

CITY OF ST. AUGUSTINE

City Commission Special Meeting
Monday, May 23, 2022

The City Commission met in formal session Monday, May 23, 2022, at 3:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Tracy Upchurch, and the following were present:

1. ROLL CALL: Tracy Upchurch, Mayor/City Commissioner
Nancy Sikes-Kline, Vice Mayor/City Commissioner
Roxanne Horvath, City Commissioner
John Valdes, City Commissioner
Barbara Blonder, City Commissioner

Also Present: John Regan, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
David Birchim, Assistant City Manager
Mark Simpson, Director, Financial Services
Jim Piggott, Director, General Services
Reuben Franklin, Director, Public Works
Todd Grant, Director, Utilities
Melissa Wissel, Communications Director
Jennifer Michaux, Police Chief
Laura Morse, Recording Secretary

2. GENERAL PUBLIC COMMENTS

Public comment was opened, and the Commission heard from the following member of the public:

- B.J. Kalaidi

Public comment was closed.

3. FISCAL YEAR 2022 PROJECTION OVERVIEW

Mark Simpson, Director, Financial Services, presented and reviewed the Mid-Year projections for the General Fund, Utility Fund, Stormwater Fund, Solid Waste Fund, Municipal Marina Fund, and Visitors Information Center Fund. He noted the Marina Fund expected a nice profit and the VIC revenues were 13% higher than

anticipated, and this was the only Fund with a deficit net position.

At the request of Mayor Upchurch regarding the noted annual depreciation expense consuming the excess in the Funds, Mr. Simpson explained that fixed asset purchases were not expensed in the year of purchase; however, they were moved to the balance sheet. He noted the 'non-spent' funds were moved to a 'savings' account and the depreciation would wipe the cost over the life of the fixed asset purchase.

Mr. Simpson used a City firetruck as an example, and he advised Mayor Upchurch that when the firetruck was no longer useful, finance would appropriate that year's ad valorem tax, or in the case of a Utility Fund, that year's revenues. He continued that adequate savings were kept with reserves

policies and three months of operating revenue to purchase fixed assets, and if they were long term assets, the funds would be borrowed.

John Regan, City Manager, stated they would return to the Commission with clear recommendations on what could be done with the Solid Waste Fund service level.

In response to Commissioner Horvath, Mr. Regan discussed glass recycling and stated Flagler County was recycling glass and sought to regionalize the process. He noted that Ken Bryan, Flagler County Commissioner, contacted the City to promote their facility and regionalization interest.

Mr. Regan advised Commissioner Blonder, at her request, that the Commission would be brought alternatives on parking fees and budget assumptions as the City moved towards the circulator; however, historically, tourists were not sensitive to parking garage increases.

4. CAPITAL IMPROVEMENT PLAN REVIEW

Mr. Simpson summarized the dollar amount and the funding source for the Capital Improvement Plan (CIP).

Mayor Upchurch emphasized the importance of the CIP information which provided a tremendous insight to the great work City staff did, particularly for the Commission. He said it was important to understand where they were as a community and where they were headed over the next several years.

Reuben Franklin, Director, Public Works, delivered a thorough presentation of the proposed CIP projects which included their Schedules, Flow Chart, and Information Sheets. He thanked staff for their hard work, and specifically commended Jessica Beach, Chief Resilience Officer, Stephen Slaughter, Engineering Manager, and Jeremy Berg, GIS Manager. He highlighted the following:

- Adoption of the CIP Plan covered fiscal years 2023 to 2027
- Information included 2022 projects which would carry over into future fiscal years
- The CIP would be presented to the Commission in August for final adoption, which allowed time for feedback and changes
- New projects would filter into FY 2028 in 2023 with the option to reshuffle the projects based on Commission priorities
- There were 51 total projects; 10 were under construction in 2022
- Booklet would be produced which included the projects for easy reference
- Schedule was produced in order of when projects started
- Once approved, the North Florida TPO Transportation Improvement Plan (TIP) would be added to the Booklet
- Flow Chart was updated on a quarterly basis and brought to the Commission which showed the statuses of specific projects and included the current fiscal year with active projects
- Project Information Sheets were set up to incorporate the name, brief description, a location map, existing detail, design cost, construction cost, project status, and construction duration; projects in preliminary stages would state 'TBD'

The Commission, Mr. Franklin, and Mr. Regan discussed:

- Appreciated that each project was presented as a separate sheet
- Projects were added to the CIP by a collaborative process and weekly meetings were held with Todd Grant, Utilities Director, Operations, and Engineering with review of water and sewer utility operations and discussion of public feedback regarding water main breaks, public complaints, and Commission feedback
- Public Works and Utilities coordinated with agencies with St. Johns County Public Works, and the Florida Department of Transportation (FDOT)

- Assessment of projects meeting goals or objectives over a period of time was tied to permit requirements, and more critical infrastructure was on an inspection schedule, such as the way finding sign which had an annual inspection by an engineering firm; however, smaller projects did not have these measures in place
- Global measurements and key performance indicators (gallons, sewage spilled, water complaints), or things that provided a high altitude of system improvement were gauges to the objectives
- Staff should contemplate how to assess meeting project goals and find other indicators not discussed, such as resiliency project locations having far less sunny day flooding
- Design elements were in each project and if something worked better than expected this should be captured
- City Marina Crosswalk was postponed due to higher than anticipated bid costs, and it was designed with an ADA accessible ramp to the Marina, a rapid flash beacon, and a crosswalk across Avenida Menendez and Marine Street, and project would begin once funds accumulated
- Partnering with the City of St. Augustine Beach would be great for cultural synergy relative to the Downtown Circulator location which would be selected soon
- TDC dollars were requested to supplement funding and possibly expand the Downtown Circulator route which would greatly benefit the St. Augustine beaches
- Infrastructure pieces should be saved as artifacts, such as the cast iron and terracotta, since they were part of the history and important to who the City had been and where the City was going
- Property owners along Sevilla Street would be notified of the brick supply issue which were not scheduled to arrive until 2023, then the roadway would be scheduled for construction

- Repaving and/or patching of frayed or sinking pavement was determined based on the proximity of an underground utility project and what made sense financially
- Milling and resurfacing was used over the year and provided a better product due to ensuing drainage issues with continually adding asphalt
- Paving program also looked at micro surfacing and crack sealing; however, they were hesitant to just do overlays, and all large paving projects presented were mill and resurface
- Funding total for the projects was \$56 million, with \$26 million in specific grants

Mayor Upchurch acknowledged much of these projects and the work were in place many years ago with the input of prior Commissions; however, staff should be proud, and he was greatly confident this recognized community priorities.

Mr. Franklin reviewed the GIS tool and said Mr. Berg was creating a GIS 'storybook' which consisted of an aerial map with pins to indicate the project locations. He continued the pins could be selected which then provided the project information and location, and once this mechanism was approved, it would be made available to the public.

Mr. Regan noted the CIP was at the scale of cities much larger than St. Augustine, and he acknowledged City staff and everyone involved. He stated the GIS tool was not available in many cities, and it would greatly assist the City with communicating with the public.

5. STRATEGIC PLAN REVIEW

Mr. Regan reviewed the following:

- Most important thing was to transmit the Strategic Plan to the Commission
- Inter-relationship of major parts which included the community driven Vision of the City

- City was on point with its goals of authenticity and livability in comparison to other municipalities
- Strategic Plan was a document authored collaboratively with the Commission, and over time certain things would become engrained in the DNA which should be thought of in the objectives of where they wanted to advance
- Strategic Plan had parts associated with the City's values, guiding principles, and specific objectives, which included the recent addition of Diversity, Equity and Inclusion
- Installation of the Isaac Barrett lynching marker at the VIC was an example of an activity supporting an objective of Diversity, Equity, and Inclusion which then traced itself to the Vision Statement
- Total collective City projects were around 200, but a list of projects representative of moving towards the Strategic Plan and heading towards the Vision was needed
- Strategic Plan was consistently used at a staff level which assisted with working on point, and priorities were known based on the budget

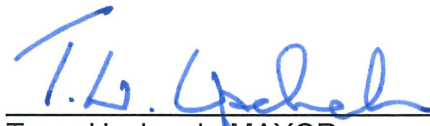
Mr. Regan concluded that staff would work with each of the Commissioners to review a schedule of where they desired to see specific projects representing City objectives for placement into the Strategic Plan, then the Strategic Plan would be used to build the budget.

Mayor Upchurch opened public comment; however, there was no response.

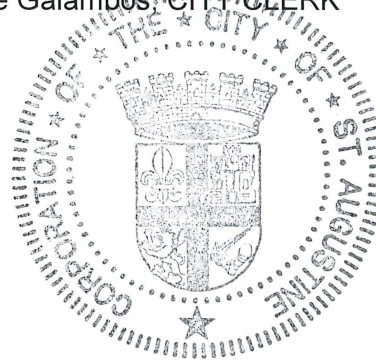
Public comment was closed.

6. ADJOURN

There being no further business, the meeting was adjourned at 4:03 P.M.¹


Tracy Upchurch, MAYOR


Darlene Galambos, CITY CLERK



¹ Transcribed by Laura Morse