

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: David Birchim, P.E.
City Manager

DATE: September 11, 2025

RE: Resolution 2025-41 Short Term (Vacation) Rental Program Fees Adjustment

Please place on the September 22, 2025, City Commission agenda Resolution 2025-41 which adjusts the fees related to the Short Term (Vacation) Rental Program. Ordinance 2019-15 established the program and Resolution 2020-27 adopted the fee schedule. The intent of the fees related to the program was to recover the actual costs of administering all aspects of the ordinance creating the regulations governing short term rental program.

Since the fee schedule has not been amended since its adoption, an analysis was performed to determine whether the fees currently in place recovered the cost of administering the program. The results of this analysis were that the current fees need to be increased to recover the actual costs. This resolution increases the Base Fee from \$294.48 to \$303.03, and the per bedroom rate from \$73.81 to \$79.30.

If further information is needed, please let me know.



Melissa Burns, CGFO
Director, Financial Services

RESOLUTION NO. 2025-41

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, ADJUSTING THE FEE SCHEDULE INCLUDING REGISTRATION FEES, ANNUAL REGISTRATION RENEWAL FEES, LATE FEES FOR ANNUAL REGISTRATION RENEWAL AND RE-INSPECTION FEES FOR SHORT TERM (VACATION) RENTALS IN THE CITY OF ST. AUGUSTINE, THEREFORE HEREBY ADOPTING THE FEE SCHEDULE AS PER SEC 28-63 SCHEDULE OF FEES, OF THE CODE OF THE CITY OF ST. AUGUSTINE.

WHEREAS, Ordinance 2019-50 requires the registration and annual inspection of short term (vacation) rentals in the City of St. Augustine; and

WHEREAS, the costs to administer the program to monitor, register and inspect short term (vacation) rentals should be borne by the owners of such short term (vacation) rentals; and

WHEREAS, fees can be amended by the City Commission from time to time; and

WHEREAS, the fees that are imposed by the city are rationally related to, and proportionate with, the actual costs of administering all aspects of the ordinances creating such regulations; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, THAT

Section 1. Upon the effective date of this resolution the fee schedule shall be amended by resolution of the City Commission.

Section 2. Short Term (Vacation) Rental Fees

1. Base fee of \$303.03 per rental unit and a fee of \$79.30 per rental bedroom (per rental unit) for initial registration. This fee will also apply to the annual registration renewal for each rental unit and for each rental bedroom for each subsequent year after the initial registration, calculated using the City of St. Augustine's adopted Fiscal Year (Sept 31-Oct1)
2. Late Fee for Annual Registration Renewal - \$100
3. Re-Inspection Fee for Code Compliance Inspection and/or Fire-Safety Inspection- \$50 per re-inspection upon failure of initial unit inspection by either the City Code Enforcement Division or the City Fire Department or their Designated Representatives

Section 3. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase, word or provision of this resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this resolution.

Section 4. Effective Date. This resolution shall become effective on October 1, 2025.

ADOPTED in Regular Session of the City Commission for the City of St. Augustine,
Florida this 22nd day of September 2025.

CITY OF ST. AUGUSTINE, FLORIDA

Nancy Sikes-Kline, Mayor-Commissioner

ATTEST:

City Clerk, Darlene Galambos
(Corporate Seal)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: September 10, 2025

RE: Staff Report: Proposed Changes to the St. Augustine Rider (STAR) for Nights of Lights Follow Up

The City has been running the STAR Circulator for over 2 years and has found that during Nights of Lights the downtown route is not effective due to heavy congestion. Staff proposes to change the route for the STAR Circulator during Nights of Lights from November 16, 2025, to January 11, 2026, to provide a service to the City of St. Augustine Beach and back.

At the previous City Commission meeting staff were directed to look at ways to minimize using Arricola Ave as part of the route by utilizing a U-turn on Anastasia Blvd. Staff spoke with the operator and the answer is a U-turn cannot be made safely. Staff also looked at utilizing the alley but since it is narrow with portions of it being loose coquina the operator did not recommend that either. This leaves us with using Arricola Ave. Staff will work with the operator to minimize the usage of Arricola Ave during the operation by shortening the distance as traffic allows.

Staff also reconfirmed with FDOT that a formal public advertisement is not required, however, it is expected that the City will make the public aware of the route via the website, social media, the local newspaper paper, etc.

If the City Commission approves the new route, staff will coordinate with the City of St. Augustine Beach City Manager to present the proposal to the City of St. Augustine Beach's City Commission for approval.

Please let me know if you have any questions.



Reuben C. Franklin Jr., P.E.
Assistant City Manager

Attachments: Presentation