

CITY OF ST AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: July 28, 2026

RE: Agenda Items for August 10, 2026, Commission Meeting
Resolutions 2026-17 through 2026-21

Please place the following resolutions on the agenda for the August 10, 2026 City Commission meeting for their consideration:

- Resolution 2026-17 – is the initial resolution to increase the fire assessment fee. This is required by Ordinance 2016-20 which also requires a notice in the newspaper, and a notice mailed to each property owner.
- Resolution 2026-18 – is setting the proposed millage rate to 7.5 mills. At the Special Commission meeting held on July 13th, the Commission gave consensus on keeping the current millage rate of 7.5 this resolution formalizes that.
- Resolution 2026-19 – Adjusts the proprietary fund rates and service fees for Fiscal Year 2027 which includes the water and wastewater, solid waste, stormwater and the marina. This resolution will require a public hearing.
- Resolution 2026-20 – Increases the base rate and the per bedroom rate charged for short term rentals to recover the costs of administering the program for FY 2027.
- Resolution 2026-21 – Adopts the Vehicle for Hire and Franchise Program fees.

In addition to the resolutions, supplemental information is included as requested by the Commission which are:

- A summary sheet outlining the proposed changes to the fees
- A listing of City-owned rental properties.
- An analysis illustrating the impact of the proposed fee adjustments on a household within the City.

Please let me know if there are any questions or you need additional information.

A handwritten signature in cursive script that reads "Melissa Burns".

Melissa Burns, CGFO
Director, Finance

Encl: Resolution 2026-17, Resolution 2026-18,
Resolution 2026-19, Resolution 2026-20,
Resolution 2026-21, Rate Summary Sheet.
List of Rental Properties, Household Analysis

xc: Meredith Breidenstein, Assistant City Manager
Darlene Galambos, City Clerk
file

RESOLUTION NO. 2026-20

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 \$335.75 per rental unit and a fee of \$100.20 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, 2026.

ADOPTED in Regular Session of the City Commission for the City of St. Augustine, Florida this 10th day of August 2026.

CITY OF ST. AUGUSTINE, FLORIDA

Nancy Sikes-Kline, Mayor-Commissioner

ATTEST:

City Clerk, Darlene Galambos
(Corporate Seal)