

**CITY OF ST. AUGUSTINE CITY COMMISSION
REGULAR MEETING AGENDA
MONDAY, MARCH 10, 2025 - 5:00 PM**

ALCAZAR ROOM

1. CALL TO ORDER

- ◆ Roll Call
- ◆ Moment of Silence and Pledge of Allegiance

2. ADMINISTRATIVE ITEMS

- ◆ Modification and Approval of REGULAR AGENDA

3. SPECIAL PRESENTATIONS, RECOGNITIONS AND PROCLAMATIONS

- 3.A. Proclamation 2025-03:** Proclaims March 2025 as National MS Awareness Month. *(B. Blonder, Vice Mayor)*
- 3.B. Proclamation 2025-10:** Proclaims March 2025 as Archaeology Month. *(N. Sikes-Kline, Mayor)*
- 3.C. Proclamation 2025-11:** Proclaims March 17-21, 2025 as Government Finance Professionals Week. *(N. Sikes-Kline, Mayor)*
- 3.D. Proclamation 2025-14:** Proclaims March 2025 as National Women's History Month. *(B. Blonder, Vice Mayor)*

4. PUBLIC COMMENTS FOR GENERAL PUBLIC COMMENTS OR FOR AGENDA ITEMS NOT REQUIRING A SEPARATE PUBLIC HEARING

- ◆ 3 minutes per individual

5. CONSENT AGENDA

6. APPEALS

7. GENERAL PUBLIC PRESENTATIONS, ITEMS OF GREAT PUBLIC IMPORTANCE, AND OTHER ITEMS REQUIRING PUBLIC HEARINGS

(PRESENTATIONS (MAXIMUM OF **10** MINUTES PER PRESENTATION)). PRESENTATIONS FOR COMMISSION MEETINGS MUST BE PRESENTED TO THE CITY MANAGER FOR APPROVAL NO LATER THAN TEN (10) WORKING DAYS PRIOR TO THE NEXT CITY COMMISSION MEETING. A PRESENTATION SUPPORT SERVICES REQUEST (AVAILABLE ON THE CITY’S WEBSITE) MUST ACCOMPANY ALL PRESENTATIONS.

7.A. General Public Presentations

7.B. Items of Great Public Importance

7.C. Other Items Requiring Public Hearing

8. ORDINANCES AND RESOLUTIONS - PUBLIC HEARING REQUIRED

8.A. Ordinances - Second Reading

8.B. Ordinances - First Reading (only if required by law)

8.C. Resolutions - Public Hearing (only if required by law)

9. ORDINANCES AND RESOLUTIONS – NO PUBLIC HEARING REQUIRED

9.A. Ordinances - First Reading

9.B. Resolutions

10. STAFF REPORTS AND PRESENTATIONS

11. ITEMS BY CITY ATTORNEY

11.A. 2025 Legislative Session-for informational purposes only. *(A. Owen, Assistant City Attorney)*

12. ITEMS BY CITY CLERK

12.A. Proposed changes to the 2025 meeting schedule. *(D. Galambos, City Clerk)*

12.B. Request for one (1) appointment-Corridor Review Committee (CRC). *(D. Galambos, City Clerk)*

12.C. Request for two (2) appointments for the Historical Architectural Review Board (HARB)–one (1) regular and one (1) alternate member. *(D. Galambos, City Clerk)*

12.D. Reminder of Open Positions on Boards and Committees. *(D. Galambos, City Clerk)*

13. ITEMS BY CITY MANAGER

14. ITEMS BY MAYOR AND COMMISSIONERS

15. ADJOURN

NOTICES: In accordance with Florida Statute 286.0105: "if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone 904-825-1007; 1-800-955-8771 (TDB) or 1-800-955-8770 (V) via Florida Relay Services. The materials prepared and presented are part of the City's ongoing Florida Public Records and Government in the Sunshine compliance and are not intended to be relied upon or to reach investors or the trading markets.

CONSENT AGENDA -

CA.1. Preview of upcoming Commission meetings.

CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON MARCH 24, 2025:

- Ordinance 2025-03: Amends the Future Land Use Designation of approximately 0.08 acres of property from City of St. Augustine Residential Low Density to City Commercial Low Intensity at 4 Locust Street.
- Ordinance 2025-04: Establishes the Zoning Designation of approximately 4.39 acres of property from undesignated to City Open Land (OL) at 179 State Road 16.

CA.3. Reminder of Upcoming Meetings:

- March 24, 2025 5:00PM—Regular City Commission Meeting
- April 14, 2025 5:00PM—Regular City Commission Meeting
- April 28, 2025 3:30PM—Community Redevelopment Agency Meeting
- April 28, 2025 4:30PM—Adelaide Sanchez Award Presentation to the Sisters of St. Joseph
- April 28, 2025 5:00PM—Regular City Commission Meeting

CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:

- January 27, 2025, Regular City Commission Meeting

CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S):

- 4564 Fourth Avenue-Ironsides Land Trust

CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION. (COMMISSION APPROVAL REQUIRED). (TO BE READ AT A SUBSEQUENT MEETING). NONE.

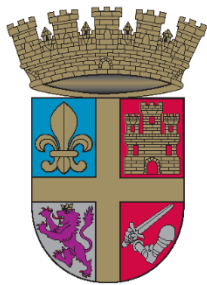
CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.

CA.8. Advancement of Nomination for selection of the Sisters of St. Joseph and Cyndi Stevenson for the 2025 Adelaide Sanchez Award for Historic Preservation and Restoration. *(N. Sikes-Kline, Mayor)*

CA.9. Approval of the Edward Memorial Justice (JAG) Grant for the purchase of the four (4) vehicle mounted radios. *(J. Michaux, Chief of Police)*

CA.10. Marlow V. City of St. Augustine-Invoice for Professional Services. *(I. Lopez, City Attorney)*

End Consent Agenda



City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

Est. 1565

PROCLAMATION

WHEREAS, Multiple Sclerosis (MS) is a chronic, often debilitating neurological disease of the central nervous system that affects nearly 1 million people in the United States; and

WHEREAS, multiple sclerosis generally strikes people in the prime of life, between the ages of 20 through 50, who are more likely women than men (by about two to one), and the exact cause and cure for multiple sclerosis are unknown; and

WHEREAS, the often-debilitating symptoms of multiple sclerosis can include muscle stiffness or spasms, vision problems, memory loss, weakness, numbness or tingling, loss of bladder or bowel control, or poor balance and coordination; and

WHEREAS, the progress, severity and specific symptoms of MS in any one person cannot yet be predicted, but advances in research and treatment are moving us closer to a world free of MS; and

WHEREAS, each year, the National Multiple Sclerosis Society hosts Walk MS: St. Augustine, a powerful community event that raises funds for essential programs, services, and research for people in our region living with multiple sclerosis. The 2025 event will take place on Saturday, April 12th at RB Hunt Elementary School; and

WHEREAS, The City of St. Augustine commends all those who are committed to finding a cure for multiple sclerosis and recognizes the challenges faced by affected individuals and their families.

*NOW, THEREFORE, the City Commission of the City of Saint Augustine, does hereby proclaim March 2025 as **NATIONAL MS AWARENESS MONTH**, and urges all citizens to learn more about multiple sclerosis and to support individuals and families living with multiple sclerosis by volunteering their time during this important event.*

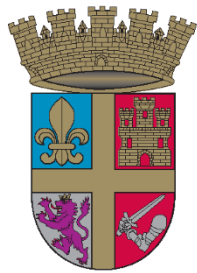
***IN WITNESS WHEREOF**, I hereunto set my hand and do cause the Seal of the City of St. Augustine to be affixed this 10th day of March in the year of our Lord two thousand twenty-five and the four hundred and fifty-ninth year of the founding of St. Augustine, the Nation's Oldest City.*

2025-03

Nancy Sikes-Kline, Mayor

"Most Loyal and Valorous"

Title conferred upon the Presidio of St. Augustine by King Philip V of Spain, November 26, 1715



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

***WHEREAS**, the month of March has been designated Florida Archaeology Month by the State of Florida in recognition of archaeology's importance in understanding and preserving the State's cultural resources, as well as promoting public awareness of those resources; and*

***WHEREAS**, people of diverse races and ethnicities have made Florida their home for thousands of years and left behind archaeological evidence of their presence; and*

***WHEREAS**, the City of St. Augustine has recognized the national and international significance of its archaeological heritage and has committed to recording evidence of all past peoples by establishing an archaeology program; and*

***WHEREAS**, 2025 marks the 38th anniversary of the City's Archaeological Preservation Ordinance, one of the first enacted in the country; and through its implementation, has gained immeasurable knowledge about our community's past and of those missing or underrepresented in the historical record; and*

***WHEREAS**, The Archaeology Program recognizes our preservation partners both within City government and in the community, who are essential to documenting and preserving St Augustine's past through archaeology.*

***NOW, THEREFORE**, the City Commission of the City of St. Augustine does hereby proclaim the month of **March 2025**, as **ARCHAEOLOGY MONTH** in St. Augustine; and encourages citizens to recognize the importance of preserving the past before it is lost and support archaeological efforts to preserve St. Augustine's unique cultural heritage.*

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Augustine to be affixed this 10th day of March in the year of our Lord two thousand and twenty-five and the four hundred and fifty-ninth year of the founding of St. Augustine, the Nation's Oldest City.*

Nancy Sikes-Kline, Mayor



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

WHEREAS, *The City of St. Augustine's Financial Services Department serves the community of St. Augustine by safeguarding the City's assets, maximizing the use of City revenue, and efficiently providing accurate and timely information to the City Commission, City Manager, and the general public; and*

WHEREAS, *The City of St. Augustine's Financial Services Department provides customer service to all customers of its three utilities; water, sewer, and solid waste. In addition to assisting the public with business tax receipts, licensing, parking, and vendor permits; and*

WHEREAS, *The Florida Government Finance Officers Association is a professional association founded in 1937 and serves more than 3,300 professionals from state, county and city governments, school districts, colleges and universities, special districts and private firms; and*

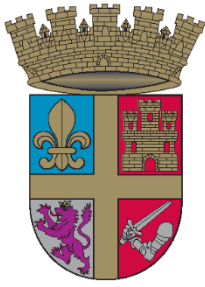
WHEREAS, *this Government Finance Professionals Week, sponsored by the FGFOA and all of its governmental organization members, is a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide to our state and our community; and*

WHEREAS, *the City of St. Augustine acknowledges the hard work, dedication, and leadership of its finance staff, and extends appreciation to all government finance professionals in the state of Florida.*

NOW, THEREFORE, *the City Commission of the City of St. Augustine, does hereby proclaim March 17-21, 2025, as **Government Finance Professionals Week** and urges citizens to recognize government finance professionals and the vital services they provide to our community.*

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of St. Augustine to be affixed this 10th day of March in the year of our Lord two thousand and twenty-five and the four hundred and fifty-ninth year of the founding of St. Augustine, the Nation's Oldest City.*

Nancy Sikes-Kline, Mayor



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

***WHEREAS**, each year, Americans observe National Women's History Month in March to commemorate and encourage the study, observance, and celebration of the vital role of women in American history; and*

***WHEREAS**, the 2025 Women's History theme, "Moving Forward Together! Women Educating and Inspiring Generations," is a tribute to the collective strength and influence of women who have dedicated their lives to education, mentorship, and leadership — both past and present; and*

***WHEREAS**, from classrooms to boardrooms, and from grassroots movements to global initiatives, women educators and leaders have played a pivotal role in nurturing minds and inspiring transformative action; and*

***WHEREAS**, women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and*

***WHEREAS**, Women's History Month raises awareness about the unheralded legacies of women from every walk of life, highlighting their unique contributions and diverse backgrounds, including socioeconomic status, ethnicity, race, culture, abilities, and personal experiences.*

Now therefore, we, the St. Augustine City Commission hereby proclaims March 2025 as "NATIONAL WOMEN'S HISTORY MONTH" and encourages its citizens to observe this month with appropriate programs, ceremonies, and activities that honor the history, accomplishments, and contributions of American women.

***IN WITNESS WHEREOF**, I hereunto set my hand and do cause the Seal of the City of St. Augustine to be affixed this 10th day of March in the year of our Lord two thousand twenty-five and the four hundred and fifty-ninth year of the founding of St. Augustine, the Nation's Oldest City.*

2025-14

Nancy Sikes-Kline, Mayor

"Most Loyal and Valorous"

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CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor, Vice Mayor, and City Commissioners

DATE: February 27, 2025

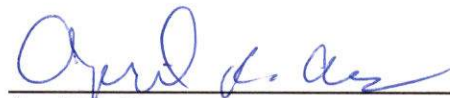
RE: **2025 LEGISLATIVE SESSION**

The 2025 legislative session has begun, and our office is tracking several bills which may be of interest or have an impact on the City or local governments in general. Attached for informational purposes is a listing of the current proposed bills within the Florida House and Senate which our office is tracking.

Furthermore, the Governor signed Executive Order 25-44, entitled Ensuring Government Efficiency, on February 24, 2025, which establishes within the Executive Office of the Governor (EOG) an EOG DOGE Team. The EOG DOGE Team is responsible for, among other duties, identifying and reporting unnecessary spending within county and municipal governments as well as recommending legislative reforms to promote efficiency, maximize productivity, and eliminate waste in state and local governments. The EOG DOGE Team will report any legislative recommendations to the Governor and other identified state leadership no later than September 30, 2025. This Executive Order also directs each state agency to establish an Agency DOGE Team tasked with using advanced technology, such as artificial intelligence, to identify and eliminate unnecessary spending, programs, or contracts within the agency, identify any pending or funded federal grant awards that are inconsistent with Florida policies to be returned to American taxpayers, and recommend administrative and legislative reforms to promote efficiency, maximize productivity, and eliminate waste in state and local governments. This Executive Order expires on March 31, 2026.

Please place this item on the agenda for the March 10, 2025, City Commission meeting under City Attorney items, for information only. As always, we are available to answer any questions that you may have.

Thank you,



April R. Owen
Assistant City Attorney

xc: David Birchim, City Manager
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Isabelle Lopez, City Attorney

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
SB 50	Nature-Based Methods for Improving Coastal Resilience	Garcia	Requiring the Florida Flood Hub for Applied Research and Innovation at the University of South Florida College of Marine Science to develop design guidelines and standards for green and gray infrastructure and models for conceptual designs of green infrastructure and green-gray infrastructure; requiring the Department of Environmental Protection to adopt rules for nature-based methods for coastal resilience; requiring the department, in consultation with the Division of Insurance Agent and Agency Services of the Department of Financial Services, to conduct a statewide feasibility study regarding the value of nature-based methods being used for a specified purpose, etc.	Filed 11/20/24; Referred to Environment and Natural Resources; Appropriations Committee on Agriculture, Environment, and General Government; Rules, 01/15/25; On Committee agenda-Environment and Natural Resources, 02/03/25; In Appropriations Committee on Agriculture, Environment, and General Government, 02/12/25.	Favorable by Environment and Natural Resources; YEAS 9 NAYS 0, 02/11/25.
HB 75	Display of Flags by Governmental Entities	Borrero & Jacques	Prohibits governmental entities from erecting or displaying certain flags; requires governmental entities to remain neutral in certain circumstances; requires that United States flag displayed by governmental entities be in certain position relative to other flags; authorizes current or retired member of United States Armed Forces or National Guard to use reasonable force to prevent desecration, destruction, or removal of United States flag or to replace such flag to position of prominence.	Filed 12/27/24; Referred to Intergovernmental Affairs Subcommittee; Referred to Judiciary Committee; Referred to State Affairs Committee; In Intergovernmental Affairs Subcommittee, 01/15/25.	
SB 100	Display of Flags by Governmental Entities	Fine	Defining the term "governmental entity"; prohibiting governmental entities from erecting or displaying certain flags; requiring governmental entities to remain neutral in certain circumstances; authorizing a current or retired member of the United States Armed Forces or the National Guard to use reasonable force to prevent the desecration, destruction, or removal of the United States flag or to replace such flag to a position of prominence, etc.	Filed 12/16/24; Referred to Governmental Oversight and Accountability; Community Affairs; Rules, 01/15/25; On Committee agenda-Governmental Oversight and Accountability, 02/03/25; On Committee agenda-Governmental Oversight and Accountability, 02/10/25; In Community Affairs, 02/12/25.	Favorable by Governmental Oversight and Accountability; YEAS 5 NAYS 2, 02/11/25.
HB 209	State Land Management	Snyder & Gossett-Seidman	Requires public hearings for, & public availability of, certain land management plans; revises duties & powers of DEP Division of State Lands relating to management of state lands; authorizes installation & operation of camping cabins in state parks; prohibits certain uses & activities in state parks; requires that certain land management plans be developed with input from advisory group; requires DEP to submit report to Governor & Legislature.	Filed 01/16/25; Referred to Natural Resources & Disasters Subcommittee; Referred to State Affairs Committee; In Natural Resources & Disasters Subcommittee, 01/22/25.	
SB 80	State Land Management	Harrell	Citing this act as the "State Park Preservation Act"; requiring public hearings for all updated conservation and nonconservation land management plans; requiring the Division of Recreation and Parks of the Department of Environmental Protection to comply with specified provisions when granting certain privileges, leases, concessions, and permits; requiring that individual management plans for parcels located within state parks be developed and updated with input from an advisory group, etc.	Filed 12/04/24; Referred to Environment and Natural Resources; Appropriations Committee on Agriculture, Environment, and General Government; Fiscal Policy, 01/15/25; On Committee agenda-Environment and Natural Resources, 02/03/25; Pending reference review under Rule 4.7(2) - (Committee Substitute), 02/12/25; In Appropriations Committee on Agriculture, Environment, and General Government, 02/13/25.	CS by Environment and Natural Resources; YEAS 9 NAYS 0, 02/11/25.
HB 221	Utility Terrain Vehicles	Gentry	Authorizes utility terrain vehicle (UTV) to be operated during all hours; authorizes operation of UTVs on certain roadways; authorizes operation of UTVs on certain parts of State Highway System; authorizes DOT to prohibit use of UTVs; authorizes persons possessing certain licenses to operate UTV; requires owners or operators of UTV to comply with certain requirements & regulations; authorizes county or municipality to restrict operation of UTVs; provides civil penalties; requires DHSMV to issue license plate to owner or lessee of vehicle registered as UTV upon payment of certain taxes & fees; requires that license plates for UTVs comply with specified provisions.	Filed 01/24/25; Referred to Government Operations Subcommittee; Referred to Intergovernmental Affairs Subcommittee; Referred to State Affairs Committee; In Government Operations Subcommittee, 02/06/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
SB 88	Utility Terrain Vehicles	Wright	Authorizing a utility terrain vehicle (UTV) to be operated during all hours; authorizing the operation of UTVs on certain parts of the State Highway System; authorizing the Department of Transportation to prohibit the use of UTVs under certain circumstances; requiring the Department of Highway Safety and Motor Vehicles to issue a license plate to the owner or lessee of a vehicle registered as a UTV upon payment of certain taxes and fees, etc.	Filed 12/06/24; Referred to Transportation; Appropriations Committee on Transportation, Tourism, and Economic Development; Rules, 01/15/25; On Committee agenda-Transportation, 02/10/25; Pending reference review under Rule 4.7(2) - (Committee Substitute), 02/20/25; In Appropriations Committee on Transportation, Tourism, and Economic Development, 02/21/25.	CS by Transportation; YEAS 7 NAYS 1, 02/19/25.
HB 301	Suits Against the Government	McFarland	Increases statutory limits on liability for tort claims against state & its agencies & subdivisions; authorizes subdivision to settle claim in excess of statutory limit without legislative action regardless of insurance coverage limits; prohibits insurance policy from conditioning benefits on enactment of claim bill; specifies that limitations in effect on date claim accrues apply to that claim; revises period within which certain claims must be presented; revises exceptions relating to instituting tort claims against state or agencies or subdivisions; revises period after which failure of certain entities to make final disposition of claim shall be deemed final denial of claim for certain purposes; revises statute of limitations for tort claims against state or one of its agencies or subdivisions & exceptions.	Filed 01/29/25; Referred to Civil Justice & Claims Subcommittee; Referred to Budget Committee; Referred to Judiciary Committee; In Civil Justice & Claims Subcommittee, 02/06/25; Added to Civil Justice & Claims Subcommittee agenda, 02/12/25; Favorable by Civil Justice & Claims Subcommittee; Reported out of Civil Justice & Claims Subcommittee; In Budget Committee, 02/19/25.	
HB 651	Department of Agriculture and Consumer Services	Tuck	Known as the "Florida Farm Bill". Revises and provides provisions related to powers, duties, & functions of DACS. Would prohibit adding fluoride to water because it does not meet the proposed definition of "water quality additive".	Filed 02/14/25; Referred to Housing, Agriculture & Tourism Subcommittee; Referred to Criminal Justice Subcommittee; Referred to Agriculture & Natural Resources Budget Subcommittee; Referred to Commerce Committee; In Housing, Agriculture & Tourism Subcommittee, 02/26/25.	
SB 700	Department of Agriculture and Consumer Services	Truenow	Known as the "Florida Farm Bill". Providing that certain positions in the department are exempt from the Career Service System; prohibiting a person from knowingly or willfully performing certain actions on lands classified as agricultural; requiring that certain lands owned by an electric utility be offered for sale for less than fee simple acquisition of development rights by this state before certain circumstances; requiring local governmental entities to issue permits for electric vehicle charging stations based on specified standards and provisions of law, etc. Would prohibit adding fluoride to water because it does not meet the proposed definition of "water quality additive".	Filed 02/13/25; Referred to Agriculture; Appropriations Committee on Agriculture, Environment, and General Government; Fiscal Policy, 02/25/25.	
HB 717	Unlawful Demolition of Historical Buildings and Structures	Greco	Authorizes code enforcement board or special magistrate to impose fine that exceeds certain limits for unlawful demolition of certain historical buildings or structures; provides that such fine may not exceed certain percentage of just market valuation.	Filed 02/19/25; Referred to Intergovernmental Affairs Subcommittee; Referred to Industries & Professional Activities Subcommittee; Referred to State Affairs Committee; In Intergovernmental Affairs Subcommittee, 02/26/25.	
SB 582	Unlawful Demolition of Historical Buildings and Structures	Leek	Authorizing a code enforcement board or special magistrate to impose a fine that exceeds certain limits for the unlawful demolition of certain historical buildings or structures under certain circumstances; providing that such fine may not exceed a certain percentage of just market valuation, etc.	Filed 02/10/25; Referred to Community Affairs; Governmental Oversight and Accountability; Rules, 02/20/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
HB 517	Public Records/Municipal Clerks And Staff	Casello	Provides public records exemption for home addresses, telephone numbers, dates of birth, & photographs of municipal clerks & their staff, names, home addresses, telephone numbers, dates of birth, & places of employment of spouses & children of municipal clerks & their staff, & names & locations of schools & day care facilities attended by children of municipal clerks & their staff; provides for future legislative review & repeal of exemptions; provides statement of public necessity.	Filed 02/11/25; Referred to Intergovernmental Affairs Subcommittee; Referred to Government Operations Subcommittee; Referred to State Affairs Committee; In Intergovernmental Affairs Subcommittee, 02/19/25.	
SB 840	Public Records/Municipal Clerks	Rodriguez	Providing a public records exemption for personal identifying and location information of current municipal clerks and their staff and the personal identifying and location information of the spouses and children of such municipal clerks and their staff; providing for future legislative review and repeal of the exemptions; providing for retroactive application of the exemptions; providing a statement of public necessity, etc.	Filed 02/18/25.	
HB 923	Housing	V. Lopez	Revises provisions relating to affordable housing, property tax exemptions, use of funds from discretionary sales surtax, tax credit, & allocation of funding from FHFC & Live Local Program.	Filed 02/24/25.	
HB 943	Real Property and Land Use and Development	V. Lopez	Requires counties & municipalities, respectively, to authorize multifamily & mixed-use residential as allowable uses on sites owned by specified entities & in planned unit developments; provides that certain affordable or workforce units also qualify as affordable housing; prohibits counties & municipalities, respectively, from restricting density of proposed multifamily or mixed-use residential development below highest density, maximum lot size of proposed multifamily or mixed-use residential development below highest maximum lot size, floor area ratio of proposed multifamily or mixed-use residential development below certain percentage & height of proposed multifamily or mixed-use residential development below highest height; revises ability of counties & municipalities, respectively, to restrict height of multifamily or mixed-use residential developments that are adjacent specified parcels to highest height; provides that if county or municipality, respectively, adopts ordinance or resolution, or makes any other decision having certain listed effects, ordinance, resolution, or decision is deemed preempted; preempts regulation of affordable housing to state; prohibits counties & municipalities, respectively, from conditioning review or approval of applications for development permits or orders on waiver, forbearance, or abandonment of any development right; prohibits local governments from increasing costs of construction of accessory dwelling units; requires local governments to submit annual reports to Department of Commerce & post such reports on local governments' website; authorizes board of county commissioners or governing body of municipality to exempt specified portions of property within multifamily projects & accessory dwelling units used to provide affordable housing; authorizes filing of motions to determine whether residential real property is abandoned real property; prohibits discrimination in land use decisions & in permitting of development based on development or proposed development being affordable housing.	Filed 02/24/25.	
SB 1118	Land Use and Development Regulations	McClain	Deleting language authorizing the owner of an agricultural enclave to apply for a comprehensive plan amendment; requiring a supermajority vote for the adoption of certain comprehensive plans and plan amendments; requiring that local land development regulations establish by a specified date minimum lot sizes within certain zoning districts to accommodate the authorized maximum density; specifying that certain parcels may be subject to a recreational covenant and that certain recreational facilities and amenities are not a part of a common area, etc.	Filed 02/25/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
SB 634	Land Use and Zoning	Martin	Providing applicability of provisions related to protection of private property rights; authorizing a local government to provide for certain residential land uses in its comprehensive plan and land development regulations; authorizing a local government to prohibit single-family hybrid use while allowing single-family owner use within a land use category, etc.	Filed 02/11/25; Referred to Community Affairs; Judiciary; Rules, 02/20/25.	
HB 665	Local Government Impact Fees and Development Permits and Orders	Steele	Prohibits county from requiring applicant to take certain actions as condition of processing development permit or development order; defines "extraordinary circumstances"; requires that demonstrated-need study include certain information; prohibits municipality from requiring applicant to take certain actions as condition of processing development permit or development order.	Filed 02/17/25; Referred to Housing, Agriculture & Tourism Subcommittee; Referred to Intergovernmental Affairs Subcommittee; Referred to Commerce Committee; In Housing, Agriculture & Tourism Subcommittee, 02/26/25.	
SB 482	Local Government	DeCeglie	Prohibiting a county from requiring an applicant to take certain actions as a condition of processing a development permit or development order; prohibiting a municipality from requiring an applicant to take certain actions as a condition of processing a development permit or development order, etc.	Filed 02/04/25; Referred to Community Affairs; Finance and Tax; Rules, 02/20/25.	
SJR 318	Ad Valorem Tax Exemption	Truenow	Proposing amendments to the State Constitution to authorize the Legislature, by general law, to exempt certain tangible personal property from ad valorem taxation, etc.	Filed 01/17/25; Referred to Agriculture; Finance and Tax; Appropriations, On Committee agenda-Agriculture, 02/10/25; In Finance and Tax, 02/18/25.	Favorable by Agriculture; YEAS 5 NAYS 0, 02/18/25.
HJR 163	Ad Valorem Property Tax Exemption for the Surviving Spouse of Quadriplegics	Tant & Rosenwald	Proposes amendment to State Constitution to authorize Legislature to provide for property tax exemption for surviving spouse of quadriplegic who was receiving property tax exemption on real estate used & owned as homestead at time of their death.	Filed 01/14/25; Referred to Ways & Means Committee; Referred to Intergovernmental Affairs Subcommittee; Referred to State Affairs Committee; In Ways & Means Committee, 01/22/25.	
HB 165	Tax Exemptions for Surviving Spouses of Quadriplegics	Tant & Rosenwald	Authorizes surviving spouses of certain quadriplegics to carry over certain tax exemption in certain circumstances.	Filed 01/14/25; Referred to Ways & Means Committee; Referred to Intergovernmental Affairs Subcommittee; Referred to State Affairs Committee; In Ways & Means Committee, 01/22/25.	
SJR 748	Homestead Property Exemption for the Surviving Spouses of Certain Quadriplegics	Simon & Gaetz	Proposing amendments to the State Constitution to authorize the Legislature to provide for a homestead property tax exemption for the surviving spouses of certain quadriplegics, etc.	Filed 02/13/25; Referred to Community Affairs; Finance and Tax; Appropriations, 02/25/25.	
SB 750	Tax Exemptions for Surviving Spouses of Quadriplegics	Simon & Gaetz	Authorizing the surviving spouses of certain quadriplegics to carry over a certain tax exemption in certain circumstances; authorizing the Department of Revenue to adopt emergency rules, etc.	Filed 02/13/25; Referred to Community Affairs; Finance and Tax; Appropriations, 02/25/25.	
HJR 357	Property Tax Exemptions	Chamberlin	Proposes amendment to State Constitution to create \$100,000 exemption from assessed value of real property for all levies.	Filed 02/03/25; Referred to Ways & Means Committee; Referred to Intergovernmental Affairs Subcommittee; Referred to State Affairs Committee; In Ways & Means Committee, 02/12/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
HB 359	Property Tax Exemptions	Chamberlin	Creates certain exemption from all taxation for real property.	Filed 02/03/25; Referred to Ways & Means Committee; Referred to Intergovernmental Affairs Subcommittee; Referred to State Affairs Committee; In Ways & Means Committee, 02/12/25.	
SB 852*	Study on the Elimination of Property Taxes	Martin	Requiring the Office of Economic and Demographic Research to conduct a specified study; requiring the office to submit a report to the Legislature by a specified date, etc. <i>*Governor DeSantis has proposed elimination of property/ad valorem taxes. This study is directly related to that proposal.</i>	Filed 02/18/25.	
SB 1018	Homestead Exemptions	Ingoglia	Increasing the homestead tax exemption amount for all levies, except for assessments for special benefits; deleting homestead tax exemptions for all levies other than school district levies, etc.	Filed 02/24/25.	
SJR 1016	Increased Homestead Property Exemptions	Ingoglia	Proposing an amendment to the State Constitution to increase the homestead exemption from \$25,000 to \$75,000, for all levies, with annual adjustments for inflation, deleting the exemption for school district levies, etc.	Filed 02/24/25.	
HB 1041	Assessment of Homestead Property	Berfield & Anderson	Requires that certain changes, additions, or improvements made through property elevation be assessed in a specified manner; provides alternate assessment in certain circumstances.	Filed 02/25/25.	
HJR 1039	Limitation on the Assessment of Homestead Property	Berfield & Anderson	Joint resolution proposing amendment to s. 4 of Art. VII of State Constitution to Authorizes Legislature, by general law, to prohibit consideration of any change or improvement made to homestead property to mitigate flood damage in determining assessed value of such property for ad valorem taxation purposes.	Filed 02/25/25.	
SJR 174	Assessment of Homestead Property	DiCeglie	Proposing amendments to the State Constitution to authorize the Legislature, by general law, to prohibit the consideration of any change or improvement made to homestead property to mitigate flood damage in determining the assessed value of such property for ad valorem taxation purposes, to limit the transfer of such value to new homestead property, and to provide an effective date, etc.	Filed 02/25/25.	
SB 176	Assessment of Homestead Property	DiCeglie	Requiring that changes, additions, or improvements that replace or are made to elevate homestead property be assessed in a specified manner; specifying how such assessment must be calculated under certain conditions; authorizing property appraisers to require certain evidence, etc.	Filed 02/25/25.	
SJR 1190	Homestead Property Assessment Limitation	Ingoglia	Proposing amendments to the State Constitution to authorize the Legislature, by general law, to prohibit the consideration of any change or improvement made to homestead property to mitigate flood damage in determining the assessed value of such property for ad valorem taxation purposes, to limit the transfer of such value to new homestead property, and to provide an effective date, etc.	Filed 02/25/25.	
SB 1192	Assessment of Homestead Property	Ingoglia	Prohibiting the assessed value of elevated homestead property from exceeding a specified amount for a specified timeframe under certain circumstances; requiring a property owner who uses a specified limitation to maintain active homeowner's and flood insurances for a specified timeframe; providing that failure to maintain such coverage may result in the reassessment of the property's value without a specified benefit; requiring that the assessed value of an elevated homestead property be recalculated at a specified time and in accordance with specified provisions, etc.	Filed 02/25/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
HB 481	Anchoring Limitation Areas	V. Lopez	Restricts local regulation of vessels outside marked boundaries of mooring fields in certain counties & areas of critical state concern; designates specified sections of Biscayne Bay in Miami-Dade County as grandfathered-in anchoring limitation areas; increases prohibited anchoring & mooring distance of vessels & floating structures near public mooring fields.	Filed 02/07/25; Referred to Natural Resources & Disasters Subcommittee; Referred to State Affairs Committee; In Natural Resources & Disasters Subcommittee, 02/19/25.	
SB 866	Anchoring Limitation Areas	Martin	Restricting local regulation of vessels outside the marked boundaries of mooring fields in certain counties and areas of critical state concern; designating specified sections of Biscayne Bay in Miami-Dade County as grandfathered-in anchoring limitation areas; increasing the prohibited anchoring and mooring distance of vessels and floating structures near public mooring fields, etc.	Filed 02/19/25.	
SB 164	Vessel Accountability	Rodriguez	Defining the term "vessel owner"; providing a penalty for a person anchoring, mooring, or allowing certain vessels to occupy the waters of this state if an officer of the Fish and Wildlife Conservation Commission or a law enforcement agency finds that specified conditions exist; requiring the commission to issue, at no cost, a permit for the long-term anchoring of a vessel which includes specified information; requiring that a vessel subject to a specified number of violations within a 24-month period which result in certain dispositions be declared a public nuisance, etc.	Filed 02/14/25; Referred to Environment and Natural Resources; Appropriations Committee on Agriculture, Environment, and General Government; Fiscal Policy, 02/20/25; On Committee agenda-Environment and Natural Resources, 02/24/25.	
HB 401	Residential Land Use Development Regulations	Jacques & Black	Authorizes counties & municipalities, respectively, to zone or designate parcel for single-family residential use or single-family hybrid housing use; authorizes counties & municipalities, respectively, to allow use of land for single-family residential use, while prohibiting use of land for single-family hybrid housing use; provides for adoption of local land development regulations.	Filed 02/05/25; Referred to Housing, Agriculture & Tourism Subcommittee; Referred to Intergovernmental Affairs Subcommittee; Referred to Commerce Committee; In Housing, Agriculture & Tourism Subcommittee, 02/12/25.	
HB 579	Development Permits and Orders	Overdorf	Requires counties & municipalities, respectively, to meet specified requirements regarding minimum information necessary for certain zoning applications; revises timeframes for processing applications for approvals of development permits or development orders; prohibits counties & municipalities, respectively, from limiting number of quasi-judicial or public hearings held each month; provides refund parameters in situations where county or municipality, respectively, fails to meet certain timeframes.	Filed 02/12/25; Referred to Housing, Agriculture & Tourism Subcommittee; Referred to Intergovernmental Affairs Subcommittee; Referred to Commerce Committee; In Housing, Agriculture & Tourism Subcommittee, 02/19/25.	
SB 1080	Local Government Land Regulation	McClain	Requiring counties to meet specified requirements regarding the minimum information necessary for certain applications; prohibiting counties from limiting the number of quasi-judicial or public hearings held each month in certain circumstances; revising the expedited state review process for adoption of comprehensive plan amendments; requiring municipalities to meet specified requirements regarding the minimum information necessary for certain applications; prohibiting municipalities from limiting the number of quasi-judicial or public hearings held each month in certain circumstances, etc.	Filed 02/24/25.	
HB 247	Affordable Housing	Conerly	Requires, rather than authorizes, local government to adopt ordinance to allow accessory dwelling units in certain areas; prohibits such ordinance from increasing parking requirements; requires Florida Housing Finance Corporation to establish model program that uses mezzanine finance for certain purpose; requires corporation to consult with specified entity; authorizes local government to provide density bonus incentive to landowners who make certain real property donations to assist in provision of affordable housing for military families.	Filed 01/24/25; Referred to Housing, Agriculture & Tourism Subcommittee; Referred to Intergovernmental Affairs Subcommittee; Referred to Commerce Committee; In Housing, Agriculture & Tourism Subcommittee, 02/06/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
SB 184	Affordable Housing	Gaetz	Requiring, rather than authorizing, a local government to adopt an ordinance to allow accessory dwelling units in certain areas; authorizing a local government to provide a density bonus incentive to landowners who make certain real property donations to assist in the provision of affordable housing for military families; requiring the Office of Program Policy Analysis and Government Accountability to evaluate the efficacy of using mezzanine finance and the potential of tiny homes for specified purposes, etc.	Filed 01/10/25; Referred to Community Affairs; Appropriations Committee on Transportation, Tourism, and Economic Development; Rules, 01/24/25; On Committee agenda-Community Affairs, 02/10/25; Pending reference review under Rule 4.7(2) - (Committee Substitute), 02/20/25; In Appropriations Committee on Transportation, Tourism, and Economic Development, 02/21/25.	CS by Community Affairs; YEAS 7 NAYS 0, 02/18/25.
HB 771	Local Government Assessments	Steele	Removes special assessments as source of funding for certain municipal facilities & services; removes ability of legislative & governing body of county to levy & collect special assessments; removes special assessments as mechanism to finance services or programs rendered specially for benefit of property or residents in unincorporated areas; requires certain ordinances or land development regulations to provide for reimbursement by local government; makes local government responsible for payment of fees or taxes assessed for conservation easements for certain land development projects.	Filed 02/19/25; Referred to Ways & Means Committee; Referred to Intergovernmental Affairs Subcommittee; Referred to State Affairs Committee; In Ways & Means Committee, 02/26/25.	
SB 192	Revenue Administration	Gruters	Replacing the term "tax assessor" with the term "property appraiser"; revising the definitions of the terms "ad valorem tax" and "assessed value of property"; prohibiting the levy of non-ad valorem assessments on agricultural lands under certain circumstances; specifying that non-ad valorem assessments may become delinquent and bear penalties in the same manner as county taxes; authorizing non-ad valorem assessments to be levied to pay certain bonds issued, etc.	Filed 01/10/25; Referred to Community Affairs; Finance and Tax; Appropriations, 01/24/25.	
HB 787	Revenues from Ad Valorem Taxes	Chamberlin	Revises how rolled back rate is calculated; limits maximum millage rate that may be levied; prohibits higher rate from being levied; requires revenues collected in excess of certain amount to be disposed of in specified manner.	Filed 02/20/25; Referred to Ways & Means Committee; Referred to Intergovernmental Affairs Subcommittee; Referred to State Affairs Committee; In Ways & Means Committee, 02/26/25.	
SB 996	Revenues from Ad Valorem Taxes	Collins	Revising the method of computing the rolled-back rate; revising the maximum millage rate that may be levied in a fiscal year; prohibiting a higher rate from being levied; requiring that revenues collected in excess of a certain amount be disposed of in a specified manner, etc.	Filed 02/21/25.	
HB 287	Building and Plumbing Permits for the Use of Onsite Sewage Treatment and Disposal Systems	Conerly	Revises conditions under which municipalities & political subdivisions are prohibited from issuing certain building & plumbing permits for use of onsite sewage treatment & disposal systems.	Filed 01/28/25; Referred to Natural Resources & Disasters Subcommittee; Referred to State Affairs Committee; In Natural Resources & Disasters Subcommittee, 02/06/25.	
HB 503	Local Business Taxes	Botana	Revises provisions related to local business taxes including conditions imposed on taxing authorities governing levies, modification of ordinances, reclassification of businesses, prohibitions on revenues over a specified value, and audits.	Filed 02/10/25; Referred to Ways & Means Committee; Referred to Intergovernmental Affairs Subcommittee; Referred to State Affairs Committee; In Ways & Means Committee, 02/19/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
SB 1196	Local Business Taxes	Truenow	Requiring the Auditor General to contact certain local governments; authorizing specified entities to continue to levy a certain tax; revising the conditions imposed on taxing authorities governing the levy of a specified tax; prohibiting certain municipalities from reclassifying businesses, professions, or occupations or establishing new rate structures, etc.	Filed 02/25/25.	
SB 452	Restrictions on Redevelopment	Sharief	Authorizing property located on a barrier island which allows for residential development on or after a specified date to be developed or redeveloped for residential use at the highest density allowed on or after that specified date, regardless of any land use, zoning, or policies to the contrary, etc.	Filed 02/04/25; Referred to Community Affairs; Environment and Natural Resources; Rules, 02/10/25.	
HB 409	Adaptive Reuse of Land	Caruso	Authorizes board of county commissioners & municipal governing body, respectively, to adopt ordinance for transitional housing; establishes eligibility & ordinance requirements; authorizes Florida Housing Finance Corporation to provide technical assistance to counties & municipalities; creates Adaptive Reuse Public-Private Partnership Council to facilitate & oversee development of adaptive reuse projects; requires council to monitor & perform project evaluations on regular basis; prohibits members of council from receiving compensation; authorizes reimbursement for travel expenses for certain members; requires council to report specified information to Governor & Legislature by specified date each year.	Filed 02/05/25; Referred to Housing, Agriculture & Tourism Subcommittee; Referred to Intergovernmental Affairs Subcommittee; Referred to Commerce Committee; In Housing, Agriculture & Tourism Subcommittee, 02/12/25.	
HB 143	Resilient Buildings	Barnaby & Tant	Authorizes owner of resilient buildings to receive a specified tax credit; provides specifications for tax credit application, value, requirements, use, & transfer; creates Florida Resilient Building Advisory Council; provides duties, membership, & meeting requirements for such council.	Filed 01/13/25; Referred to Natural Resources & Disasters Subcommittee; Referred to Ways & Means Committee; Referred to Industries & Professional Activities Subcommittee; Referred to State Affairs Committee; In Natural Resources & Disasters Subcommittee, 01/22/25.	
SB 62	Resilient Buildings	Rodriguez	Defining the term "resilient building"; specifying that owners of resilient buildings are eligible to receive a specified tax credit; requiring building owners to file a specified application with the Department of Business and Professional Regulation by a specified date in order to claim such tax credit; creating the Florida Resilient Building Advisory Council adjunct to the Department of Business and Professional Regulation, etc.	Filed 11/22/24; Referred to Environment and Natural Resources; Finance and Tax; Appropriations, 01/15/25; On Committee agenda-Environment and Natural Resources, 02/03/25; Pending reference review under Rule 4.7(2) - (Committee Substitute), 02/12/25; In Finance and Tax, 02/13/25.	CS by Environment and Natural Resources; YEAS 9 NAYS 0, 02/11/25.
HB 317	Complaints Against Law Enforcement and Correctional Officers	Fabricio	Requires copy of complaint, signed by complainant under oath, to be provided to law enforcement officers & correctional officers who are under investigation; prohibits certain personnel action from being taken against law enforcement officer or correctional officer unless such officer receives copy of complaint signed under oath by complainant; prohibits investigative file of certain investigations of law enforcement officers or correctional officers from being included in such officer's personnel file; prohibits existence of certain investigations from affecting officer's ability to receive promotion, raise, or other commendation; requires complaint against law enforcement officer or correctional officer to be in writing & signed under oath by person filing complaint; provides penalties for making false complaint.	Filed 01/30/25; Referred to Criminal Justice Subcommittee; Referred to Government Operations Subcommittee; Referred to Judiciary Committee; In Criminal Justice Subcommittee, 02/12/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
SB 516	Complaints Against Law Enforcement and Correctional Officers	Collins	Requiring that a copy of a complaint, signed by the complainant under oath, be provided to law enforcement officers and correctional officers who are under investigation; prohibiting certain personnel actions from being taken against a law enforcement officer or correctional officer unless such officer receives a copy of the complaint signed by the complainant under oath; providing penalties for making a false complaint, etc.	Filed 02/05/25; Referred to Criminal Justice; Governmental Oversight and Accountability; Rules, 02/20/25.	
HB 41	Pub. Rec. and Meetings/Victims of Domestic Violence and Dating Violence	Hinson; Eskamani & Harris	Specifies information obtained by HAVEN Coordinating Council which is exempt or confidential & exempt from public records requirements retains its protected status; provides exemption from public records requirements for personal identifying information of victims & other specified information contained in records held by council; provides exemption from public meetings requirements for council meetings during which exempt or confidential & exempt information is discussed; provides for future legislative review & repeal of exemption.	Filed 12/10/24; Referred to Criminal Justice Subcommittee; Referred to Government Operations Subcommittee; Referred to Judiciary Committee; In Criminal Justice Subcommittee, 01/06/25.	
SB 242	Public Records & Public Meetings / Helping Abuse Victims Escape Now (HAVEN) Coordinating Council	Berman	Specifying that information obtained by the Helping Abuse Victims Escape Now (HAVEN) Coordinating Council which is exempt or confidential and exempt from public records requirements retains its protected status; providing an exemption from public meetings requirements for portions of the coordinating council's meetings during which exempt or confidential and exempt information is discussed; providing statements of public necessity, etc.	Filed 01/14/25; Referred to Criminal Justice; Appropriations Committee on Criminal and Civil Justice; Fiscal Policy, 01/29/25.	
HB 73	Safe Waterways Act	Gossett-Seidman	Transfers duties related to bacteriological sampling of beach waters & public bathing places from DOH to DEP; provides requirements for such transfer; revises provisions related to bacteriological sampling of beach waters & public bathing places, including rule adoption & enforcement; issuance of health advisories; closure of beach waters & public bathing places; notification & signage requirements; & public statewide interagency database.	Filed 12/27/24; Referred to Natural Resources & Disasters Subcommittee; Referred to Health Professions & Programs Subcommittee; Referred to Budget Committee; Referred to State Affairs Committee; In Natural Resources & Disasters Subcommittee, 01/15/25.	
SB 156	Safe Waterways Act	Rodriguez	Citing this act as the "Safe Waterways Act"; requiring the Department of Health and the Department of Environmental Protection to submit to the Governor and the Legislature, by a specified date, certain recommendations relating to the transfer of duties related to the bacteriological sampling of beach waters and public bathing places; requiring the departments to enter into an interagency agreement, by a specified date, that meets certain requirements; requiring municipalities and counties to notify the department of any incident that may affect the quality of beach waters and public bathing places within their respective jurisdictions, etc.	Filed 01/09/25; Referred to Health Policy; Appropriations Committee on Agriculture, Environment, and General Government; Fiscal Policy, 01/24/25.	
SB 150	Abandoning Restrained Animals During Natural Disasters	Gaetz & Arrington	Citing this act as "Trooper's Law"; prohibiting the abandonment of an animal that is restrained outside during a natural disaster, etc.	Filed 01/07/25; Referred to Criminal Justice; Agriculture; Rules, 01/24/25; On Committee agenda-Criminal Justice, 02/03/25; Pending reference review under Rule 4.7(2) - (Committee Substitute), 02/12/25; In Agriculture, 02/13/25; On Committee agenda-Agriculture, 02/24/25.	CS by Criminal Justice; YEAS 8 NAYS 0, 02/11/25.
HB 87	Firefighter Benefits	Casello & Harris	Revises definition of term "cancer" to include acute myeloid leukemia for purpose of expanding cancer treatment benefits.	Filed 01/03/25; Referred to Government Operations Subcommittee; Referred to Budget Committee; Referred to State Affairs Committee; In Government Operations Subcommittee, 01/15/25.	

**CITY ATTORNEY LEGISLATIVE BILL TRACKING
2025 REGULAR SESSION**

BILL NUMBER	TITLE	SPONSOR	SUBJECT	STATUS UPDATES	VOTE HISTORY
SB 66	Firefighter Benefits	Garcia	Revising the definition of the term "cancer" to include acute myeloid leukemia for the purpose of expanding cancer treatment benefits, etc.	Filed 11/25/24; Referred to Community Affairs; Governmental Oversight and Accountability; Appropriations, 01/15/25.	
HB 269	Disability Provisions for Firefighters and Law Enforcement and Correctional Officers	Black & Chambliss	Provides & revises definitions relating to certain disabilities of firefighters & law enforcement & correctional officers.	Filed 01/28/25; Referred to Insurance & Banking Subcommittee; Referred to Commerce Committee; In Insurance & Banking Subcommittee, 02/06/25.	
SB 366	Disability Provisions for Firefighters and Law Enforcement and Correctional Officers	Rodriguez	Defining the term "heart disease"; deleting obsolete language, etc.	Filed 01/27/25; Referred to Community Affairs; Governmental Oversight and Accountability; Fiscal Policy, 02/03/25.	
HB 711	Spectrum Alert	Borrero, Booth & Maggard	Requires FDLE, in cooperation with specified agencies, to establish & implement Spectrum Alert; develop training program & alert system for missing children with autism spectrum disorder which is compatible with existing alert systems; specifies requirements for training program.	Filed 02/19/25; Referred to Government Operations Subcommittee; Referred to Health & Human Services Committee; Referred to Budget Committee; Referred to State Affairs Committee; In Government Operations Subcommittee, 02/26/25.	
SB 500	Spectrum Alert	Avila	Requiring the Department of Law Enforcement, in cooperation with the Department of Transportation, the Department of Highway Safety and Motor Vehicles, the Department of the Lottery, and local law enforcement agencies, to establish and implement the Spectrum Alert; requiring the department, in cooperation with specified entities, to develop a training program and alert system for missing children with autism spectrum disorder which is compatible with existing alert systems, etc.	Filed 02/05/25; Referred to Criminal Justice; Appropriations Committee on Criminal and Civil Justice; Fiscal Policy, 02/20/25.	

CS = Committee Substitute filed.

* Bills with no counterpart in Senate or House have minimal chance of passage.

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and City Commissioners

DATE: February 27, 2024

RE: Proposed changes to the 2025 meeting schedule

In December, the Commission approved the 2025 annual meeting schedule. After discussing the established times set for the Community Redevelopment Agency meetings with staff, it was determined that additional time would be necessary to allow for sufficient time to review and discuss matters pertaining to the three Community Redevelopment Areas. Staff is proposing to change the start times for these meetings to 3:00pm. The 2025 CRA meeting dates are as follows:

- April 28, 2025
- July 28, 2025
- October 27, 2025



Darlene Galambos
City Clerk

Xc: David Birchim, City Manager

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and Commissioners

DATE: February 26, 2025

RE: Request for One (1) appointment - Corridor Review Committee (CRC)

Notification was previously given regarding the term expiration of one (1) position on the CRC which will expire March 28, 2025.

Requests for applications were placed in the St. Augustine Record and posted on the City's website.

Attached is the application received from current Board member Lorna MacDonald, in addition to the current CRC roster, Board profile, and responsibilities.

I respectfully request consideration be given to appointing the applicant.

Sincerely,



City Clerk

Attachments: Application

xc: CRC Clerk's File

CORRIDOR REVIEW COMMITTEE

Meets First Thursday - 2:00 p.m.
Alcazar Room, City Hall

Board Member	Contact information	Appointment	3-Year Terms Expire
Michael Dixon Chair-person Architect	32 Grant St. 32084 847-502-3136 madixon1166@gmail.com	6/08/2020 (Initial Term 3 yrs.) 3/13/2023 2 nd full term 1 st Full Term	3/28/2023 3/28/2026
Vaughn Cochran Vice Chair Business owner/Anastasia	6310 Solano Creek Rd, Elkton, 32033 904-540-3183 (Cell) 904-201-6300 (Business) blackfly.v Vaughn@gmail.com	6/08/2020 (Initial Term 1yr.) 3/13/2023 2 nd full term 1 st Full Term 2 nd Full Term	3/20/2021 3/28/2026 3/28/2024 3/28/2027
Lorna MacDonald Vice Chair Business owner/San Marco	398 Marsh Point Circle, 32080 904-501-1990 raintreeemail@aol.com	6/08/2020 (Initial Term 2 yrs.) 3/14/2022 2 nd Full Term 1 st Full Term	3/28/2022 3/28/2025

**Corrections made to reflect original appointment dates being inaccurate.*

CORRIDOR REVIEW COMMITTEE

Authorization:	Code of Ordinances, Chapter 28, Article II, Division 5, Sections 28-126 through 28-134 and Ordinance 2019-45. Modified by Ordinance 2020-15 and Ordinance 2020-21
Number of Members:	Three (3) Regular Members
Terms of Office:	Corridor Review Committee (CRC) consisting of three (3) members to be appointed by the City Commission from applications submitted on forms as from time to time promulgated by the City Manager and approved by the City Commission and shall serve at the pleasure of the City Commission. The initial appointment of members shall be as follows: one (1) member of the board as established herein shall be appointed for a term of three (3) years; one (1) member for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter all members shall be appointed for a three (3) year term.
Appointment:	By City Commission.
Reappointment:	Normal appointments expire March 28th of each year. Members may serve two 2 consecutive full terms only.
Qualifications:	One (1) seat on the board shall be designated for a licensed, or retired, architect or landscape architect with preference given to those who are city residents or whose business is located within the city; and two (2) seats for property owners or tenants of properties located within the respective entry corridors as defined in the City's adopted design standards for entry corridors. If insufficient qualified applicants for the property owner or tenant seats are received by the Clerk, the City Commission may appoint another licensed or retired architect or landscape architect to be seated in order to maintain the three (3) person board. The City Commission shall have final authority over the evaluation of qualifications received and appointment of board members.
Duties:	The administrative review and decision of a development permit application shall be as prescribed in the adopted DSEC. The CRC review and decision of a development permit or appeal of an Administration decision shall comply with the process and review criteria as prescribed in the adopted DSEC and this code.
Attendance:	Failure to attend two 2 of three 3 consecutive meetings without approval of the chair shall be considered a resignation of the position. Sec 28-128
Meetings:	Meets every 1 st Thursday of the month as-needed with a regular meeting in April for annual reorganization.



Lorna MacDonald – Corridor Review Committee

To whom it may concern,

Please find enclosed application for CRC for another term. I have owned and operated the Raintree Restaurant on San Marco Ave for 45 years and have seen many changes during this time. I like to be involved in our community and would very much like to serve another term.

Thank you

Lorna MacDonald

President

CITY OF ST. AUGUSTINE
APPLICATION REQUESTING APPOINTMENT TO CITY BOARD/COMMITTEE

The undersigned wishes to apply for City Commission appointment to serve in a voluntary capacity on a City of St. Augustine board or committee. All applications must include a cover letter and resume.

1. APPLICANT NAME LORNA MACDONALD
2. BOARD/COMMITTEE DESIRED CRC Review
3. RESIDENCE (Address) 398 MARSH POINT CIRCLE ST AUGUSTINE, FL 32080
4. PHONE 904 501-1990 E-MAIL raintreeemail@aol.com
5. BUSINESS OWNED (Address) 102 SAN MARCO AVE, ST AUGUSTINE, FL 32084
6. BUSINESS PHONE 904 824-7211 E-MAIL raintreeemail@aol.com
7. PROPERTY OWNED (Address) _____
8. PREFERRED MAILING ADDRESS 398 MARSH POINT CIRCLE
9. OCCUPATION (include resume) RESTAURANT OWNER
10. PROFESSIONAL QUALIFICATIONS (submit a cover letter) HAVE A BUSINESS ON
SAN MARCO CORRIDOR FOR 45 YEARS
11. OTHER COMMENTS OR INFORMATION _____

12. "Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation."

Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) Yes | X **No**

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box.

RACIAL CATEGORY (Check as many as apply)

☐ American Indian or Alaska Native	☐ Asian	☐ Native Hawaiian or Other Pacific Islander
☐ Black or African American	☒ White	

13. SIGNATURE OF APPLICANT



DATE 2-5-25

14. AGREEMENT: In filing this application, the undersigned understands that it becomes a part of the public records of the City of St. Augustine and does hereby certify that all information contained herein is true to the best of his/her knowledge. It is also understood that, if appointed, it is required by the State of Florida to file a financial disclosure Form 1 with the Florida Commission on Ethics, within thirty (30) days of appointment, and each year thereafter, covering the term of appointment and to file Form 1-F upon departure from the board. Submit applications to: Darlene Galambos, City Clerk, P.O. Box 210, St. Augustine, Florida 32085.


Initial

QUALIFICATIONS FOR PLANNING AND ZONING BOARD (PZB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 2.

Qualifications: All members of the Planning and Zoning Board shall reside in the city and shall hold no government office nor receive any salary or compensation for their services to the board herein created. No member shall be appointed for more than two (2) consecutive full terms.

Please check those qualifications that apply to you:

- | | |
|---|---|
| ☐ Architect, Florida registered | ☐ Preservation Organization Officer |
| ☐ Planner, member APA or AICP | ☐ Environmental or Land Use Organization Officer |
| ☐ Real Estate Broker, w/ County occupational license | ☐ Attorney, Florida Bar |
| ☐ Educator, college level | ☐ Landscape Architect, Florida registered |
| ☐ Engineer, Florida registered | ☐ Contractor, City contractor's license |
| ☐ Merchant/Businessperson, City occupational license | |
-

QUALIFICATIONS FOR HISTORIC ARCHITECTURAL REVIEW BOARD (HARB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 3.

Qualifications: All members of the Historic Architectural Review Board shall hold no government office nor receive any salary or compensation for their services to the board herein created. While preference shall be given to current city residents, the city commission may appoint a non-resident upon a finding that such non-resident is uniquely qualified. No member shall be appointed for more than two (2) consecutive full terms. Alternates shall be appointed for a three (3) year term. Alternates shall have previously served as regular members and shall comply with all local and state requirements of office. Alternates will only be called upon to participate and vote at meetings in the event of an anticipated lack of quorum or bare minimum quorum of the regular members.

Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines who do not have a professional degree in any of the fields set forth in this section may be appointed by the city commission when persons with such degrees are not available for appointment, or when such appointment is determined to be in the best interest of the city.

Please check those qualifications that apply to you:

- | | |
|--|---|
| ☐ History or related fields | ☐ Art History |
| ☐ Archaeology | ☐ Former HARB Member |
| ☐ Architectural History | ☐ Other |
| ☐ Historic Architecture | |
-

QUALIFICATIONS FOR CORRIDOR REVIEW COMMITTEE (CRC):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 5.

Qualifications: All members of the Corridor Review Committee shall hold no government office nor receive any salary or compensation for their services to the board herein created. The initial appointment of members shall be as follows: two (2) members of the board as established herein shall be appointed for a term of three (3) years; two (2) members for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter all members shall be appointed for a three (3) year term. Two (2) seats on the board shall be designated for a licensed, or retired, architect or landscape architect with preference given to those who are city residents or whose business is located within the city; and three (3) seats for property owners or tenants of properties located within the respective entry corridors: Anastasia Boulevard, San Marco Avenue, and King Street. The members of the CRC shall meet as needed, as an ad hoc committee meeting noticed by the City Clerk and shall meet at least annually to elect one (1) of its members as chairperson and one (1) as vice-chair.

Please check those qualifications that apply to you:

- | | |
|---|---|
| ☐ Architect, Florida licensed or retired | ☒ Owner of property located within Entry Corridor |
| ☐ Landscape Architect, Florida licensed or retired | ☐ Tenant of property located within Entry Corridor |

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and Commissioners

DATE: February 26, 2025

RE: Request for Two (2) appointments for the Historic Architectural Review Board (HARB) - One (1) Regular and one (1) Alternate Member

Notification was previously given regarding three (3) upcoming term expirations which will expire on March 28, 2025.

Advertising requesting applications was placed in the St. Augustine Record and posted on the City's website. Applications were received from the following:

1. Brad Beach – Requesting re-appointment as a Regular Member
2. Barbara Wingo – Requesting re-appointment as an Alternate Member

Attached are the applications received from Mr. Brad Beach and Ms. Barbara Wingo, they are current members and eligible for re-appointment, in addition to the current HARB roster, Board profile, and responsibilities.

I respectfully request consideration be given to the applicants.

The Clerk's Office will continue to advertise requests for applications in accordance with Board advertising policies and posted on the City's website.



Darlene Galambos
City Clerk

Attachments: Applications

xc: Clerk's Office

HISTORIC ARCHITECTURAL REVIEW BOARD

Meets Monthly, 3rd Thursday - 1:00 p.m.
Alcazar Room, City Hall

Board Member	Contact information	Appointment	3-Year Terms Expire
Gaere MacDonald VICE-CHAIR Contractor	23 Water Street, 32084 904-814-7799 gmdconstruction@aol.com	03/25/19 1 st full term 03/14/22 2 nd full term	3/28/2025
Catherine Duncan Architect	1942 Holly Oaks Lake Rd E. Jacksonville, FL 32225 904-377-2852 catherine@lociarchitects.com	05/13/24 1 st full term	3/28/2027
Linda B. Potter Archeologist	36 Pajaro Way St. Augustine, FL 32095 504-722-1183 lindapotter510@gmail.com	05/13/24 1 st full term	3/28/2027
Brad Beach Architect	5 Hope St., 32084 904-521-3470 Bbeach.design@gmail.com	03/14/22 1 st full term	3/28/2025
Paul L. Weaver, III Professional Preservation Consultant	5 Milton St, 32084 PO Box 1002, 32085 (preferred) 904-824-5178 (Business) 904-347-6090 (Cell) hpa007@aol.com	06/25/18 fill vacancy 04/27/20 1st full term 03/13/23 2 nd full term	3/28/2026
<u>Alternate</u> Randal Rourk Architect/Planner	50 E. Park Ave., 32084 404-931-6115 randalroark@bellsouth.net	04/22/24 fill vacancy	3/28/2026
<u>Alternate</u> Barbara Wingo Attorney/Historian	17 Saragossa St. 32084 <u>PO Box 497, 32085 (preferred)</u> 904-824-5146 352-214-1214 (Cell) bcwingo@gmail.com	03/14/22 fill vacancy	3/28/2025

HISTORIC ARCHITECTURAL REVIEW BOARD

Authorization:	Code of Ordinances, Chapter 28, Article II, Division 3 and Ordinance 2005-15.
Number of Members:	Five (5) Regular Members and Two (2) Alternates
Terms of Office:	Three (3) years, expiring on March 28 th - Original terms staggered; no member appointed for more than two full consecutive terms.
Appointment:	By City Commission.
Qualifications:	While preference shall be given to current City residents, City Commission may appoint a non-resident upon a finding that such non-resident is uniquely qualified. All members of the historic architectural review board shall have either thorough training and/or experience in: 1 history or related fields; 2 archaeology; 3 architectural history; 4 historic architecture; and 5 art history. Alternates shall be appointed for a three (3) year term, and shall have previously served as regular members and shall comply with all local and state requirements of office. Alternates will only be called upon to participate and vote at meetings in the event of an anticipated lack of quorum or bare minimum quorum of the regular members. See Section 28-82 for the criteria required in order to be appointed to the Board.
Duties:	Act on applications for Certificates of Appropriateness in HP-1 through HP-5; act on applications for building permits on property abutting HP-1 through HP-3; act on all applications for demolition permits for structures 50 years old or older within the City limits; cooperate with governments in planning proposed and future projects reflecting concerns and policies and assist as a consultant in development of future land use plans; advise property owners & government agencies concerning maintenance, protection, enhancement and preservation of historic resources; advise the City Commission concerning effects of local governmental actions on resources designated under the ordinance; recommend issuance of stop work order when not in compliance; develop rules and procedures necessary to implement powers and duties of the HARB consistent with ordinance; conduct regular public meetings and call special meetings; and designate historical landmarks.
Attendance:	Ordinance 2018-11 amended Sec. 2-191 to remove the language regarding meeting attendance and instead states " <u>Members of Boards may be removed by majority vote of the Commission, upon notice of the intent to remove the Board member mailed to the address on record at the office of the city clerk by certified U.S. mail, return receipt requested, and a hearing before the City Commission providing the member an opportunity to be heard</u> ".
Meetings:	Third Thursday of each month, 1 P.M. the Alcazar Room, City Hall.

CITY OF ST. AUGUSTINE
APPLICATION REQUESTING APPOINTMENT TO CITY BOARD/COMMITTEE

The undersigned wishes to apply for City Commission appointment to serve in a voluntary capacity on a City of St. Augustine board or committee. All applications must include a cover letter and resume.

1. APPLICANT NAME BRAD BEACH
2. BOARD/COMMITTEE DESIRED HARB
3. RESIDENCE (Address) 5 Hope St. St. Augustine, FL 32084
4. PHONE 904.521.3470 E-MAIL _____
5. BUSINESS OWNED (Address) NEW DAY DESIGN COMPANY
6. BUSINESS PHONE 904.521.3470 E-MAIL BRAD@ITSANEWDAY.CO
7. PROPERTY OWNED (Address) 5 Hope St.
8. PREFERRED MAILING ADDRESS 5 Hope St.
9. OCCUPATION (include resume) ARCHITECT
10. PROFESSIONAL QUALIFICATIONS (submit a cover letter) -

11. OTHER COMMENTS OR INFORMATION -

12. "Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation."

Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) Yes ☒ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box.

RACIAL CATEGORY (Check as many as apply)

☐ American Indian or Alaska Native

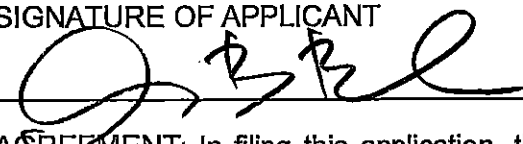
☐ Asian

☐ Native Hawaiian or Other Pacific Islander

☐ Black or African American

☒ White

13. SIGNATURE OF APPLICANT



DATE FEBRUARY 24, 2025

14. **AGREEMENT:** In filing this application, the undersigned understands that it becomes a part of the public records of the City of St. Augustine and does hereby certify that all information contained herein is true to the best of his/her knowledge. It is also understood that, if appointed, it is required by the State of Florida to file a financial disclosure Form 1 with the Florida Commission on Ethics, within thirty (30) days of appointment, and each year thereafter, covering the term of appointment and to file Form 1-F upon departure from the board. Submit applications to: Darlene Galambos, City Clerk, P.O. Box 210, St. Augustine, Florida 32085.


Initial

QUALIFICATIONS FOR PLANNING AND ZONING BOARD (PZB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 2.

Qualifications: All members of the Planning and Zoning Board shall reside in the city and shall hold no government office nor receive any salary or compensation for their services to the board herein created. No member shall be appointed for more than two (2) consecutive full terms.

Please check those qualifications that apply to you:

- | | |
|---|---|
| ☒ Architect, Florida registered | ☐ Preservation Organization Officer |
| ☐ Planner, member APA or AICP | ☐ Environmental or Land Use Organization Officer |
| ☐ Real Estate Broker, w/ County occupational license | ☐ Attorney, Florida Bar |
| ☐ Educator, college level | ☐ Landscape Architect, Florida registered |
| ☐ Engineer, Florida registered | ☐ Contractor, City contractor's license |
| ☐ Merchant/Businessperson, City occupational license | |
-

QUALIFICATIONS FOR HISTORIC ARCHITECTURAL REVIEW BOARD (HARB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 3.

Qualifications: All members of the Historic Architectural Review Board shall hold no government office nor receive any salary or compensation for their services to the board herein created. While preference shall be given to current city residents, the city commission may appoint a non-resident upon a finding that such non-resident is uniquely qualified. No member shall be appointed for more than two (2) consecutive full terms. Alternates shall be appointed for a three (3) year term. Alternates shall have previously served as regular members and shall comply with all local and state requirements of office. Alternates will only be called upon to participate and vote at meetings in the event of an anticipated lack of quorum or bare minimum quorum of the regular members.

Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines who do not have a professional degree in any of the fields set forth in this section may be appointed by the city commission when persons with such degrees are not available for appointment, or when such appointment is determined to be in the best interest of the city.

Please check those qualifications that apply to you:

- | | |
|--|--|
| ☐ History or related fields | ☐ Art History |
| ☐ Archaeology | ☒ Former HARB Member |
| ☐ Architectural History | ☐ Other |
| ☐ Historic Architecture | |
-

QUALIFICATIONS FOR CORRIDOR REVIEW COMMITTEE (CRC):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 5.

Qualifications: All members of the Corridor Review Committee shall hold no government office nor receive any salary or compensation for their services to the board herein created. The initial appointment of members shall be as follows: two (2) members of the board as established herein shall be appointed for a term of three (3) years; two (2) members for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter all members shall be appointed for a three (3) year term. Two (2) seats on the board shall be designated for a licensed, or retired, architect or landscape architect with preference given to those who are city residents or whose business is located within the city; and three (3) seats for property owners or tenants of properties located within the respective entry corridors: Anastasia Boulevard, San Marco Avenue, and King Street. The members of the CRC shall meet as needed, as an ad hoc committee meeting noticed by the City Clerk and shall meet at least annually to elect one (1) of its members as chairperson and one (1) as vice-chair.

Please check those qualifications that apply to you:

- | | |
|--|---|
| ☒ Architect, Florida licensed or retired | ☐ Owner of property located within Entry Corridor |
| ☐ Landscape Architect, Florida licensed or retired | ☐ Tenant of property located within Entry Corridor |

BARBARA C.
WINGO



BCWINGO@GMAIL.COM



352-214-1214

17 SARAGOSSA STREET
ST. AUGUSTINE, FL. 32084

CLERK, CITY OF ST. AUGUSTINE

P.O. Box 210

St. Augustine, FL. 3208

To Whom It May Concern:

I am attaching my application and resume (CV) for the position of alternate to the Historic Architectural Review Board. I am a past two-term member of that board as well as a current alternate.

I am an historian and attorney with extensive experience teaching and researching United States history at the University of Florida as well as with other groups. I have had a long-time involvement in historic preservation, including the National Landmarks, Norman Studios and the Marjorie Kinnan Rawlings Farm. I am a former president of the St. Augustine Historical Society and a former member of the University of Florida Historic St. Augustine Advisory Committee.

If appointed, I would continue to be committed to the consistent application of the appropriate criteria and the fairness of the process.

Thank you for your consideration of this application. I would be honored to continue to serve.

Sincerely,



Barbara C. Wingo

CITY OF ST. AUGUSTINE
APPLICATION REQUESTING APPOINTMENT TO CITY BOARD/COMMITTEE

The undersigned wishes to apply for City Commission appointment to serve in a voluntary capacity on a City of St. Augustine board or committee. All applications must include a cover letter and resume.

1. APPLICANT NAME Barbara C. Wingo
2. BOARD/COMMITTEE DESIRED Alternate - Historic Architectural Review Board
3. RESIDENCE (Address) 17 Saragossa St., St. Augustine, FL 32084
4. PHONE 352-214-1214 E-MAIL bwingo@gmail.com
5. BUSINESS OWNED (Address) 904-824-5146 124 NE Cholekka Blvd, Micanopy
6. BUSINESS PHONE 352-214-1214 E-MAIL bwingo@gmail.com
7. PROPERTY OWNED (Address) 17 Saragossa St.
8. PREFERRED MAILING ADDRESS 17 Saragossa St, St. Augustine, FL 32084
9. OCCUPATION (include resume) historian, attorney, antiques dealer
10. PROFESSIONAL QUALIFICATIONS (submit a cover letter) See cover letter and resume (CV).
11. OTHER COMMENTS OR INFORMATION See cover letter and resume (CV).
12. "Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation."

Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) Yes | ☒ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box.

RACIAL CATEGORY (Check as many as apply)

☐ American Indian or Alaska Native
☐ Black or African American

☒ Asian
☒ White

☐ Native Hawaiian or Other Pacific Islander

13. SIGNATURE OF APPLICANT

Barbara C. Wingo

DATE 2-24-25

14. AGREEMENT: In filing this application, the undersigned understands that it becomes a part of the public records of the City of St. Augustine and does hereby certify that all information contained herein is true to the best of his/her knowledge. It is also understood that, if appointed, it is required by the State of Florida to file a financial disclosure Form 1 with the Florida Commission on Ethics, within thirty (30) days of appointment, and each year thereafter, covering the term of appointment and to file Form 1-F upon departure from the board. Submit applications to: Darlene Galambos, City Clerk, P.O. Box 210, St. Augustine, Florida 32085.

BW
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Please check those qualifications that apply to you:

- | | |
|---|---|
| ☐ Architect, Florida registered | ☐ Preservation Organization Officer |
| ☐ Planner, member APA or AICP | ☐ Environmental or Land Use Organization Officer |
| ☐ Real Estate Broker, w/ County occupational license | ☐ Attorney, Florida Bar |
| ☐ Educator, college level | ☐ Landscape Architect, Florida registered |
| ☐ Engineer, Florida registered | ☐ Contractor, City contractor's license |
| ☐ Merchant/Businessperson, City occupational license | |

QUALIFICATIONS FOR HISTORIC ARCHITECTURAL REVIEW BOARD (HARB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 3.

Qualifications: All members of the Historic Architectural Review Board shall hold no government office nor receive any salary or compensation for their services to the board herein created. While preference shall be given to current city residents, the city commission may appoint a non-resident upon a finding that such non-resident is uniquely qualified. No member shall be appointed for more than two (2) consecutive full terms. Alternates shall be appointed for a three (3) year term. Alternates shall have previously served as regular members and shall comply with all local and state requirements of office. Alternates will only be called upon to participate and vote at meetings in the event of an anticipated lack of quorum or bare minimum quorum of the regular members.

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Please check those qualifications that apply to you:

- | | |
|---|--|
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| ☐ Archaeology | ☒ Former HARB Member |
| ☐ Architectural History | ☐ Other |
| ☒ Historic Architecture | |

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- | | |
|---|---|
| ☐ Architect, Florida licensed or retired | ☐ Owner of property located within Entry Corridor |
| ☐ Landscape Architect, Florida licensed or retired | ☐ Tenant of property located within Entry Corridor |

CURRICULUM VITAE

Barbara C. Wingo

17 Saragossa Street, St. Augustine, FL. 32084
6613 NW 81st Blvd., Gainesville, FL 32653
Home telephone: 904-824-5146; 352-373-885
Cell phone: 352-214-1214
Email: bcwingo@gmail.com

Museum President: President, Norman Studios Silent Film Museum, Inc., Jacksonville, Florida

Courtesy Professor of History, University of Florida

Attorney: Law Office of Barbara C. Wingo, PLLC, 124 NE Chokolka Blvd., Micanopy, Florida

Proprietor: Time Zones Antiques and Collectibles, 124 NE Chokolka Blvd., Micanopy, Florida

Board Memberships and other Organizational Positions:

City of St. Augustine Historic Architectural Review Board (HARB), Alternate (2022-present),
Board Member, 2016-2022 (appointed by the City Council).

Florida Supreme Court Historical Society, Member, Board of Trustees, 2014-present.

Friends of the Marjorie Kinnan Rawlings Farm, Inc., Cross Creek, Florida, Member, Board of
Directors, 2009-present (President, 2017-2022); Secretary, 2010-2016).

Friends of Music at the University of Florida, Member, Board of Directors, 2015-present
(President, 2018-2019).

Gainesville Women's Forum, 2019-present (Treasurer, 2020-2022).

Institute for Learning in Retirement, Gainesville, Florida, Member, Board of Directors, 2024-
present.

Matheson History Museum, Gainesville, Florida, Member, Advisory Board, 2018-present.

Norman Silent Film Studios Museum, Inc., Jacksonville, Florida, Member, Board of Directors,
2016-present (President, 2024-present; Vice President and Curator, 2018-2023; Secretary, 2016-
2018).

Tolomato Cemetery Preservation Association, Inc., St. Augustine, Florida, Member, Board of
Directors, 2015-present.

Degrees Earned:

J.D. cum laude, Order of the Coif, December 1980, Southern Methodist University, Dallas, Texas.

Ph.D., May 1976, Tulane University, New Orleans, Louisiana.

Fields of concentration: 1) United States history, with specialization in colonial, revolutionary, and early national periods. 2) British history. 3) European history.

M.A. (history), December 1972, Tulane University, New Orleans, Louisiana.

A.B. with great distinction (major: history; minor: music), April 1970, Phi Beta Kappa, Stanford University, Stanford, California.

Bar Admissions and Board Certifications:

State Bar of Texas admitted 1981.

The Florida Bar, admitted 1982.

United States District Court for the Middle District of Florida admitted 1983.

United States District Court for the Northern District of Florida admitted 1990.

United States Court of Appeals for the Eleventh Circuit admitted 1983.

United States Supreme Court, admitted 2000.

Previous Professional Positions:

Associate Vice President (March 2005 to August 2015) *and Deputy General Counsel* (July 1990 to 2015)

Associate General Counsel (January 1985 through June 1990)

Assistant to the University Attorney (March 1983 through December 1984)

University of Florida, Gainesville, Florida

Adjunct Professor (adjunct faculty member, 1982 to 2015)

Department of History, University of Florida

Taught United States survey courses and upper division courses in the American Revolutionary Era, the Early National Period, and the United States Constitution.

Adjunct Professor (Spring 1980; Fall 1979)

Department of History, Southern Methodist University

Lecturer (Fall 1977; Spring 1977; Summer 1976)

Department of History, University of Houston, Downtown College

Visiting Assistant Professor (Fall 1976)
Department of History, University of Houston

Adjunct Instructor (Spring 1976)
Division of Social Sciences, Houston Community College

Publications:

“Sally Baskin Hooker: Reminiscences.” The Marjorie Kinnan Rawlings Journal of Florida Literature, XXX (2023), 35-56.

“Marjorie Kinnan Rawlings and St. Augustine.” The Marjorie Kinnan Rawlings Journal of Florida Literature, XXVIII (2020), 111-123.

“Divulging School Records: What is Confidential, What is Not,” in School Law in Florida, National Business Institute, 2003.

“The Presidential Election of 1928 in Louisiana,” Louisiana History, XVIII (Fall 1977), 405-435.

Invited Presentations at National and International Meetings:

Marjorie Kinnan Rawlings and St. Augustine, XXXIV Annual Marjorie Kinnan Rawlings Society Conference, St. Augustine, Florida, April 28, 2023.

Marjorie Kinnan Rawlings at Home in Florida, XXXI Annual Marjorie Kinnan Rawlings Society Conference, Mt. Dora, Florida, April 21, 2018.

Open Access: Opportunities and Challenges, National Association of College and University Attorneys (NACUA), November 2014 CLE Workshop: Sponsored Research and Technology Transfer, Washington, D.C., November 7, 2014.

Top Ten Issues for Research Universities: Current Issues of Note and Key Ongoing Issues, National Association of College and University Attorneys (NACUA), Annual Conference, Philadelphia, Pennsylvania, June 19, 2013.

Building Collaborative Relationships with Your Legal Affairs Office, National Council of University Research Administrators (NCURA) Pre-award Research Administration Conference, Hilton Head Island, South Carolina, August 12, 2008.

Disclosure and Monitoring of Conflicts of Interest in Creating and Managing Conflicts of Interest in Faculty Start-Ups: A How-To Guide. National Association of College and University Attorneys (NACUA) Annual Conference. New York, New York, June 25, 2008.

What is Shared Governance? Why a Good Relationship with Your Academic Senate Is Important: How to Be Part of the Campus Conversation. National Association of College and University Attorneys (NACUA) Annual Conference, New York, New York, June 23, 2008.

Research Foundations: Establishment, Activities, and Affiliated Entities, National Association of College and University Attorneys (NACUA) Workshop on Higher Education Research Compliance and Technology Transfer, Arlington, Virginia, November 11, 2004.

Corporate and Transactional Issues: Needs of a Research University, University of Florida, Third Annual Law & Technology Conference, Orlando, Florida, February 20, 2003.

Establishment and Activities of Affiliated Research Foundations, National Association of College and University Attorneys (NACUA) Workshop on University Research and Technology Transfer, Arlington, Virginia, October 31, 2002.

Conflicts of Interest: Individual and Institutional, Society of Research Administrators International (SRAI) Annual Conference, Orlando, Florida, October 27, 2002.

Launching a Successful Start-Up: The University's Perspective, National Council of University Research Administrators (NCURA) Workshop, University/Industry Collaboration: Partners in the Research Enterprise, Keystone, Colorado, August 20, 2002.

The Entrepreneurial Professorate, Faculty Start-ups and Other Entrepreneurial Activity for the Employment Lawyer: Special Considerations in dealing with Faculty Start-up Companies, National Association of College and University Attorneys (NACUA) Faculty Employment Law Workshop, New Orleans, Louisiana, March 23, 2002.

Advanced Conflict of Interest, Technology Transfer and Security Issues: Negotiating Conflicts of Interest in Faculty Start-ups, National Association of College and University Attorneys (NACUA) Annual Conference, San Diego, California, June 26, 2000.

Risk Management and Other Legal Considerations in a Crisis involving Students, Institute for Crisis Management in Higher Education, Gainesville, Florida, May 25, 1999.

The Institutional Response to Alcohol on Campus: Developing and Enforcing Campus Alcohol Policies, National Association of College and University Attorneys (NACUA) Workshop on Alcohol on Campus, Orlando, Florida, March 11, 1999.

Issues in Research Misconduct Cases: Confidentiality and Records, Workshop on Research Integrity Issues presented by the Office of Research Integrity, U.S. Department of Health and Human Services, and the Office of Research, Technology and Graduate Education, University of Florida, Gainesville, Florida, April 15, 1997.

Managing Your Crisis: Some Legal Considerations in Student Emergencies, National Association of College and University Attorneys (NACUA) Workshop on Current Legal Issues in Student Affairs, San Diego, California, October 21, 1993.

Outside Employment of College and University Faculty Members and Other Employees, National Association of College and University Attorneys (NACUA), Workshop on Employment Law on a Changing Campus, Dallas, Texas, March 13, 1992.

Copyright Issues and Other Legal Issues Affecting Faculty Members, Conference on Interactive Telecommunications in Higher Education: Implementation and Academic Issues, sponsored by the University of Alabama System and University of Missouri System, Tuscaloosa, Alabama, March 25, 1991.

Conflicts of Interest in Faculty Involvement in Sponsoring Organization: Overview of State Laws and Institutional Policies, National Association of College and University Attorneys (NACUA) Annual Conference, Baltimore, Maryland, June 25, 1986.

State Conflict of Interest Law and College and University Faculty Members, Society of University Patent Administrators Conference (now AUTM), Stanford University, Stanford, California, June 20, 1985.

Invited Participation at National and International Meetings:

Facilitator, *Working with the General Counsel's Office and ORI/NSF Legal Counsel*, Research Integrity Officers Conference, Baltimore, Maryland, October 2, 2013.

Moderator, *Research and Social Media*, National Association of College and University Attorneys (NACUA), Fall CLE Workshop, Washington, D.C., November 12, 2010.

Moderator, *After St. Augustine*, Why St. Augustine Symposium, St. Augustine, Florida, February 22-23, 2008.

Panelist, *Leadership Training for the Professional Woman*, SAI International Music Fraternity Triennial Convention, Orlando, Florida, July 29, 2006.

Moderator, *Researching for the Federal Government: Contracts*, National Association of College and University Attorneys (NACUA) Annual Conference, Orlando, Florida, June 28, 2005.

Discussion Leader, *Role of Research Foundations*, National Association of College and University Attorneys (NACUA) Workshop on Higher Education Research Compliance and Technology Transfer, Arlington, Virginia, November 11, 2004.

Moderator, *Faculty Employment Outside of the University: Conflict of Commitment*, National Association of College and University Attorneys (NACUA) Workshop, "From Handshakes to Headaches: Key Issues in Higher Education Employment Law," Atlanta, Georgia, March 5, 2004.

Moderator, *Copyright and On-Line Education: Ownership, Fair Use and Faculty Conflicts of Interest and Commitment*, National Association of College and University Attorneys (NACUA), Annual Conference, Baltimore, Maryland, June 20 and 24, 2001.

Moderator, *Intellectual Property Primer: What You Need to Know*, and *Software and Technology Licensing Issues*, National Association of College and University Attorneys (NACUA) Annual Conference, Washington, D.C., June 21 and 22, 1998.

Recorder, *Do the Models (those presented as well as those developed at other institutions) Meet the Expectations? Creating a "Robust" University Environment to Support Research and Technology Transfer in a Changing World*, National Workshop sponsored by the Council on Research Policy & Graduate Education, National Association of State Universities and Land-Grant Colleges (NASULGC), Gainesville, Florida, April 7, 1998.

Moderator and Chair of Conference Committee, *Hot Legal (and Other) Issues Involving Informational and Instructional Technology*, National Association of College and University Attorneys (NACUA) Workshop "Lost in Cyberspace," Albuquerque, New Mexico, February 29, 1996.

Moderator, *Conflicts of Interest*, National Association of College and University Attorneys (NACUA) Annual Conference, Marco Island, Florida, June 27, 1994.

Moderator, *Indecent Proposal? The Debate over Consensual Relationships Heats Up*, National Association of College and University Attorneys (NACUA) Workshop on Current Legal Issues in Student Affairs, San Diego, California, October 23, 1993.

Panelist, *Case Study -- Conflicts of Interest*, National Association of College and University Attorneys (NACUA) Workshop, Clearwater Beach, Florida, February 9, 1992.

Discussion Leader, *Academic/Administrative Affairs*, Conference on Law and Higher Education, Stetson University College of Law, Clearwater Beach, Florida, January 23, 1991.

Moderator, *The Law of Unfair Competition in the University Setting*, Conference on Law and Higher Education, Stetson University College of Law, Clearwater Beach, Florida, January 17, 1989.

Commentator, *Early American Religious History*, Society of Historians of the Early American Republic (SHEAR) Annual Meeting, Bentley College, Waltham, Massachusetts, June 1983.

Presentations at Regional Meetings:

Films and Posters: The Norman Studios Story, Cummer Museum, Jacksonville, Florida, May 9, 2023.

The Motion Picture Decade and Norman Studios. Florida Chautauqua Assembly, DeFuniak Springs, Florida, April 14 and 15, 2023.

Norman Studios: The History and Regeneration of a Silent Film Studios Complex, Modern Woodmen presentation, Jacksonville, Florida, October 9, 2021.

The Regeneration of a Silent Film Studios Complex and The Flying Ace, University of Florida Libraries, Gainesville, Florida, February 17 and 21, 2021.

Marjorie Kinnnan Rawlings and St. Augustine, Lightner Museum, St. Augustine, Florida, February 1, 2018; St. Augustine Public Library, March 13, 2019.

Academic Freedom: An Overview, Seminar on Academic Freedom, University of Florida Faculty Senate, Gainesville, Florida, March 28, 2017.

Distance Learning, Florida Bar Education Law Committee, Jacksonville, Florida, June 15, 2012.

Eleventh Amendment Immunity, Florida Bar Continuing Legal Education Program, Tallahassee, Florida, April 27, 2012.

Sovereign Immunity in Florida, Florida Bar Continuing Legal Education Program, Tallahassee, Florida, April 9, 2010.

Sovereign Immunity: State and Federal, Florida Bar Continuing Legal Education Program, Orlando, Florida, June 30, 2007.

An Intellectual Property Primer: Fair Use and Intellectual Property Policies, Florida Bar General Meeting, Tampa, Florida, September 15, 2006.

An Introduction to Selected Intellectual Property Issues at State Universities in Florida, State University System Inspector General Spring Conference, Ft. Lauderdale, Florida, April 17, 2001.

An Introduction to Conflict of Interest and the Florida Code of Ethics for Public Officers and Employees, State University System Inspector General Spring Conference, Gainesville, Florida, April 6, 2000.

Legal Issues Facing Higher Education Administrators (panelist), 2000 Florida Leadership Summit (Educational Leadership Enhancement Grant Program), Live Oak, Florida, February 24, 2000.

Institutional Conflict, with Catherine Longstreth, State University System Employment Conference, Tampa, Florida, June 3, 1998.

The Administrator's Right and Responsibility to Manage, with Catherine Longstreth, Institute for Academic Leadership, Florida State University, Department Chairpersons Workshop, Deans Workshop, Howey-in-the-Hills, Florida, June 11, 1995, June 10, 1996, May 18, 1998.

Selected Risk Management Issues for Faculty Members in Clinical Medicine, University of Florida and North Florida Medical Malpractice Claims Council, Risk Management Seminar, Jacksonville, Florida, October 2, 1993.

Sexual Harassment, with Catherine Longstreth and Jacquelyn Hart, Southeastern Association of Chief Academic Officers, Gainesville, Florida, February 17, 1992.

Sexual Harassment: Policy Development and Educational Programming, with Catherine Longstreth and Helen Mamarchev, 1992 Florida Association for Women Deans, Administrators and Counselors -- American Council of Education/National Identification Program Conference, Tampa, Florida, January 24, 1992.

An Introduction to Copyright and Educational Technology, Southeastern Association of Learning Laboratories Conference, Gainesville, Florida, March 10, 1990.

Liability Concerns in College Union Programs, Association of College Unions International Region VI Conference, Gainesville, Florida, November 6, 1987.

Peer-Reviewed Presentations at National and International Meetings:

Maud Powell, Marion Bauer and the Ocklawaha. Florida Historical Society Annual Meeting, Orlando, Florida, October 22, 2022.

Norman Studios: History and Regeneration of a Silent Film Studios Complex and a National Historic Landmark, Mostly Lost 7 (Library of Congress), Culpeper, Virginia, June 14, 2018.

Fast, Fun and Efficient Business Meetings. SAI International Music Fraternity Triennial Convention, Chicago, Illinois, August 1, 2009.

Football! Physiology! Sports Stars! Marketing! The Gatorade Story, with J. Robert Cade, M.D., Association of University Technology Managers (AUTM) Annual Conference, Orlando, Florida, February 7, 2003.

Managing University Technology involving both Copyrights and Patents, Association of University Technology Managers (AUTM) Annual Conference, New Orleans, Louisiana, March 3, 2001.

Learning to Deal with Conflict in Academia, with Catherine Longstreth, American College Personnel Association 1996 Annual Conference, Baltimore, Maryland, March 9, 1996; *Dealing with Institutional Conflict*, with Catherine Longstreth, Florida Community College at Jacksonville, Eighth National Conference on College Teaching and Learning, Jacksonville, Florida, April 18, 1997; *Dealing with Institutional Conflict in Academic Affairs*, with Catherine Longstreth, College and University Personnel Association, 1998 National Conference, Indianapolis, Indiana, October 6, 1998.

Empowering a University Community to Combat Sexual Harassment (workshop) with Helen Mamarchev, Catherine Longstreth, Jacquelyn Hart, and Jacquelyn Resnick, 1995 Conference of the National Association for Women in Education, Washington, D.C., March 7, 1995.

Knotty Problems in Dealing with Sexual Harassment, with Catherine Longstreth, Eighth Annual Conference on Women in Higher Education Conference, sponsored by the Women's Studies Program, University of Texas at El Paso, San Francisco, California, January 6, 1995; Florida Community College at Jacksonville, Sixth National Conference on College Teaching and Learning, Jacksonville, Florida, April 8, 1995.

Enhancing the Classroom Environment: A Simulation of an Institutional Sexual Harassment Educational Program, with Catherine Longstreth and Helen Mamarchev, National Association for Women in Education 1994 Conference, Orlando, Florida, March 4, 1994; Florida Community College at Jacksonville, Fifth National Conference on College Teaching and Learning, Jacksonville, Florida, April 7, 1994.

Sexual Harassment: Policy Development and Educational Programming, with Catherine Longstreth and Helen Mamarchev, National Association for Women in Education 1992 Conference, San Antonio, Texas, March 8, 1992.

Sexual Harassment: Policy Development and Educational Programming, 5th Annual Conference on Women in Higher Education, sponsored by the Women's Studies Program, University of Texas at El Paso, San Diego, California, January 5, 1992.

The Treaty Power Under the Articles of Confederation: The Case of Article 4 of the Treaty of Peace and its Enforcement in Virginia, Triumph of the American Revolution Symposium, Keene State College, Keene, New Hampshire, April 9, 1983.

Curated Exhibits:

Regeneration, inaugural exhibit at Phase 1 of the Norman Studios Silent Film Museum, August 2023 to present, designed all exhibits and opening programs.

The Jacksonville Public Library Presents Norman Studios, Jacksonville Public Library, Jacksonville, Florida, September – December 2019, designed all exhibits.

The Flying Ace at the Cade, Cade Museum for Creativity and Invention, Gainesville, Florida, June 14 – August 18, 2019, designed all exhibits and programs.

Other Presentations and Consulting:

Historical reviewer for the Education/Interpretation/Facilities Committee, University of Florida Historic St. Augustine, Inc., 2011-2014.

Consultant to: Eastern Washington University (Cheney, Washington) on faculty matters (1998); Florida Atlantic University (Boca Raton) on conflict of interest and faculty start-up company issues (2000); University of South Florida (Tampa) on conflict of interest, faculty start-up companies, and technology transfer issues (1999, 2008-2009); Broward County School District on the early American presidency (2009).

Separation of Powers, Checks and Balances and the Constitution, four presentations in the State of Florida, May and September 1987, for the Bicentennial of the United States Constitution.

During my employment by the University of Florida numerous presentations were made to University of Florida and University-related groups on legal issues, particularly on public records and open meetings, conflict of interest, patents and copyrights, intellectual property policies, sexual harassment, medical and psychological records, student records, research compliance issues, medical risk management, technology transfer, parliamentary procedure, conflict resolution, volunteer activities, and tort liability.

Other Related Education, Activities and Honors:

Certificate of Completion, Introduction to Curating, Sotheby's Institute of Art, April 12, 2022.

Fellow, American Bar Foundation, 2020-present.

University of Florida President's Medallion, 2015.

Florida Trend's Florida Legal Elite, 2014.

Florida Bar Board Certified, Education Law, 2011-2021.

Florida Bar Board Certified, State and Federal Government and Administrative Practice, 2007-2022.

Award for Outstanding Leadership and Service to the Division of Student Affairs, University of Florida, September 1999.

State of Florida Civil Mediation Training, December 1997.

National Association of College and University Attorneys (NACUA) Professional Development Institute at Harvard University, August 4-9, 1996.

National Association of College and University Attorneys (NACUA) Mediator Training Workshop for College and University Attorneys and Administrators, July 11-13, 1996.

Member, J. Wayne Reitz Union Board of Managers, University of Florida, 1993-1996.

Congressional intern, Johns Hopkins School of Advanced International Studies, Summer 1969.

Membership and Service in Professional Organizations (not otherwise noted above):

The Florida Bar

Inaugural Member, Federal Practice Committee, 1990-1993.

Government Lawyers Section, Member, Executive Council (served as chair, secretary, and treasurer), 1996-2015; ex officio Executive Council member, 2015-present.

Inaugural Member, Education Law Certification Committee, 2009-2016 (served as chair and vice chair).

Board of Legal Specialization and Education, 2018-2021.

National Association of College and University Attorneys (NACUA):

Member, Continuing Legal Education Committee, 2014-2015, 2008-2011, 1992-1996; November 2014 CLE Workshop Planning Group, 2013-2014; Strategic Planning Committee, 2007-2008; Editorial Board of the *Journal of College and University Law*, 2005-2006; Annual Program Committee, 2000-2002, 2004-2005; Publications Committee, 1990-1992, 1998-2000. Honors and Awards Committee, 1996-1998.

American Bar Association; Administrative Law and Entertainment and Sports Law Sections, The Florida Bar; American Society for Legal History; Organization of American Historians; Southern Historical Association; Society for Historians of the Early Republic; Florida Historical Society; National Trust for Historic Preservation; Florida Trust for Historic Preservation; Costume Society of America; National Association of Parliamentarians.

Other Current and Recent Volunteer Activities:

Gainesville Alumnae Chapter of Sigma Alpha Iota International Music Fraternity, President 2009-present.

Girl Scouts of Gateway Council volunteer, 1986-2014: Leader, 1986-1999, 2001-2003 (Outstanding Leader Recognition awarded 1990; Exceptional Leader Recognition awarded 1999); Neighborhood Service Team member, 1987-1996 (Outstanding Volunteer Recognition awarded 1992); Association Chair, 2001-2008; Association Delegate, 2008-2010; National Council Member, 2008-2011; Gateway Girl Scout Council Endowment Committee (2011-2013), CEO Search Committee (2012-2013), Constituency Engagement Committee (2011-2014).

St. Augustine Historical Society, Inc., Member, Board of Trustees, 2003-2009 (President and Chair of Board of Trustees, 2007-2009).

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and City Commissioners
DATE: February 27, 2025
RE: Reminder: Open Positions on Boards and Committees

Below is a list of Boards and Committees indicating vacancies or upcoming term expirations. Your assistance in identifying and encouraging qualified candidates to apply is greatly appreciated.

- **1977 City Employees' Retirement System of the City of St. Augustine, Board of Trustees []**
- **Audit Committee []**
- **Civil Service Board []**
- **Corridor Review Committee [1]**
- **Historic Architectural Review Board [3]**
- **Lincolnville Community Redevelopment Steering Committee [3]**
- **Planning and Zoning Board []**
- **St. Augustine Firefighters' Pension Trust Fund, Board of Trustees [1]**
- **St. Augustine Police Officers' Retirement System, Board of Trustees [1]**

Advertisements requesting applications for the above-referenced vacancies were published in the St. Augustine Record and currently posted on the City's website.

Sincerely,



Darlene Galambos
City Clerk

xc: Clerk's Office

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, January 27, 2025

The City Commission met in formal session Monday, January 27, 2025, at 5:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Sikes-Kline, and the following were present:

1. Roll Call: Nancy Sikes-Kline, Mayor/City Commissioner
Barbara Blonder, Vice Mayor/City Commissioner
Cynthia Garris, City Commissioner
Jim Springfield, City Commissioner
Jon DePreter, City Commissioner

Also Present: David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Stephen Slaughter, Director, Public Works & Utilities
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Jennifer Michaux, Police Chief
Carlos Aviles, Fire Chief
Elyse Wiemann, Recording Secretary

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Mayor Nancy Sikes-Kline requested a moment of silence and Vice-Mayor Barbara Blonder led the pledge of allegiance.

2. ADMINISTRATIVE ITEMS

2.A. Modification and Approval of Regular Agenda

Mayor Sikes-Kline said she wanted to remove item 10 A from the agenda.

There was no objection from the Commission.

MOTION

Mayor Sikes-Kline MOVED to approve the Regular Agenda with the

modification to remove item 10 (A) Request for placement of Revolutionary War patriot marker by the Florida State Daughters of the American Revolution at Oglethorpe Park. The motion was SECONDED by Commissioner Jim Springfield and APPROVED BY UNANIMOUS VOICE VOTE.

3. Special Presentations, Recognitions and Proclamations

(None)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Ruby Raley
- Gina Burrell
- Tawny Kern

- Bill Curtis
- Tom Reynolds
- Robin Thomas
- Nancy Murphy
- Sueann Weber
- Wolfgang Schau
- Debra Geanuleas
- Scott York
- Burry Gowen
- Melinda Rakoncay
- Charles Pappas
- Vicki Pepper
- Georgeann Gillespie
- Emily Bell
- Kelsey May
- BJ Kalaidi

5. Consent Agenda

David Birchim, City Manager, read the Consent Agenda.

CA.1. Preview of upcoming Commission meetings.

CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON DATE: NONE.

CA.3. Reminder of Upcoming Meetings:
•February 10, 2025, 4:30PM–De Aviles Award Presentation, The Forson Family
•February 10, 2025, 5:00PM–Regular City Commission Meeting
•February 24, 2025, 5:00PM–Regular City Commission Meeting
•March 10, 2025, 5:00PM–Regular City Commission Meeting
•March 24, 2025, 5:00PM–Regular City Commission Meeting

CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS: NONE.

CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S): NONE.

CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF

APPRECIATION/RECOGNITION.
(COMMISSION APPROVAL REQUIRED).
(TO BE READ AT A
SUBSEQUENT MEETING).

Proclamation 2025-04: Proclaims January 27, 2025, as International Holocaust Remembrance Day in the City of St. Augustine. (N. Sikes-Kline, Mayor)

CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.

CA.8. Marlow V. City of St. Augustine-Invoice for Professional Services. (I. Lopez, City Attorney)

CA.9. Fish Island Ribbon Cutting Ceremony and Tour on Friday, February 7, 2025. (M. Wissel, Communications Director)

CA.10. Quarterly Report: 1st Quarter FY 2024-2025. (I. Lopez, City Attorney)

End Consent Agenda

5.A. Additions, deletions or modifications to Consent Agenda

(None)

5.B. Approval of Consent Agenda

MOTION

Commissioner Springfield MOVED to approve the Consent Agenda. The motion was SECONDED by Commissioner Cynthia Garris and APPROVED BY UNANIMOUS VOICE VOTE.

6. Appeals

(None)

7. General Public Presentations, Items of Great Public Importance, and Other Items Requiring Public Hearings

7.A. General Public Presentations

(None)

7.B. Items of Great Public Importance

(None)

7.C. Other Items Requiring Public Hearing

(None)

8. Ordinances and Resolutions – Public Hearing Required.

8.A. Ordinances – Second Reading

8.A.1. Ordinance 2024-34: Amends the Zoning Designation of 30.15 acres of property from City of St. Augustine Industrial and Warehousing (IW) to City Planned Unit Development (PUD) at 404 Riberia Street. (A. Skinner, Director Planning and Building)

Amy Skinner, Planning and Building Director presented Ordinance 2024-34.

James Whitehouse, representative for the applicant spoke regarding the San Sebastian Marina Center. He highlighted the changes and updates as requested by the Planning and Zoning Board (PZB), as well as the suggestions from the Commission.

Commissioner Jon DePreter questioned how the boats would arrive onsite.

Mr. Whitehouse replied that over 90% of boats from these types of facilities came from the water. He said there was a surcharge if brought by land.

Commissioner DePreter asked for an explanation for the need for the fifty-foot height. He asked for clarification about the permitting needed from the City for stormwater and drainage.

Mr. Whitehouse said to move these types of boats within the facility, a certain height was required as these were large boats. He noted that within the site, there was a new site plan and buildings. He said with the new zoning, they would have to meet the requirements for stormwater retention as required by St. Johns Water Management District and the City's standards. He said they would retain their stormwater onsite and that could be done with stormwater ponds or underground but that was still being determined.

Commissioner Blonder said there was language regarding permeable pavers from staff but did not see it noted in the PUD.

Mr. Whitehouse replied that permeable pavers were noted on the map and would be used in certain areas such as drive aisles. He stated that not everywhere could have pavers as some locations would require concrete or a stabilized surface.

Public hearing was opened, and Commissioners heard comments from the following member of the public:

- Melinda Rakoncaj
- BJ Kalaidi

Mr. Whitehouse addressed concerns from the public.

Commissioner Springfield said people who stored their boats onsite would be traveling to the site and that would increase traffic; however, thought it was a compromise as there would not a restaurant onsite. He spoke in support of the application and noted he had received feedback that the community was in support of the project.

Commissioner Blonder agreed and said the PUD provided less intensive use, a working waterfront, had greater setbacks, improvement in the streetscape, an increase in shade due to landscaping with native trees, site beautification, and sidewalks. She said these were benefits that may not take place if it were a

restaurant. She felt the height request was reasonable.

Commissioner DePreter agreed and thanked the Planning and Zoning Board (PZB) for working diligently with the applicant, and thanked applicant for a very focused application. He said another positive was that outreach had been done. He clarified the public benefits of new drainage, new water retention system, permeable pavers, and an increase in the sidewalks. He said the trade was fifty-foot height, but the lot coverage was changing from 80% to 50%. He said that any ad valorem tax would be added to the Lincolnville Community Redevelopment Agency (LCRA). He felt the City could monitor the traffic flow and overflow parking if there was parking on the street.

Commissioner Garris was in support of the PUD. She stated she spoke with Mr. Whitehouse regarding any questions. She felt this would be an improvement, and the beautification and the sidewalks were a win-win for the City.

Commissioner Blonder said this would substantially be more attractive than what was there currently.

Mayor Sikes-Kline spoke regarding the viewshed and noted the different heights of the buildings on the property. She added the City would also collect a mobility fee, which would be significant.

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2024-34 on second reading with the modification for the site plan to be submitted to staff. The motion was SECONDED by Commissioner DePreter.

Isabelle Lopez, City Attorney, read the title as follows:

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING APPROXIMATELY 30.15 ACRES OF

PROPERTY LOCATED WEST OF RIBERIA STREET AND SOUTH OF CERRO STREET IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT CLASSIFICATION OF CITY OF ST. AUGUSTINE INDUSTRIAL AND WAREHOUSING (IW) TO THE CITY CLASSIFICATION OF PLANNED UNIT DEVELOPMENT (PUD); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Sikes-Kline, DePreter, Garris, Springfield, Blonder

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8.B. Ordinances – First Reading (only if required by law)

(None)

8.C. Resolutions – Public Hearing (only if required by law)

(None)

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

(None)

9.B. Resolutions

9.B.1. Resolution 2025-02: Authorizes the purchase of approximately 1.18 acres of land located on the South side of May Street and next to Hospital Creek. (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager reviewed the Resolution.

Commissioner Springfield said he was concerned with how the Resolutions were

added to the agenda as there were three properties being considered and the one, he was most interested in purchasing was known as the 100 Acre Marsh in the Fullerwood neighborhood. He said he wanted to make sure there were enough funds left to do so.

Mayor Sikes-Kline said if everyone was amenable to reviewing each resolution simultaneously and then they could make the decision on them individually.

Commissioner Blonder pointed out that Mr. Franklin indicated that if all three properties were purchased there would be \$757,000 left in unrestricted reserves.

Commissioner Springfield agreed that the property purchase was a lot of money, but the problem was this would not be rectified until the next budget cycle, and that would be during hurricane season. He asked if that would be enough to prepare the City to get through the season because this could be a risk if all funds were exhausted. He supported purchasing all three properties with the understanding that there were four months of reserves set aside in every budget, and in the worst-case scenario, there was a contingency.

Commissioner Garris commented that the City had access to apply for grant money.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2025-02. The motion was SECONDED by Commissioner Springfield.

VOTE ON MOTION:

AYES: Sikes-Kline, Springfield, DePreter, Garris, Blonder

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9.B.2. Resolution 2025-04: Authorizes the purchase of approximately 11.39 acres of land located at Avery Street and Theodore Street within the

Ravenswood Neighborhood. (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager reviewed the Resolution.

Mr. Franklin reviewed the properties. He said the Avery Street property and the 100 Acre Marsh properties were in the same memo as they were under the conservation program. He said the Avery Street property was 11.39 acres and it was on the bank of the San Sebastian River with two other properties the City had acquired and thought this would be a good addition to conserving the riverbank area. He said if the Avery Street property were purchased, there would be around 18,000 linear feet of shoreline under City control and around 40% or 7,250 feet of the western bank of the San Sebastian would be in some sort of conservation or open space/park recreation.

Commissioner Blonder asked who owned the land between Pomar Park and the proposed Avery Street land purchase.

Mr. Birchim replied that the land was the Vista Cove Condominiums.

Mr. Franklin noted due to the Vista Cove Condominiums, there were probably conservation easements along the shoreline; however, he did not have that specific information.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2025-04. The motion was SECONDED by Commissioner Blonder.

VOTE ON MOTION:

AYES: Sikes-Kline, Blonder, DePreter, Garris, Springfield

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9.B.3. Resolution 2025-05: Authorizes the purchase of approximately 4.56 acres of land known as 100 Acre Marsh

located near the intersection of Billings Street and Beacon Street within the Fullerwood Neighborhood. (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager reviewed the Resolution.

Mr. Franklin said the 100 Acre Marsh property was appraised at \$600,000. He reviewed the different purchasing options. He said if purchased the funds used would be from the Conservation Program, which had \$677,562. He said if the two properties were purchased there would be an additional \$1,102,438 from the General Fund unrestricted reserves leaving a total of \$1,897,562 in unrestricted reserves. He said if all three were purchased the amount left would be \$757,562. He said all owners were willing to sell the properties at appraised value.

Mayor Sikes-Kline asked if any other properties were being reviewed at this time for purchase in the future.

Mr. Birchim replied there were not. He said the program was open and potential properties could be brought to the City's attention and applied for through the program.

Mr. Franklin commented that one additional application had been received but it was a small parcel.

Commissioner Blonder clarified the purchaser for the Van Dyke property would entirely be paid for by the unrestricted funds and not from the Conservation Program.

Mr. Frankling replied that was the recommendation from staff.

Commissioner Blonder noted there was a dilapidated garage on the 100 Acre Marsh Property and asked what would be done with that.

Mr. Franklin said they would request feedback from the Commission and the neighborhood. He said structures not related to historical significance or value and could be removed. He said a conceptual plan could be provided to the Commission on what each property could be to make sure they were meeting the expectations of the Commission and the community.

Commissioner DePreter said he spoke to the Florida Inland Navigation District (FIND) representative and although they discussed not naming specific options for the properties, if the Van Dyke Property could have access from the Department of Transportation (DOT) that FIND may be interested in helping to gain water access. He thanked the Commission for creating the Conservation Program.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2025-05. The motion was SECONDED by Commissioner Springfield.

VOTE ON MOTION:

AYES: Sikes-Kline, Springfield, DePreter, Garris, Blonder

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

Commissioner Blonder felt the Conservation Program was very popular and she thanked Mayor Sikes-Kline for initiating the program with Fish Island and for increasing the excitement in the City for preserving land. She said those who had provided the most support was the community, and the citizens made her very proud.

Commissioner Springfield said during his campaign that development was an issue, and you could not control development rights of property you do not own. He said a year later the City was a beneficiary of higher property tax revenue in recent years and the extra funds should only be spent

on things that would benefit the community. He said this money would not be there forever, but this was the best way spend the funds and felt they had been good stewards for the City.

Mayor Sikes-Kline thanked the property owners and their willingness to sell their properties.¹

10. Staff Reports and Presentations

10.A. Request for placement of Revolutionary War patriot marker by the Florida State Daughters of the American Revolution at Oglethorpe Park. (M. Wissel, Communications Director)

Item removed from the agenda. Motion under Item 2.A.

10.B. Discussion of Update to City Noise Ordinance. (D. Birchim, City Manager)

David Birchim, City Manager, said during the Night Life Ordinance process the City had made several commitments to the community and following up on the noise ordinance was one that needed to be addressed. He said they reached out to the consultant to revise and update the noise ordinance and there were three options, which were as follows:

1. Update the City Ordinance at this time
2. Use the decibel reading method to update the ordinance.
3. Have city staff provide more information on a 'plainly audible' noise ordinance.

Anthony Cuthbert, Assistance Chief of Police of St. Augustine provided a brief presentation regarding the noise ordinance. He reviewed an analysis for 2024, highlighted the 2023 noise complaints compared to 2024, the current enforcement process, introduced the Night

Life liaison & Permit Tech, Jabari White, and gave options both positive and negative for the Commission to consider.

Mayor Sikes-Kline thanked Chief Cuthbert. She asked about the number of complaints compared to the number of warnings and citations issued, and why the numbers were low.

Chief Cuthbert replied that there were several reasons, such as the officer who received the complaint was not noise certified and could not take any enforcement action. He said if a complaint was called in it could have been made anonymously or left their name and refused contact

Commissioner DePreter asked out of the 289 complaints, were those identified as commercial, residential, or both.

Chief Cuthbert said that the classification was more than likely a combination of both to include vehicles, as this was a general noise complaint

Commissioner Springfield said he was concerned with the language as it said, "commercial and where alcohol was served" and then with the new law and property right businesses were allowed to be on private property. He asked why commercial was the only one included in the ordinance.

Chief Cuthbert said the consultant was given directions, which were mainly focused on commercial locations. He said this was to address the downtown nightlife; however, residential could be addresses specifically.

Commissioner Springfield said another concern in the ordinance was where it stated, "in summary one must be received, referencing a complaint, prior to a measurement that can result in a citation".

Chief Cuthbert replied that it was a question of his as well, but after speaking

¹ Break from 6:50p.m.- 7:00p.m.

with the consultant, he wrote it in such a way that a complaint had to be received before enforcement action could be taken.

Commissioner Springfield said he agreed that education was best if that helped with the problem but if not, a complaint had to be filed. He said he did not like the state law that would not allow a complainant to remain anonymous.

Ms. Lopez clarified there was no state law that required a complaint.

Commissioner Springfield said he was not in favor of the nightlife ordinance but knew something had to be done and the noise ordinance was essential.

Commissioner Blonder said the requirement of a complaint seemed very cumbersome and should not be the responsibility of a resident or visitor.

Mr. Birchim replied that the complaint was a process of code enforcement. He said there could be a way to have a code enforcement officer or police officer give more of a verbal warning and if that did not work then a formal complaint could be opened.

Commissioner Blonder agreed that it seemed like a better way than having to wait for a complaint from a visitor or resident.

Commissioner Garriss said she understood when a nighttime liaison was hired, they would monitor the bars downtown. She suggested having nighttime liaison or whoever was monitoring the noise be allowed to call for backup from the police department as it helped with authority and safety. She said conducting a decibel reading was important when it was a business, and the nighttime liaison or officer should focus on the downtown area and neighborhoods where noise complaints were more prevalent.

Commissioner DePreter asked what the process was for large events on Francis Field or at the At. Augustine Amphitheater.

Mr. Birchim replied that there was a permit that allowed the noise ordinance to be exceeded for a specific event. He said the permit allowed for the time to be extended and/or the decibel level.

Ms. Lopez replied that there were criteria that had to be met, and the permit would be approved by the City Manager. She said for instance, in the past the cannon firing would exceed the decibel level. She said each permit would be reviewed on a case-by-case basis analyzed with the criteria and code.

Commissioner DePreter said he was in favor of having no complaint as not everyone wanted to be identified. He said he thought the decibel reading was better as it was less subjective, liked the concept of the noise officer, and was in favor of having police presences. He asked if the noise equipment was used, could the reading be taken from outside the property. He also felt the noise ordinance should be applied to both commercial and residential properties.

Mr. Cuthbert replied that the reading with the decibel could be done ten foot off the property line.

Commissioner DePreter asked how long it took to complete a citation.

Chief Cuthbert replied that most likely each citation issued took at least one hour.

Mayor Sikes-Kline said the Commission had three options as outlined in the memo. She felt the intuitive approach or 'plainly auditable' could be more effective and enforceable than the scientific approach or 'decibel reading/measurement'.

Commissioner Springfield said one of the options presented was to have a blend of the two approaches.

Ms. Lopez commented that not all officers were formally trained to conduct decibel readings.

Commissioner Springfield felt that plainly audible could be subjective; however, with the decibel reading there was something tangible.

Commissioner Garris asked if Mr. White had a City vehicle in order for him to move around the City instead of staying in the downtown area only. She said if so, would there be a way for him to travel around certain neighborhoods during specific times.

Chief Cuthbert replied that Mr. White did have a City vehicle. He said anything was possible, but they liked having Mr. White in the downtown area as that was where the more frequent problems occurred.

Commissioner Garris asked if there were more officers working on the same schedule as Mr. White and if they were able to assist in the other areas.

Chief Cuthbert replied there were many officers on duty during that same time that they worked through the City. He said once the ordinance was settled, the noise consultant would come to train more if not all the officers. He stated they now had a total of eight-decibel readers.

Mr. Birchim said that staffing was an important aspect; however, staffing was a function of Police administration. He said they could work on the staffing aspect, but the main concern was if the ordinance should be updated and if so, which model should be used.

Commissioner Springfield felt that there should be a blend of the two models for the update.

Mayor Sikes-Kline said she was in favor of whichever option provided the officers with the tools needed to do their job. She said the plainly audible seemed to be best as it

would require no training or equipment. She said she did not understand how the blend could work; however, she was open to it

Commissioner Blonder felt this needed to be implemented as soon as possible. She said she thought moving forward with the what the department had, which was the decibel readers and removing the complaint driven aspect of the ordinance. She suggested moving forward in stages with a model that was beneficial to the City.

Commissioner DePreter said the decibels could be recorded and were defensible and the City had more readers making the equipment available. He said he was concerned about the blend and asked if it was to allow the noise enforcement officer to have more authority without having to use the decibel reader.

Mr. Birchim replied in the affirmative.

Commissioner DePreter said then he understood the reason for the blend. He was in favor of allowing the plainly audible and the decibel reading.

Mayor Sikes-Kline said she was in favor of seeing how a blend of the two options would work. She said if the purpose of having a blend was to allow more officers the ability to enforce the code without the equipment and training, she was in favor of it.

Chief Cuthbert replied there would be some elements the consultant would incorporate that would have to be met before they would be allowed to only do plainly audible. He said citations were not the main issue as education and compliance were the main focus.

Commissioner DePreter said there was consensus on the following:

- "Blend" of the two options
- No complaint necessary
- Having officer backup

- With the blend having the ten-foot distance off the property
- Adding residential properties

Mr. Birchim said the draft would have to be modified to include residential and to incorporate the “blend” and it would be presented in the form of an ordinance. He said they would research how public outreach could be conducted and return with first reading with the new language.

11. ITEMS BY CITY ATTORNEY

(None)

12. ITEMS BY CITY CLERK

12.A. Notification of one (1) upcoming term expiration-Corridor Review Committee (CRC). (D. Galambos, City Clerk)

Darlene Galambos notified the Commission of a term expiration on the Corridor Review Committee; however, the current member was eligible to reapply, and she would advertise accordingly.

12.B. Notification of three (3) upcoming term expirations-Historic Architectural Review Board (HARB). (D. Galambos, City Clerk)

Darlene Galambos notified the Commission of three-term expirations on the Historic Architectural Review Board (HARB). She said the terms expired on March 28, 2025, and outreach and advertisement would be done accordingly. She pointed out that Geare MacDonald has served two consecutive terms and was ineligible to apply at this time, Brad Beach was eligible for reappointment, and Barbara Wingo held an alternate position, which did not have term limits.

12.C. Commission Assignments to Intergovernmental Boards. (D. Galambos, City Clerk)

Darlene Galambos discussed the Commission Assignments to Intergovernmental Boards. She said the list was in the packet and asked for any changes.

Mayor Sikes-Kline asked if the Commissioners were happy with their assignments or if anyone wanted to change.

Commissioner Blonder noted that she worked full time, and the other Boards mostly met during the day, and said she wanted to keep her current assignment as those meetings took place in the evening.

Mayor Sikes-Kline said she wanted to stay on the Tourist Development Council (TDC) and the North Florida Transportation Planning Organization; however, she did not have to be the voting delegate for League of Cities. She said that could be decided at a later date. She advised that the position with the Northeast Florida Regional Council was held by Roxanne Horvath, former commissioner, and noted this was an appointed position by St. Johns County and could be held by the City or the City of St. Augustine Beach.

Commissioner Springfield noted that Compassionate Village had started, and he felt this was an unserved population, which was the homebound elderly and unsocialized. He was asked to be on the Board and wanted it to be added to the list. He said he felt it was an appropriate board and asked that it be considered.

Ms. Lopez asked if he wanted to be a liaison or if he wanted to sit on the Board of Directors as that could cause other problems. She said for instance with Sister Cities it was a liaison or unofficial position.

Commissioner Springfield agreed being a liaison would be the best route.

Mayor Sikes-Kline was in support of adding Compassionate Village.

There was a consensus to add Compassionate Village to the list of Commission Assignments.

Commissioner Springfield said he was willing to be the liaison for Sister Cities; however, he felt if someone else wanted the opportunity he was in support of that as it was a great learning experience. He said either way he would remain a member.

Mayor Sikes-Kline asked if Commissioner Garris was interested in taking over the liaison role for Sister Cities.

Commissioner Garris agreed.

Mayor Sikes-Kline asked if anyone had an interest in the Visitors and Convention Bureau (VCB).

Commissioner DePreter agreed.

Commissioner Springfield asked to be kept on the Continuum of Care as he and Assistant Chief Cuthbert attended those meetings.

Mayor Sikes-Kline asked if all positions were filled.

Ms. Galambos said all were filled except for the League of Cities representative which would be decided at a later date.

Mayor Sikes-Kline recapped the commission assignments and the associated commissioner.

13. ITEMS BY CITY MANAGER

David Birchim, City Manager, announced at the February 10th Commission meeting an after-action report would be provided regarding the Nights of Lights!

14. Items by Mayor and Commissioners

Commissioner Springfield thanked the staff and the public for all their input as it was very valuable.

Commissioner Garris said she felt a parking app could be implemented to help with the parking issues downtown.

Mr. Birchim commented that a parking app was in the works and said it was Smart St. Augustine.

Commissioner Garris said she appreciated Scott York for being patient with the City and providing valuable community input regarding the noise ordinance. She discussed the Dignity Bus, and said that herself, the City Manager, and Barry Fox, Code Enforcement Manager, visited where it was housed. She said they volunteered to bring the bus here to understand the concept and after the day center was opened. She said it could be very beneficial for the homeless and their animals. She suggested having a luncheon for the Solid Waste and the Property Services Department as they were the unsung heroes of the City and kept the City beautiful. She said she thought it would be very meaningful.

Mayor Sikes-Kline was in support of the idea for Solid Waste and Property Services Departments; however, she felt it was more appropriate for the Commissioners to use their own funds instead of using City tax dollars.

Commissioner DePreter said he was glad to see the neighborhood association come and introduce their new board members. He noted that he received a petition from the residents of Old City South and asked about the status.

Mr. Birchim said they had replied to the Neighborhood Association today and an agenda item was being created for the Commissions consideration regarding the Lake Maria Sanchez Drainage Improvement Project. He said th at would be presented at a future meeting.

15. Adjournment

There being no further business, the meeting was adjourned at 8:19 P.M.²

Nancy Sikes-Kline, MAYOR

Darlene Galambos, CITY CLERK

DRAFT

² Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: February 25, 2025

RE: **SATISFACTION AND RELEASE OF UTILITY MORTGAGE – 4564 FOURTH AVENUE**

Enclosed is a Satisfaction and Release of Mortgage for 4564 Fourth Avenue, regarding the Unit Connection Fee Mortgage and Promissory Note executed between the City of St. Augustine and Ironsides Land Trust. The mortgage was recorded in the Public Records of St. Johns County on March 14, 2024. Copies of the Unit Connection Fee Mortgage and Promissory Note are enclosed as well for reference.

Please place this Release and Satisfaction of Mortgage on the consent agenda for consideration and execution at the March 10, 2025 City Commission meeting.

Please contact me if you have any questions or comments. Thank you.

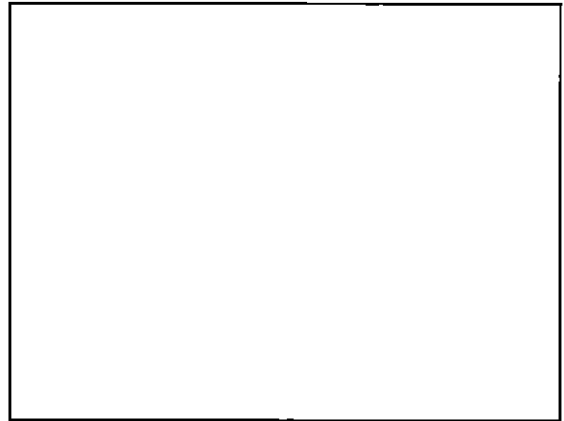


April R. Owen
Assistant City Attorney

/sl
Attachment

xc: Darlene Galambos, City Clerk (with original)

This instrument was prepared under the supervision and direction of Isabelle C. Lopez, City Attorney, P.O. Box 210, St. Augustine, Florida 32085



**SATISFACTION AND
RELEASE OF MORTGAGE**

KNOW ALL MEN BY THESE PRESENTS:

THE CITY OF ST. AUGUSTINE, a municipal corporation organized and existing under the laws of the State of Florida, whose mailing address is P.O. Box 210, St. Augustine, Florida, 32085-0210 (hereinafter referred to as "Mortgagee"), in consideration of the covenants and agreements set forth hereinafter, hereby releases **IRONSIDES LAND TRUST**, whose address is 4564 Fourth Avenue, St. Augustine, Florida 32095, its heirs, assigns or successors in title (hereinafter referred to as "Mortgagor"), from the Mortgage entitled, "Unit Connection Fee Mortgage," executed between the parties and dated March 11, 2024, recorded at Official Records Book 5915, Page 277, of the Public Records of St. Johns County, Florida, and relating to that certain lot, parcel or piece of land situated in the City of St. Augustine, St. Johns County, Florida, described in **Exhibit "A"** attached hereto and incorporated herein.

Mortgagee hereby releases said Mortgagors from any obligations created by or existing by virtue of said Mortgage and the Promissory Note relating thereto recorded at Official Record Book 5915, Page 277, of the Public Records of St. Johns County, Florida, and such obligations related to said documents have been fully performed and are therefore satisfied.

IN WITNESS WHEREOF, this Satisfaction and Release of Mortgage has been duly signed and executed by the Mortgagee, this ____ day of _____, 2025.

ATTEST:

CITY OF ST. AUGUSTINE, FLORIDA,
a municipal corporation

Darlene Galambos, City Clerk
(S E A L)

By: _____
Nancy Sikes-Kline, Mayor-Commissioner

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, by means of ☐ physical presence or ☐ online notarization, **Nancy Sikes-Kline**, who is personally known to me, who is the person who executed the foregoing instrument and who acknowledged before me that she executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____, 2025.

Notary Public, State of Florida

(S E A L)

EXHIBIT "A"

LEGAL DESCRIPTION: LOTS 12 AND 14, JACKSON PARK, REVISED PLAT OF NORTH ST. AUGUSTINE, A SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN MAP BOOK 3, PAGE 51, PUBLIC RECORDS OF SAINT JOHN'S COUNTY, FLORIDA.

PARCEL ID NUMBER: 081500-0120

LOCATION ADDRESS: 4564 FOURTH AVENUE, ST. AUGUSTINE, FLORIDA 32095

**UNIT CONNECTION FEE
MORTGAGE**

Public Records of St. Johns County, FL
Clerk number: 2024019105
BK: 5915 PG: 277
3/14/2024 8:19 AM
Recording \$61.00

THIS MORTGAGE, by and between, **Donn Billings, Ironsides Land Trust** whose address is 4564 Fourth Avenue St. Augustine, FL. 32095 (hereinafter called "Mortgagor") and **CITY OF ST. AUGUSTINE, FLORIDA**, a municipal corporation organized under the laws of the State of Florida, whose address is P.O. Box 210, Attention Financial Services Dept., St. Augustine, Florida, 32085 (hereinafter called "Mortgagee").

WITNESSETH that for good and valuable consideration, and also in consideration of the Mortgagee's deferment of certain water and/or sewer unit connection fees owed by the Mortgagor to the Mortgagee as evidenced by the Unit Connection Fee Promissory Note hereinafter described, the said Mortgagor does hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the said Mortgagee all that certain piece, parcel or tract of land of which the said Mortgagor is now seized and possessed and in actual possession, situate in the county of St. Johns and state of Florida, described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

Together with all structures and improvements now and hereafter on said land, and the fixtures attached thereto.

To have and to hold the same, together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, and also all the estate, right, title, interest, homestead, separate estate, possession, claim and demand whatsoever, as well in law as in equity, of the said Mortgagor in and to the same, and every part thereof, unto the said Mortgagee, in fee simple.

And the Mortgagor hereby covenants with the Mortgagee that it is indefeasibly seized of said land in fee simple; that it has full power and lawful right to convey the same in fee simple as aforesaid; and that said Mortgagor will make such further assurances to prove the fee simple title to said land to said Mortgagee as may be reasonably required.

Provided always, and these presents are executed and delivered upon the following conditions, to-wit:

The Mortgagor agrees to timely pay the Mortgagee, or order, the payments described in the copy of the Unit Connection Fee Promissory Note attached hereto as Exhibit "B" in the manner and at the times described therein.

And shall duly, promptly and fully perform, discharge, execute, effect, complete and comply with and abide by each and every of the stipulations, agreements, conditions, and covenants of said Promissory Note and of this mortgage, then this mortgage and the estate hereby created shall cease and be null and void.

And the Mortgagor further covenants as follows:

1. That it will pay all and singular the costs, charges and expenses, including reasonable attorney's fees, and costs of abstracts of title, incurred or paid at any time by the Mortgagee because of the failure on the part of the Mortgagor promptly and fully to perform the agreements and covenants of said Promissory Note and this mortgage, and said costs, charges and expenses shall be immediately due and payable and shall be secured by the lien of this mortgage.

2. That (a) in the event of any breach of this mortgage or any mortgage superior or junior hereto or default on the part of the Mortgagor under this or any other mortgage encumbering the property mortgaged hereby, or (b) in the event that any of said sums of money herein referred to be not promptly and fully paid without demand or notice, or (c) in the event that each and every of the stipulations, agreements, conditions and covenants of said note and this mortgage are not promptly and fully performed, then in either or any such event, the said aggregate sum mentioned in said note then remaining unpaid, with interest accrued to that time, and all moneys secured hereby, shall become due and payable forthwith, or thereafter, at the option of said Mortgagee, as fully and completely as if all of the said sums of money were originally stipulated to be paid on such day, anything in said note or in this mortgage to the contrary notwithstanding; and thereupon or thereafter, at the option of said Mortgagee, without notice or demand, suit at law or in equity May be prosecuted as if all moneys secured hereby had matured prior to its institution. The Mortgagee May foreclose this mortgage, as to the amount so declared due and payable, and the said premises shall be sold to satisfy and pay the same, together with costs, expenses, and allowances.

3. That the Mortgagee will make monthly payments in the amount of \$62.95 for 120 Months, with the first payment due May 15, 2024.

March 11th, 2024 IN WITNESS WHEREOF, the Mortgagor has hereunto set its hand and seal, this

Signed, sealed, and delivered in the presence of:

Witness

Printed Name: _____

Aline Lauria
Witness

Printed Name: Aline Lauria

BY: Donn Billings

(Name) Donn Billings
(Address) 4564 Fourth Avenue
St. Augustine, FL. 32095
(Telephone) 904- 615-4047

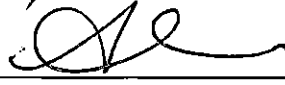
*** NOTARY CERTIFICATION APPEARS ON THE FOLLOWING PAGE ***

FOR AN INDIVIDUAL ACTING IN HIS OR HER OWN RIGHT:

STATE OF Florida
COUNTY OF St. Johns

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, **Donn Billings, Ironsides Land Trust**, by means of ☒ physical presence or ☐ online notarization, who is personally known to me or who has produced FL Drivers License as identification and is the person described in and who executed the foregoing instrument, and acknowledged before me that he executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this 11th day of March, 2024



Notary Public, State of Florida



Exhibit "A"

LEGAL DESCRIPTION

Parcel ID Number: 081500-0120

Lots 12 and 14, Block 16, Jackson Park, revised plat of North St. Augustine, a subdivision according to the plat thereof as recorded in Map Book 3, Page 51, Public Records of Saint John's County, Florida.

**UNIT CONNECTION FEE
PROMISSORY NOTE**

APPLICANT(S) NAME: Donn Billings
ADDRESS: 4564 Fourth Avenue
St. Augustine, FL. 32095

\$4,966.00

St. Augustine, Florida

FOR VALUE RECEIVED, and as payment for certain unit connection fees on premises located at **4564 Forth Avenue St. Augustine, FL. 32095**, the undersigned, jointly and severally, promises to pay to the order of **CITY OF ST. AUGUSTINE, P.O. Box 210, St. Augustine, Florida, 32085**, or elsewhere as the holder hereof may from time to time require, the principal sum of **4,966.00 Dollars**, together with interest on so much of said principal sum as remains from time to time outstanding and unpaid, at the rate of **8.55 percent** per annum from the date hereof until paid. Said principal and interest shall be paid in equal consecutive monthly installments of **62.95 Dollars**, commencing on **May 15, 2024**, and continuing the same date each month thereafter until paid in full, said installments to be applied first to interest and the balance to principal.

The maker(s) hereof waives presentment for payment and demand. Time is of the essence hereof. It is expressly agreed that if this Note or any part or installment thereof be not paid within ten (10) days after the same becomes due and payable, anything herein to the contrary notwithstanding, the maker(s) hereof understands that all unpaid sums shall immediately be due and payable at once, without notice or demand, together with all costs of collection, including reasonable attorney's fees, whether suit be filed or not.

The maker(s) hereof may prepay any part of the principal sum hereof in any amount at any time, but any such prepayment shall not relieve the maker(s) hereof from making payment of the installment then due nor any subsequent installment provided hereby, unless at the time of such prepayment the maker(s) hereof pays all sums hereon.

Any waiver of the right to exercise any option by the holder hereof shall not constitute a waiver of the right to exercise said option at any future time.

All notices, demand, presentment, dishonor, and requirements under any law of Florida are hereby expressly waived.

Note: Fl. Stat. 159.17 – Lien of services charges – any municipality issuing revenue bonds hereunder shall have a lien on all lands or premises served by any water system, sewer system or gas system for all service charges for such facilities until paid, which liens shall be prior to all other liens on such lands or premises except the lien of state, county and municipal taxes and shall be on a parity with the lien of such state, county and municipal taxes. Such liens, when delinquent for more than 30 days, may be foreclosed by such municipality in the manner provided by the laws of Florida for the foreclosure of mortgages on real property.

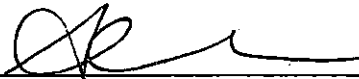
Exhibit "B"

This Note is secured by and subject to the terms of a mortgage (or a letter of credit) of even date herewith.

Signed, sealed and delivered **dated as of** March 17th, 2024 in the presence of:

Witness

Printed Name: _____



Witness

Printed Name: Aline Lauria

BY:



(Name) Donn Billings

(Address) 4564 Fourth Avenue

St. Augustine, FL. 32095

(Telephone) 904- 615-4047

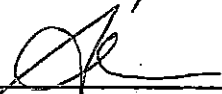
FOR AN INDIVIDUAL ACTING IN HIS OR HER OWN RIGHT:

STATE OF Florida

COUNTY OF St. Johns

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, **Donn Billings, Ironsides Land Trust**, by means of ☒ physical presence or ☐ online notarization, who is personally known to me or who has produced FL Drivers License as identification and is the person described in and who executed the foregoing instrument, and acknowledged before me that he executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this 11th day of March.



Notary Public, State of Florida



CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

RE: Selection of the Sisters of St. Joseph and Cyndi Stevenson for the 2025 Adelaide Sanchez Award for Historic Preservation and Restoration

DATE: March 10, 2025

In accordance with the process outline in Resolution 2022-11, I request that the nomination of the Sisters of St. Joseph and Cyndi Stevenson be advanced for selection as the recipients of the 2025 Adelaide Sanchez Award for Historic Preservation and Restoration.

Please place this on the consent agenda for the March 10, 2025, City Commission meeting for approval. With only one City Commission meeting in May, I would like to make the presentation for the Sisters of St. Joseph on Monday, April 28, at 4:30pm, and the presentation for Cyndi Stevenson on Monday, May 12, at 4:30pm, both prior to the regularly scheduled meetings on the respective days.

Thank you,

A handwritten signature in dark ink, appearing to be 'NS' with a large, sweeping flourish extending to the right.

Nancy Sikes-Kline, Mayor

CITY OF ST. AUGUSTINE, FLORIDA

M E M O R A N D U M

TO: David Birchim
City Manager

DATE: February 27, 2025

RE: JAG Grant

The St. Augustine Police Department has applied for the Edward Memorial Justice Grant (JAG). This is a yearly grant the department applies to start new programs or purchase new equipment. This grant cycle we are requesting to purchase four vehicle mounted radios, each lasting for a full 12-hour shift. The grant will allow the Department to fully equip cars with the radios purchased, ensuring that each new officer has their own fully equipped take-home vehicle allowing officers to engage in community-oriented policing and crime suppression patrol.

If you concur, please place this matter on the next available consent agenda for the consideration and approval of the City Commission.

Thank you for your consideration in this matter.



Jennifer Michaux
Chief of Police

cc: D. Galambos, City Clerk
M. Triantafyllidis

**State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32308**

AWARD AGREEMENT

Recipient: City of St. Augustine

Recipient SAM UEI: EYJGVQ5LEQ23

Award Number: 6N173

Award Period: 10/01/2024 – 09/30/2025

Award Title: C-6N173 St Augustine PD Equipment Expansion Project

Federal Funds: \$24,074.00

Matching Funds: \$0.00

Total Funds: \$24,074.00

CFDA: 16.738

Federal Award Number: 15PBJA-23-GG-02972-MUMU

Federal Program: Edward Byrne Memorial Justice Assistance Grant (JAG)

Federal Awarding Agency: U.S. Department of Justice (USDOJ)

Pass-through Entity: Florida Department of Law Enforcement (FDLE)

Research & Development: No

Indirect Cost: No

An award agreement is entered into by and between the Florida Department of Law Enforcement (herein referred to as “FDLE” or “Department”) and the City of St. Augustine (herein referred to as “Recipient”);

WHEREAS, the Department has the authority pursuant to Florida law and does hereby agree to provide federal financial assistance to the Recipient in accordance with the terms and conditions set forth in the award agreement, and

WHEREAS, the Department has available funds resulting from the federal award listed above, and

WHEREAS, the Recipient and the Department have each affirmed they have read and understood the agreement in its entirety and the Recipient has provided an executed agreement to the Department.

SCHEDULE OF APPENDICES

Appendix A – Scope of Work
Appendix B – Deliverables
Appendix C – Approved Budget
Appendix D – Award Contacts
Appendix E – Special Conditions
Appendix F – Standard Conditions

PERFORMANCE REPORTING

The Recipient shall provide **Quarterly Performance Reports** to the Department attesting to the progress towards deliverables. Performance Reports are due no later than 15 days after the end of each reporting period.

For example: If the monthly reporting period is July 1-31, the Performance Report is due August 15th; if the quarterly reporting period is January 1 – March 31, the Performance Report is due by April 15th.

The Recipient shall respond to the metrics in the electronic grant management system. Information provided by the Recipient will be used by the Department to compile reports on project progress and metrics to the U.S. Department of Justice.

Supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of supporting documentation include but are not limited to timesheets, activity reports, meeting notices, delivery documents, public announcements, rosters, presentations, database statistics, etc.

Failure to submit performance reports by the deadline will result in a withholding of funds until performance reports are received.

FINANCIAL REPORTING

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature. The Department will administer and disburse funds under this agreement in accordance with ss. 215.97, 215.971, 215.981 and 215.985, F.S.

This is a cost reimbursement agreement. The Department will reimburse the Recipient for allowable expenditures included in the approved budget (**Appendix B**) incurred during each reporting period. The Recipient shall provide **Quarterly Payment Requests** to the Department attesting to expenditures made during the reporting period. These reports are due no later than 30 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Payment Request is due August 30th; if the quarterly reporting period is January 1 – March 31, the Payment Request is due by April 30th.

Using the electronic grant management system to record expenses, Payment Requests must clearly identify the dates of services, a description of the specific contract deliverables provided during the reporting period, the quantity provided, and the payment amount. All Payment Requests are reviewed and may be audited to the satisfaction of the Department. The Department's determination of acceptable expenditures shall be conclusive.

The final Payment Request shall be submitted to the Department no more than 60 days after the end date of the award. Any payment due under the terms of this agreement may be withheld until performance of services, all reports due are received, and necessary adjustments have been approved by the Department.

The Recipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s). Payment shall be contingent upon the Department's grant manager receiving and accepting the invoice and the associated supporting documentation. Supporting documentation includes, but is not limited to: quotes, procurement documents, purchase orders, original receipts, invoices, canceled checks or EFT records, bank statements, etc. The state's Chief Financial Officer (CFO) reserves the right to require further documentation on an as needed basis.

Failure to comply with these provisions shall result in forfeiture of reimbursement.

Award Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in **Appendix C and Appendix D** of this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Modifications to this page, including strikeovers, whiteout, etc. are not permitted.

Award ID: 6N173
Award Title: C-6N173 St Augustine PD Equipment Expansion Project
Award Period: 10/01/2024 – 09/30/2025

Florida Department of Law Enforcement Office of Criminal Justice Grants

Signature: _____ Date: _____

Typed Name and Title: Cody Menacof, Bureau Chief

Recipient City of St. Augustine

The award is not valid until signed and dated by all required parties including either the Chief Official or Designee below. Any Designee signatures must be accompanied by documentation granting the authority to execute this agreement.

By signing below, I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343, and Title 31, Sections 3729-3730 and 3801-3812.

Recipient Chief Official

Signature: _____ Date: _____

Typed Name and Title: Nancy Sikes-Kline, Mayor

Recipient Chief Official Designee

Signature: _____ Date: _____

Printed Name and Title: _____

Additional Recipient Signatures (optional)

If your local process requires additional signatures (i.e., legal, clerk, etc.) use the spaces below.

Signature: _____ Date: _____

Printed Name and Title: _____

Signature: _____ Date: _____

Printed Name and Title: _____

Appendix A - Scope of Work

Award Number:	6N173
Recipient:	City of St. Augustine
Award Title:	C-6N173 St Augustine PD Equipment Expansion Project
Award Period:	10/01/2024 - 09/30/2025

Problem Identification

To protect the citizens and tourists who visit St. Augustine, the St. Augustine Police Department is expanding the number of police officers assigned to patrol. For this expansion, the Police Department will need to expand its take home fleet by 4 vehicles. Studies have shown that take home vehicles last longer and require less maintenance. This allows officers to engage in community-oriented policing and crime suppression patrolling more effectively, ensuring the protection of the citizens and tourists of St. Augustine. The proposed expansion will require the purchase of 4 new vehicle mounted radios.

The St. Augustine Police Department has found that the batteries in the portable radios that the officers carry will not last for a full 12-hour shift. This purchase is necessary to ensure that the officer assigned to the vehicle can transmit and receive radio calls throughout the shift. The Department has a budget for all other costs associated with the expansion of the take home fleet but does not have the budget for the vehicle radios. This will allow the officers to engage in community-oriented policing and crime suppression patrolling.

Scope of Work

The St. Augustine Police Department will use grant funding to purchase four vehicle mounted radios, each lasting for a full 12-hour shift. The grant will allow the Department to fully equip cars with the radios purchased, ensuring that each new officer has their own fully equipped take-home vehicle allowing officers to engage in community-oriented policing and crime suppression patrolling.

Appendix B - Deliverables

Award Number: 6N173
Recipient: City of St. Augustine
Award Title: C-6N173 St Augustine PD Equipment Expansion Project
Award Period: 10/01/2024 - 09/30/2025

Total payments for all deliverables will not exceed the maximum grant award amount.

Deliverable 1	Recipient will use federal grant funds to procure vehicle radios.
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services purchased.
Financial Consequences:	This is a cost reimbursement deliverable. Only those items purchased and received as attested through the submission of the payment request will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately \$24,074.00

Appendix C - Approved Budget

Award Number:	6N173		
Recipient:	City of St. Augustine		
Award Title:	C-6N173 St Augustine PD Equipment Expansion Project		
Award Period:	10/01/2024-09/30/2025		
Award Amount:	\$24,074.00	\$0.00	\$24,074.00
	Grant Funded	Match	Total

Standard Budget Terms

All items, quantities, and/or prices below are estimates based on the information available at the time of application.

The item(s) listed below may include additional individually priced, operationally necessary accessories, components, and/or peripherals and may be categorized as a "kit", "bundle", "system" etc.

Award funds may be used to pay for any applicable shipping, freight, and/or installation costs.

Award funds will NOT be used to pay for extended warranties, service agreements, contracts, etc., covering any periods that extend beyond the award end date. Funds may be prorated for services within the award period.

Any costs that exceed the award allocation will be the responsibility of the Recipient.

D. Equipment				
Item Name	Description	Grant Funded	Match	Total
Vehicle Radios	4 Vehicle Radios @ \$6250 each to be purchased on a NASPO contract	\$24,074.00	\$0.00	\$24,074.00
	The City will be responsible for all costs above the grant amount for this purchase.			
D. Equipment Subtotal:				\$24,074.00

Appendix D: Award Contacts

Award Number: 6N173
Recipient: City of St. Augustine
Award Title: C-6N173 St Augustine PD Equipment Expansion Project
Award Period: 10/01/2024 - 09/30/2025

Recipient Grant Manager (GM)

Name: Stephen Fricke
Title: Project Manager
Address: 151 King St.
St Augustine, FL 32084 -1950
Phone: 904 669-4643
Email: fristeve@yahoo.com

Recipient Chief Official (CO)

Name: Nancy Sikes-Kline
Title: Mayor
Address: PO Box 210
St Augustine, FL 32085- 1950
Phone: 904 825-0106
Email: nsikeskline@ctiystaug.com

Recipient Chief Financial Officer (CFO)

Name: Meredith Breidenstein
Title: Ast. City Manager
Address: PO Box 210
St. Augustine, FL
Phone: 904 825-1030
Email: mbreidenstein@citystaug.com

Appendix E: Special Conditions

Award Number: 6N173
Recipient: City of St. Augustine
Award Title: C-6N173 St Augustine PD Equipment Expansion Project
Award Period: 10/01/2024 - 09/30/2025

In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

- W0066 WITHHOLDING OF FUNDS: This project requests funding for telecommunications and/or video surveillance equipment. Prior to the drawdown of funds, in accordance with the Office of Management and Budget (OMB) Uniform Requirements, 2 CFR 200.216, the Recipient must submit a properly executed Telecommunications and Video Surveillance Services or Equipment Certification to the Office of Criminal Justice Grants.
- W0067 WITHHOLDING OF FUNDS: This project requests funding for telecommunications and/or video surveillance equipment. Prior to the drawdown of funds, in accordance with the Office of Management and Budget (OMB) Uniform Requirements, 2 CFR 200.216, the Recipient must provide documentation that the manufacturer and vendor are not on the Excluded Parties List in SAM.gov to the Office of Criminal Justice Grants.
- S0088 A risk assessment completed at the time of application review determined this project is LOW-RISK. As a result, backup documentation related to all grant-funded expenditures must be maintained and made available to OCJG upon request. Documentation may include, but is not limited to: procurement records (including quotes, competitive solicitations/bids, etc.), purchase orders, packing slips, delivery/receivable documents, invoices, proof of payment, timesheets, paystubs, activity logs, client activity logs, participant sign in sheets, billing documentation, travel vouchers etc.
- W0092 WITHHOLDING OF FUNDS: The project period for this award starts 10/01/2024. Prior to the drawdown of funds, the Recipient must submit all quarterly performance reports due since the start date of the award period.

Appendix F – FY2023 Award Standard Conditions

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) serves as the State Administering Agency (SAA) for various federal award programs awarded through the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP). FDLE has been assigned as the certified Fiscal Agent for the Project Safe Neighborhoods awards by the U.S. Attorney. OCJG awards funds to eligible applicants and requires compliance with the agreement and Standard Conditions upon signed acceptance of the award.

The Department will only reimburse recipients for authorized activities specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform award activities as specified, will result in required corrective action including but not limited to financial consequences, project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All recipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide
<https://www.ojp.gov/doj-financial-guide-2022>

Office of Management and Budget (OMB) Uniform Grant Guidance (2 C.F.R. Part 200)
Subpart A, Definitions
Subparts B-D, Administrative Requirements
Subpart E, Cost Principles
Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: <https://www.ecfr.gov/>
2 C.F.R. § 175.105(b), Award Term for Trafficking in Persons
28 C.F.R. § 38, Equal Treatment for Faith-Based Organizations
28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace
28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

U.S. Code:
Title 34, U.S. Code, Crime Control and Law Enforcement
Title 41, U.S. Code § 4712, Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information
Title 34, U.S. Code, § 10101 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
<https://files.floridados.gov/media/706717/g1-sl-june-2023.pdf> and <https://files.floridados.gov/media/706718/g2-june-2023.pdf>

State of Florida Statutes:
Section 112.061, Fla. Stat., Per diem/travel expenses of public officers, employees, authorized persons
Chapter 119, Fla. Stat., Public Records
Section 215.34(2), Fla. Stat., State funds; non-collectible items; procedure
Section 215.97, Fla. Stat. Florida Single Audit Act
Section 215.971, Fla. Stat., Agreements funded with federal or state assistance
Section 215.985, Fla. Stat., Transparency in government spending
Section 216.181(6), Fla. Stat., Approved budgets for operations and fixed capital outlay

DEFINITIONS

Award agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Disallowed costs means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also the definitions of *capital assets*, *computing devices*, *general purpose equipment*, *information technology systems*, *special purpose equipment*, and *supplies* in 2 C.F.R. § 200.1.

Fiscal Agent refers to the agency responsible for the administration of the Project Safe Neighborhoods (PSN) award programs. FDLE has been assigned as the certified Fiscal Agent for PSN awards.

Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements. Improper payment also includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient documentation prevents a reviewer from discerning whether a payment was proper.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation in 48 CFR Subpart 2.1 (Definitions). It is \$10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each award (regardless of the period of performance of the awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each award in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal entity is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Non-federal pass-through entity is a non-Federal entity that provides an award to a recipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

Performance goal means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§ 200.211 Information contained in a Federal award paragraph (b)(5) and 200.332 Requirements for pass-through entities, paragraph (a)(1)(iv)).

Protected Personally Identifiable Information (PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

Questioned cost means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67).

Subaward is an award provided by a pass-through entity to a recipient for the recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a

beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Recipient means a non-Federal entity that receives an award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program.

Supplies means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§ 200.20 Computing devices and 200.33 Equipment.

For PSN: Task Forces are established by each USAO to collaborate with a PSN team of federal, state, local, and tribal (where applicable) law enforcement and other community members to implement a strategic plan for investigating, prosecuting, and preventing violent crime.

SECTION I: TERMS AND CONDITIONS

1.0 Payment Contingent on Appropriation and Available Funds - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse recipients for incurred costs is subject to available federal funds.

2.0 Commencement of Project - If a project is not operational within 60 days of the original start date of the award period or the date of award activation (whichever is later), the recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not operational within 90 days of the original start date of the award period or the date of award activation (whichever is later), the recipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate award funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

3.0 Supplanting - The recipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for award activities.

4.0 Non-Procurement, Debarment and Suspension - The recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Non-procurement)". These procedures require the recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the award is \$100,000 or more, the sub recipient and implementing agency certify that they and their principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of the "Lobbying, Debarment and Drug Free Workplace" certification; and
- 4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

- 5.0 Federal Restrictions on Lobbying** - In general, as a matter of federal law, federal funds may not be used by any recipient or subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any recipient or subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal award or cooperative agreement, subaward, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

- 6.0 State Restrictions on Lobbying** - In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.
- 7.0 Additional Restrictions on Lobbying** - The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.
- 8.0 “Pay-to-Stay”** - Funds from this award may not be used to operate a “pay-to-stay” program in any local jail. Furthermore, no funds may be given to local jails that operate “pay-to-stay” programs. “Local jail”, as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. “Pay-to-stay” programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender’s apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.
- 9.0 The Coastal Barrier Resources Act** - The recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 18, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.
- 10.0 Background Check** - Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of Section 435, Florida Statutes shall apply. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies. Such background investigations shall be conducted at the expense of the employing agency or employee.
- 11.0 Confidentiality of Data** - The recipient (or subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. § 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate in accordance with the requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23. Privacy Certification forms must be signed by the recipient chief official or an individual with formal, written signature authority for the chief official.
- 12.0 Conferences and Inspection of Work** - Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.
- 13.0 Insurance for Real Property and Equipment** - The recipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.
- 14.0 Flood Disaster Protection Act** - The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.
- 15.0 General Appropriations Restrictions** - The recipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes as set forth in the Consolidated Appropriations Act, 2018.
- 16.0 Immigration and Nationality Act** - No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324(a), Section 274(A) of the Immigration and Nationality Act (“INA”). The Department shall consider the

employment by any contractor of unauthorized aliens a violation of Section 274(A) of the INA. Such violation by the recipient of the employment provisions contained in Section 274(A) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

17.0 For NCHIP & NARIP: Enhancement of Security - If funds are used for enhancing security, the recipient must:

- 1) Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.
- 2) Conduct such an assessment with respect to each such enhancement; and submit to the Department the aforementioned assessment in its Final Program Report.

18.0 Personally Identifiable Information Breaches - The recipient (or subrecipient at any tier) must have written procedures in place to respond in the event of actual or imminent "breach" (OMB M-17-12) if it: 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" within the scope of an OJP award-funded program or activity, or 2) uses or operates a "federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to FDLE's Office of Criminal Justice Grants for subsequent reporting to the OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

19.0 Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards - Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment>, and are incorporated by reference here.

20.0 Exceptions regarding Prohibited and Controlled Equipment under OJP awards - Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds-- prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

SECTION II: CIVIL RIGHTS REQUIREMENTS

- 1.0 Participant Notification of Non-discrimination** - FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.
- 2.0 Title VI of the Civil Rights Act of 1964** - The recipient, or subrecipient at any tier, must comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpts. C & D, which prohibits discrimination in federally assisted programs based on race, color, and national origin in the delivery of services.
- 3.0 Equal Employment Opportunity Program (EEO) –** The recipient and/or implementing agency must comply with all applicable requirements in 28 C.F.R. § 42, Subpart E, including preparing a Verification Form within 120 days from the initial award date and annually thereafter, and preparing an EEO Plan if required.

Recipients are required to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (<https://ojp.gov/about/ocr/eeop.htm>).

- 4.0 Title IX of the Education Amendments of 1972** - If the recipient operates an education program or activity, the recipient must comply with all applicable requirements of 20 U.S.C. § 1681, and the DOJ implementing regulation at 28 C.F.R. § 54, which prohibits discrimination in federally assisted education programs based on sex both in employment and in the delivery of services.
- 5.0 Partnerships with Faith-Based and other Neighborhood Organizations** - The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Partnerships with Faith-Based and other Neighborhood Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.
- 6.0 Title II of the Americans with Disabilities Act of 1990** - Recipients who are public entities must comply with the requirements of the Americans with Disabilities Act (ADA), 42 U.S.C. § 12132, and the DOJ implementing

regulation at 28 C.F.R. pt. 35, which prohibits discrimination on the basis of disability both in employment and in the delivery of services, including provision to provide reasonable accommodations.

- 7.0 Section 504 of the Rehabilitation Act of 1973** - Recipients must comply with all provisions of 28 U.S.C. § 794, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. G, which prohibits discrimination in federally assisted programs on the basis of disability in both employment and the delivery of services.
- 8.0 Age Discrimination Act of 1975** - Recipients must comply with all requirements of 42 U.S.C. § 6102, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. I, which prohibits discrimination based on age in the delivery of services in federally assisted programs.
- 9.0 Omnibus Crime Control and Safe Streets Act of 1968** – Recipients must comply with all provisions of 34 U.S.C. § 10228(c), and the DOJ implementing regulations at 28 C.F.R. pt. 42, subpts. D & E, which prohibits discrimination in programs funded under the statute on the basis of race, color, national origin, sex, and religion, both in employment and in the delivery of services.
- 10.0 Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises recipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.
- 11.0 Finding of Discrimination** - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.
- 12.0 Filing a Complaint** - If an employee, applicant, or client of a recipient has a discrimination complaint against the recipient, they may file a complaint with the recipient, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint. Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or at <https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint>.

For additional information on procedures for filing discrimination complaints, please visit <https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Contact-Us>.

- 13.0 Retaliation** - In accordance with federal civil rights laws, the recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- 14.0 Non-discrimination Contract Requirements** - Recipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the recipient.
- 15.0 Pass-through Requirements** - Recipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that their employees, applicants, or clients may file a discrimination complaint with the recipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.
- 16.0 Civil Rights Training Requirements** - In accordance with Office of Justice Programs (OJP) requirements, the grant manager of the recipient entity responsible for managing awards from FDLE Office of Criminal Justice Grants, will be required to complete a two part Civil Rights Training and maintain copies of the training certificates within their award files to be provided upon request at monitoring.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILITY

- 1.0 Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide and 2 C.F.R. § 200 as applicable, in their entirety.

Recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management systems must be able to record and report on the receipt, obligation, and expenditure of award funds. Systems must also be able to accommodate a fund and

account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest-bearing account, but any earned interest must be accounted for as program income and used for program purposes before the federal award period end date. Any unexpended interest remaining at the end of the federal award period must be refunded to the Office of Criminal Justice Grants for transmittal to DOJ.

- 2.0 Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

SECTION IV: AWARD MANAGEMENT AND REPORTING REQUIREMENTS

- 1.0 Obligation of Funds** - Award funds shall not be obligated prior to the start date, or subsequent to the end date, of the award. Only project costs incurred on or after the effective date, and on or prior to the termination date of the recipient's project are eligible for reimbursement.
- 2.0 Use of Funds** - Federal funds may only be used for the purposes in the recipient's approved award agreement.
- 3.0 Advance Funding** - Advance funding may be provided to a recipient upon a written request to the Department.
- 4.0 Performance Reporting** - The recipient shall submit Monthly or Quarterly Project performance achievements and performance questionnaires to the Department, within fifteen (15) days after the end of the reporting period. Performance reporting must clearly articulate the activities that occurred within the reporting period, including descriptions of major accomplishments, milestones achieved, and/or barriers or delays encountered. Additional information may be required if necessary to comply with federal reporting requirements. Performance achievements and performance questionnaires that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Award Management and Reporting Requirements.
- 5.0 Financial Consequences for Failure to Perform** - In accordance with Section 215.971, Florida Statutes, payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the recipient fails to meet the minimum level of service or performance identified in this agreement, the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or services from an alternate source. Any payment made in reliance on recipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as a refund.
- 6.0 Award Amendments** - Recipients must submit an award amendment through the electronic grant management system for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Amendments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Retroactive (after-the-fact) approval of project adjustments or items not currently in the approved award will only be considered under extenuating circumstances. Recipients who incur costs prior to approval of requested adjustments do so at the risk of the items being ineligible for reimbursement under the award.

All requests for changes, including requests for project period extensions, must be submitted in the electronic grant management system no later than thirty (30) days prior to award expiration date.

- 7.0 Financial Expenditures and Reporting** - The recipient shall close the expense reporting period either on a Monthly or Quarterly basis. For any reporting period the recipient is seeking reimbursement, a payment request must also be submitted in the grant management system. Closing of the reporting period and Payment Requests are due thirty (30) days after the end of the reporting period with the exception of the final reporting period.

All project expenditures for reimbursement of recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the electronic grant management system.

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

An expenditure report is not required when no reimbursement is being requested; however, recipients should close the associated reporting period in the electronic grant management system.

Before the "final" Payment Request will be processed, the recipient must submit to the Department all outstanding Performance Achievements and must have satisfied all withholding, special, and monitoring conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

- 8.0 Project Income (PGI)** - All income generated as a direct result of a project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

The recipient shall submit a PGI Earnings and Expenditures form in the electronic grant management system as soon as PGI is earned or expended. Prior to expending funds, the recipient shall submit a PGI Spending Request form for OCJG approval. All PGI expenditures must directly relate to the project being funded and must be allowable under the federal award.

Additionally, any unexpended PGI remaining at the end of the federal award period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

- 9.0 Recipient Integrity and Performance Matters** - Requirement to report information on certain civil, criminal, and administrative proceedings to OCJG, SAM and FAPIIS.

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

- 10.0 Verification and updating of Recipient Grant Manager contact information** - The recipient must verify its Recipient Grant Manager (GM) contact information in AmpliFund, including telephone number and e-mail address, is current and correct. If any information is incorrect or has changed, an authorized user of the recipient must make changes to the GM information in AmpliFund and provide the GM's contact information to the OCJG grant manager within thirty days of the change.

SECTION V: MONITORING AND AUDITS

- 1.0 Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the recipient and contractors for the purpose of audit and examination according to the Financial Guide. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the recipient or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, unless specifically exempted and/or made confidential by operation of Chapter 119, Florida Statutes, and made or received by the recipient or its contractor in conjunction with this agreement.

The recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

- 2.0 Assessments and Evaluations** - The recipient agrees to participate in a data collection process measuring program outputs and outcomes as outlined by the Office of Justice Programs. The recipient agrees to cooperate with any

assessments, national evaluation efforts, and/or information or data collection requests related to activities under this award.

- 3.0 Monitoring** - The recipient agrees to comply with FDLE's award monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all award monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with award monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).
- 4.0 Property Management** - The recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide and 2 C.F.R. § 200.313. This obligation continues as long as the recipient retains the property, notwithstanding expiration of this agreement.
- 5.0 Award Closeout** - Award Closeout will be initiated by the Department after the final payment request has been processed. The final payment request must be submitted within sixty (60) days of the end date of the award. All performance achievements and performance questionnaires must be completed before the award can be closed.
- 6.0 High Risk Recipients** - If a recipient is designated "high risk" by a federal award-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to FDLE's OCJG. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.
- 7.0 Imposition of Additional Requirements** - The recipient agrees to comply with any additional requirements that may be imposed by OCJG during the period of performance for this award if the recipient is designated as "high-risk" for purposes of the DOJ high-risk list.
- 8.0 Retention of Records** - The recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: <https://files.floridados.gov/media/706717/gsl-sl-june-2023.pdf>.
- 9.0 Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The recipient's right to appeal the Department's decision is contained in Chapter 120, Florida Statutes, and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, Florida Statutes.
- 10.0 Failure to Address Audit Issues** - The recipient understands and agrees that FDLE's OCJG may withhold award funds, or may impose award conditions or other related requirements, if (as determined by OCJG) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.
- 11.0 Single Annual Audit** - Recipients that expend \$1,000,000 or more in a year in total federal award funding shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the recipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" Section 215.97, Florida Statutes, "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter 10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Recipients that expend less than \$1,000,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

SECTION VI: AWARD PROCUREMENT AND COST PRINCIPLES

- 1.0 Procurement Procedures** - Recipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that OCJG considers to be a procurement "contract", and not a second-tier award.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at

<https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at

<https://www.ojp.gov/doj-guide-to-procurement-procedures>.

- 2.0 Cost Analysis** - A cost analysis must be performed by the recipient if the cost or price is at or above the \$35,000 acquisition threshold and the contract was awarded non-competitively in accordance with Section 216.3475, Florida Statutes. The recipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also: [Reference Guide for State Expenditures](#).
- 3.0 Allowable Costs** - Allowance for costs incurred under the award shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide and 2 C.F.R. Part 200, Subpart E, "Cost Principles".
- 4.0 Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.
- 5.0 Unmanned Aircraft Systems (UAS)** - The recipient agrees that no funds under this award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.
- 6.0 Facial Recognition Technology (FRT)** - In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.
- 7.0 Body Armor** - Certification of body armor "mandatory wear" policies, and compliance with NIJ standards. If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that each law enforcement agency receiving body armor purchased with funds from this award has a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty. **For PSN**, if recipient uses funds under this award to purchase body armor, the recipient is strongly

encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: <https://nij.ojp.gov/topics/equipment-and-technology/body-armor>.

- 8.0 Indirect Cost Rate** - A recipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise OCJG in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.
- 9.0 Sole Source** - If the project requires a non-competitive purchase from a sole source, the recipient must complete the Sole Source Justification for Services and Equipment Form and submit to OCJG upon application for pre-approval. If the recipient is a state agency and the cost meets or exceeds \$250,000, the recipient must also receive approval from the Florida Department of Management Services (DMS) (See § 287.057(5), Fla. Stat.). Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.
- 10.0 Personnel Services** - Recipients may use award funds for eligible personnel services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal program's authorizing legislation. Recipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the recipient's written compensation and pay plan.

Documentation - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where award recipients work on multiple award programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

Federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. An award recipient may compensate an employee at a higher rate, provided the amount in excess of the compensation limitation is not paid with federal funds.

- 11.0 Contractual Services** - The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

Requirements for Contractors of Recipients - The recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 34 U.S.C. § 10101 et seq.; the provisions of the current edition of the DOJ Grants Financial Guide (<https://www.ojp.gov/doj-financial-guide-2022>); and all other applicable federal and state laws, orders, circulars, or regulations. The recipient must pass-through all requirements and conditions applicable to the federal award to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

Approval of Consultant Contracts - Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds \$650 (excluding travel and subsistence costs) per eight-hour day, or \$81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to recipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates and applicable state statutes. The Department's approval of the recipient agreement does not constitute approval of

individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the \$650 threshold does not apply.

- 12.0 FFATA Reporting Requirements** - Recipients that enter into awards of \$30,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at <https://ojp.gov/funding/Explore/FFATA.htm>.
- 13.0 Travel and Training** - The cost of all travel shall be reimbursed according to the recipient's written travel policy. If the recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines Section 112.061, Florida Statutes. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.
- 14.0 Expenses Related to Conferences, Meetings, Trainings, and Other Events** - Award funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Award applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating award funds for these purposes.
- 15.0 Training and Training Materials** - Any training or training materials that has been developed or delivered with award funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.
- 16.0 Publications, Media, Websites, and Patents Ownership of Data and Creative Material** - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the DOJ Grants Financial Guide and 2 C.F.R. 200.315.

Written, Visual, or Audio Publications - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Recipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Recipients must submit for review and approval one (1) copy of any written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, must contain the following statements identifying the federal award:

"This project was supported by [Federal Award Number] awarded by the [Bureau of Justice Assistance/Bureau of Justice Statistics]. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Websites - Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Patents - Recipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (37 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Recipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

- 17.0 For NCHIP & NICS: Purchase of Automated Fingerprint Identification System (AFIS)** - AFIS equipment purchased under this award must conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information" (ANSI/NIST-ITL 1-2007 PART 1) and any other applicable standards set forth by the Federal Bureau of Investigation (FBI).

18.0 Information Technology Projects

Criminal Intelligence Systems - The recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the recipient may be fined as per 34 U.S.C. § 10231. The recipient may not satisfy such a fine with federal funds.

The recipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the recipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

State IT Point of Contact - The recipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this award during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, the recipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

The State IT Point of Contact will ensure the recipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

Interstate Connectivity - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

- 19.0 Interoperable Communications Guidance** - Recipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at https://www.cisa.gov/sites/default/files/2023-04/fy23_safecom_guidance.pdf.

Recipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Recipients must provide a listing of all communications equipment purchased with award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

20.0 Global Standards Package - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the recipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular award. Recipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at <https://it.ojp.gov/gsp>. Recipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

21.0 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment - In accordance with the requirements as set out in 2 C.F.R. § 200.216, recipients are prohibited from obligating or expending award funds to:

- 1) Procure or obtain;
- 2) Extend or renew a contract to procure or obtain;
- 3) Enter into a contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, produced by Huawei Technologies Company or ZTE Corporation (or a subsidiary or affiliate of such entities).

22.0 Unreasonable Restrictions on Competition - This condition applies with respect to any procurement of property or services funded (in whole or in part) by this award, by the recipient (or subrecipient at any tier), and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

- 1) Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 and 200.319(a) -- Recipient (or subrecipient at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
- 2) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
- 3) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), award recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 4) Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

23.0 Non-Disclosure Agreements - No recipient or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

24.0 Whistleblower Protections - An employee of a recipient (at any tier) must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

25.0 Confidential Funds and Confidential Funds Certificate - A signed certification that the Project Director or Implementing Agency Chief Official has read, understands, and agrees to abide by all conditions for confidential funds outlined in Section 3.12 of the [DOJ Grants Financial Guide](#) is required for all projects that involve confidential funds. The signed certification must be submitted at the time of award application. Confidential Funds certifications must be signed by the recipient Chief Official or an individual with formal, written signature authority for the Chief Official.

Prior to the reimbursement of expenditures for confidential funds, the recipient must compile and maintain a CI Funds Tracking Sheet to record all disbursements under the award. The completed form must be submitted with the payment request for OCJG review.

- 26.0 For JAG: Task Force Training Requirement** - The recipient agrees that within 120 days of award, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training can be accessed <https://www.centf.org/CTFLI/>.

All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When FDLE awards funds to support a task force, the recipient must compile and maintain a task force personnel roster along with course completion certificates.

- 27.0 For NCHIP & NARIP: Protective Order Systems** - Any system developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protective Order file maintained by the FBI.

SECTION VII: ADDITIONAL REQUIREMENTS

- 1.0 Environmental Protection Agency's (EPA) list of Violating Facilities** - The recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- 2.0 National Environmental Policy Act (NEPA)** - The recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of award funds by the recipient. This applies to the following new activities whether or not they are being specifically funded with these award funds. That is, it applies as long as the activity is being conducted by the recipient or any third party and the activity needs to be undertaken in order to use these award funds. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the award, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact FDLE OCJG.

- 1) New construction;
- 2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- 3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- 4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
- 5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at <https://www.bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

- 3.0 National Historic Preservation Act** - The recipient will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 300.101 et seq.), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. 312501-312508) and the National Environmental Policy Act of 1969 (43 C.F.R. 46).

- 4.0 Human Research Subjects** - The recipient agrees to comply with the requirements of 28 C.F.R. § 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
- 5.0 Disclosures**
- Conflict of Interest** – Recipients (at any tier) must establish safeguards to prohibit employees, officers, agents, and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Recipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).
- No employee, officer, agency, or board member may solicit nor accept gratuities, favors, or anything of monetary value from providers/contractors.
- Violations of Criminal Law** - The recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the award.
- 6.0 Uniform Relocation Assistance and Real Property Acquisitions Act** - The recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.
- 7.0 Limitations on Government Employees Financed by Federal Assistance** - The recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7321-26, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- 8.0 Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable** - Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- 9.0 Text Messaging While Driving** - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and Section 316.305, Florida Statutes., the recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- 10.0 DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database** - If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated with award funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).
- 11.0 Forensic Genealogy Testing** - Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching and must collect and report the metrics identified in Section IX of the document to the Bureau of Justice Assistance. For more information, visit <https://www.justice.gov/olp/page/file/1204386/download>.
- 12.0 Environmental Requirements and Energy** - For awards in excess of \$100,000, the recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C § 85), section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1 seq.). The recipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.
- 13.0 Other Federal Funds** - The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope amendment to eliminate any inappropriate duplication of funding.

14.0 Trafficking in Persons - The recipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, recipients or individuals defined as "employees" of the recipient. The details of the recipient and recipient obligations related to prohibited conduct related to trafficking in persons are incorporated by reference and posted at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

15.0 Requirement of the Award; Remedies for Non-Compliance or for Materially False Statements - Any materially false, fictitious, or fraudulent statement to the Department related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001, 1621, and/or 34 U.S.C. § 10272), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this award.

16.0 Employment Eligibility Verification for Hiring Under This Award - The recipient must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

- 1) All persons who are or will be involved in activities under this award must be made aware of the requirement for verification of employment eligibility, and associated provisions of 8 U.S.C. 1324a(a)(1) and (2) that make it unlawful in the United States to hire (or recruit for employment) certain aliens.
- 2) The recipient must provide training (to the extent necessary) to those persons required by this condition to be notified of the requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
- 3) As part of the recordkeeping requirements of this award, the recipient must maintain records of all employment eligibility verifications pertinent to compliance with this condition and in accordance with I-9 record retention requirements, as well as pertinent records of notifications and trainings.
- 4) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
- 5) Persons who are or will be involved in activities under this award includes any and all recipient officials or other staff who are or will be involved in the hiring process with respect to an award funded position under this award.
- 6) For the purposes of satisfying this condition, the recipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.
- 7) Nothing in this condition shall be understood to authorize or require any recipient, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
- 8) Nothing in this condition, including paragraph vi., shall be understood to relieve any recipient, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

17.0 Determination of Suitability to Interact with Minors - This condition applies if it is indicated in the application for award (at any tier) that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The recipient (or subrecipient at any tier), must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

18.0 Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters - No recipient under this award, or entity that receives a procurement contract with funds under this award, may require an employee to sign an internal confidentiality agreement that prohibits the reporting of waste, fraud, or abuse to an investigative or law enforcement representative authorized to receive such information.

The foregoing is not intended, to contravene requirements applicable to classified information. In accepting this award, the recipient:

- 1) Has not required internal confidentiality agreements or statements from employees or contractors that currently prohibit reporting waste, fraud, or abuse;
- 2) Certifies that, if it learns that it is or has been requiring its employees or contractors to execute agreements that prohibit reporting of waste, fraud, or abuse, it will immediately stop any further obligations of award funds, will provide prompt written notification to OCJG, and will resume such obligations only if expressly authorized to do so by OCJG.

- 3) Will comply with requirements of 5 U.S.C. §§ 1501-08 and 7321-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

- 19.0 Safe Policing and Law Enforcement** - Recipients that are state, local, college or university law enforcement agencies must be in compliance with the safe policing certification requirement outlined in [Executive Order 13929](#). For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.
- 20.0 For JAG: Extreme Risk Protection Programs** - Recipients using funds for Extreme Risk Protection programs must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.
- 21.0 For RSAT: State Alcohol and Drug Abuse Agency** - The recipient will coordinate the design and implementation of treatment programs with the State alcohol and drug abuse agency or any appropriate local alcohol and drug abuse agency, especially when there is an opportunity to coordinate with initiatives funded through the Justice Assistance Grant (JAG) program.
- 22.0 For RSAT: Drug Testing** - The recipient will implement or continue to require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.
- 23.0 For RSAT: Opioid Abuse and Reduction** - The recipient understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse and reduction.
- 24.0 For RSAT: Data Collection** - The recipient agrees that award funds may be used to pay for data collection, analysis, and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of award funds.
- 25.0 For RSAT:** Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid use disorders.
- 26.0 For PSN: Coordination with U.S. Attorney and PSN Task Forces** - The recipient agrees to coordinate the project with the U.S. Attorney and Project Safe Neighborhoods Task Force(s) for the respective U.S. Attorney Districts covered by the award. The recipient also is encouraged to coordinate with other community justice initiatives and other ongoing, local gun prosecution and law enforcement strategies.
- 27.0 For PSN: Media-related Outreach** - The recipient agrees to submit to OCJG for review and approval by DOJ, any proposal or plan for PSN media-related outreach projects.
- 28.0 For NCHIP & NARIP: Comprehensive Evaluation** - In order to ensure that the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are realizing the objectives in the most productive manner, the recipient agrees to participate in a comprehensive evaluation effort. It is anticipated that the evaluation will take place during the course of the program and will likely involve each participating agency. It is expected that the evaluation will have a minimal impact on an agency's program personnel and resources.
- 29.0 For NCHIP & NARIP: Coordination and Compatibility with Systems** - In accordance with federal award conditions, recipient agrees all activities supported under this award must:

- 1) Be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks.
- 2) Ensure criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds are compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
- 3) Intend to establish or continue a program that enters into the National Crime Information Center (NCIC) records of: (a) Protection orders for the protection of persons from stalking or domestic violence; (b) Warrants for the arrest of persons violating protection orders intended to protect victims from stalking or domestic violence; and (c) Arrests or convictions of persons violating protection orders intended to protect victims from stalking or domestic violence.

30.0 For NCHIP & NARIP: Firearm and Background Checks - Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. § 922 and 34 U.S.C. Ch. 409 -- in connection with any use, by the recipient (or any subrecipient at any tier), of this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: February 27, 2025

RE: **MARLOWE V. CITY OF ST. AUGUSTINE – INVOICE FOR PROFESSIONAL SERVICES**

Enclosed please find Invoice No. 02-2025-12-3020 dated February 27, 2025 from Cavendish Partners, P.A. for legal services rendered in the Marlowe v. City of St. Augustine matter.

The amount due is **\$1,943.00**. We have reviewed the billing and submit same to you for placement on the consent agenda for the March 10, 2025 City Commission meeting.

*{ WITH THIS INVOICE THE TOTAL EXPENDED TO DATE FOR ATTORNEY'S
FEES AND COSTS ON THIS MATTER EQUALS \$136,346.85. }*

Thank you.



Isabelle C. Lopez
City Attorney

/s/
Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Darlene Galambos, City Clerk

CAVENDISH PARTNERS

P.A.

200 West Forsyth Street, Suite 1300
Jacksonville, FL 32202

INVOICE

Date: 02/27/2025
Invoice #: 02-2025-12-3020
Matter: Marlowe
File #: 3020

INVOICE TOTAL AND BALANCE DUE: \$1,943.00

Bill To:

Isabelle Lopez, City Attorney
75 King Street
P.O. Box 210

St Augustine, FL 32085

Due Date: 03/29/2025

Please Remit Payment To:

Cavendish Partners, P.A.
200 West Forsyth Street
Suite 1300
Jacksonville, FL 32202

**PAYMENTS RECEIVED AFTER 02/27/2025 ARE
NOT REFLECTED IN THIS BALANCE DUE INVOICE**