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 21 INSPECTION RESULTS



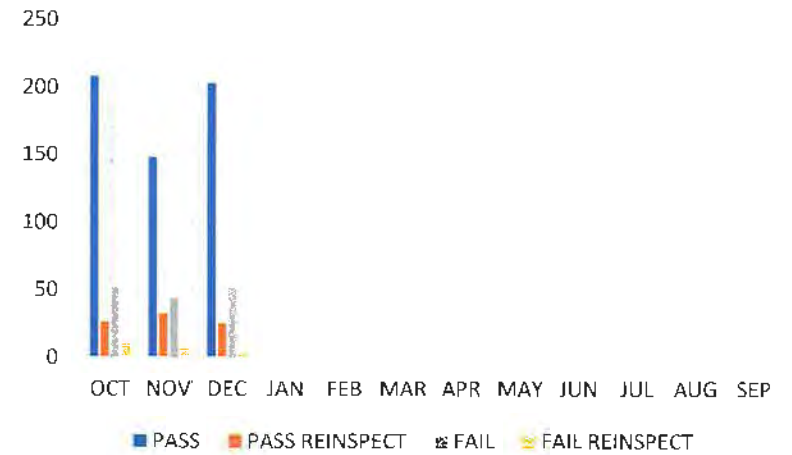
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 22 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	207	26	53	10
NOV	147	32	44	7
DEC	202	25	52	2
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTAL	556	83	149	19

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

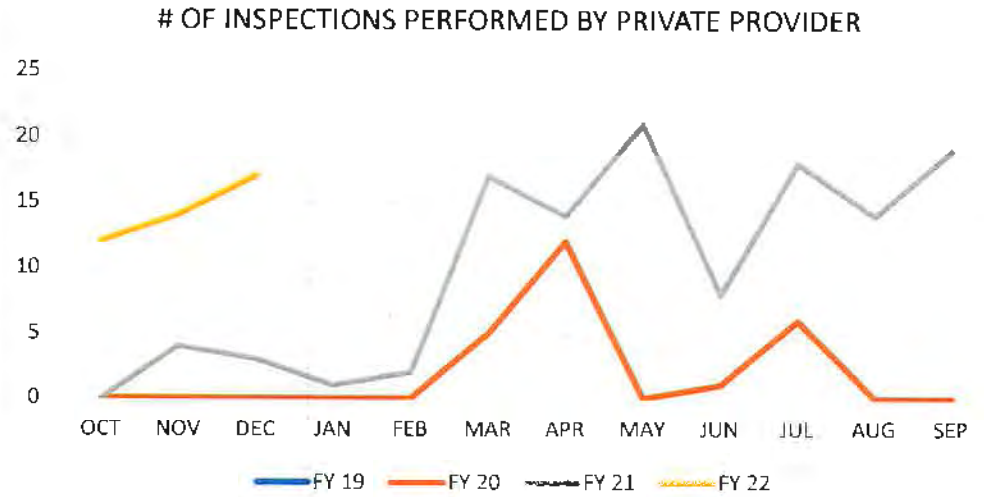
FY 22 INSPECTION RESULTS



CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

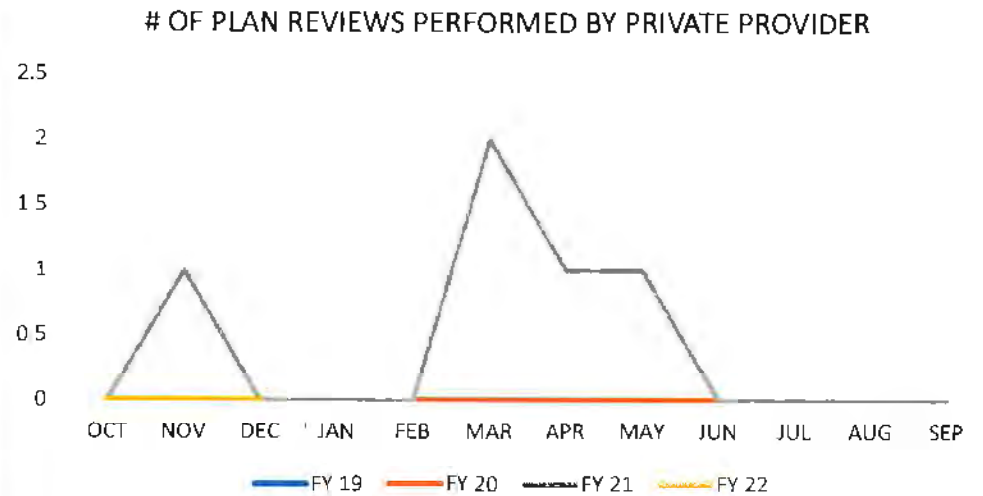
OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER

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



OF 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	0
JAN	0	0	0	
FEB	0	0	0	
MAR	0	0	2	
APR	0	0	1	
MAY	0	0	1	
JUN	0	0	0	
JUL	0	0	0	
AUG	0	0	0	
SEP	0	0	0	
TOTAL	0	0	5	

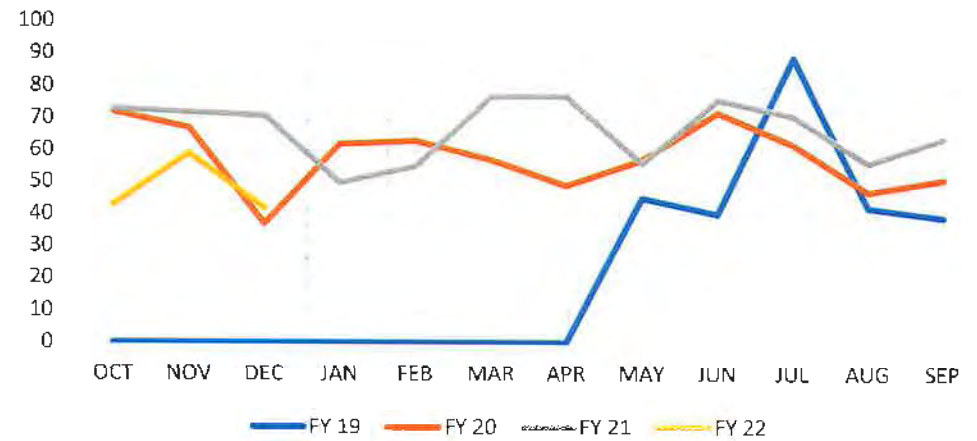


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	42
JAN	0	62	50	
FEB	0	63	55	
MAR	0	57	77	
APR	0	49	77	
MAY	45	57	56	
JUN	40	72	76	
JUL	89	62	71	
AUG	42	47	56	
SEP	39	51	64	
TOTAL	255	696	798	

OF PLAN REVIEW ACTIVITIES



COSAB NEW CONSTRUCTION SFR LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
2095	138 WHISPERING OAKS CIR	P2001973	SFR-D	12/18/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2598	7 6TH ST	P2100089	SFR-D	1/28/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2827	394 OCEAN FOREST DR	P2001921	SFR-D	12/4/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2956	31 VERSAGGI DR	P2002022	SFR-D	1/26/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3066	484 OCEAN FOREST DR	P2100066	SFR-D	1/21/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3070	115 D ST	P2100133	SFR-D	2/4/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3101	121 5TH STREET	P2100710	SFR-D	6/3/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3102	125 5TH STREET	P2100725	SFR-D	6/4/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3103	129 5TH STREET	P2100711	SFR-D	6/3/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3173	534 RIDGEWAY RD	P2100306	SFR-D	3/16/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3176	129 14TH ST	P2101217	SFR-D	9/24/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3319	736 OCEAN PALM WAY	P2100390	SFR-D	3/26/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3372	957 DEER HAMMOCK CIR	P2100397	SFR-D	3/30/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3510	315 RIDGEWAY RD	P2100462	SFR-D	4/13/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3614	421 NIGHT HAWK LN	P2100817	SFR-D	6/17/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3655	366 RIDGEWAY RD	P2100879	SFR-D	6/30/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
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
4657	135 13TH ST	P2200427	SFR-D	1/20/2022		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4723	282 RIDGEWAY RD	P2200346	SFR-D	1/3/2022		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4852	800 TIDES END DR	P2200394	SFR-D	1/11/2022		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

COSAB COMMERCIAL CONSTRUCTION LIST

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

COSAB FY'22 TREE REMOVALS

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

Application Id Range: First to Last

Issue Date Range: 10/01/21 to 01/24/22

Expiration Date Range: First to 09/22/23

Applied For: Y Open: Y

Application Date Range: First to 01/24/22

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 01/24/22

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	JENNIFER	12/21/2021	APPROVED
4632	1642400640	8 BEACH ST	ZONING	Z-VARIANCE	JENNIFER	12/21/2021	DENIED
4638	1642350170	412 OCEAN DR	ZONING	Z-VARIANCE	JENNIFER	12/21/2021	DENIED
4785	1678700120	135 13TH ST	ZONING	Z-VARIANCE	BONNIE M	1/18/2022	APPROVED
4810	1696200060	203 3RD ST	ZONING	Z-VACATE ALLEY		2/15/2022	OPEN
4854	1726800000	225 MADRID ST	ZONING	Z-CONCEPT REV		2/15/2022	OPEN
4896	1688300110	12 2ND ST	ZONING	Z-COND USE		2/15/2022	OPEN

Application Id Range: First to Last

Range of Building Codes: ZONING to ZONING

Activity Date Range: 10/01/21 to 02/23/22 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 01/24/22
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: Recieved a complaint from a Tim and Sally Shirley about an unpermitted shed that resulted in a fire at the residence of 135 13th St.

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

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

Ordinance Id Description

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

Description: Shed in front setback.

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

Violation Id: V2200005 Prop Loc: 12 WILLOW DR
Viol Date: 10/19/21 Status: Completed Status Date: 11/15/21
Comp Name: ISOBEL FERNANDEZ Comp Phone: (720)341-5725 Comp Email:

Ordinance Id Description

6.07.06 Sec. 6.07.06. - Care of premises.

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

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

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

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.
6.01.03	Building Setback Requirements

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

Created	Modified	Note
01/06/22	01/06/22	Sent certified letter. (see attachments)
11/12/21	11/12/21	Owner is in communication with Zoning for filing a variance
11/09/21	11/09/21	From the street Mr. Timmons witnessed construction at 8 Beach St. (see attachments) No one was home so a Notice was left on the front door.

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

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

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

Created	Modified	Note
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)

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

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

Description: Case #: 49
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
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10-3 PLACEMENT GARBAGE & TRASH-PLACEMENT

Description: Failure to construct a fencing around the two dumpsters located on the property. As required in Sec. 10-3(b)

Created	Modified	Note
01/06/22	01/06/22	Sent certified letter (see attachment)
01/05/22	01/05/22	Mr. Edmonds has stated that a contract with Matanzas Fence Company has been made to start construction of the dumpster enclosure on 1/10/2022.
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).

Violation Id: V2200012	Prop Loc: 8 OAK RD		
Viol Date: 12/29/21	Status: Completed	Status Date: 01/24/22	Comp Name:
Comp Phone:	Comp Email:		

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: work without permits
Permits required:
-Plumbing
-Window/Door
-Possible Interior Remodel

Created	Modified	Note
12/29/21	01/24/22	A dumpster was reported at 8 Oak Rd. without permits attached to the property. Code Enforcement (Mr. Timmons) arrived to 8 Oak Rd. 2:00p.m. 12/29/2021. Mr. Timmons spoke with the two construction personnel doing work at the residence. They stated that the work being done included; replacing windows, plumbing work in the bathroom, and like for like vanity replacement. The crew works for Blackstar Group LLC. Mr. Dickens (owner of Blackstar Group) has been contacted and informed that a Stop Work order has been placed until permits have been pulled. --Permit was issued 1-12-2022

Violation Id: V2200013	Prop Loc: 421 NIGHT HAWK LN		
Viol Date: 12/30/21	Status: Completed	Status Date: 12/30/21	
Comp Name: Margaret England	Comp Phone: (904)461-3454		
Comp Email: commengland@cityofsab.org			

Ordinance Id	Description
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Description: Request to investigate a large mound of dirt at 421 Night Hawk Ln.

Created	Modified	Note
12/30/21	12/30/21	Referencing the topographical map of the property (421 Night Hawk Ln.) with the pictures taken at the site, everything looks to be as it should. Mr. Timmons spoke with Public Works Engineer Sydney Shaffer to confirm that there are no abnormalities. (see attached e-mail)

Violation Id: v2200014 Prop Loc: 850 A1A BEACH BLVD UNIT 36
Viol Date: 01/19/22 Status: Open Comp Name: Glenn Brown (Building Inspector)
Comp Phone: Comp Email: Gbrown@cityofsab.org

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Upon routine inspection Building Inspector Glenn Brown noticed windows that had been installed incorrectly at 850 A1A Beach Blvd Unit 36

Created	Modified	Note
01/19/22	01/19/22	Building Inspector (Gleen Brown) had informed Code Enforcement that windows had been installed improperly at 850 A1A Beach Blvd Unit 36. Mr. Timmons went out to the address and found the windows that had been installed without permits. Code Enforcement hung a notice of violation on the front door handle. (pictures in attachments)



MINUTES

PLANNING AND ZONING BOARD MEETING

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

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

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. ROLL-CALL

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

BOARD MEMBERS ABSENT: Dennis King.

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

IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF NOVEMBER 16, 2021

Motion: to approve the minutes of the November 16th, 2021, meeting. **Moved** by Mr. Sarris, **seconded** by Mr. Babbitt, **passed 7-0** by unanimous voice-vote.

V. PUBLIC COMMENT

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

VI. NEW BUSINESS

- A. Land Use Variance File No. VAR 2021-07, for reduction of the south side yard setback requirement of 10 feet, per Seagrove Planned Unit Development (PUD) Ordinance No. 01-15, to 5 feet, for proposed new construction of a pool screen enclosure on Lot 97, Seagrove Unit 8, at 467 High Tide Drive, Bart Piniaz, Russell Builders Inc., Agent for Patrick and Elisabeth McGee, Applicants

Jennifer Thompson: This first variance application is for a reduced side yard setback from

10 feet to 5 feet for a proposed inground swimming pool screen enclosure in the Sea Grove PUD. The Board has seen many variances like this previously. Sea Grove's restrictions for pools and screen enclosures are more restrictive than the setbacks for these same things per City Code, which requires minimum 5-foot rear and side yard setbacks. The Sea Grove PUD ordinance requires a minimum 10-foot setback from the property line for pools, screen enclosures, and decks. Previously, in December 2020, the Planning and Zoning Board approved two variances for reduced setbacks to 5 feet for pools and/or pool screen enclosures in Sea Grove.

Chairperson Kincaid: And this has been approved by the Seagrove Architectural Review Board as well, right?

Jennifer Thompson: Yes, that is in the Board's packet information.

Chairperson Kincaid: Okay. Does anybody have any questions? Any comments? Okay, do we have a motion?

Motion: to approve Land Use Variance File No. VAR 2021-07 as requested for reduction of the side setback from 10 feet to 5 feet for proposed new construction of a pool screen enclosure on Lot 97, Seagrove Unit 8 Planned Unit Development, at 467 High Tide Drive. **Moved** by Ms. Longstreet, **seconded** by Mr. Babbitt, **passed 7-0** by unanimous voice-vote.

Bart Piniatz, Agent for Applicant: The pool is 10 feet from the property line, it's just the pool screen enclosure that requires the variance as it is 5 feet from the side property line.

Chairperson Kincaid: It meets the City of St. Augustine Beach requirements, which is less restrictive than the PUD ordinance. So, the Board has been routinely approving these.

Mr. Dowling: Is there any authority they have as a Board to sort of expedite this process in the future, so property owners don't have to go through this as just a formality?

Brian Law: No, Sea Grove is PUD, and answers to its own zoning code. It has been recommended that Sea Grove modify their PUD ordinance. That would alleviate this but at this time, there is no application to move forward with this, so applicants must go through the variance process every time.

- B. Land Use Variance File No. VAR 2021-08, for reduction of the rear yard setback requirement of 20 feet, per Section 6.01.03 of the City of St. Augustine Beach Land Development Regulations, to 2 feet, for new construction and placement of a 10-foot-by-10-foot storage shed on Lot 64, Ocean Oaks Subdivision Unit 2, in a low-density residential land use district at 8 Beach Street, Donah Parent, Applicant

Jennifer Thompson: This variance application is for a reduced rear yard setback for a custom-built shed at 8 Beach Street. The rear yard setback requirement per City Code for

this size shed is 20 feet and the applicant is requesting a variance for a rear yard setback reduction to 2 feet. The Board has not really seen anything else quite like this as far as similar variance applications in the past.

Chairperson Kincaid: We did have one recently, for a 120-square-foot shed to encroach into a required setback. The cut-off point for 5-foot setbacks for shed dimensions is 96 square feet, but this shed is 100 square feet, so it is required to have a rear yard setback of 20 feet. I don't have a problem with this size shed, but I do have a problem with it being inside the setback, and also with it being built, even if this was an accident, and then coming to the Board asking for permission after. I think that's a very dangerous precedent to allow people to basically come and ask for forgiveness, rather than permission before building something. To me, that represents a problem. I have no problem with the extra 4 square feet over 96 square feet, but I think the shed needs to be moved back to the 5-foot setback. If it was a 96 square foot shed, it would be required to have a 5-foot setback. I think it's reasonable to ask the shed to be moved so it doesn't encroach on that 5-foot setback. Any comments? Okay, can we hear from the applicant?

Neighbor: I'm not the applicant, I am one of the neighbors.

Chairperson Kincaid: Do you want to come up to the microphone?

Neighbor: I don't understand what a setback is.

Chairperson Kincaid: It's the number of feet off the property line from which something is allowed to be built. You can't build something on your property line, it must be set back into the property for a certain number of feet. For a shed that is 96 feet or smaller, it can be 5 feet off the property line. If it's bigger than 96 square feet, it has to be 20 feet off the rear property line. So, this one is 2 feet off the property line, which violates City Code. Setbacks are a sort of separation to prevent building up against your neighbor's property. If you and your neighbor both built up to your lot lines, you would have townhouses.

Neighbor: Okay, I got you, thank-you. You answered my questions.

Mr. Pranis: We have no speaker cards for this issue.

Mr. Einheuser: The shed looks like it's in front of the house and not behind the fence. I'm wondering why they picked that spot to put the shed.

Donah Parent, Applicant: The shed is definitely in the backyard. The fence, the back fence, stops along the house line, and then part of it continues on with the house on a third of an acre. This is a big property with 18 oak trees on it, and the shed is back here under a cluster of trees. Just to be clear, the reason that I did not want to roll in a little metal shed is because my home sits 27 seven feet above sea level and 18 to 19 feet above the rest of the neighborhood. I didn't want to build a shed that was not structurally significant. I had

my former neighbor's metal shed on my roof after Hurricane Matthew picked it up and blew it away. My oversight was not keeping the shed at 96 square feet. I had a family member who is a contractor come in and help me and I told him to build it as it is because the beams are big and anchored in, so it will be a secure, long-lasting shed, and so, he went over the 96-square-foot threshold a bit. I can totally fence the shed in because I have the property to do it. It's just that I have two driveways to my house, so it's a little bit confusing because there's a front driveway and then the garage driveway goes up very, very high and steep. And so, when we were erecting the shed, it was a consideration of it sitting there under those oak trees to be discreet and aesthetically appealing.

Mr. Dowling: I appreciate you got signatures of support from your neighbors.

Donah Parent: Except hers (referring to the previous speaker, "Neighbor") is not in that packet.

Mr. Dowling: Is this the neighbor at 3 Wave Place?

Donah Parent: Yes, she was going to sign it, but her husband passed away and I didn't want to disturb her. All the other neighbors signed it.

Mr. Dowling: Okay, it's mostly visible to your neighbors on Wave Place, especially since it's 4 square feet over the 96-square-foot threshold. I think it would be a critical thing to make sure your neighbors are okay with it.

Chairperson Kincaid: Ma'am, if you're going to speak, you have to come up to the podium.

Brian Law: Ma'am, just so you know why, this is being recorded, and it gets transcribed.

Neighbor at 3 Wave Place: They have always been wonderful neighbors, and they have taken excellent care of their house and their property. Anything they have done in terms of plants, or whatever they've done to the house has been very upscale. You know, I have no problems with it. Even if I see it from my house, it is nice to look at.

Chairperson Kincaid: The pictures of this look like a very well-built shed. And it looks like it's not a piece of metal that's going to end up on somebody's roof. It looks very nice, but the problem is that whatever we do tonight sets a precedent, as everything this Board does is precedent-setting, and we need to be able to justify what we're doing. We did work on something similar to this, not that long ago. If we're going to vary the Land Development Regulations (LDRs) or rules, we need to have a reason for that, and figure out how this can be done. There's a very strict set of criteria within the variance process that we have to figure out in order to determine if this complies with the variance process. There are actually three different violations here. One is building the shed before inquiring about getting a permit, two is building it too close to the setback, and three is building it over the size allowed for the appropriate setback. So, those are the three things

we have to deal with, and how it's going to affect the rest of the City here. That's really what the discussion is about, it's not the quality of the shed, which looks very nice and put in a place where it shouldn't bother anybody. All your neighbors are in favor of it. That part is comforting, but it doesn't help with some of the other issues, just so you know.

Mr. Pranis: Question for the property owner, do you foresee any issue with moving it to have the 5-foot setback from the rear property line as Mr. Kincaid suggested? Is there anything that would limit this from occurring?

Donah Parent: No, it would just be an additional, huge expense on my part because it is definitely anchored in the ground, so it won't roll downhill and won't wash away.

Chairperson Kincaid: Given the consideration that all of your neighbors have been for this and that it's well built and is anchored, how tall is the fence that you currently have?

Donah Parent: It's 6 feet high in some places and 8 feet high in others.

Chairperson Kincaid: So, I was wondering, would you consider extending the fence to enclose the shed?

Donah Parent: Absolutely, it would be easy to do that, yes.

Chairperson Kincaid: I think you're still going to see the top of the shed, even if it was moved three feet back. You can build a fence on the property line, so there isn't the same effect of the encroachment of the shed on the neighbor's property. If you could build a 6-foot or 8-foot-high wooden fence there anyway, that's going to cover most of it. And it would, I think, take away the effect of putting a building almost right on the property line.

Mr. Pranis: I think we've got to look at the distance to the property line. Only because if we look at what happened on 13th Street with the illegal, unpermitted structure built, and then there was a fire that caused damage to the neighbors because it was so close to the property line. So, I think that's got to be in consideration when we're looking at variances.

Mr. Sarris: Can I ask the homeowner a question? And I'm sorry if I missed it, but how did this come to light that you'd already start building the shed and you're coming up here now after the fact? How did you become aware of it not complying with the setbacks?

Brian Law: If I may, I probably am better suited to answer that question. The shed was noted by the code enforcement officer checking out another call about a potential structure being built right down the street. So, it was a code enforcement issue. A stop-work order was issued on it, with the options to remove the structure or apply for a variance. This is the process that we go through, and this was a code enforcement case.

Mr. Sarris: Is this shed a permissible structure the way it is built?

Brian Law: It is not. Section 105.2 of the Florida Building Code exempts sheds less than 120 square feet on single-family lots not in a special flood hazard area from permitting, but to remind the Board, the zoning code is completely different from the building code.

Donah Parent: Right. And that was the knowledge that I was going on, to be honest. So, I was thinking a 10-foot-by-10-foot shed would be no problem.

Chairperson Kincaid: Any other comments?

Ms. Longstreet: I think the shed needs to be pushed back to 5 feet off the rear lot line.

Mr. Babbitt: If the square footage is reduced to 96 square feet.

Ms. Longstreet: If we excuse the extra 4 feet, yes, we are setting a precedent. Once we do that, then everybody, eventually, will say they need a shed bigger than 96 square feet. So, if we're all fine with that or if we or the Commission want to go back and change this, there are two things we need to talk about. Are we willing to add the 4 feet and allow it to be 100 square feet, or is the applicant going to have to cut it down to 96 square feet?

Mr. Pranis: Are we setting a precedent where someone could say, "Well, I want a 130-square-foot shed 5 feet off the fence or property line?"

Brian Law: If I may Mr. Chair, the building code has no interest in this shed. If it was a permissible shed, we would still have no interest in setbacks. The building code allows for zero lot line setbacks for buildings. So, this is clearly a zoning, not a building code, issue. Even if the shed exceeds 120 square feet, it's no different to us than building a townhouse right on the lot line. Building codes can allow it, but it has to comply with certain zoning parameters such as setbacks per the LDRs, so this is clearly a zoning issue.

Ms. Longstreet: So, I mean, I can make a motion to say she can leave the shed at 100-square feet, as long as it is behind the fence, and it is a minimum of 5 feet off the property line. That's the precedent. You can see how everybody feels.

Chairperson Kincaid: So, we'll restate that motion. It allows the 100-square-foot shed, puts it behind a fence, and moves it back to a minimum of 5 feet from the lot line. Do we have a second on the motion?

Mr. Babbitt: I'll second.

Chairperson Kincaid: Okay. Motion made and seconded. So, now, is there any discussion on the motion?

Mr. Einheuser: Victor, obviously, you're a builder. Do you know if the shed posts were built on a pier or sunk in the ground and anchored, basically, like a piling, with concrete?

Mr. Sarris: A piece of rebar is put through the bottom, and concrete is then poured around them. Yeah, it looks like they did a good job. Is the tree that I see in this picture here in the way of moving the shed back?

Donah Parent: No, not in the least. Yeah, like I said, I overlooked the 96 square feet and the person I hired to build the shed was a family member who was helping me out.

Mr. Sarris: Is this picture accurately depicting how far they've gone in construction?

Donah Parent: Absolutely nothing has been done with the shed since this was taken.

Mr. Dowling: I have a question about the motion. I personally don't see what putting a fence around the shed would do, and whether this would be a benefit or not, in regard to setting a precedent going forward.

Chairperson Kincaid: The fence would just further hide the shed. You can put a fence on your property right on the property line, without a setback, if I'm not mistaken, right? So, if the fence can be on the property line anyway, you're building right up to the property line. And to me, it's less intrusive to put the shed behind the fence than it is to get rid of the fence and have a building, basically, built right off the property line.

Mr. Dowling: So, are you're suggesting on the south property line where there looks like there is a 6-foot-high fence now, that this fence be extended up to 8 feet?

Chairperson Kincaid: The drawing shows a fenced-in backyard, but the shed is clearly outside the fence. So, I would start with moving this fence to enclose the shed, so the neighbors do not have any public vision of the shed from the street or cul-de-sac.

Mr. Dowling: The shed is most visible as you're driving down the cul-de-sac, so even if that fence was moved all the way up to the property line, you could still see it if it's uphill from the driveway. I thought you were referring to the fence on the south side adjacent to the neighbor's lot, but thank you for that clarification.

Mr. Sarris: Looking at the shed right now, obviously, it's in the beginning stages of framing, and there's no doubt that there is some labor involved in taking it down. But if you're talking putting a fence around it, you could weigh that cost of labor and material against relocating the shed to the 5-foot setback. And I don't think that cost is going to be too much different. We are in a difficult situation here because this would set a precedent if we did something different. So, although the shed looks great, I don't see that it is too far built to not consider the possibility of some type of disassembling to relocate it.

Mr. Dowling: If you adjusted that side of the shed to comply with the 5-foot setback requirement, you would also have the ability to shrink it down to 96 square feet or smaller and keep most of the work that has been done by slightly modifying the shed.

Brian Law: We do have the PowerPoint presentation with the criteria for approving a variance straight from the LDRs, which we haven't seen in about a year now. We do have some new members and it's at your disposal if you decide you want to review it.

Mr. Pranis: I think a bad precedent will be set if we decide to change the size to allow a shed to exceed 96 square feet and allow it with a 5-foot setback. I think we're opening up a can of worms. We denied the last variance application for a setback reduction for a shed, for which we probably could have done something similar, but didn't.

Chairperson Kincaid: Okay, let's go through the Power-Point presentation to help the Board look at the conditions for approving a variance per the LDRs. Any questions on the criteria? Any discussion on the motion? The motion again is to allow the 100-square-foot shed, put it behind a fence, and move it to a minimum of 5 feet off the rear property line.

Motion: to approve Land Use Variance File No. VAR 2021-08 for a reduction of the rear yard setback requirement of 20 feet to 5 feet, for new construction and placement of a 10-foot-by-10-foot storage shed which is to be fenced in on Lot 64, Ocean Oaks Subdivision Unit 2, in a low-density residential land use district at 8 Beach Street. **Moved** by Ms. Longstreet, **seconded** by Mr. Einheuser, **denied 7-0** by unanimous voice-vote.

Mr. Pranis: I mean, the biggest issue of it was completely self-induced. I don't know if the applicant needs to come back and present again, or if the shed is cut back to meet the guidelines of the LDRs, then she wouldn't need to come back.

Chairperson Kincaid: Well, she wouldn't come back if the shed was cut back and complied with the setbacks. After going through the variance approval criteria, there isn't an economic restriction on the use of the property. There's no hardship based on the topographical land, so the hardship is that it's going to be expensive to move the shed, which is too big at its current size to be located where it's at. At its current size, it would need to be 20 feet off of the lot line, which I don't even know is possible. So, the variance is to allow the shed to remain and be finished at its current size and location.

Motion: to deny Land Use Variance File No. VAR 2021-08 as requested, for a reduction of the rear yard setback requirement of 20 feet to 2 feet, for new construction and placement of a 10-foot-by-10-foot storage shed on Lot 64, Ocean Oaks Subdivision Unit 2, in a low-density residential land use district at 8 Beach Street. **Moved** by Mr. Babbitt, **seconded** by Mr. Pranis, **passed 7-0** by unanimous voice-vote.

Chairperson Kincaid: Per the LDRs, you have a couple of options. You can make the shed a little bit smaller, so that it is 96 square feet or less, and move it back to comply with the 5-foot rear setbacks, which would allow it to be completed without a variance.

Brian Law: So, ma'am, what'll happen is, the variance request was denied by the Board as you just witnessed. You have a right to appeal the Board's denial to the City

Commission. If you elect to do this, you need to contact my office to speak to Jennifer. There's a separate application for an appeal. If you elect not to appeal their decision, the code enforcement officer will issue a removal of the structure in accordance with City Code. He will provide you a generous amount of time to do this given the holidays. If you decide not to remove it and not to appeal the decision, a formal Code Enforcement Board hearing will be heard, as the code enforcement officer will have no choice but to launch a code enforcement case, and that case will run its course. If you decide to appeal the decision, the code enforcement case will be stalled, pending the outcome of the City Commission's hearing of the appeal. You have 30 days to appeal the decision of this Board. The shed must be 96 square feet or less to be built with a 5-foot rear setback.

Donah Parent: Do I have to notify someone while I'm doing that?

Brian Law: You need to contact us because you'll be hearing from the code enforcement officer potentially next week. If you decide to appeal the Board's decision, we will stop the code enforcement action until the appeal is heard by the City Commission.

Chairperson Kincaid: I just would like to put this on the record, for me, as I don't want to claim to speak for the whole Board. I don't think there's any problem with the design or the style or the quality of what you're building. There are no neighbors that are upset, everybody was for it. All of this was positive and good for us to be able to see and consider but the effect of precedent makes this very difficult for us, because the circumstances in a similar variance request may not be the same. Somebody may come in with a metal shed and put it right on their property line and they may have an argument as you saw with the criteria. The precedence is what makes it difficult for us. Thank you.

Mr. Dowling: I totally appreciate the work you've done, and the cost and effort you've put in. If you can cut back the shed and move it to meet the 5-foot setback, you should be able to keep most of that structure intact and just adjust it. Then, at that point, you can make it so it's 96 square feet or less, and with a 5-foot rear setback, it should be okay.

- C. Land Use Variance File No. VAR 2021-09, for reduction of the street side yard setback requirement of 12 feet, per Section 6.01.03 of the City of St. Augustine Beach Land Development Regulations, to 1 foot, for proposed new construction of a 469-square-foot ground floor one-story addition to an existing single-family residence on Lot 17, Block C, Ocean Oaks Subdivision No. 1 Replat, in a low-density residential land use district at 412 Ocean Drive, Richard S. and Mary D. Stensgaard, Applicants

Jennifer Thompson: This variance application is for a reduced street side yard setback at 412 Ocean Drive, in a low-density residential land use district. This setback request is for reduction from a 12-foot street side setback to a 1-foot setback for new construction of a ground floor, one-story, 469-square-foot addition. Brian has also pulled up the aerial image of the property on the computer screens.

Chairperson Kincaid: Okay, do we have any questions or discussion before we bring the applicant up? Okay, can we hear from the applicants, please?

Len Weeks: Good evening. I'm Len Weeks, agent for the applicants, Richard Pinto and Mary D. Stensgaard, the owners of the property. I would like to ask them to come up first and give a brief description of why they're asking for this variance.

Richard Pinto, Applicant: Good evening. My name is Richard Pinto, 412 Ocean Drive, St. Augustine Beach, Florida. First of all, I appreciate you all taking your time to do public service like this. It takes a lot of energy to listen to all of us asking you to do something. But what's going on with us is we built our house over 30 years ago, and like everybody who was younger 30 years ago, a flight of stairs didn't seem like much of an issue at the time. Just recently, I underwent a quadruple bypass, which was totally unexpected, and I have some other medical issues that have been going on as well. Most of our living space, our bathrooms with bathtubs, and things like that, are upstairs. The stairs were difficult after the surgery. I will be 70 years old in January, and I wish to stay in our house for the foreseeable future, as we don't want to move. The pandemic has complicated life for all of us, you know this, it's just harder to think about selling a house, moving, and finding something else, as suitable prices are going through the roof. It seemed to me what was most feasible would be to create a space on our ground floor that would allow us to put in a handicapped bathroom, have a master bedroom on the ground floor, instead of up a flight of stairs, and some additional space that I could use as an office. I have had stores and businesses downtown. That's why I said the pandemic has complicated everything. Since that all started, I've pretty much been working the office stuff remotely, and the extra space would be very useful. What we're proposing is not next to somebody's backyard. It's in a location with a good amount of space that faces the street. We've given you a photograph (EXHIBIT A) that has little stakes in the ground showing where the building would come out to and still shows what would be left for the side yard. So, while I understand, technically, you have setbacks and things that are easements for utilities and stuff, I thought we were trying to keep within our reasonable amount of space. We're not going up two stories. The house will look exactly like it does when it's finished, except it'll just have that little extra addition on that side.

Ms. Longstreet: What's on the first floor now?

Mr. Pinto: The first floor currently has the kitchen, a living room, a couple of small guest bedrooms, a little storage area, and things like that. None of those could really be repurposed because the whole problem is that the only bath that's on the ground floor is a half bath, which is too small for a handicapped person, and the shower in there is about as big as this, you can stand up in it, but you can't bend over to pick something up. So, as I said, it was not envisioned that we would be trying to move into that part of the house.

Mr. Pranis: So, the first floor looks like it's 1,500 square feet, and there's not an option to renovate it to get what you need, instead of building an addition?

Mr. Pinto: That really would change the whole layout, as you'd walk in the house and there wouldn't be a living area, you'd be walking into a bedroom or something like that.

Mr. Sarris: Is there any room on the existing footprint where you could put this addition without encroaching into a setback?

Mr. Pinto: No, I would have to let my building advisor, Len Weeks, explain how we arrived at this design. I was trying to just give you an overview as to why we are requesting a variance. We are not trying to add a whole bunch of extra space so we could rent the house on Airbnb or something like that. We want to live in this house ourselves.

Mr. Dowling: Can you say one more time what your intent is? I know the master suite downstairs is the main thing. But you also mentioned office space. Is there anything else?

Mr. Pinto: Well, the office space is basically like a room, so I can have a place with a desk to work. Right now, I have to climb stairs to do that. Just this week, I have an appointment to see my cardiologist because I thought I was doing better but now I've been having some trouble getting up and down the stairs. So, I'm trying to plan ahead. My daughter, Emily, is here, and she has a few words she'd like to say.

Emily Pinto: My name is Emily Pinto, and my permanent address is also 412 Ocean Drive, St. Augustine Beach, Florida. I am the daughter of the applicants. I currently live in Guatemala, but it's been necessary for me to take five separate trips back to St. Augustine since my father's quadruple bypass surgery in May, and my mother's hip injury earlier this year, to support and help them. I can personally attest to the seriousness of the physical challenges and hardship they're facing at 70 years old. After my father's cardiac surgery, it's critical they have a master bedroom, handicap bathroom, appropriate closet, and small home office on the first floor to be able to remain in their home and have the quality of life they deserve as they age. We believe the small addition they're proposing and the new landscaping that will be created will only increase the value of their home and, therefore, the neighborhood, plus it will be a huge aesthetic improvement on the existing side yard. They have thought very seriously about the design that they're proposing, which is exactly what they need. My parents have lived in this home for 32 years. I grew up in this home and their desire is to be able to remain in it as they age. Your decision tonight will greatly impact the rest of their lives and the life of our whole family. I sincerely hope that you'll grant their request due to medical hardship. Thank you for your time.

Len Weeks: I hope you can see from that photograph (EXHIBIT A) that this is the one-story portion of the house now which has a small bathroom and small bedrooms. The stakes with a circle around them show how far out the addition would come, which is 13 feet, 8 inches from the house. This still leaves a small buffer on the south side, and then it is 22 feet from the road to the house. This is not like adding a house next to an existing house, this is a house next to a road, so it already has a hardship because the setbacks for a side street are greater than the setbacks next to another house. So, what they propose

is to come out far enough where they can put the master bedroom and a handicap bathroom and still have adequate room on the side. They're not encroaching into anyone else's side or rear yard. We felt like this was the best way to tie in the addition to the existing house and match everything. Again, Mr. Pinto has asked for this for medical hardship. I know medical hardship may not be something generally considered but I do believe in St. Augustine Beach with our aging population, we're going to see more and more requests like this so people can modify their homes to stay in them. The criteria and considerations for approving a variance are guidelines. I was the chairman of the Planning and Zoning Board for the City of St. Augustine for five years, and I know how hard these decisions are because they have a direct impact on people's lives. But that's why you're here. If everyone followed the guidelines, there wouldn't be a need for this Board, because if everyone followed the rules, there would be no variances. You guys are here to look at every single variance request on a case-by-case basis and weigh each individual application on its own merits. We have tried to provide something that doesn't have a negative impact on anyone. The landscaping will be enhanced and hopefully the applicants will be able to stay in their house. So, that's pretty much it.

Mr. Pranis: So, do you, as the architect, agree or not agree that the existing 1,500 square feet on the first floor could be renovated to get the applicant's needs accomplished?

Len Weeks: I agree that they could give up a living room and put in a bedroom. And yes, they could stay in the house, but they wouldn't have a house they could ever entertain in. I've been in this house and looked at the floor plan numerous times for different functions and it's not a very big home. It's unfortunate that the kitchen is right in the center, and the dining room is small. And then, the front entrance has a big foyer, but the stairs to the upstairs are right there. They would have to completely take those stairs out and remodel the entire house, which I don't think would be worth it, because I don't know where you could relocate the stairs. I worked with Dixon Design Group, and we thought this was the best way to accomplish what they need, understanding a variance is required.

Mr. Sarris: Len, in looking at the proposed ground floor, and that dimension of 19.6 feet off the street side corner, is that usable space that's within the building's footprint or the building setback that could possibly be used? I know the gable makes sense where you could just extend it out with the gable right there. I get that. Is it still possible to consider solving this problem by using that part of the existing buildable footprint to do this?

Len Weeks: It would not give them enough room to have the space they're looking for to be able to live on the ground floor. They could live in that and have a bedroom, but they could not have a smaller office area in there, which is what he's trying to do. Because again, the rest of the house is the living room, dining room and the kitchen. It looks like more rooms, but it's just one big room over where the fireplace is. They would have to give up that other small room to the side of the bathroom, which they would like to keep.

Mr. Sarris: That's almost 400 square feet that we're considering.

Len Weeks: I think what you're saying is the proposed addition could fit in that space, but some of these walls are going to come down to make these rooms and the master bedroom bigger. The interior, all of this interior, is going to be reworked.

Chairperson Kincaid: Yeah, we're talking about the front of the house, though, to add your addition.

Len Weeks: Well, you can see where the roof comes down. So, they would have to put it out toward the front. We didn't even look at that because we thought coming out on the side would be the least intrusive place to put the addition.

Emily Pinto: The possibility of needing to be in a wheelchair needs to be considered. If you're talking about a long, narrow corridor to go into these rooms, it's just not feasible to actually be able to move around the space in a wheelchair.

Mr. Sarris: What I'm looking at is a space that's 19 feet wide by 19.6 feet long.

Emily Pinto: Where the front door is?

Chairperson Kincaid: So, it would create a corridor to get into the front door, a 14-foot-wide corridor, and give you the ability to build without getting a variance.

Emily Pinto: So, the courtyard sort of entryway, I guess, you're talking about building over that essentially. I'm not sure what that would do to the value and design of the home.

Chairperson Kincaid: Well, we're not here to solve that problem. I think we're just asking if an addition can be built without a variance, right?

Emily Pinto: We did consider if there was anywhere else we could put the addition. And I promise you that a lot of time was spent going over different possibilities. They strongly felt that this is really the best way to keep the house looking the best for the neighborhood and for a future sale. And this is really what they would need, in our opinion, in order to have a good quality of life and have a safety of space.

Richard Pinto: If you see where my finger is pointing, where that window is, there's a two-story entranceway and three big windows in the front entrance of the house. That's where the stairway is, going up to the second floor. I think that's one of the nicest features of the house, that it has this giant picture window. We used to have some beautiful oak trees that were on the hill that has azalea bushes. But those oak trees were hurt by various storms, and they started to fall down, so we had to take them out. There is still some hope we can relandscape this area. So, you could take that space and do something with it, but it would just basically destroy the design and architectural character of the house.

Chairperson Kincaid: Okay, we have one public speaker.

Tony Cubbedge: I live at 1 North Trident Place, directly adjacent to this house, and I think you started the meeting very well tonight by describing what a setback was. If you have a zero setback, you live in a condominium or townhouse. We don't live in a condominium or townhouse, we live in a low-density residential neighborhood. You also mentioned another thing about setting precedents and if we go to zero lot lines or one-foot lot lines, we're setting a tremendous precedent in a low-density residential neighborhood. We understand what the Pintos are dealing with, and I think you hit the nail on the head, Mr. Sarris, about looking at the front footprint. The civil survey submitted in the variance package shows the existing footprint of the home. If you simply push that area out, you can almost encapsulate the entire square footage that they're wishing to add and restructure the interior in keeping with the intent of the variance and the way we operate in a low-density residential neighborhood. Mr. Weeks also mentioned the criteria for variances, as we know we don't have a one-size-fits-all. At the same time, City Code defines requirements for variances, and allows for the preclusion of reasonable variances.

Chairperson Kincaid: I have a big issue with a couple of things here. One, we denied a variance a few months ago for a house that would encroach 12 inches, I think, into the setback, and they had to redo the plans. He believes this was on 5th or 6th Street.

Brian Law: Yes, before the setbacks were changed, a three-story rectangular house was proposed to a different set of setbacks that are now currently the setbacks. But at the time, the variance request was to exceed the setbacks to build a larger house.

Chairperson Kincaid: I certainly appreciate the applicant's concerns for the future. We also have to look at the future of setting a precedent. I also have a problem with a medical hardship. I don't want the Board to get into a position where we start judging medical hardships or start requiring people to bring doctor's notes to consider medical hardships. It has certainly been demonstrated that there is a reasonable economic use of the property, as the applicants have used it for over 30 years. We have a number of neighbors who have expressed support for this (EXHIBIT B), but an equal number of neighbors who have expressed issues and problems with it. I understand the hardship, I spent 30 years as a paramedic, and I completely understand wanting to stay in a home you've lived in for 30 years. But for the other reasons, I have a problem supporting this variance.

Mr. Dowling: Looking at the package, it seems like a design issue. I think your reasoning and wanting to stay in your home is paramount and should not be discounted. But I think you can achieve what you want in a different way. It may not be the easiest way, but it can be done. So, for those reasons, I, as well, can't support the variance.

Chairperson Kincaid: Any other Board comments? Okay, I'll make a motion that we deny the variance based on strictly not meeting the criteria and ask that the applicants look at a different sort of design that does not require a variance. Looking strictly at the criteria

for approving a variance, I think we're going to have a hard time with that.

Motion: to deny Land Use Variance File No. VAR 2021-09 as requested, for a reduction of the side yard setback requirement of 12 feet to 1 foot, for proposed new construction of 469-square-foot ground floor one-story addition to an existing single-family residence on Lot 17, Block C, Ocean Oaks Subdivision No. 1 Replat, in a low-density residential land use district at 412 Ocean Drive. **Moved** by Chairperson Kincaid, **seconded** by Ms. Longstreet, **passed 7-0** by unanimous voice-vote.

VII. OLD BUSINESS

There was no old business.

VIII. BOARD COMMENT

Ms. Longstreet: Do we know why the City decided not to put up the other holiday lights?

Brian Law: Florida Power & Light (FPL) has denied the use of any other use of its utility or concrete poles, so it is not a City decision. I think it was handed down from FPL. But I would definitely recommend you contact City Manager Max Royle for more about that.

Chairperson Kincaid: I think there's a well or something right off the back end of the 10th Street plaza adjacent to 10th Lane. The area has been flooded for three months, it and doesn't dry up even if there is no rain for a week. I don't know if they're public wells, artesian wells, or what they are called. Is there a way this can be addressed? This is actually located on 10th Street on the back lot right behind the public bathrooms.

Brian Law: Best we can do is we can send a code enforcement officer to drive over there to take a look at it, and then give the Public Works Director a call.

Chairperson Kincaid: I want to thank everyone for all their hard work this year. Thanks to the staff for supporting us all year long. Everybody, have happy holidays and safe holidays.

IX. ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Kevin Kincaid, Chairperson

Lacey Pierotti, Recording Secretary

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



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING THURSDAY, JANUARY 6, 2022, AT 6:00 P.M.

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

I. CALL TO ORDER

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

Members Ann Palmquist and Craig Thomson were absent.

Also present: Deputy City Clerk Dariana Fitzgerald, Public Works Director Bill Tredik, and Grounds Foreman Tom Large.

Chair Bandy advised that she would like to rearrange the agenda so that the members of the public could have a chance to speak. She moved on to Item V.1, asked Public Works Director Tredik for his presentation.

IV. APPROVAL OF MINUTES OF DECEMBER 2, 2021, REGULAR MEETING

V. Approval of minutes moved after Item V.1 and V.2 presentations.

Motion: to approve the minutes of December 2, 2021, with changes and correction of typographical errors. **Moved by:** Member Krempasky. **Seconded by:** Chair Bandy. Motion passed unanimously.

It was the consensus of SEPAC to shorten future minutes.

VI. PRESENTATION OF REPORTS:

1. Illicit Discharge Presentation

For the record, there were 5 members of the public, 4 SEPAC members, and 3 members of City staff in attendance. Director Tredik said that the headcount is important for the Department of Environmental Protection (DEP) for educational and outreach.

Director Tredik showed YouTube videos from other jurisdictions titled: "Illicit Discharge Detection and Elimination" from the Center for Watershed

(<https://www.youtube.com/watch?v=LgUoYzjK0A4>), "Keep the Storm Drains Clean" from the City of St. Augustine (<https://www.youtube.com/watch?v=lkjS2kqClpA>), and "Illicit Discharge – A Drainage Issue" from Clark County, NV (<https://www.youtube.com/watch?v=xLiIWoVaPMc>), which gives more understanding of what illicit discharge is. Director Tredik advised that he would like to create some short videos similar to these from the City's perspective. He showed a slide show (Exhibit A) that is on the City's web site under the Public Works Department, and he described what illicit discharge is. He discussed several key points such as disposing of used motor oil at Public Works, washing your car on the grass or use a commercial car wash, etc. Member Krempasky asked if she could report companies that are blowing grass clippings into the drain. Director Tredik advised absolutely, and that there is a form on the website to use or to call Public Works. He showed where the illicit discharge information is located on the City's website. Chair Bandy asked if reports could be anonymous. Director Tredik advised yes.

Chair Bandy asked if anyone had questions for Director Tredik. A member of the public asked if illicit discharge crossed over into over to watering the lawn. Director Tredik advised that it is difficult to regulate, and that the City passed an irrigation ordinance to meet the St. Johns River Water Management District's requirements. He suggested to report if someone's irrigation is watering the street. He described instances that are not technically illicit discharge but are still bad for the drainage, etc.

Chair Bandy moved on to item 2.a.

2. Reforestation and Landscaping Projects

a. Mickler Boulevard

Chair Bandy advised that this is a project that SEPAC has been talking about for a while. Mickler Boulevard is a main thoroughfare for walkers, and it would be nice to beautify the area and add benches. She described the different native plant species that are being considered for the area. She asked Director Tredik for his presentation.

Director Tredik advised that it started in 2019 when the Mickler ditch was piped, and the sidewalk was replaced which led to the discussion of what can be done to beautify the area and to deter driving on the sidewalk. He said there was an initial drawing of a barrier between the sidewalk and the street, but it was impractical. The sidewalk is 6-inches thick and has not cracked in the two years that it has been there. The focus shifted to beautifying the area and there are two potential locations (Exhibit B-1). He described the drainage structures and the shallow swale in the area and that he does not want to block them. He showed a concept design with a bench, a decorative concrete pad, and native Redbud trees framing it (Exhibit B-2). He showed a Google Earth image depicting what it might look like in place (Exhibit B-2). He would like for the residents of Lee Drive and Mickler Boulevard to discuss the project and any concerns they have. He noted one concern he had heard was the possibility of vagrants using the benches and there are benches with a rail in the center to prevent people from laying down (Exhibit B-4).

Member Krempasky asked Chair Bandy if she had heard from Lowe's. Chair Bandy advised no, and that she sent another email. She said eventually she would go to the store to speak with the Lowe's representative.

Vice Chair Cloward asked if a bench with a rail in the middle could be made by Public Works or would need to be purchased. Director Tredik advised that Public Works does not have a template with the center rail, and they are expensive at around \$800-\$1,500. He advised that he would like to speak to the City of St. Augustine to see how they are solving the same issue. He described the design of the City's current concrete and wood benches and said that if the holes in the concrete end caps were made bigger, it would compromise the strength of the concrete.

Chair Bandy asked for public comments.

Karen Kempler, 30 Lee Drive, St. Augustine Beach, FL, is for landscaping and trees, but against the benches; that no one seems to use the benches on Pope Road; does not see the need to spend the money on more benches. Chair Bandy advised that SEPAC is trying to have the project covered by a grant. Ms. Kempler questioned the functionality of the benches and said they will basically be in someone's front or back yard which is a concern at night.

Jeffrey Bartlett, 18 Lee Drive, St. Augustine Beach, FL, is for beautifying the site, but no need for benches; has concerns for privacy; people could use Ron Parker Park; there is no existing problem to solve and to spend the money on more trees.

Brian Paone, 18 Mickler Boulevard, St. Augustine Beach, FL, likes the idea, likes the Redbud trees; suggested a small trash can. He commented that one of his neighbor's relatives is the Lowe's store manager and he would be glad to ask him on behalf of the City; he also has contacts at Home Depot; suggested Azaleas around the trees that he could donate and plant; suggested partnering with citizens on those streets for maintenance; the new FPL lighting has helped to keep loitering down.

Leo Castignoli, 20 Lee Drive, St. Augustine Beach, FL, asked where the benches would be located. Director Tredik showed an aerial depicting approximate locations for benches (Exhibit B-1). Mr. Castignoli asked if the City was going to do the project anyway. Deputy City Clerk Fitzgerald advised that it is only preliminary. Director Tredik advised that is why resident feedback is so important. Mr. Paone advised that a bench could go near his house at 18 Mickler Boulevard, and he would help maintain it.

Vice Chair Cloward said that she appreciates the resident's feedback and that she is in favor of the benches. She said that she has young children and when they are out walking, they stop and use many of the benches. She said that Mickler Boulevard is a busy road and there are a lot of bicyclists and exercisers that use the road. She said to think about it holistically. She suggested to rethink the design to have more useful things in the area besides benches.

Mr. Castignoli said that every night he walks along Pope Road and never sees the benches being used and the same thing would probably happen with benches on Mickler Boulevard.

Mr. Paone described an incident this past summer of a man in heat distress and said there is a need for covers for the benches. He sees people using the parkettes in the City and he said that Mickler Boulevard is part of the green space. Member Candler

advised that SEPAC looked at arbors for the benches. Mr. Paone said that he is handy and could help make pergolas as a community project.

Chair Bandy advised that SEPAC's intent is to make the community better, to consider what the residents would want, and to keep as much green space to help with quality of life.

Ms. Kempler questioned if there were any parkettes in the residential areas. SEPAC replied that they are throughout the alphabet and numerical streets.

Vice Chair Cloward advised that she does see people using the benches on Pope Road and that SEPAC wants what is best for the City and its residents.

Chair Bandy advised that SEPAC received several emails from residents with comments asking to not limit visibility, plant suggestions, etc.

Ms. Kempler advised that she could get other residents to respond and that they are not in favor of the benches. Member Krempasky advised that the initial idea was to do clusters of plantings, which was not as attractive as having a centerpiece. Ms. Kempler said that on Pope Road in front of Ocean Walk the benches are not where the trees are planted and that the trees were possibly planted to stop people from parking there. Member Krempasky said there can not be a long row of trees because entities like FPL still need to get there, and she asked if there were any other ideas for a focal point. Ms. Kempler suggested getting a garden club involved and that she does not understand the point. Chair Bandy advised that the goal is to beautify the area and make it nicer for the community. She said that is why SEPAC wanted to invite the residents to get their feedback and that no decisions are being made at this point.

Vice Chair Cloward asked what the next step would be. Foreman Large advised that SEPAC voted at the last meeting to wait until February 28th to hear from Lowe's. Chair Bandy advised that there might be opportunities to contact other companies, to continue to get feedback, and to come up with a plan that everyone can agree upon.

Director Tredik said that he thought this might be the outcome because Lee Drive is directly impacted, and he understands their concerns. He suggested to look at options that do not include benches and that he and Foreman Large would discuss other alternatives to present to SEPAC.

Deputy City Clerk Fitzgerald reminded SEPAC that in the past they have discussed placing informational signs and pollinator boxes around the City, and they could look at prices for low-impact single seating. Ms. Kempler agreed and said that she would like to see something that encourages the natural environment and she asked who she could email at the City. Director Tredik said that she could email him at btredik@cityofsab.org. Deputy City Clerk Fitzgerald said that the letter they received had her email address, dfitzgerald@cityofsab.org. Director Tredik advised that he would appreciate their ideas. Mr. Paone described a planting area in Key West that identified native plants with signage.

Director Tredik described smaller seating options, and he suggested trying to find the best place for a bench with the least impact to the residents. He said that this preliminary analysis was for the practicality of what would work with the drainage

structures that are there. He said from his personal experience the benches do get used, but that two benches in that area are probably not necessary. Member Candler asked if 16th Street was the halfway point. Director Tredik advised that that stretch of road is about a mile long and that 16th Street is about one-third of the length.

Chair Bandy asked Director Tredik and Foreman Large to gather additional information for the next meeting and that SEPAC would continue to get feedback via email, etc. Director Tredik advised that he would like to make a decision and move on the project sometime in February and that he and Foreman Large would provide a few alternatives for SEPAC's next meeting.

Deputy City Clerk Fitzgerald advised the public that SEPAC meets the first Thursday of every month. She said that comments could be sent to her at dfitzgerald@cityfosab.org and she would provide them to SEPAC.

SEPAC thanked the members of the public for their attendance and feedback. Chair Bandy moved on to item 2.c.

b. Urban Forestry and Planning Projects

Foreman Large advised that more Cypress trees have been planted at 11th Street and 2nd Avenue. He said that the area holds a lot of water and hopefully the trees will absorb some of it. He said that Public Works also planted two more trees at 3rd Street and 2nd Avenue on the northwest corner and that the residents of the area seemed happy. He advised that a couple of Oak trees were planted on Mickler Boulevard just south of 11th Street. There is a water line and a sewer line there, and he would like to add two Oak trees. He advised that he would look at it again next week. He said that the City has four more Cypress trees, and he would like to put them at the Mizell pond when it is finished. He said he would also like to put Oak trees on Mickler Boulevard and other areas.

c. Model Green Infrastructure Plan

Vice Chair Cloward suggested to push this topic because SEPAC would be discussing Mickler Boulevard again next month with the residents. Member Krempasky said that SEPAC may not be ready. She advised that she had the Zoom meeting with the landscape architect, and she is excited about the project. She said that she also happened to meet the ex-partners of that landscape architect and they showed interest in being involved. She said that she sent the landscape architect the Urban Forest Plan, the Vulnerability Study, information on the parkettes, etc. She advised that the landscape architect is hoping to visit the City and see the parkettes. Member Krempasky questioned whether the area that is being considered is too small to do the project. She said that the landscape architect designed the Sunrail stations that have retention ponds and drainage, which created little park-like areas. Director Tredik showed pictures of the proposed area and said that the Oak tree is bigger now and would have to be removed if excavation is to be done (Exhibit C). He said the area could be cut down a foot or two to accommodate other species and it could tie into the drainage at 2nd Avenue and D Street to keep it from flooding. Member Candler advised that it is not their intention to cut down trees. Director Tredik advised that because of the Oak tree, there is not much that can be done on that site to create a

bio-swale. Member Krempasky asked if it is possible to take all the parkettes on D Street and connect them together as small parks to work in tandem. Director Tredik said it is possible but that there would be challenges with each one. He said that there is a lift station on one of the street corners with two Oak trees. He said that the environmental benefit of a swale would be minimal. He advised that the other side of the intersection is heavily treed as well and that projects like this would make it more challenging for Public Works to maintain. He suggested that a larger space would be better but that there are not many of them. Foreman Large advised that Pope Road and A1A is larger but it is County property and there is another one at 4th Avenue and D Street.

Chair Bandy asked Member Krempasky if she talked to the Scenic A1A contact person about a beautification project at Pope Road and A1A. Member Krempasky said no, but she found a previous estimate between a landscape architect and Southern Horticulture for the entrances to the City which included permitting, etc. She wondered what the cost difference would be if Scenic A1A was able to help with the permitting between the jurisdictions. She said that the plantings that Mr. Marcus recommended were all deciduous and that Scenic A1A has native species that they would recommend. She would like for Chris Hite to meet with Debbie Dix to advise if this project would work. Chair Bandy asked if Member Krempasky could get the landscape architect's opinion on 4th Avenue at D Street and Pope Road at A1A. Member Krempasky advised that she would take pictures and send them to her.

Discussion ensued regarding whether the two areas have trees there now; that there is some open space available and a sewer line; to table the topic until March.

Chair Bandy returned to Item IV to approve of the minutes, then continued to Item 3.

3. Draft Right-of-Way Ordinance

Chair Bandy asked Director Tredik for his report. Director Tredik advised that unfortunately there is not a draft yet and he asked for SEPAC to delay the topic to the next meeting.

Chair Bandy moved on to Item 4.a

4. Educational Programs

a. Newsletter Topics

Vice Chair Cloward advised that she did not realize that January's Newsletter was being sent out early and that she missed the deadline. She said that she has the draft of the February Newsletter information (Exhibit D).

Vice Chair Cloward showed an image about illicit discharge and said she wanted include it in the February Newsletter, and she asked if it would be too redundant with what the City is already doing. She advised that she does not want to remove it, but to be consistent with the branding. She advised that the image could be linked, but not to several locations and that she would prefer that it links to either the application for City Board Membership or the Stewardship Awards. She said that she could export a PDF with multiple hyperlinks, but Constant Contact could only link the image. Deputy City Clerk Fitzgerald suggested to provide the text to copy and paste, and that

the text could be put underneath the image to allow for a link for more information. Director Tredik agreed that it was a great idea so that people can see the entire PDF. Vice Chair Cloward advised that she removed the top green section from the image, and the white box is larger which will contain the illicit discharge information. The other items in the Newsletter would be the Stewardship Awards and the application for new SEPAC members.

Discussion ensued regarding the Stewardship Award categories. Deputy City Clerk Fitzgerald advised that the four categories were: Individual Professional, Individual Non-Profit, Business Professional, and Business Non-Profit. She suggested to shorten it and say that the awards will recognize individuals and organizations. Vice Chair Cloward agreed. Chair Bandy suggested that the City applications and forms should be fillable online. Deputy City Clerk Fitzgerald advised that the forms are fillable pdfs, but they are not embedded and that IT would have to set that up.

Chair Bandy asked if any membership applications have been received. Deputy City Clerk Fitzgerald advised that one person came in and asked about a beautification committee, but they were not interested in the sustainability and environmental aspect.

Chair Bandy asked whether to make a decision regarding Member Palmquist. Deputy City Clerk Fitzgerald advised that she has not heard from her and that this is her sixth consecutive absence. Chair Bandy asked what the procedure is to remove a member. Deputy City Clerk Fitzgerald advised that the Chair would write a letter to the Commission stating that SEPAC has a member that has missed more than three consecutive meetings and ask the Commission to vote to remove that member from the Committee. Member Krempasky advised that it would be a Commission agenda item and asked if Member Palmquist would be notified. Deputy City Clerk Fitzgerald advised that she should be notified and that it is documented in the minutes that she has missed consecutive meetings. She said that the Commission could decide to give her another chance to become an active member. Chair Bandy advised that she would send an email to City Manager Royle asking the Commission to remove Member Palmquist for having consecutive unexcused absences.

Member Krempasky questioned whether the Newsletter blurb about "SEPAC now accepting applications" indicates enough. Member Candler agreed and said that people may not click through to learn more. She suggested to update it to be more specific. Vice Chair Cloward said that she updated it to read: "Do You Love Living in St. Augustine Beach? Join Our Community Today!" Chair Bandy suggested saying that SEPAC has openings for volunteers who would like to beautify and make our community more environmentally sustainable.

Discussion ensued regarding benches; that with more money there could be sculptures; that F Street has educational plaques about turtles provided by the County; to have a pollinator box; etc.

Member Krempasky advised for Vice Chair Cloward to add anything else that she wants after "Join Our Community".

Chair Bandy moved on to Item 4.b.

b. Environmentally Friendly Landscaping Awards

Chair Bandy advised that SEPAC discussed implementing the awards in the fall and asked for any updates. Member Krempasky advised that she would try to create the application form for the next meeting.

Chair Bandy moved on to Item VI and asked for any comments.

VII. OTHER COMMITTEE MATTERS

Member Candler asked to clarify the action items for the next meeting. Chair Bandy advised that the action items are: 1. Member Krempasky will work on an application form for the landscape awards; 2. the Chair will send a letter to the Commission for member removal; 3. SEPAC will hear alternative recommendations from both Members and Public Works regarding Mickler Boulevard; 4. Member Krempasky will contact Chris Hite about visiting the City for the Model Green Infrastructure; 5. to possibly have a public meeting again in March.

Member Krempasky asked for everyone to look at D Street and 4th Avenue and said that she would take photos to send to Chris Hite.

Member Candler asked how the startup of recycling went. Deputy City Clerk Fitzgerald advised that there has been a learning curve. She said that the calls received indicated confusion with the collection day, what is recyclable, etc. Member Krempasky described how recycling went on her street during the first week and indicated that one bin was not collected and did not have a note left. She said the bin had mostly cans and plastic salad containers and seemed to be recyclable items. Foreman Large advised that the salad containers are usually not recyclable and that plastics need to be types 1 or 2 only. He said that Public Works employees and the public need to be educated to check the plastics for types 1 and 2, but that it has gone well so far. Member Candler asked if the City collects garbage from businesses. Deputy City Clerk Fitzgerald advised that the City collects from businesses that buy the commercial trash cans from the City and they are billed monthly for collection, or they can choose a private dumpster service.

Chair Bandy said that she heard of a company in Indiana that takes bottles from cities and makes benches from them. Foreman Large said he has not heard of that. Chair Bandy suggested that it could be good community project for the future to find local companies that do something similar. Director Tredik advised that he knows of private companies that expressed interest when the City stopped recycling and that it would have been expensive for the residents. He said that the dumpsters from the City of St. Augustine worked out well during the interim period. He said that Todd Grant from the City of St. Augustine is looking into starting a program to recycle glass as a separate item because broken glass gets into the regular recycle stream which causes it to be harder to recycle those items. He said there could possibly be a future partnership between the City and the City of St. Augustine for glass recycling. Deputy City Clerk Fitzgerald advised that it comes down to cost and that there are several materials that could be recycled but it is a more expensive process than manufacturing new material. Director Tredik advised that it is not economical to recycle glass into new glass. He advised that Mr. Grant is also working on a program to provide home composting units and that it may also be something that the City can partner with in the future.

Foreman Large advised that this is the time of year that the City looks for Arbor Day trees. He provided a handout with tree options (Exhibit E) and information (Exhibit F). He advised that the

City has purchased the trees from Superior Trees in the past (Exhibit E-1 to E-3), which come bare-root and would be delivered long before the Arbor Day event. He said that Public Works would have to plant them in pots and take care of them until Arbor Day. He said that he contacted the City of St. Augustine, and their Arbor Day is January 21, 2022. He advised that they use Ornamental Plants and Trees (Exhibit E-4 to E-7), which will hold the plants until a week before the event. He said that that would be more beneficial for Public Works to not have to maintain them, and that they only charge a \$50.00 delivery fee. He said that Superior Trees has limited supplies and that Public Works would rather use Ornamental Plants and Trees.

Chair Bandy said that the pricing looks the same, except that Ornamental Plants and Trees does not break it down for ordering 25 vs. 100. Foreman Large said that there is a 500-plus minimum, which is typically what the City would order. He said that the pricing is pretty good and there is a large selection, but that he did not get a chance to determine which are native species. He suggested that SEPAC use the next month to decide what to order. Chair Bandy asked how to know if the trees are actually available. Foreman Large advised that Ornamental Plants and Trees has a larger inventory in stock. Deputy City Clerk Fitzgerald advised that in the past SEPAC makes their selections with possible alternates and Foreman Large would make an alternative choice if something is not available when ordering. Foreman Large advised that Superior Tree is limited on what they will bare-root, which causes a short season, and that Ornamental Plants and Trees will not be bare-root and will keep a lot longer. He asked for SEPAC to review the handout options, make selections, and to get back to him in February. He said that he is interested to see the City of St. Augustine's Arbor Day event on January 21st and suggested that SEPAC members should attend to see the selections that they have and decide if that were something that would work for the City's Arbor Day event. Member Krempasky advised that she would ask Dr. Kaczmarzky for his suggestions.

Chair Bandy asked about the company Liner Source, Inc (Exhibit E-8 to E-12). Foreman Large advised that the City has used them in the past and they have limited supplies and usually have the larger 1–7-gallon trees. He said that he scratched the Crepe Myrtles because they are \$0.49 apiece and must be ordered in bulk. Deputy City Clerk Fitzgerald advised that the Arbor Day trees that tend to go first are the medium size that flower and/or have berries and fruit. Foreman Large said that the Beautyberry went well last year, but the Dahoon Hollies did not transport well, and that Public Works still has some Myrtle Oaks left from last year which will be given away again this year. Member Krempasky asked if the date for Arbor Day has been set and will there be a give-away. Deputy City Clerk Fitzgerald advised that Events Coordinator Conlon has been busy with the year-end events, and she should be planning for Arbor Day soon. Chair Bandy said that SEPAC will do research and make the Arbor Day tree selections. Foreman Large suggested to use Ornamental Plants and Trees. He said that he would know more on January 21st after attending the City of St. Augustine's Arbor Day event.

Vice Chair Cloward asked what SEPAC wants for March's Newsletter. Chair Bandy said that theoretically there would be a Model Green Infrastructure public meeting. Vice Chair Cloward said that the upcoming public invitation would be similar to the Mickler Boulevard invitation. She asked if she should add something about recycling. Foreman Large said that if SEPAC needs a Newsletter topic, that he could provide a list of invasive species that should be removed, such as Brazilian peppers. Chair Bandy asked if he could provide photos. Foreman Large advised yes. He said that residents could remove them from their property and that Public Works would be removing them from City property. Deputy City Clerk Fitzgerald suggested making it a long-term

topic and provide a different invasive species each month. Foreman Large said there are multiple pages of information about the Brazilian pepper that he could provide. Member Krempasky asked if the information gave instructions on how to get rid of them. Foreman Large said that the County's website used to provide that information, but that he has not checked it recently.

Chair Bandy moved on to item VII.

VIII. ADJOURNMENT

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

Chair Bandy adjourned the meeting at 8:15 p.m.

Lana Bandy, Chair

ATTEST

Max Royle, City Manager

COMMISSION REPORT

January 2022

TO: MAYOR/COMMISSIONERS

FROM: DANIEL P. CARSWELL, CHIEF OF POLICE

DEPARTMENT STATISTICS December 17th- January 23 2022

CALLS FOR SERVICE – 1926

OFFENSE REPORTS - 51

CITATIONS ISSUED - 96

LOCAL ORDINANCE CITATIONS - 21

DUI - 5

TRAFFIC WARNINGS - 200

TRESSPASS WARNINGS - 24

ANIMAL COMPLAINTS - 38

ARRESTS - 15

- **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 38 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES –

Light up the Night: December 31, 2021

Blood Drive: January 4, 2022

Ron Parker Memorial: January 12, 2022

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: MONTHLY REPORT
DATE: 1/25/2022

Finance

At the end of the first quarter of FY22, the city has received 37% of its estimated revenue and spent 21.2% of the budgeted expenses. The Finance Department is knee deep in the financial audit for FY21 and hopes that it will be completed by the end of January.

ARPA Update

The latest update to the ARPA spending from the Department of the Treasury was released and I am continuing to review the potential use of funds. Attached is a quick summary of the suggestions on use of the funds and whether they would be eligible.

Communications and Events

After a very successful event season, Melinda is working to put together some data for the meeting in March and she has jumped full force into events for this year.

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

ARPA Funds

<u>Suggestions</u>	<u>Allowable Y/N?</u>	
Purchase of Garbage Truck	Y	Beginning on page 240, the Treasury has indicated that recipients can use a "standard allowance" of \$10M as revenue loss. The use of this standard allowance will allow the City to use ARPA funds for other capital projects.
Purchase of Police Vehicles	Y	Beginning on page 240, the Treasury has indicated that recipients can use a "standard allowance" of \$10M as revenue loss. The use of this standard allowance will allow the City to use ARPA funds for other capital projects.
Parking Improvements-Pope Rd	Y	Beginning on page 240, the Treasury has indicated that recipients can use a "standard allowance" of \$10M as revenue loss. The use of this standard allowance will allow the City to use ARPA funds for other capital projects.
Sidewalks, gutters	Y	Beginning on page 240, the Treasury has indicated that recipients can use a "standard allowance" of \$10M as revenue loss. The use of this standard allowance will allow the City to use ARPA funds for other capital projects.
Underground utilities	Y	Beginning on page 240, the Treasury has indicated that recipients can use a "standard allowance" of \$10M as revenue loss. The use of this standard allowance will allow the City to use ARPA funds for other capital projects.
Beach Safety Improvements	Y	Beginning on page 240, the Treasury has indicated that recipients can use a "standard allowance" of \$10M as revenue loss. The use of this standard allowance will allow the City to use ARPA funds for other capital projects.
Metro Transportation Planning-City-to-city connector	?	Unclear. Perhaps with the use of lost revenue
<u>Carbon Reduction</u>		
Planting Trees	?	Unclear. Perhaps with the use of lost revenue
City Electric vehicles	?	Unclear. Perhaps with the use of lost revenue
Congestion Mitigation-River to Sea Loop	?	Unclear. Perhaps with the use of lost revenue
Premium Pay for Eligible Workers	Y	Beginning on Page 219 of latest Treasury Response-Premium Pay

Pay off Debt	N	Starting on page 211, "Specifically, the interim final rule provided that the following uses of funds are not eligible under this eligible use category: Contributions to rainy day funds, financial reserves or similar funds; payment of interest or principle on outstanding debt instruments.." "These uses of funds remain ineligible under the final rule".
Contribute to reserves	N	Starting on page 211, "Specifically, the interim final rule provided that the following uses of funds are not eligible under this eligible use category: Contributions to rainy day funds, financial reserves or similar funds; payment of interest or principle on outstanding debt instruments.." "These uses of funds remain ineligible under the final rule".
Weir-Use of funds to pay City's share of cost	N	This project is currently Funded by a grant from HMGP and SJRWMD. We cannot use additional Federal funds to pay for the balance.

MEMORANDUM

Date: January 28, 2022
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: January 2022 - Public Works Monthly Report

Funding Opportunities

Public Works is managing the following active grants:

- **Mizell Pond Weir and Stormwater Pump Station - Construction**
Districtwide Cost Share – St. Johns River Water Management District
Grant amount \$632,070; FEMA HMGP money as match
Status – Construction is underway and will be complete in July 2022.
- **Mizell Pond Weir and Stormwater Pump Station - Construction**
HMGP grant – FEMA/FDEM
Grant amount \$1.81 Million; SJRWMD Districtwide Cost Share as match
Status – Construction is underway and will be complete in July 2022.
- **Ocean Hammock Park Phase 2 - Construction**
Florida Recreation Development Assistance Program
Grant amount - \$106,500; \$35,500 match required
Status – The Grant Agreement has been executed. SJRWMD permit received
Bidding underway.
- **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. Design and Permitting underway.
- **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 from FDEM

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 pending.
- **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.
- **7th 8th and 9th 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
- **7th, 8th and 9th 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 10th St. and A St. are open all day and are regularly cleaned and disinfected.

Holiday Lights – Public Works has taken down Holiday Lights throughout the city.

News Years Eve Fireworks – Public Works worked with the Events Coordinator and the Police Department in implementing the New Year's Eve firework show.

Sanitation

Curbside Recycling resumed on January 3, 2022 – Curbside recycling successfully resumed on January 3rd and occurs on the same day as household garbage collection for residential customers. The new refuse truck (Truck #72) is operational and in use for recycling. The education program (including mailers in mid-December) was successful and the majority of customers have adjusted to the changes in the recycling program. Bins containing material not acceptable are not emptied and tagged explaining the reason for rejection. The City of St. Augustine has removed the temporary recycling dumpsters at City Hall on January 7, 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 January 2022 include:

- Backfilling and compaction of soil at new weir and wingwall
- Completion of slide gate installation
- Pouring of pump station splash pad.
- Construction continued on downstream bulkhead west of Fiddler's Point Drive

Ocean Walk Drainage Improvements [DESIGN/PERMITTING] – The city has entered into a contract with Matthew's Design Group to complete design and permitting of the project. Construction planned for FY 2023.

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

11th Street Pipe Repair [DESIGN/PERMITTING] – Final design is underway. Permit application is pending. Construction is anticipated to commence in the 2nd half of FY 2022.

Parks and Recreation Improvements

Ocean Hammock Park Phase 2 [BIDDING] – Public Works has received a SJRWMD permit for Phase 2 improvements to Ocean Hammock Park. The Phase 2 improvements include handicap accessible restrooms (including a sanitary lift station and force main), an outside shower, water/bottle fountain, an additional handicap parking space in the parking lot, two (2) picnic areas near the parking lot, an informational kiosk, and a nature trail with interpretative signage. Construction is funded by park impact fees and a \$106,500 grant from the Florida Recreation Development Assistance Program (FRDAP). Construction will 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 and will commence in the second half of FY2022.

Lakeside Park Dock Repair [DESIGN] –Public Works is investigating options for repairing the degrading dock. Repairs will commence in Spring 2022.

Streets / Rights of Way

2nd Street Improvements and Extension [BIDDING] – Design is 100% complete and SJRWMD and FDEP permits are in-hand. Bids have been advertised and will be opened in February 2022. Construction planned to commence in Spring 2022.

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

- Mickler Boulevard from 16th Street to 11ths Street
- Trident Lane
- 6th Street (East of Beach Blvd)

- 7th Lane (East of Beach Blvd)
- 7th Street (East of Beach Blvd)
- 8th Street (East of Beach Blvd)
- 9th Street (East of Beach Blvd)
- Atlantic Alley

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

Street Lighting

FPL has installed the Phase 1 LED conversion (arterial and collector roadways). The City 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 March 2022 for consideration.

PENDING ACTIVITIES AND PROJECTS

Revised January 27, 2022

1. PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER. No information to report.
2. LAND DEVELOPMENT REGULATIONS CHANGES. At its December 6th meeting, the City Commission considered an ordinance to make the following changes to the Regulations: 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 had a public hearing and final reading at the Commission's January 3rd meeting.

A second ordinance for changes to the Regulations has been written. It concerns mixed-use districts, landscaping, plant materials, buffer requirements, fences and retaining walls. The Planning Board at its January 18th meeting reviewed the ordinance and recommended its approval. The ordinance will be reviewed by the City Commission at its February 7th 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 1st meeting, but because of time, the Commission scheduled discussion of it to the continuation meeting on February 8th. At that meeting, the Commission provided some suggestions for changes and Commissioner George will work with the City Manager on changes to the wording for the plan's Vision Statement. In October 2021, her suggested wording for the Vision Statement is "St. Augustine Beach is an ocean-front paradise committed to preserving its natural resources, inspiring a socially responsible and engaged citizenry through communication, transparency and accountability, and supporting a safe and exceptional quality of life for its residents and businesses." Commissioner George read the wording at the Commission's November 1st meeting. The revised draft of the strategic plan will be considered by the Commission in 2022.
4. PARKING PLAN. The City Commission has changed the focus of the parking plan from paid parking to improvements for parking on City-owned plazas and streets. At its May 24, 2021, continuation meeting, the Commission by consensus asked that City staff present a list of parking projects to the Planning Board for it to prioritize. At its August 17th meeting, the Board recommended the following:
 - a. that the Commission continue to explore opportunities for increased and improve parking;
 - b. that the City not use any currently landscape plazas for parking;
 - c. that the City work with the County to develop a parking area along the north side of Pope Road; and that the City make a priority improving the parkette on the west side of A1A Beach Boulevard between A and 1st Streets.The Commission discussed these recommendations at its September 13th meeting and decided that the parkettes to be improved in Fiscal Year 2022 will be the ones along the west side of A1A Beach Boulevard between A and 1st Streets. An appropriation of \$45,000 has been put in the budget for this project. Part of this

project that concerns underground drainage may be eligible for funding by the American Rescue Plan Act. The Public Works Director is developing a scope of work for a consultant to do the design and permitting phase.

5. JOINT MEETINGS:

- a. With the County Commission. No date has yet been proposed by either Commission for a joint meeting.
- b. With the Comprehensive Planning and Zoning Board and the Sustainability and Environmental Planning Advisory Committee (SEPAC). The next joint meeting will be scheduled during the spring of 2022.

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

7. LED STREETLIGHTS. New lights have been installed along the Boulevard and Pope Road, and 16th, 11th and A Streets, and Mickler Boulevard. 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. The next step will be replacing the old-fashioned, high pressure sodium lights in residential areas. The Commission at its March 7th meeting will be asked to approve this second phase.

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 will 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 March 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. The grant agreement has been executed and the contract with a parks design firm was signed. The survey is done, plans are 100% complete and the St. Johns River Water Management District has approved the permit. The planning phase of the project has been completed.

The Public Works Director has applied for another Partnership grant for \$60,000 to construct the improvements to Ocean Hammock Park. The application was submitted on September 25, 2020. The state has approved the grant and the City will advertise for bids in the spring of 2022.

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

- 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 as 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. The City is waiting to be informed whether it has received the grant.
 - d. St. Johns River Water Management District Cost Share Program: Grant applied for in February 2021 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 was executed. The City advertised for bids and the bid was awarded to Sawcross, Inc. Construction of the new weir is 45% complete.
 - e. Hazard Mitigation Grant. At its December 6th 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 7th, 8th, and 9th Streets. The City is waiting for notification as to whether it has received the grant.
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 worked with the staff of the North Florida Regional Transportation Organization to have a charging station for the public at city hall. The Director met with the company that builds the stations to determine the location for them, 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, 2021. It was then sent to the company for signing. The City is waiting for the signed contract to be returned.
11. **FLOODING COMPLAINTS.** Citizens have expressed concerns about the following areas:
- a. **Ocean Walk Subdivision.** The subdivision is located on the east side of Mickler Boulevard between Pope Road and 16th Street. Earlier in 2020, the ditch that borders the subdivision's west side was piped. Ocean Walk residents have complained that the piping of the ditch has caused flooding along the subdivision's west side. The Public Works Director had the Mickler and 11th Street ditches clear of debris, so as to improve the flow of water. At its October 5, 2020, meeting, the City Commission asked the Public Works Director to prepare a Request for Qualifications, so that the Commission could consider an engineering firm to review the Ocean Walk drainage issues. The deadline for responses to the RFQ was November 23, 2020. The Public Works Director prepared an addendum, which was advertised before Thanksgiving. The deadline for the RFQ was December 8, 2020. A committee of City employees reviewed the three proposals that were submitted and recommended the City be authorized to negotiate with the Masters Design Group of St. Augustine. The Commission approved the authorization at its January 4, 2021, meeting. At its March 1st meeting, the Commission approved the contract with Matthews. In March 2021, the

City was notified that its request to the Florida Legislature to appropriate \$694,000 for Ocean Walk drainage improvements was approved and in late May 2021 the City was notified that the appropriation had survived the Governor's veto. The grant agreement has been executed and a contract has been negotiated with the Matthews Design Group of St. Augustine for the design and permitting phase of the project. Matthews provided a report on the project to the Commission at their November 1st meeting. A contract has been signed with Matthews for design and permitting. The Public Works Director will hold a town hall meeting with Ocean Walk residents early in the design process.

- 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.
 - 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 with 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. After discussion and several onsite meetings with then-Vice Mayor Samora, A Street residents and County/City staff members, the County informed the City's Public Works Director in mid-January 2022 that the project will include a drainage inlet structure along the south side of A Street with a five-foot wide, six-inch thick concrete sidewalk on the north side. The County has asked the contractor for an updated cost estimate. Once it is received, and depending on the contractor's construction schedule, the contraction can be started.
 - 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. The City will select a design consultant after it receives an agreement from the Division.
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 and between October and January, the City hired two new employees. During those months, St. Augustine loaned three dumpsters to the City, which were put in the city hall parking lot. The City resumed picking up recyclables on January 3, 2022, and the dumpsters were removed on January 7. This topic will no longer be included in this Report.

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 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.

The workshop that the Commission scheduled on February 9, 2022, to discuss the future of the former city hall and the civil rights monument has been postponed. The Commission will be asked at its February 7th meeting to re-schedule it in March. In January 2022, the City was notified that the former city hall had been added to the National Register of Historic Places.

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, 2020, 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. Another report was provided in October. The final report will be provided in February 2022.
17. REPAIR OF POPE ROAD. At the City Commission's February 1, 2021, 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, 2021, 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 responded 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, 2021, meeting, the Commission discussed whether to have it on December 31, 2021. The consensus was for City staff to work on plans for a smaller, scaled down event. At its April 5th meeting, the Commission approved the proposal of Ms. Melinda 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. On December 31st, a fireworks show without the usual bands, kids zone, food vendors, etc., was held. Persons attending could patronize local businesses for food and beverages. There were no delays or significant problems at the event. Ms. Conlon will provide a report at the Commission's March 7, 2022, meeting.

19. PROPOSAL TO DEED THREE LOTS FOR CONSERVATION. The lots are located along the north side of the unbuilt part of 2nd Street, west of 2nd Avenue. The two owners want to deed the lots for conservation. In February, the Board of Putnam Land Conservancy informed the City Manager that it has agreed to the owners' proposal to establish a conservation easement on the lots. In early August, one of the owners informed the City Manager that a conservation easement agreement with the Trust had been prepared. The agreement was reviewed by the City Attorney, who proposed some changes and sent the agreement back to the Conservancy. At this time, the City hasn't received a response from the Conservancy.
20. INTERGOVERNMENTAL PROJECTS. When the Commission discussed the strategic plan at its February 1, 2021, 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 2021, 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, 2021, meeting.
 - 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.

In January 2022, the County Traffic Operations Division informed City staff that no meetings concerning this project have been held for over a year. The Loop's final route has yet to be determined. It might be through the State Park into our City to A1A Beach Boulevard, or along Pope Road from Old Beach Road to the Boulevard.

- 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, 2021, 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, 2021. The study shows that over all the current crosswalk system is working well and only needs some minor changes. In late September 2021, the County's Public Works Director informed the City that the first crosswalk improvement project will be at the pier park and the Boulevard. No date for this improvement has been provided.
 - f. **Street Sweeping.** Because the private company that sweeps A1A Beach Boulevard isn't doing a satisfactory job, City staff has discussed with St. Augustine the possibility of paying that city to do the sweeping, as it recently purchased a new street sweeper. At its January 3, 2022, meeting, the City Commission approved an interlocal agreement with St. Augustine for that city to sweep A1A Beach Boulevard once a month for a fee. This topic will no longer be included in this report.
21. **AMERICAN RESCUE PLAN ACT.** This was passed by Congress and approved by President Biden in February and March 2021. It will provide money to states, cities and counties to help them recover from the pandemic's effects. Our City is eligible to receive \$3.5 million. However, the money can be spent only for allowable projects and will be provided to small Florida cities through the state of Florida. On May 10th, the U.S. Treasury Department issued guidelines. Drainage projects appear to be eligible for money from the Plan. Money from the Act has to be spent or committed to specific projects by December 31, 2024, and spent by December 31, 2026. The agreement with the State was signed by the Mayor at the end of August. On October 6th, the City received the first allocation, \$1,753,989. The final allocation is due in July 2022. The Commission reviewed information and a list of possible projects from the staff at its October 4, 2021, meeting and decided a number of priority uses for the money, such as premium pay for employees who worked during the pandemic, restoring revenue lost because of the downturn in the economy caused by the pandemic, and using part of the money for drainage improvements. At its November 1st meeting, the Finance Director told the Commission that

the guidelines for the spending of ARPA money are still not firm. 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.

The Finance Director has provided a report on pages 45-46 (attached) about what she has learned to date concerning the allowable uses of ARPA funds. The good news is that there is much more flexibility for the allowable uses.

22. UNDERGROUNDING OF UTILITIES. At its May 3, 2021, meeting, Commission George ask for Commission support to have Florida Power and Light come to a meeting to discuss the undergrounding project. The City Manager contacted Florida Power and Light, which owns the electric lines, about meeting to discuss the preparation of a presentation concerning costs and scope of work. City staff met with FPL staff on May 25th to discuss the preliminary steps, one of the first of which will be to provide FPL a list of the areas where the City proposes the lines be put underground. The City staff will prepare the list and the company will then provide a preliminary estimate of the costs to do the project. This information will be presented to the Commission for direction concerning the next step.

In the meantime, the City is exploring with FPL its requirements for undergrounding the electric lines when a new street, 2nd Street west of 2nd Avenue, is constructed. On October 18, 2021, City staff met with FPL representatives to discuss this project. The first step was for the City to obtain from each property owner an easement that will allow FPL to put its underground line and its above ground transformers. A letter was sent to each property owners with November 12th as the deadline for a response. As most of the lot owners in the 100 and 200 block of 2nd Street support the undergrounding project, the City Commission at its December 6th meeting approved the advertising of bids to repave the 100 block of 2nd Street and the construction of the new road in the 200 block west of 2nd Avenue. The adjoining property owners now need to provide easements, which the Public Works Director is working to obtain.