



MINUTES

REGULAR CITY COMMISSION MEETING
MONDAY, APRIL 1, 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 Donald Samora, and Virginia Morgan.

Commissioner Undine C. George was absent. Mayor Rumrell requested that her absence be excused.

Also present were City Manager Max Royle, City Attorney Jeremiah Blocker, 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. APPROVAL OF MINUTES OF THE COMMISSION MEETING ON MARCH 4, 2024

Motion: To approve the minutes of the regular Commission meeting on March 4, 2024. **Moved** by Commissioner Samora, **Seconded** by Vice Mayor Sweeny. Motion passed unanimously.

V. ADDITIONS OR DELETIONS OF THE AGENDA

City Manager Royle asked that another presentation on the Sun Trail Grant Funds for the River-to-Sea Loop by St. Johns County's Public Works Director be added before the other scheduled presentations. He also stated that the contract intended for Item XI.2 arrived, and he would like it to be considered as originally scheduled.

VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

There were none.

VII. PRESENTATIONS

A. Presentation on Sun Trail Grant Funds (St. Johns County Public Works)

Greg Caldwell, Public Works Director, St. Johns County, presented a PowerPoint on Sun Trail Grant funding [Exhibit A]. He noted that Duane Kent, County Engineer, was also present. He stated that the St. Johns County Commission will be hearing this presentation tomorrow and wanted to share it with St. Augustine Beach as well. He commented that one of the goals of this trail is to increase

connectivity through the County to help improve the quality of life for County residents and tourists and to help drive the economy in distant parts of the County. Mr. Kent noted that the County, FDOT, and St. Augustine are all participating in segments of this trail.

Mr. Caldwell stated that \$730,000 in funding for design of the segment within the City would be requested for Fiscal Year 2024 and additional funds for construction expected in FY 2027. Assuming the design funding is approved, they anticipate a Request for Qualifications going out within sixty days. Mr. Kent noted that he and his staff will be in contact and keep the City updated.

The Commission clarified the proposed route, the timeline, and thanked Mr. Caldwell, Mr. Kent, and all those involved in bringing this project to fruition. Mr. Caldwell also noted that his department will also be working on ADA ramps for beach access in the City.

Henry Dean, Commissioner, St. Johns County, commented that he is excited about the project and plans to stay on top of it and keep pushing it forward.

Nancy Sikes-Kline, Mayor, City of St. Augustine, commented that this is a long time coming and it is complicated navigating the path through St. Augustine, but the County has taken the lead and is making it happen.

Mayor Rumrell moved to the next Item.

- B. Resolution 24-02, to Sunset the City Charter Review Committee (Presenter: Max Royle, City Manager)

City Manager Royle reported that the Charter Review Committee has met several times, and the results of their discussions are ready to be reviewed by the Commission at the April 8th special meeting. He clarified that once the Committee is sunset, then the Sunshine Law would no longer apply to them, and they would be free to discuss their decisions with the Commission and each other.

Motion: To approve Resolution 24-02. **Moved** by Vice Mayor Sweeny, **Seconded** by Commissioner Samora. Motion passed unanimously.

Mayor Rumrell moved to the next Item.

- C. Proclamation: To Proclaim April 2024 as Sexual Assault Awareness Month (Presenters: Representatives of the Betty Griffin Center)

Allison Makhoul, advocacy Team Coordinator, Betty Griffin Center, asked for the proclamation to be approved and thanked the Commission for their consideration and support.

Commissioner Morgan thanked the Betty Griffin Center for all that they do for the community.

Motion: To approve the proclamation to proclaim April 2024 as Sexual Assault Awareness Month. **Moved** by Vice Mayor Sweeny, **Seconded** by Mayor Rumrell. Motion passed unanimously.

Mayor Rumrell moved to the next Item.

- D. Fiscal Year 2023 Audit Report (Presenters: Representatives of City's Auditing Firm, James Moore and Associates)

City Manager Royle noted that the auditor has been delayed and asked to come back to this item.

The Commission returned to this item at 6:40 p.m.

James Halleran, James Moore and Associates, via Zoom, presented a PowerPoint [Exhibit C]. Mike Brynjulfson, CPA, was also in attendance via Zoom.

Mr. Halleran described the audit process and reported that the City's financial statements received an unmodified opinion, which means that the auditors concluded that the financial

statements are presented fairly, in all material respects, in accordance with U.S. generally accepted accounting principles. He noted that under the Government Auditing Standards, there were three weaknesses identified in the report, one deficiency from the prior year that was corrected, one repeat weakness, and one new deficiency.

He summarized the City's fund balance compared to the prior two years and noted that there was a deficit with the project capital funding of about \$133,000, which would need to be made up by the General Fund eventually, and detailed the different restricted fund balances. He stated that there was currently about \$4.5 million in the unassigned fund balance, which is about 6 months' worth of expenses for the City based on expenditures in FY 2023. He noted that, as a coastal community, it's good to have that safety net set aside for natural disasters or other unexpected expenses.

He covered a few financial highlights such as: a 14% (\$250,000) increase in charges for services, which would come from things like an increase in code enforcement fines and permit activity; a 68.3% (\$3.1 million) decrease in operating grants, due to declining ARPA funds; a 68.3% (\$1.5 million) decrease in capital grants; a 13.1% (\$571,000) increase in property taxes; and a 39.8% (\$2.7 million) increase in overall expenses. Long term debt was \$6.1 million, with \$60,000 added to the total this year due to the purchase of a new phone system, and leases totaled \$287,000 with no new additions this year. The City's Net Pension Liability (NPL) was \$7.2 million, a \$1.3 million (2%) increase from the prior year.

Vice Mayor Sweeny asked about the budget amendments and if there was anything the Commission could do to help with that issue. Finance Director Douylliez replied that is primarily a timing and policy issue, that she has until November 30th to close out invoices and correct any account deficiencies in the budget, but sometimes those can exceed the transfer limit that the City Manager can authorize and needs Commission approval, however the Commission only meets at the beginning of the month. In those cases, it requires a budget amendment after the deadline, which is a negative strike. She noted that in Sections 2.103 and 2.104 of the City Code, the City Manager can approve transfers of up to \$15,000, but anything over those limits would require Commission approval. She stated that if those limits could be increased, on the condition that the transfers do not amend the total budget for the year, then it would help her to balance the budget at the end of the year without the late amendments. She commented that sometimes she is paying invoices and balancing line items up to the last possible minute, so having it available for the November Commission meeting isn't often possible.

Mayor Rumrell stated that he would be comfortable considering a Code change as long as such transfers wouldn't modify the budget. Vice Mayor Sweeny commented that she would still like to see any purchases that may have policy implications, such as the police suddenly deciding to purchase body cameras.

Motion: To accept the audit report. **Moved by** Commissioner Morgan, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor Rumrell moved to Staff Comments.

VIII. PUBLIC COMMENTS

Susan Brady, 121 14th Street, St. Augustine Beach, FL, noted that she sent a message to the Commissioners though the online form and wanted to speak about flexible setbacks. She noted that neighbors are not informed about Planning Board meetings related to setback decisions and asked that the Commission look into it.

Meghan Holder, 610 Fairway Drive, Apt 206, St. Augustine, FL, stated that she represents a group called Our Mother's Stewards and wanted information on how to apply to use the parkettes or work with the City to run a beach cleanup.

Mayor Rumrell moved to the next Item.

IX. COMMISSIONER COMMENTS

Mayor Rumrell noted that he met with a resident about the Sabor de Sal pond, and that the City should look into assisting with that as a public interest. The TDC (Tourist Development Council) will have a revised policy on April 15, so we can potentially start looking at grants from them again.

Mayor Rumrell moved to the next Item.

X. PUBLIC HEARINGS

There were none.

XI. 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)

1. Code Enforcement Board: Re-Appointment of Two Regular Members, Ms. Trish Gilpin, and Mr. Marshall Schneider, to a Three-Year Term
2. Resolution 24-03, to Adopt Agreement with the Florida Department of Transportation for City to Maintain Landscaping Along State Road A1A

Additional information was provided as [Exhibit B].

3. Budget Resolution 24-03, to Transfer \$7,000 from Tree Fund to Purchase Palm Tree for City Hall Parking Lot and for City Hall Landscaping Project.

Motion: To approve the Consent Agenda. **Moved** by Commissioner Samora, **Seconded** by Commissioner Morgan. Motion passed unanimously.

Mayor Rumrell moved to the next Item.

XII. OLD BUSINESS

There was none.

XIII. NEW BUSINESS

4. Proclamations: Consideration of Policy Concerning Their Presentation (Presenter: Mayor Rumrell)

Mayor Rumrell noted that St. Johns County requires proclamations to be proposed by County staff or Commissioners and he would like to see the City have a policy that matches that.

Vice Mayor Sweeny stated that she wouldn't mind designating that as a power of the Mayor.

Commissioner Morgan commented that there have been cases where organizations reached out to her, and she directed them to City Manager Royle for assistance. She was concerned that if this power is granted to the Mayor, then citizens may feel they can't reach out to another Commissioner about it, but doesn't mind the idea of having proclamations be sponsored by Commissioners.

City Attorney Blocker noted that in some municipalities, the Mayor does have authority to approve agendas and asked if that was a direction they would like to go in. City Manager Royle

commented that he would be concerned about the Sunshine Law if a Commissioner requested an item and he then had to relay that to the Mayor for approval and potentially being caught in-between if there are any conflicts of opinion from the Mayor and another Commissioner on an item.

Mayor Rumrell opened public comment, being none, he moved to the next Item.

XIV. STAFF COMMENTS

Mayor Rumrell commented that he met with Brad Runk regarding the property north of the Mizell pond. Mr. Runk is getting an appraisal and then will begin discussion with the County on a potential purchase.

Engineering Director Sparks stated that there will be two town hall meetings on the Stormwater Utility Fee on April 10th and 25th from 5:00-6:00 p.m. with additional information being provided to the Commission in June and/or July. He also reported that the A Street parking lot is nearing completion.

Vice Mayor Sweeny asked how the Stormwater Utility Fee was being advertised. Engineering Director Sparks noted that it was on the City's website along with an FAQ for review. Finance Director Douylliez reported that an email list was created for business owners and HOAs within the City to notify them, based on available information from Business Tax Receipts, it was advertised in the Beaches News Journal, and posted on social media platforms.

Engineering Director Sparks reported that design for the Ocean Walk project is being finalized and he plans to follow the timeline he reported on previously. He stated that the next project is 7th Street, they have had a pre-construction meeting, and information is available on the City's website.

Mayor Rumrell moved to the next Item.

XV. ADJOURNMENT

Mayor Rumrell asked for a motion to adjourn.

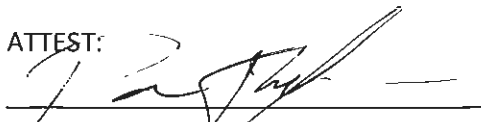
Motion: to adjourn. **Moved by** Commissioner Samora, **Seconded by** Vice Mayor Sweeny. Motion passed unanimously.

Mayor Rumrell adjourned the meeting at 7:14 p.m.





Dylan Rumrell, Mayor

ATTEST:



Dariana Fitzgerald, City Clerk



Sun Trail Grant Funds

St. Johns County Public Works
April 2, 2024

1

PRESENTATION OUTLINE


Overview

Benefits of Trails

Grant Funding


Trail Segments

Motions



2

Exhibit A-1
Date 4-01-2024




OVERVIEW

St. Johns River-to-Sea Loop

The St. Johns River-to-Sea Loop is a 260-mile paved multiuse trail project underway in northeast Florida. It spans five counties, includes the entire Palatka-to-St. Augustine State Trail, and forms part of the 3,000-mile East Coast Greenway. Currently, approximately 50% of the loop is complete.

3





Priority for the County

- 3 in 4 U.S. adults say it is important that they have access to public walking, hiking or biking trails near their home.
- Walking & biking trails were identified as the top citizen priority in the St. Johns County Parks & Recreation 2019 Master Plan.
- SJC 2025 Comprehensive Plan Policy A.1.20.5 – "...County shall coordinate with federal, state, regional, and local governmental agencies on the ... trails planned in St. Johns County..."
- River to Sea Loop ranked #1 on SJC 2024 List of Priority Projects for Non-Roadway projects

4

Exhibit A-2

Date 4-01-2024

<p>A. Local and Regional Connectivity</p> <p>B. Quality of Life</p> <p>C. Positive Economic Development</p>	<h2 style="text-align: center; background-color: orange; color: black; padding: 10px;">Benefits of Trails</h2>  
---	---

5

<h2 style="text-align: center;">GRANT FUNDING</h2>	<h2 style="text-align: center;">2023 Legislative Session</h2> <ul style="list-style-type: none"> • CS/SB 106 appropriated \$200 million in FY 2023-24 for Sun Trail Network. • SJC supported Rep. Stevenson's work to secure these funds. • SJC received over \$25 million to plan, design, and construct the River to Sea Loop. 
--	---

6

Exhibit A-3

Date 4-01-2024

Trail Segments

Segment 1

Allen Nease Road
from Trail to CR 214
• \$6,519,664

Segment 2

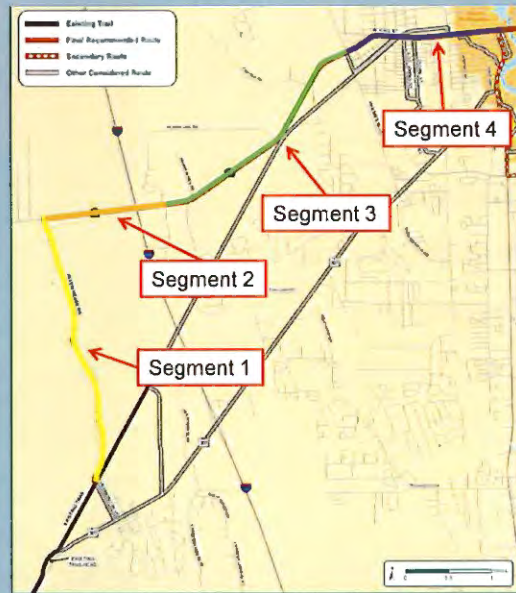
CR 214 from Allen Nease
to Prairie Lake Drive
• \$8,692,497

Segment 3

CR 214 from Prairie Lake
Drive to Holmes Boulevard
• \$6,320,854

Segment 4

King Street from Holmes
Boulevard to US-1
• \$4,014,490

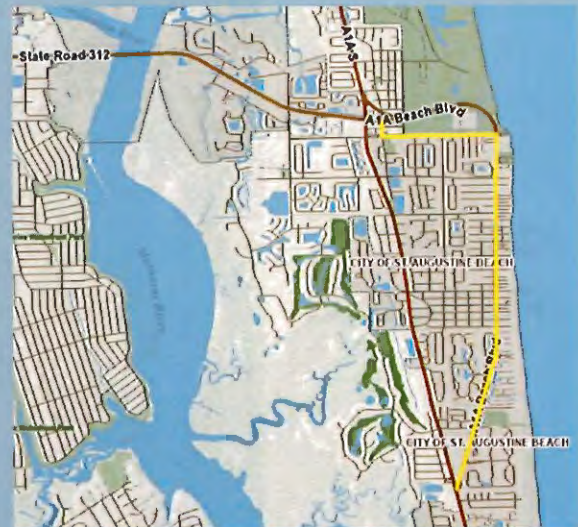


7

Trail Segments

Beach Blvd

From Pope Rd to SR A1A
• \$730,000 for design in FY24
• Additional funds for
construction expected in FY27



8

Exhibit A-4
Date 4-01-2024



9

Exhibit A-5
Date 4-01-2024

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: RESOLUTION 24-03
DATE: 4/1/2024

The above-referenced resolution is requested to renew our contract with the Florida Department of Transportation for landscape maintenance on S.R. A1A. This contract is set to expire on April 19th, and we have been working to increase the reimbursement of these services, however, they are performing a detailed analysis to determine the new amount, and this will not be ready before the current contract expires. I spoke with Pattie Yakaboski, Maintenance Manager-Contract at Florida Department of Transportation, and she has indicated that further research of a price increase is warranted, however, to ensure the city does not experience a loss of revenue during this time, we should approve the attached resolution. Once the research has been completed, they will submit an amendment to the contract for the price increase.

If there are any questions, please let me know.

Exhibit B-1
Date 4-01-2024



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

November 27, 2023

City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, FL 32080

RE: New Agreement for Maintenance to replace BEA95

Gentlemen:

The current Agreement for Maintenance, BEA95, will complete its third and final year on April 18, 2024. The Department desires to enter into another Agreement with the same conditions and amount covering the period of April 19, 2024, through April 18, 2027. Please respond with a letter on your company's letterhead stating your intentions regarding entering into a new agreement.

Please send an original copy of the letter to:

Pattie Yakaboski
Florida Department of Transportation
3600 DOT Road
St. Augustine, FL 32084

If you have questions about this process, please call me at (904) 825-5085.

Sincerely,

Pattie Yakaboski, CPM
Maintenance Manager-Contracts

RESOLUTION 24-03

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY**

**RE: TO AUTHORIZE RENEWAL OF
AGREEMENT WITH THE FLORIDA
DEPARTMENT OF TRANSPORTATION
FOR CITY TO MAINTAIN S.R. A1A
LANDSCAPING**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in regular meeting duly assembles on Monday, April 1, 2024, resolves as follows:

WHEREAS, the Florida Department of Transportation in 1996-97 widened State Road A1A, which forms the western boundary; and

WHEREAS, when the widening project was completed, the City agreed to maintain the landscaping along that section of S.R. A1A that was within the City limits and later that section which was in the County from the City's southern limits to Owens Avenue; and

WHEREAS, the contract provided an option for renewal under the same terms and conditions, subject to mutual consent by both parties; and

WHEREAS, it is in the best interest of both parties to renew the existing contract; and

WHEREAS, the Florida Department of Transportation has proposed a renewal contract for the same quarterly amount, with the understanding that they will continue to investigate an increase with a future amendment, seeking mutual consent to enter into the same; and

WHEREAS, the City has reviewed the terms, provisions and conditions of the contract renewal, and determined that executing the document will serve the best interest of the city.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida hereby authorizes the renewal of the landscape maintenance agreement with the Florida Department of Transportation.

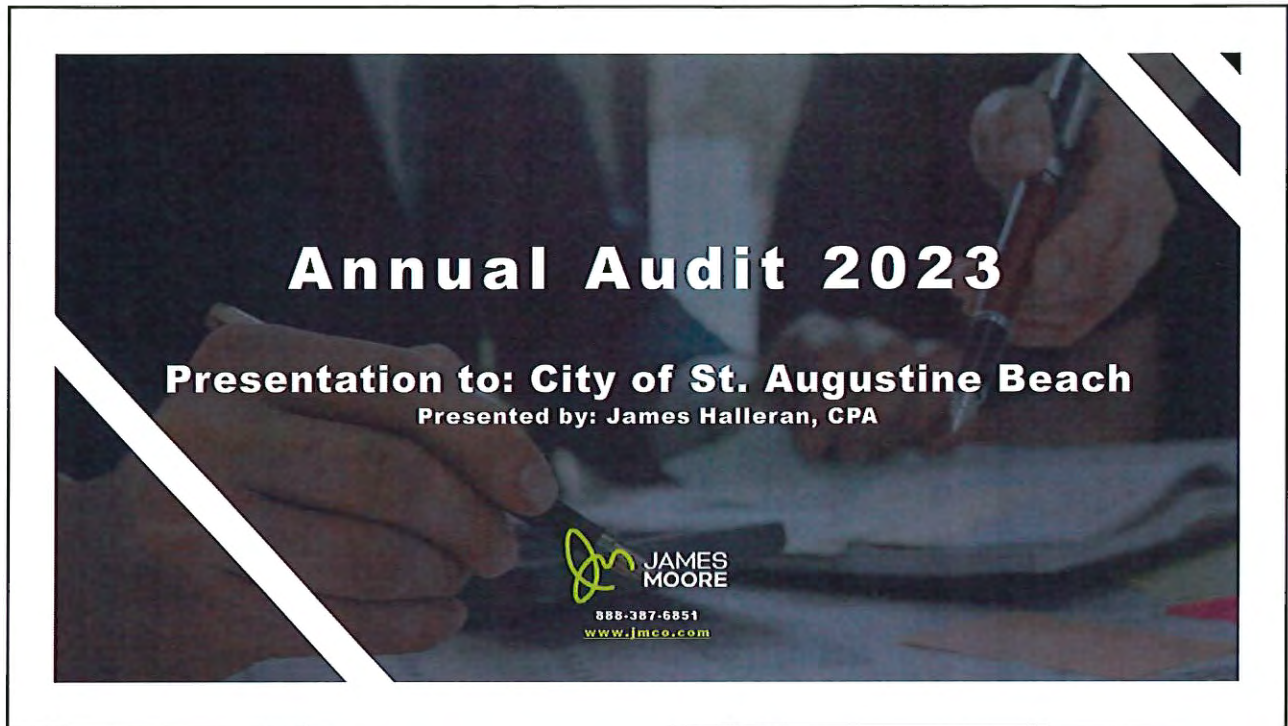
RESOLVED AND DONE, this 1st day of April 2024 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Dylan Rumrell, Mayor

ATTEST:

City Manager

Exhibit B-3
Date 4-01-2024



1



2

Exhibit C-1

Date 4-01-2024

Independent Auditors' Reports

Financial Statements (pages 1-3) – Unmodified Opinion

Internal Control and Compliance – Government Auditing Standards (pages 42-43)

- » 1 prior year significant deficiency – corrected
- » 1 prior year material weakness – modified and repeated, see 2023-001*
- » 1 new significant deficiency – see 2023-002*

**Page 48: Management's Response to Findings*



JAMESMOORE

3

Independent Auditors' Reports

Management Letter Required by Chapter 10.550, Rules of the Auditor General (pages 44-46)

- » 1 prior year AG recommendation – corrected
- » 2 prior year AG recommendations – modified and repeated, see 2023-003 and 2023-004*

Florida Investment Statue Accountants' Examination Report (pg. 47)

472,56
516,35
358,56
524,36
921,35
754,85
658,21
452,65
472,56
516,35
358,56

JAMESMOORE

4

Exhibit C-2

Date 4-01-2024

General Fund (Page 11)

Fund Balance	9/30/2023	9/30/2022	9/30/2021
Nonspendable	\$ 94,207	\$ 83,887	\$ 76,811
Restricted	515,973	749,301	774,286
Committed	-0-	-0-	-0-
Assigned-Budget	321,200	-0-	650,000
Unassigned	* 4,475,141	* 3,709,218	* 2,343,828
Total	\$ 5,406,521	\$ 4,542,406	\$ 3,844,925

**Unassigned general fund balance would ultimately be responsible for covering the deficit fund balance in Road and Bridge and/or Weir Project.*

JAMESMOORE

5

General Fund Balance City Policy



- » **Total unassigned fund balance** **\$4,475,141**
- » **2023 expenditures** **\$8,378,912**
- » **Unassigned fund balance as a % of expenditures:** **53.4%**
- » **City Fund Balance Policy** **At least 20%**

JAMESMOORE

6

Exhibit C-3
Date 4-01-2024

Other Governmental Funds (Page 11)

Fund Balance	9/30/2023	9/30/2022	9/30/2021
Restricted For:			
Transportation	\$ 441,566	\$ 222,437	\$ 4,340
Debt Service	452,195	439,782	435,225
Capital Expansion	1,365,085	1,500,521	1,349,610
Assigned/Unassigned:			
Capital Projects/ARPA	1,378,537	3,129,701	650,000
Debt Service	3,697,035	3,090,727	2,577,183
Unassigned deficit	<u>(132,872)</u>	<u>(357,402)</u>	<u>(82,307)</u>
Total	\$ 7,201,546	\$ 8,025,766	\$ 4,284,051

JAMESMOORE

7

Financial Highlights

Charges for services increased \$250K (14.0%)

Operating grants decreased \$3.1M (-68.3%)

» **\$3.5M of ARPA funds in FY2022**

Capital grants decreased \$1.5M (-68.3%)

Property taxes increased \$571K (13.1%)

Overall expenses increased \$2.7M (39.8%)

» **General Government expenses increased \$759K (42.9%) and Public Safety expenses increased \$1.3M (48.6%) mainly due to salary increases and changes in pension liabilities**



JAMESMOORE

8

Exhibit C-4
 Date 4-01-2024

Financial Highlights

ARPA Fund (new in FY2022)

- » \$3.5M grant for revenue loss standard allowance recognized in the prior year
- » Balance spent down in FY2023 - \$2.0M of capital projects. \$1.4M left in ARPA fund

Notes & Bonds Payable - \$6.1M (\$60K new financed purchase of phone system)

Leases - \$287K (no new leases in FY2023)

- » Implementation of GASB No. 96, Subscription-Based IT Arrangements - no effect



JAMESMOORE

9

Pensions and OPEB

Net Pension Liability (NPL) from FRS - \$7.2 M

- » Overall the NPL increased \$1.3 million from the prior year. Rates at a minimum 2% higher starting on July 1, 2023
- » Recording of NPL share from FRS defined benefit
 - \$5.7 million total NPL
- » Recording of NPL share from HIS
 - \$1.5 million total NPL



JAMESMOORE

10

Exhibit C-5
Date 4-01-2024



QUESTIONS

11

Government Services

James Moore is a full-service firm that provides all the traditional accounting, auditing, and tax services.

- » Audit & Assurance
- » ACFR & Audit Preparation
- » Peace of Mind Services
- » Revenue Enhancement Services
- » Technology Solutions
- » HR Solutions
- » Retirement Plan Advisory Services
- » Operational Excellence
- » Strategic Planning
- » Transition Planning & Leadership Development
- » Business Advisory

 JAMESMOORE


12

Exhibit C-6
Date 4-01-2024

Contact



James Halleran, CPA,
Partner
James.Halleran@jmco.com



JAMES
MOORE
888-387-6851
www.jmco.com

13

Exhibit C-7
Date 4-01-2024