

ADMINISTRATIVE ORDER OF THE CITY OF ST. AUGUSTINE, FLORIDA

RELATING TO PUBLIC HEALTH EMERGENCY 20-51 (COVID)

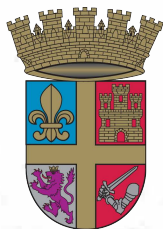
COSA ADMINISTRATIVE ORDER No. 2020-05

Consistent with the Governor of Florida's Executive Order No. 20-51, as extended, modified, or amended, under the authority granted by the City of St. Augustine's Charter, Article IV, Division 4, and pursuant to Resolution 2020-10, the City Manager, or the Assistant City Manager as designated by the City Charter, or their designee, may make administrative orders and rules that have the full force and effect of local law during the pendency of a federal, state or local emergency or public health emergency. All existing laws, ordinances, and rules inconsistent with the provisions of sections 252.31-252.90, Florida Statutes, or identified as inconsistent with the directives of the State Health Officer and Surgeon General pursuant to their authority under Chapter 381, Florida Statutes, shall be suspended during the period of time and to the extent that such conflict exists. The City Manager, Assistant City Manager, or their designee, may issue administrative orders in support of these public health emergency directives to provide more efficient and orderly preparedness and recovery. Consistent with public health emergency directives of the State of Florida, the City Manager or designee may waive the procedures and formalities otherwise required, when reasonably necessary to preserve the health and welfare of the public.

This Administrative Order specifically authorizes the following to be in effect, starting Monday, March 23, 2020:

All city offices will be closed to the public with the following means of conducting business via telephone, online, or via drop boxes at City Hall:

1. **Customer Service/Utility Billing:** The Customer Service office located at 50 Bridge Street will continue to serve the public by taking payments and answering questions over the phone, via email, via the payment drop box and with limited operations at the drive-thru window. The office can be reached at 904-825-1037 and utilitybilling@citystaug.com. Payments can be made online by visiting <https://www.citystaug.com/453/Customer-Service>.
2. **Parking:** The Parking office located at 50 Bridge Street will continue to serve the public by taking payments and answering questions via email and over the phone. The office can be reached at 904-825-1090 and parking@citystaug.com.
3. **Planning & Building:** The Planning & Building office located at 75 King Street, Lobby B will continue to serve the public by taking payments, accepting plans and answering questions via email and over the phone. The office can be reached at 904-825-1065 and buildingpermits@citystaug.com.
4. **Public Works:** The Public Works office located at 75 King Street, Lobby B will continue to serve the public by taking payments, accepting plans and answering questions via email and over the phone. The office can be reached at 904-825-1040 and publicworks@citystaug.com.



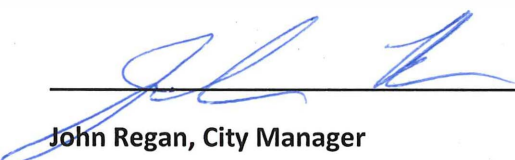
CITY OF
ST AUGUSTINE
EST. 1565
NATION'S OLDEST CITY

5. **City Clerk:** The City Clerk's office located at 75 King Street, Lobby B will continue to serve the public by answering questions via email and over the phone. The office can be reached at 904-825-1007 and recordsrequest@citystaug.com
6. **Human Resources:** The Human Resources office located at 75 King Street, Lobby D will continue to serve the public by answering questions via email and over the phone. We are currently not accepting applications, but applicants are encouraged to check the City's website for changes and open positions. The office can be reached at 904-825-1013 and apply@citystaug.com.
7. **City Attorney:** The City Attorney's office located at 75 King Street, Lobby A will continue to serve the public by answering questions via email and over the phone. The office can be reached at 904-825-1052 and attorney@citystaug.com.
8. **City Manager:** The City Manager's office located at 75 King Street, Lobby A will continue to serve the public by answering questions via email and over the phone. The office can be reached at 904-825-1006 and citymanager@citystaug.com.
9. **Purchasing:** The Purchasing office located at 75 King Street, Lobby B will continue to serve the public by answering questions via email and over the phone. The office can be reached at 904-825-1010 and purchasing@citystaug.com.


Any administrative action taken on or after the effective date of Resolution 2020-10, is hereby ratified.

This Administrative Order shall expire thirty days from the effective date of Executive Order No. 20-51, as it may be extended, modified, or amended from time to time.

Filed in the office of the City Clerk, of the City of St. Augustine, this 20 day of March, 2020.


John Regan, City Manager

ATTEST:


Darlene Galambos, City Clerk

