



MINUTES

REGULAR CITY COMMISSION MEETING
MONDAY, JANUARY 8, 2024, AT 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

I. CALL TO ORDER

Mayor Rumrell called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

The Commission recited the Pledge of Allegiance.

III. ROLL CALL

Present: Mayor Dylan Rumrell, Vice Mayor Beth Sweeny, and Commissioners Undine C. George, Donald Samora, and Virginia Morgan.

Also present were City Manager Max Royle, City Attorney Charlie Douglas, Police Chief Daniel Carswell, City Clerk Dariana Fitzgerald, Finance Director Patty Douylliez, Building Official Brian Law, Public Works Director Ken Gatchell, and Engineering Director Jason Sparks.

IV. SWEARING IN OF MAYOR AND VICE MAYOR FOR 2024

- Mayor Dylan Rumrell
- Vice Mayor Beth Sweeny

City Attorney Douglas swore in Mayor Rumrell & Vice Mayor Sweeny.

Mayor Rumrell gave his thanks to his family for their support, fellow commissioners for giving him the opportunity to serve as Mayor, and vowed to continue working hard for the residents and employees of the City.

V. APPROVAL OF MINUTES OF THE COMMISSION MEETING ON DECEMBER 4, 2023

Motion: To approve the minutes of the regular Commission meeting on December 4, 2023.
Moved by Vice Mayor Sweeny, **Seconded by** Commissioner George. Motion passed unanimously.

VI. ADDITIONS OR DELETIONS OF THE AGENDA

City Manager Royle noted two additional documents provided to the Commission for Item 2 [Exhibit A] and Item 6 [Exhibit B].

VII. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

There were none.

VIII. PRESENTATIONS

There were none.

IX. PUBLIC COMMENTS

The Mayor opened Public Comments.

Jim LeClare, 115 Whispering Oaks Circle, St. Augustine Beach, FL, asked about the holiday lights that used to be on the light poles; suggested that the City should have nicer looking trash cans; stated that the trash can at Ocean Hammock Park doesn't have a lid and the animals get into it; mentioned possibly a security camera around the second bench on the boardwalk, since that's seem to be where the most beer bottles/cans seem to end up; maybe having a cleanup of vines on trees; consider lowering the speed limit on SR-A1A.

City Manager Royle stated that the removal of the holiday lights was due to an FPL (Florida Power & Light) policy change, since they own all the light poles. They have since apparently changed or rescinded that policy and the City is in negotiations to have the lights back up this year.

The Mayor closed Public Comments and moved to the next item.

X. COMMISSIONER COMMENTS

The Mayor asked for any Commissioner Comments.

Commissioner George wished everyone a happy new year and stated that she was excited for the leadership this year.

Vice Mayor Sweeny wished everyone a happy new year as well and thanked her fellow Commissioners for entrusting her with the role of Vice Mayor.

Commissioner Morgan noted that County schools will be dismissing an hour earlier on Tuesday due to the incoming weather and advised people to be prepared and aware of the forecast.

Mayor Rumrell again expressed gratitude for being appointed as Mayor. He thanked the Police Department, Public Works Department, and everyone else involved for helping to make Beach Blast Off run smoothly.

The Mayor closed the discussion and moved to the next item.

XI. PUBLIC HEARINGS

1. Ordinance 23-10, Final Reading, to Adopt the 2023 Florida Building Code (Presenter: Brian Law, Building Official)

Building Official Law stated that the ordinance was passed on first reading in December, there had been no changes since then, and this has to be done every three years by State Statute.

The Mayor asked for any public comment. There was none.

City Attorney Douglas read the Ordinance's preamble.

Motion: To approve Ordinance 23-10. **Moved** by Commissioner George, **Seconded** by Commissioner Samora. Motion passed unanimously.

The Mayor closed the discussion and moved to the next item.

XII. CONSENT

(Note: Consent items can be approved by one motion and vote unless a Commissioner wants to remove an item for discussion and a separate vote)

There was none.

XIII. OLD BUSINESS

2. Parking Improvements between A and 1st Streets, West Side of A1A Beach Boulevard: Request to Un-Table the Item, Review Proposal, and Consideration of Budget Resolution 24-01 (Presenter: Jason Sparks, City Engineer)

Engineering Director Sparks reported that he had contacted the County about piggybacking on their 22-112 contractor contracts and he noted the four options and costs he received from one of those contractors [Exhibit A]. He stated that the asphalt, concrete, and drainage option was the preferred option based on the initial capital expense. However, staff recommends the brick paver parking with concrete drive option, which would have better aesthetics and would be easier for staff to maintain without contracting out.

Commissioner Sweeny asked if the brick option would be pervious pavers. Director Sparks replied that they would be solid since pervious pavers would increase costs and require more maintenance.

Mayor Rumrell asked how thick the concrete would be. Director Sparks stated that the pavers would be three and 1/8 inches, with six inches of concrete underneath.

Director Sparks stated that for the brick paver/concrete option, we would need a budget resolution.

Commissioner George asked what the timeline would be. Director Sparks stated that it would be 120 days from Notice to Proceed or Purchase Order issuance.

Mayor Rumrell asked if the contractors were here and wanted to comment.

Howard Rose, G & H Underground & Construction, 2315 Dobbs Rd, St. Augustine, FL, in response to questions from the Commission stated that the project would take 120 days; that the route would be unusable at times due to the extensive drainage work going down the center of the lot; that there may be a slight interruption to the business, and they may need to shut down portions of 1st Street or A1A Beach Boulevard for a limited period of time only as necessary.

The Mayor asked for any public comment.

Jim LeClare, 115 Whispering Oaks Circle, St. Augustine Beach, FL, asked if the owner of Jack's BBQ was involved in the discussion.

Brud Helhoski, Owner of Jack's BBQ, gestured from the audience that he was present and okay with the project's discussion.

The Mayor closed public comment.

Motion: To remove the item from the table. **Moved by** Vice Mayor Sweeny, **Seconded by** Mayor Rumrell. Motion passed unanimously.

Motion: To reject the original bid from GRSC, Inc. **Moved by** Commissioner George, **Seconded by** Commissioner Samora. Motion passed unanimously.

Motion: To accept the revised proposal from G & H Underground & Construction. **Moved by** Commissioner George, **Seconded by** Vice Mayor Sweeny. Motion passed unanimously.

Finance Director Douylliez stated that we would also need a budget resolution to move \$94,000 from ARPA, which would make a total of \$281,000 assigned for this project.

Motion: To approve Budget Resolution 24-01. **Moved by** Vice Mayor Sweeny, **Seconded by** Commissioner George. Motion passed unanimously.

The Mayor closed the discussion and moved to the next item.

3. Magnolia Dunes/Atlantic Oaks Circle Drainage Improvements: Request for City Commission to Approve Direction Requested by Staff (Presenter: Jason Sparks, City Engineer)

Engineering Director Sparks stated that this project was discussed back in October when it was in the pre-design study phase. In order to move forward with design and permitting, the Mayor will need to sign the draft memo included in your books stating that the City has reviewed the pre-design study and would like to move forward.

He reviewed the options for water outfall from Magnolia Dunes and stated that these options would be explored further during the design and permitting process. He noted that Atlantic Oaks Circle had some existing infrastructure, but it has deteriorated and reached the end of its useful life. He stated that he is in the process of scheduling meetings with FDOT (Florida Department of Transportation) to discuss use of their systems.

Mayor Rumrell asked if this would include Serenity Bay. Director Sparks replied that it would not, since Serenity Bay has its own privately maintained system.

Commissioner Morgan asked why the inter-office memorandum between staff and the Mayor was required. Director Sparks replied that it was part of the original grant agreement, which was discussed by his predecessor and the original DEP (Department of Environmental Protection) grant manager, so he and the current DEP grant manager are unsure of the intention behind it.

The Mayor asked for any public comment. There was none.

Motion: To authorize the Mayor to execute the inter-office memorandum. **Moved by** Commissioner George, **Seconded by** Commissioner Samora. Motion passed unanimously.

The Mayor closed the discussion and moved to the next item.

4. Stormwater Utility Fee: Request for Commission to Approve Increase in the Contract Amount for Development of the Fee and to Pay for Increase by Reducing Expenditures by \$14,572 (Presenter: Jason Sparks, City Engineer)

Engineering Director Sparks reported that the non-ad valorem process involves a mass mailing to all impacted properties and for the stormwater utility fee, which would be too many mailings for City staff to handle, so we are asking to move \$14,572 to cover the cost of outsourcing the mailing.

Commissioner Morgan clarified that the consultant the City already hired would be performing the mailing and that the cost would cover postage, supplies, and labor.

Finance Director Douylliez stated that money could be pulled from reserves via budget resolution, but she anticipated being able to just move money between accounts at this time and balance the books via surpluses in other accounts later in the fiscal year. She stated that that would put pressure on staff to make small cuts to cover this expense, but it would save reserves. She commented that she thinks this is a need expense since this mailing needs to be very precise and will tell each parcel owner their specific proposed fee.

Finance Director Douylliez and City Clerk Fitzgerald responded to Commissioner questions to clarify that this would be a one-time mailing, that it would be sent to every residence and business that would pay this fee, and that individually owned condominiums would be included.

The Mayor asked for any public comment. There was none.

Motion: To increase the Road & Bridge account by \$14,572. **Moved by** Commissioner Samora, **Seconded by** Commissioner George. Motion passed unanimously.

The Mayor closed the discussion and moved to the next item.

XIV. NEW BUSINESS

5. City Budget: Review of Trends for Fiscal Year 2025 Budget (Presenter: Patricia Douylliez, Finance Director)

Finance Director Douylliez stated that she did not prepare a presentation, this is just to give a trend of the past five years of data for further consideration. She stated that she included personnel counts for departments and how funds are shared between certain departments. She noted that she has a more detailed report that she could share if the Commissioners wished.

She noted that some percentage changes between years may not make sense at first glance, but it is because of how costs have been reallocated, such as IT expenses being removed from the Admin & Finance budget and instead spread between all departments based on actual usage, so that skews the percentages to look like a sudden drop in Admin & Finance, but increase for other accounts, when really it was just a redistribution. She also noted that some account percentages were affected by Covid, such as travel and conferences, for a period no one was using those funds and now they are, so it looks like a huge fluctuation.

Vice Mayor Sweeny asked to see detailed historical information on the cost of benefits, such as FRS (Florida Retirement System) mandatory contributions, benefit packages as a whole, and objective liability for paid leaves.

Commissioner Morgan asked to see the detailed breakdown. She stated that she would like to continue doing this at about halfway through the year to help the commission be better prepared for budget discussions.

Commissioner Samora thanked Finance Director Douylliez for putting this information together in an understandable and concise form. He asked to see information on the City's tax base and how that has increased over time compared to expenses.

Mayor Rumrell also thanked Finance Director Douylliez for preparing this; that it was a great overview, and he was looking forward to the details as well.

The Mayor asked for any public comment. There was none.

The Mayor closed the discussion and moved to the next item.

6. Approval to Negotiate Contracts with Companies for Continuing Contracts for the Following Services: Architectural, Surveying, Environmental, GIS and General Civil Engineering (Presenter: Jason Sparks, City Engineer)

Engineering Director Sparks reported that he had sent out a Request for Qualifications for professional services and received several responses. He is now recommending to award contracts to the top two respondents in each category, for a total of ten new contracts. He noted that City Attorney Blocker is already reviewing the contract language.

In response to Commissioner questions, Director Sparks clarified that the contracts would be for five years with renewal options; the City would reserve the right to use other vendors if we choose, including piggyback contracts; and that it sets service costs so the City can estimate project costs and free up staff time from needing to manage bids for individual projects.

The Mayor asked for any public comment.

William Tredik, Applied Sciences Consulting, 24 Ocean Pines Drive, St. Augustine Beach, FL, stated that Applied Sciences is one of the firms that submitted a response and was ranked third in their category. He stated that the selection committee voted to recommend the three highest scoring firms, so he was under the impression that Applied Sciences would be selected and did not know it was reduced to two firms until he saw the agenda for this meeting. He commented that only

having two firms could be limiting and asked the Commission to reconsider and to appoint three firms.

Jay Brown, President of JBrown Professional Group, Inc., 3530 NW 43rd St, Gainesville, FL, stated that his firm was one of the ones selected. He thanked the Commission and staff for the way the selection process was done and felt it was fair. He stated that he was pleased to be working with the City.

The Mayor closed public comment.

Commissioner Morgan commented that she is sorry that the firms weren't notified of the change, but she is comfortable with two firms for each category, especially since these are not exclusive contracts.

Commissioner George agreed and commented that there's likely additional staff time needed to manage more contracts, so she will rely on their recommendation. She noted that we are much smaller than the County, so if they usually do three contracts, then perhaps we shouldn't be on the same scale.

Commissioner Samora agreed.

Motion: To award the recommendation for RFQ 23-06. **Moved by** Commissioner George, **Seconded by** Commissioner Morgan. Motion passed unanimously.

The Mayor closed the discussion and moved to the next item.

7. Discussion of Commissioner Assignments for 2024 (Presenter: Mayor Rumrell)

Mayor Rumrell stated that he wanted to review to see if the Commissioners were still comfortable with their assignments or if anyone would like to switch.

Commissioner Samora stated that he is currently on the TDC (Tourist Development Council) and that it can take a while to understand how it works and get your feet under you. He noted that typically the Mayor sits on that board so he would defer to Mayor Rumrell if he wanted to switch. Commissioner George confirmed that she had been on the TDC when she was Mayor.

Mayor Rumrell stated that he would like to do the TDC, which would free up the VCB (Visitor's Convention Bureau) for someone.

Commissioner Samora agreed to take the VCB and had been on that board before.

Vice Mayor Sweeny asked if the City participated in any of the transportation organizations. Mayor Rumrell stated that Margaret England used to attend TPO (Transportation Planning Organization) meetings. Commissioner Morgan replied that, to her recollection, Commissioner England voluntarily attended to keep up with information, but wasn't officially a member.

City Manager Royle stated that the TPO meets in Jacksonville, and he did not think we qualified to have our own voting representative. He noted that Director Sparks is Vice Chair of the TPO's technical committee.

The Mayor asked for any public comment. There was none.

Motion: To recommend to the County Commission to nominate Mayor Rumrell to the Tourist Development Council. **Moved by** Commissioner Samora, **Seconded by** Commissioner George. Motion passed unanimously.

The Mayor closed the discussion and moved to the next item.

8. 2024 Florida Legislative Session: Discussion of Whether to Have Policy to Support or Oppose Proposed Bills (Presenter: Max Royle, City Manager)

City Manager Royle stated that now that the State's legislative session is underway, the League of Cities will begin sending out alerts and action requests on pending legislation. He asked if the Commission wanted to set up a process to endorse or oppose legislation that comes up between meetings. He noted that he and Mayor Rumrell had discussion on this topic and Mayor Rumrell was of the opinion that the City should not be too aggressive since it depends on the Legislature for appropriations.

Mayor Rumrell commented that he was on the League's Policy Committee and the Land Use and Economic Development Committee and has been invited to the board of the League of Mayors. He cautioned opposing too many things.

Vice Mayor Sweeny stated that she thinks the city should only take a formal position on something that is really bad or really good. She suggested maybe for next year adopting a broader policy agenda to advise on when the City would support or oppose a bill.

Commissioner George commented that historically if a letter was sent, the Commission as a whole would weigh in on it. She noted that we don't always fall in lockstep with the League's recommendations and some policies don't apply to our City.

The Commission asked staff to keep apprised of legislative changes through their various associations and to advise the Commission if something comes up that would affect our City and the Commissioners would do the same.

The Mayor closed the discussion and moved to the next item.

XV. STAFF COMMENTS

Engineering Director Sparks reported that the City received funding expansion for a vulnerability assessment, about \$151,500, so we can get underway with our exposure analysis and data acquisition.

Vice Mayor Sweeny asked about potholes in the turn-off to Publix. Director Sparks replied that they had been fixed.

Commissioner Morgan stated that she received emails about beach access and ADA compliance and wondered if that was the City or the County's responsibility.

Public Works Director Gatchell stated that it was the City, but the issue is that the sand and walkway in that case is in a conservation area, and we can't move it. We can clean sand off the walkway, but that would leave a three foot hill at the bottom that the City can't touch.

Commissioner George wondered if the City Attorney should be consulted. The purpose of the ramp is to get people to the sand, but if you clean the sand off and now you go down the ramp then have to climb over the sand to reach the beach that seems to defeat the whole purpose of accessibility.

Director Gatchell agreed and said he was concerned about interfering with the dunes, so he believes that cleaning the walkway off just creates a bigger problem.

Commissioner Samora commented that he would be hesitant to make an on-the-spot decision since there are competing regulatory agencies involved. If you take one action, you have a federal regulatory body criticize you for potentially damaging dunes, but on the ADA side, there's an obligation for maintenance of the walkway.

Commissioner George commented that it may come down to what is "maintenance". She advised to look into any beach management documents to see if maintenance of walkovers is defined. She noted that they constantly get buried and recovered.

Chief Carswell reported that Ron Park Memorial will be at 10:00 a.m. this Friday and that the County will have their second reading on the Beach Code amendment on the 16th.

City Manager Royle reported that he had received an inquiry about potential Tesla charges in the City and that Doug Burnett is doing research on the area near his office.

The Mayor closed the discussion and moved to the next item.

XVI. ADJOURNMENT

Mayor Rumrell asked for a motion to adjourn.

Motion: to adjourn. **Moved by** Commissioner George, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor Rumrell adjourned the meeting at 7:49 p.m.



Dylan Rumrell, Mayor

ATTEST:



Dariana Fitzgerald, City Clerk



City of St. Augustine Beach

2200 A1A South
St. Augustine Beach, FL 32080
www.staugbch.com

Agenda Item # 2

Meeting Date 1-8-24

REVISED INFORMATION

Memorandum

Date: January 5, 2024
From: Jason D. Sparks P.E., City Engineer
To: Max Royle, City Manager
Subject: A Street and 1st Street Parking and Drainage Improvements

The City of St. Augustine Beach parkette situated at the NW quadrant of the A Street and 1st Street intersection was identified for design, permitting and construction of parking improvements during 2021.

A contract was executed with Matthews Design Group (aka Matthews | DCCM) in March of 2022 for engineering design, permitting and construction plans.

During the design process, the City Commission chose the ultimate parking layout. City Engineering also coordinated with the owner of Jack's BBQ during the design phase and will continue coordination throughout the course of the project.

Design, permitting and construction plans were completed in August 2023. The improvements encompass 9 regular, 1 ADA Accessible and two motorcycle parking spaces with associated underground drainage.

Bids were advertised October 31, 2023. A single bid was received November 28, 2023 from GRSC, Inc., based out of Stuart, FL.

Bidders were asked to provide construction costs for Four (4) options; the base option asphalt surface parking and three alternate parking surface options consisting of brick paver and concrete combinations:

Paving Option	GRSC Bid
BASE BID PAVING OPTION 1: ASPHALT, CONCRETE AND DRAINAGE	\$487,716
ALTERNATE BID PAVING OPTION 2: BRICK PAVERS, CONCRETE AND DRAINAGE	\$516,763
ALTERNATE BID PAVING OPTION 3: CONCRETE PARKING SPACES, BRICK PAVERS, AND DRAINAGE	\$516,763
ALTERNATE BID PAVING OPTION 4: BRICK PAVER PARKING SPACES, CONCRETE AND DRAINAGE	\$516,763

As the bids exceed the FY24 budget of \$187,000, City Engineering recommends rejecting the bid.

Handix3

Exhibit A-1

Date 1-8-2024



City of St. Augustine Beach

2200 A1A South
St. Augustine Beach, FL 32080
www.staugbch.com

Subsequently, Staff obtained permission from St. Johns County to piggyback their BID NO: 22-112; As-Needed Construction Services for Countywide Roadway Drainage & Infrastructure Maintenance.

Staff obtained quotes from G&H Underground Construction, Inc. for the Four (4) options as follows:

Paving Option	GHU Bid
BASE BID PAVING OPTION 1: ASPHALT AND DRAINAGE	\$257,127
ALTERNATE BID PAVING OPTION 2: BRICK PAVERS AND DRAINAGE	\$287,440
ALTERNATE BID PAVING OPTION 3: CONCRETE PARKING/BRICK PAVER DRIVE AND DRAINAGE	\$276,957
ALTERNATE BID PAVING OPTION 4: BRICK PAVER PARKING/CONCRETE DRIVE AND DRAINAGE	\$280,759

Although Option #1 is the least cost, Staff recommends Alternate Bid Paving Option #4 in the amount of \$280,759, which offers increased aesthetics and lower perpetual maintenance cost.

Staff defers to the Commission to select the desired option.

Staff recommends:

1. Reject the GRSC bid
2. Approve budget resolution 24-01 and
3. Approve Purchase Order issuance to G&H Underground Construction, Inc. via St. Johns County Master Construction Agreement #22-MCA-GHU-16966 piggyback.

Exhibit A-2

Date 1-8-2024



January 8, 2024

Mayor Dylan Rumrell
Chairman, City of St Augustine Beach City Commission
2200 A1A South,
St. Augustine Beach, FL 32080

**SUBJECT: REGULAR CITY COMMISSION MEETING
MONDAY, JANUARY 8, 2024
AGENDA ITEM XIV.6 (Approval to Negotiate Contracts with Companies for
Continuing Contracts)**

Dear Mayor Rumrell:

The Evaluation Committee for "RFQ 23-06: CONTINUING CONTRACTS FOR AS NEEDED PROFESSIONAL SERVICES CATEGORY 5 - GENERAL CIVIL ENGINEERING SERVICES" met on December 7, 2023 at 2:00 pm in the City Commission Room in a Publicly Noticed Meeting in compliance with Florida Statutes 287.055.

The Evaluation Committee ranked the submitted proposals for Civil Engineering and recommended the top three (3) firms to be presented to City Commission for approval and contract negotiations. The top 3 firms are Jones Edmunds, J. Brown Professional, and our firm, Applied Sciences Consulting.

We were excited for the opportunity to provide our services to the City, but were surprised at the December 19, 2023 City Engineer's memo to the City Manager in this publicly noticed meeting's agenda, listing only the first two (2) firms for recommendation to the City Commission, contrary to the decision made at the December 7th Selection Committee. We did not receive any notification, nor can we get any information, regarding this action since the discussion and decision to select 2 firms instead of 3 was not publicly noticed.

We believe that selecting the top three firms as recommended by the Evaluation Committee is in the best interest of the City for the many reasons, including:

1. Applied Sciences' State and National expertise at acquiring grants is well documented. It is an action that we do every day for our City and County clients and we have acquired tens of millions of dollars for our clients in recent years. For nearly 20 years, ASCI has provided pro bono grant application services to our City and County clients to help fund our civil and stormwater engineering projects.

2. The City is facing escalating costs and increasing change orders. The City can leverage better pricing when there is more competition. If one of the companies is acquired or changes management, the City may be left with just one firm and little leverage.
3. There is currently a shortage of engineers in the State. Some consulting firms have so much work they cannot meet their project deadlines. Selecting 3 engineering firms – as approved at the publicly noticed December 7th Selection Committee – gives the City access to more resources.
4. Applied Sciences only works for government clients, most of which are cities and counties. All our engineering staff are previous public agency employees. This public sector background presents our clients with tremendous added value as our staff has a thorough understanding of your challenges. As such, our engineers are also highly conscientious in providing the highest quality work product on schedule and at reasonable prices.
5. It does not cost the City anything to add Applied Sciences to the category. It has zero cost, yet the potential reward to city is unlimited.

As such, we respectfully ask that Applied Sciences Consulting be included in the list of Civil Engineering firms for contract negotiations as originally recommended by the Evaluation Committee on December 7th at the publicly advertised selection committee meeting per Florida Statutes 287.055.

We sincerely appreciate your cooperative efforts on this matter. If you have any questions, you can call me at (813) 228-0900.

Respectfully,
Applied Sciences Consulting, Inc.



Blake Guillory, PE, D.WRE
Managing Principal

CC: City Commission Members
City Manager

Exhibit B-2

Date 1-8-2024

