



## MINUTES

REGULAR CITY COMMISSION MEETING  
MONDAY, DECEMBER 4, 2023, AT 6:00 P.M.

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

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I. CALL TO ORDER

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

Also present were City Manager Max Royle, City Attorney Jeremiah Blocker, Police Commander T.G. Harrell, 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 WORKSHOP ON NOVEMBER 13, 2023, AND THE REGULAR COMMISSION MEETING ON NOVEMBER 13, 2023

**Motion:** To approve the minutes of the Commissioner workshop meeting on November 13, 2023, and the regular Commission meeting on November 13, 2023. **Moved by** Commissioner Sweeny, **Seconded by** Commissioner George. Motion passed unanimously.

V. ADDITIONS OR DELETIONS OF THE AGENDA

There were none.

VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

Mayor Samora asked to pull Item XI.3 from the Consent Agenda for discussion.

VII. PRESENTATIONS

- A. Proclamation, to Recognize January 2024 as Human Trafficking Awareness Month (Presenter: Ms. Catherine Altman)

Ms. Catherine Altman, President, St. Augustine Branch of the American Association of University Women, advised that they were founded in 1966. She said that they often partner with the Betty Griffin Center and that Ms. Sheryll Sharp was also here today as their representative, and they also partner with law enforcement and that they appreciated everyone's support and the acknowledgement of Human Trafficking Awareness Month. She also said that she appreciated Commissioner George's sponsorship of their proclamation and hoped that the City would help

them shine a spotlight on this crime, which is often hard to get statistics on. She advised that this year's statistics showed that Florida is number three in the country for human trafficking and number two in labor trafficking. We have A1A, US-1, and the coastline, which are all major transportation routes that facilitate human trafficking along with I-95 and I-10, which have a transient population of people/workers coming in-and-out of Florida.

Mayor Samora thanked Ms. Altman and asked where people could get additional information. Ms. Sharp advised that they could contact the Betty Griffin hotline at 904-824-1555 or their administrative office on Old Moultrie Road at 904-808-8544. Ms. Altman advise that they have also developed a twenty-five-minute slide show program on human trafficking that they could present to anyone that might be interested.

Ms. Sheryll Sharp, Chief Program Officer, Betty Griffin Center, introduced herself and said that she has been very happy to work there for the past nine years and that they do really good work.

Mayor Samora thanked them for bringing the proclamation to the Commission.

**Motion:** To approve the Proclamation to declare January 2024 as Human Trafficking Awareness Month. **Moved by** Commissioner George, **Seconded by** Vice Mayor Rumrell. Motion passed unanimously.

Mayor Samora moved on to Item VIII and opened Public Comment. He advised that anyone wishing to address the Commission on non-agenda items should fill out a speaker card, that they would have three minutes to speak, and to state their name and address for the record.

#### VIII. PUBLIC COMMENTS

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, said that he always tries to read the Departmental Monthly Reports and had not seen anything on the status of Ocean Hammock Park Walkway, and he believed that \$25,000 was budgeted for it; there were discussions of hiring a consultant to do an analysis on the life of the walkway and there may be some money left for some repairs; it was mentioned a few months ago about Tourist Development Council (TDC) money for Splash Park and he suggested that staff should do some estimates for different ways to make the surface safer; he said that the Jacksonville Zoo, the County, and the City of St. Augustine may have things that they have used and so you would have that information for the TDC or anyone else you present it to; commended the Mayor for suggesting a mid-year review; the easy way of making a budget is to freeze vacancies and all the benefits that go with it, but maybe not for the Police Department; it puts more burden on the existing staff, but it is one way that the State of New Jersey did it; you may have a thousand positions funded, but you only fill eight hundred; the big blue house near the water, south of the Ocean Hammock Park walkway, had vegetation that was sprayed with pest control, which has gotten worse; with every rain, it slides farther south and someone needs to look at it and talk to either the Florida Wildlife Commission or the St. Johns River Water Management District (SJRWMD).

Mayor Samora closed Public Comment.

Mayor Samora asked the City Manager about the budget for Ocean Hammock Park Walkway. City Manager Royle advised that he would provide an update to Mr. Binder and the Commission. Finance Director Douylliez advised that there is \$25,000 to evaluate it to determine how much work needs to be done.

Mayor Samora said that the City spoke to Carter Environmental, which was the company that did the vegetation spraying/clearing. Commissioner Sweeny advised that SJRWMD looked into it as well. Mayor Samora agreed and said that he believed that it was permitted activity, but we want them to come back and look at it.

Commissioner Sweeny asked the City Manager if the City had many vacant positions. City Manager Royle advised that he had one coming up in his office from an employee retiring.

Mayor Samora asked if the budget review would be on the January agenda. Finance Director Douylliez said yes and that they discussed having a summarized list, a headcount, and a five-year average based on personnel and operating costs, as well as the capital that was proposed in the budget.

Mayor Samora moved on to Item IX.

IX. COMMISSIONER COMMENTS

Vice Mayor Rumrell advised that he attended the Florida League of Cities winter conference, which was the final policy meeting, and the League's position on raising sovereign immunity was to hold it where it is. He said that there is a Bill out there for \$400,000 and \$600,000, which he believed would probably happen and may get a little stronger. They are also talking about eliminating the Claims Bill as part of that. He congratulated the St. Augustine High School Yellow Jackets and that they have a State championship game on Thursday, which is a big deal for them.

Commissioner Morgan said that the Jacksonville Jaguars have their first Monday night football game in twelve years. She said that she went to the tree lighting on Saturday, and heard the same questions again this year about the City's holiday lights. Some of them have been repurposed on the palm trees at pier park, which look very nice. She spoke with some Civic Association members, and they suggested that if they cannot go back on the FPL poles, to put them on palm trees along the Boulevard wherever possible. She said that she did not want to see this resource not being put to use because they are special to the City and its residents.

Mayor Samora advised that he asked the City Manager about the holiday lights on Friday, and he asked for an update. City Manager Royle advised that he had a proposed agreement with FPL allowing the City to put the lights back on their poles, but that it is too late for this season and that there are some restrictions. He said that the City had always put the lights on the streetlight poles on the east side of the Boulevard, which have no hardware on them and that he believed that FPL would permit the City to put them up next year. He said that we need to make sure that the lights are in working condition because they are approximately twenty-five years old and that they would start planning with FPL after the current holiday season is over.

Commissioner George said that when we inventoried the holiday lights, some of them were not operational but we might still have the frames and she asked if they could be re-wired with LED lights. Director Gatchell said no. He said that they have rehabbed all of the fixtures about four times over the years and they re-wire them every other year. He said that most of them are too intricate to get LED lights on them. Commissioner George suggested rope lighting. Director Gatchell said that rope lights could be considered. Vice Mayor Rumrell said that there was a vendor at the Florida League of Cities this year that does Christmas lights and they said that it is cheaper to buy new ones rather than try to fix the old ones. He said that he would try to find their business card, otherwise he would get it from them this year. He said that in the meantime, there are companies that will hang the lights and we could also ask the TDC (Tourist Development Council) for funding. Commissioner George advised that the lights are very unique and a signature of the City.

Director Gatchell said that new lights are not durable and that they bought some several years ago for the pier area and they did not even make it through the season. He said that FPL poles that have cross wires/secondary wires could not have a fixture on them, so from Sandpiper Boulevard north to Sea Colony would not have the holiday lights.

Commissioner George wished everyone happy holidays. She said that she liked the new construction on the beach walkovers, which will be a good holiday present for the community.

Commissioner Sweeny advised that she met with a resident that was very excited that 2<sup>nd</sup> Street is now open, which has been a big project.

Mayor Samora moved on to Item XI.

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. Sustainability and Environmental Planning Advisory Committee: Re-Appointment of Members Lana Bandy, Karen Candler, and Craig Thomson to Another Three-Year Term
2. Resolution 23-08, to Reduce the Number of Regular Members for the Sustainability Environmental Planning Advisory Committee from Seven to Five
3. Award of Bids for Citywide Pipe and Manhole Lining, Renewal and Rehabilitation Services

**This Item was moved to Old Business for further discussion.**

4. Budget Resolution 23-19, to Amend the FY 24 Budget to Appropriate \$24,275 for Surveying and Engineering Work Related to Two Ponds Maintained by the City in the Sea Oaks Subdivision

**Motion:** To approve the Consent Agenda Items 1, 2, and 4. **Moved by** Vice Mayor Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor Samora moved on to Item XII.3.

XII. OLD BUSINESS

3. Award of Bids for Citywide Pipe and Manhole Lining, Renewal and Rehabilitation Services

Mayor Samora said that he had some questions and that he was not sure what the Commission was being asked to approve because it looked like it was a contract with five vendors. Engineering Director Sparks advised that they did "As Needed, Continuing Services" contracts with five vendors. He said that they asked for bids for cameras, cleaning, and lining of pipes, which was spurred on because of 11<sup>th</sup> Street, which is the first project that he would like to begin with. He said that the City has other needs that arise from time to time, and that Public Works has used a camera and cleaned the pipes. He showed a graphic of the submittals that usually have a section for TV and cleaning inspection and that the ones that are highlighted in yellow are a lower cost.

Mayor Samora asked if the Commission was being asked to approve a continuing contract with all five so that he could pick and choose the services. Director Sparks said yes and that he would have five individual contracts, which the City Attorney helped with, that would be a base contract of three years with two one-year renewal options. Mayor Samora said that there is not a total amount and he asked if it was all budgeted work. Director Sparks said yes, it is "as needed". He said that 11<sup>th</sup> Street was specifically called out this budget year, but we have our typical drainage maintenance, which may arise with a road collapse etc., and we would need to get someone with a camera out there.

Commissioner George said that it sounded like a great new way of conducting this type of business so that we are standing ready to work with whoever has the availability when we need it, which would be locked into certain pricing. Director Sparks said that at the end of each year there would be an opportunity to put in a request for whatever the CPI (Consumer Price Index) is or the typical percentage increase.

Mayor Samora opened Public Comment. Being none, he closed Public Comment.

**Motion:** To approve Bid 23-07 and authorize City staff to negotiate contracts. **Moved by** Commissioner George, **Seconded by** Vice Mayor Rumrell. Motion passed unanimously.

Mayor Samora moved on to Item XII.5.

5. Parking Improvements between A and 1<sup>st</sup> Streets: Award of Bid (Presenter: Jason Sparks, City Engineer)

Engineering Director Sparks advised that they did everything by the book with design, permitting, etc., which was near the end of the design phase when he came on board, and it had a base of asphalt with concrete curbing. He said that he asked the consultant for three additional design options [Exhibit A] and that he intended to come back to the Commission with four or five bidders and pricing on four design options, but we only received one bid, which exceeded our budget. He recommended that the Commission reject the bid at this time and to re-bid it after the first of the year. If it still exceeds the budget, then we would ask for additional budgeting in FY 2025. He said that we only have \$187,000 this year and the bid came in at \$517,000 from a south Florida company. He said that it was unfortunate that we could not get closer to our bid number, but another option would be if the Commission decided to take the money from the Reserves to build it this year.

Commissioner George advised that we have lived with it like this for so many years and to give it more time. Director Sparks said that it was a timing issue and that it would have been nice to get it done before the busy season started.

Commissioner Morgan asked why there was such a huge disparity in the amount that we are budgeting. She said that she realized that we only received one bid and that the lack of competition makes it tough. Director Sparks advised that it is just the market and environment that we are in, and that ever since the pandemic, things have been turned upside down from how they used to be. He said that maybe it spun off from the private sector with new development and they have more flexibility on what they can spend. He said that he spoke with some local contractors that he had done business with in the past when he was with the County, and that they did not bid because they are too strapped with County and State jobs that they are obligated to do through a continuing services contract. He advised that some factories shut down, granite stopped coming from Canada, and we stopped getting raw material. The supply lines should have started correcting themselves by now, but the prices are out there.

Mayor Samora asked Director Sparks how confident he was that there would be multiple bids in January if the Commission takes his recommendation and rejects this bid. Director Sparks advised that he was not that confident, and it would be hard to tell until the bids come in.

Mayor Samora advised that we have had several projects come back with single bidders and he questioned whether we could expand where we are advertising. Commissioner George suggested keeping it open for a longer amount of time. Director Sparks advised that he had not done anything different.

Vice Mayor Rumrell said that he spoke with Greg Caldwell, St. Johns County Public Works Director, and with Director Sparks about this, and that Mr. Caldwell sent him an email, which he would forward to the City Manager to distribute. He advised that Mr. Caldwell suggested that the City

could start piggy backing on the County's contracts and use some of their reoccurring contractors, which could save the City money.

Mayor Samora opened Public Comment.

Joe Ralph, GRSC, Inc., Neptune Beach, FL, said they recently bought a local company called Sight Solutions and that they were the City's high, low, and only bidder on the project. He advised that they are based out of south Florida, and they have worked with municipalities to try to "value engineer" projects. He said that his recommendation would be to work with his company to see what they could do to value engineer the numbers. Some of the things that drive this are when they work with the engineer to see if there is a change order that becomes acceptable. He said that a design characteristic of this project had one of his workers nervous about the way the drainage was laid out, and what their long-term liability would be for it. He said that there is a maintenance of traffic specification, and that the City could probably help to lower the cost by providing intermittent public safety officers, if necessary. He said that it is a slow time at the beach, and they thought that signs would work. The City is not the first municipality to run into a high bid/only bid situation and they would typically work with the potential awardee to try to value engineer the project and revisit the issue. He said that they would like the opportunity to see what could be trimmed, settle on one design and one material, and go from there.

Mayor Samora thanked Mr. Ralph for his input. He asked Director Sparks for his thoughts on trying to value engineer it and to work with Matthews Design Group on it. Director Sparks advised that it would be worth taking a look at and that he had never had a company offer to do that before. He said that it would take a few weeks to do it and that he would rather get started on it sooner than later. He said that, as Mr. Ralph said, it probably would not come down to our budget number but maybe there could be a combination where half the drainage could be done by a County piggyback contract. He said that it is getting a bit out of his purchasing and legal realm but that he would be open to coordinating with the designer and the bidding firm.

Vice Mayor Rumrell advised that there is a new Port, Waterway, and Beach District member here and he congratulated Mr. Binder. He asked if there could be any funding from the Port and Waterway since this is parking for beach access. Mr. Binder said that he was not able to talk on behalf of the Port and Waterway. Vice Mayor Rumrell asked if Mr. Binder would talk to the other members at their next meeting. Mr. Binder said yes, and he suggested that the City Manager should put something in writing for consideration to get it on the agenda.

Commissioner George asked the City Attorney, from a procedural standpoint, if what the bidder is requesting would essentially keep their bid open during a reevaluation period or would it end, and then these would just be informal discussions. City Attorney Blocker said that his understanding of value bidding is that it would allow some flexibility and that they would meet with staff to try to come up with one plan and collaborate on it. He said that the parameters and the cost would have to be adjusted to fulfill it. Procedurally, he believed that the Commission could give staff support and allow them to move forward and bring it back to the Commission for final action. Director Sparks advised that it would mean involving the design engineer again for an additional cost. City Attorney Blocker said that it would need to be brought back to the Commission again for approval. He said that based on the information that we heard from Mr. Ralph, right now the Commission would give guidance as to whether this is of interest and the bid itself would be adjusted based on the value negotiating.

Commissioner George said that when it comes back to the Commission, it would still be considered part of the same RFP/RFQ, and we would still have the opportunity to either accept it or reject it and then advertise again. She said that, from what she heard, there is a legitimate reason why there is ambiguity and that it might serve us well even if we have to go out for bid in

the future to have that dialogue and understand why the designers/engineers had to leave so much of a gap because of the unknown underground stability that was brought up by Mr. Ralph. She questioned whether there would be a downside for the City such as the designer's cost, staff time, etc. and if it would be a worthy exercise even if we think that we cannot get to an affordable number. Director Sparks said that it is worthy, but less worthy than pursuing a piggyback with the County to see what kind of pricing we could get. Commissioner George asked if their costs would be closer to our budget. Director Sparks advised that he did not know.

Commissioner Sweeny asked what the City had paid for paving other lots and whether \$187,000 is even a reasonable number. Director Sparks advised that it is reasonable based on the cost of asphalt, but it is more of the mobilization and the additional costs that come with the contractor such as the traffic control or the drainage work that some paving contractors do not normally do. Commissioner Sweeny said that when we consider all the factors and not just asphalt, that \$187,000 is not reasonable. Director Sparks said that he believed that it was not a reasonable number because we asked for quite a bit more than that at the beginning of the budget process.

Commissioner Morgan asked the City Attorney if a motion would be needed if the Commission wanted Director Sparks to continue to work on it and what type of motion rather than to reject it. Mayor Samora said that it would be to approve, reject, or table it or whether we could accomplish it without moving on the item at all. City Attorney Blocker advised that the Commission could do all three. He said that through this discussion, it seemed that it was made clear to Director Sparks what to do. He advised that Director Sparks could also reach out to the County to determine the unknowns and the cost. He said that based on Commissioner comments, Director Sparks could make some inquiries to the County and from a practical point he could also continue talking with the one bidder. He advised that there is nothing preventing those discussions from happening and then it could be on a future agenda. Director Sparks had mentioned that he was not hopeful that he would find another potential bidder in three or four months so there is time for staff to work through this and, in that case, it would be tabled and brought back later.

Finance Director Douylliez advised that the City Clerk pulled up the budget, and this project is scheduled to span two years for significantly more than the \$187,000 for this year. She said that since it is going to span two years, then we had already anticipated that the cost would be closer in line to what the bids are, but it is not budgeted to be a finished project in this current budget cycle. Mayor Samora asked what the total would be for two years. Finance Director Douylliez advised that it would be roughly \$500,000. Commissioner George asked if it would be significantly more in the second year. Finance Director Douylliez advised that the second year in FY25 would be approximately \$313,000 and that it would be staged in pieces. She said that she was not sure if the original thought was to do the drainage this year, but that she would assume that the drainage would be done first and the paving next year. She advised that the \$187,000 came strictly from ARPA (American Rescue Plan Act) funds and the other part is City funded and would need to be budgeted from our FY25 revenues.

Commissioner George advised that there are a lot of other projects in competition with this project and that we were hoping to move that money around as needed, not to mention the landscaping, lighting, etc. involved with this project. She said that attempting to budget the whole bid would exceed what we could do. Finance Director Douylliez agreed.

Mayor Samora said that it does not change the course of action at this point, it would still be very beneficial for us to value engineer it and explore other options, but now we know that it is not as far out of our reach as we thought it was. He asked if the Commission wanted to table it and bring it back at a later date.

**Motion:** to table Item XII.5. **Moved by** Commissioner Sweeny, **Seconded by** Vice Mayor Rumrell. Motion passed unanimously.

Mayor Samora advised that Commission direction is for Director Sparks to work with the vendors and other bidders to get the best price.

Mayor Samora moved on to Item XIII.6.

XIII. NEW BUSINESS

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

Building Official Law advised that every three years the State Statute says that the Florida Building Commission must update the Building Code. For the past few cycles since he has been here, they have continued to use the Building Officials Association of Florida (BOAF) Model Chapter 1 Code, which is an attempt to promote unity among the jurisdictions in the State. He said that there is no obligation for him to do this because they have a current one and technical amendments do not sunset in the Florida building world. However, it would be remiss of him not to adopt a new one given all the legislative sessions. He advised that he gave the same exceptions that have been seen in the past given to homeowners and that he added a couple this time to reflect our local Land Development Code such as decks less than twelve inches, not in special flood hazard areas, which is a flood plain rule that he has to tie together, and also sign changes. He said that they are also asking to move from the 2008 International Property Maintenance Code to the 2021 Code. He said that there are almost forty pages of information and that the yellow is legislative and the grey is the BOAF recommended changes. He said that his changes are in red and that these are the same changes with the exception if the wooden decks are less than twelve inches.

Mayor Samora advised that that answered his only question about some of the specifics that looked like the City's existing Code. Building Official Law advised that he tries to keep it the same because Codes take years to disseminate through the residents and the contractors.

Commissioner Sweeny asked if most were required updates. Building Official Law advised that the yellow is already here and we are just putting into Chapter 1 technical amendment. He said that if this is approved next month, it would be transmitted to the Florida Building Commission for their approval.

Mayor Samora asked if the grey areas were optional. Building Official Law advised the grey is the BOAF recommended model code and most of the State will be going through this very same process. Commissioner Sweeny asked if there was anything in it that gave him pause. Building Official Law said that he supported most of the exceptions and has been a big supporter of limiting the amount of government involvement when someone is taking care of their own building and that some of these exceptions came from the County. He said that our City is so small, and we are surrounded by the County, which gets confusing for the contractors and homeowners. He advised that when it is adopted, it would be posted on the State web page under the technical amendments as well as on our web page.

Mayor Samora said that he noticed that there was some verbiage about mobile homes and that he thought they were restricted. Building Official Law advised that you couldn't have mobile homes here based on your land, however, he did not want to modify the recommended version and to keep it as true as possible. He said that we might change the Land Development Code one day because there may be a legislative session that says that we cannot restrict mobile homes and he did not want to go through the Building Code again and recreate the technical amendment.

Mayor Samora opened Public Comment. Being none, he closed Public Comment.

Commissioner George asked if the changes to the sign provisions were in compliance with the City's sign code. Building Official Law said yes, and that the City's sign code actually exempts a sign face change but that we are just changing the insert and not the sign itself, which does not affect building height and that this is simply the Florida Building Code, which will never talk about heights.

Mayor Samora asked if it needed to go through Planning and Zoning. Building Official Law said no and advised that they do not have input on it. Mayor Samora advised that if this passes tonight, that the Commission would see it again in January.

City Attorney Blocker read the preamble.

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

Mayor Samora moved on to Item XIII.7.

7. Scheduling Date in January for Commission's Regular Meeting Because First Monday is New Year's Day (Presenter: Max Royle, City Manager)

Mayor Samora advise that the first Monday in January is a holiday and that the next suggested Commission meeting date is Monday, January 8, 2024. Vice Mayor Rumrell agreed with that date.

Discussion ensued regarding other events happening that same night; that the following Monday is Martin Luther King day; whether January 9<sup>th</sup> would be preferable, etc.

It was the consensus of the Commission to have their next meeting on January 8, 2024, at 6:00 p.m.

Mayor Samora moved on to Item XIII.8.

8. Election of Mayor and Vice Mayor for 2024 (Presenter: Max Royle, City Manager)

Mayor Samora said that he has termed out, that he really enjoyed being Mayor and was grateful to have had the opportunity for the past two years, and that he looked forward to continuing to serve for another three or four years. He said that everyone has been wonderful to work with and every time he leaves a Commission meeting, he is thoroughly impressed with the discussions that we have and how prepared and conscientious everyone has been even if there is a healthy debate. He said that whoever ends up sitting in this seat, the City will be in good hands.

City Manager Royle advised that you could nominate yourself or another Commissioner and seconds are not required, and it could be done by ballot or by voice vote.

Mayor Samora opened up the nominations for Mayor. Commissioner George nominated Vice Mayor Rumrell. There were no other nominations.

Mayor Samora opened up the nominations for Vice Mayor. Vice Mayor Rumrell nominated Commissioner Sweeny. There were no other nominations.

Commissioner George asked Commissioner Sweeny how long she had been on the Commission. Commissioner Sweeny advised that it had been almost two years. Commissioner George said that she would be willing to serve, but if everyone was comfortable with Commissioner Sweeny serving after two years, that would be the will of the Commission.

The Commission selected Dylan Rumrell as Mayor and Beth Sweeny as Vice Mayor for 2024.

Mayor Samora advised that they would be sworn in before the meeting in January.

Mayor Samora moved on to Item XIV.

XIV. STAFF COMMENTS

City Attorney Blocker and City Clerk Fitzgerald wished everyone a happy holiday season.

Finance Director Douylliez advised that she would provide a review of the prior year's budget in January. She said that it was also requested that we review the list of upcoming events. The Holiday Market is Saturday December 9<sup>th</sup> at pier park from 3:00 to 7:00 p.m., the Light Up the Night fireworks show is December 31<sup>st</sup> at 8:30 p.m., and the Police Department has Christmas with Cops and Claus on December 13<sup>th</sup> from 5:30 p.m. to 7:30 p.m. She said that Kilo's Presents for Pets kicked off and the boxes are out with one at City Hall this year for anyone that wants to donate to the local pet shelters.

Commander Harrell asked everyone to be safe this holiday season and to enjoy with their families.

Commissioner George asked for an update on Sea Oaks. Director Gatchell advised that he and Assistant Director Adams talked to Ms. Hatin today and went by and looked at what she said was a big gaping hole. There are two or three holes that are probably less than three feet deep, which is where the surveyors had to shoot their instrument across to get the points they needed, which you would have from any survey because they need to get a clear shot. This all ties back in with trying to get the topography for how bad the ponds are right now so that we know what we need to do to restore the ponds. Commissioner George asked if he would keep Ms. Hatin involved with notice of when there would be work going on. Director Gatchell said that they could keep her involved with the notice only. He advised that she claims that we cannot do anything in there, but we have the right to go in there under our easement agreement to do any and all repairs that we have to do. He said that if they need to go in and cut things down to do it, then that is what needs to be done. Commissioner George agreed and said that it is just a matter of being neighborly. Director Gatchell said that he understood that, but the way Ms. Hatin talked on the phone today was that she does not want anyone to go in there without her permission or her being there to supervise them, which she does not have the right to do. Commissioner George said that she understood, but there is a layering here of what is involved and who is responsible. We cannot fulfill our obligations without cutting foliage back and getting in there. She said that she would be happy to be a liaison and communicate what needs to be done or not done. She said that Ms. Hatin is a great member of this community and does a lot for the community and she deserves the respect of being given a heads-up. Director Gatchell advised that they would keep her informed. Commissioner George asked if there were any plans to replace the foliage after the job is complete. Director Gatchell said that at this time he could not say there is a plan to replace the foliage because he has no idea what is going to be done in there, and they may need to bring equipment in and de-muck the whole thing, which would tear a lot of things up.

Mayor Samora said that they have a Homeowners' Association (HOA), and this work was somewhat requested by them, and he asked if Director Gatchell had been communicating with the HOA. Commissioner George advised that Ms. Hatin's husband is on the HOA and signed the letter so there is that tension of wanting us to do the work but not to disrupt things, which is difficult but maybe we could find a happy compromise. Director Gatchell said hopefully.

City Manager Royle read a letter from Mr. Jon Hazel on behalf of Spanish Oaks Homeowners' Association [Exhibit B]. The letter thanked Director Gatchell for his responsiveness and for his department clearing the overgrowth along the White Court right-of-way, which had impeded their emergency access/exit. He went on to say that the clean-up was beautifully done, and the crew even repainted the barricade that protects their emergency gate. City Manager Royle also thanked Mayor Samora for the conversations they had on check signing days through the years.

Mayor Samora asked about the project where cars were driving through and doing something in the City. Director Gatchell advised it was a company called StreetScan that drove through and

scanned all the roads. City Manager Royle advised that it is a Smart City related concept, which would help us plan the repairs of our roads. Mayor Samora asked if Assistant Director Adams would be the project manager. Director Gatchell said yes and advised that he has been in continuous contact with them, and we are waiting to get the data.

Mayor Samora reminded everyone that the Charter Review Committee will meet on December 13<sup>th</sup> at 6:00 p.m., SEPAC meets on December 14<sup>th</sup> at 6:00 p.m., there will be no Planning and Zoning Board meeting this month, and City offices will be closed December 25<sup>th</sup> and 26<sup>th</sup> for the Christmas holiday. He wished everyone a happy holiday and a safe New Year.

Mayor Samora moved on to Item XV.

XV. ADJOURNMENT

Mayor Samora asked for a motion to adjourn.

**Motion:** to adjourn. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner Sweeny. Motion passed unanimously.

Mayor Samora adjourned the meeting at 7:09 p.m.



Donald Samora, Mayor

ATTEST:



Dariana Fitzgerald, City Clerk



# City of St. Augustine Beach

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

Agenda Item # 5

Meeting Date 12-4-23

ADD'L INFORMATION

## Memorandum

**Date:** November 29, 2023  
**From:** Jason D. Sparks <sup>QDS</sup> P.E., City Engineer  
**To:** Max Royle, City Manager  
**Subject:** A Street and 1<sup>st</sup> 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 improvement 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. from 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
<b>BASE BID PAVING OPTION 1: ASPHALT, CONCRETE AND DRAINAGE</b>	\$487,716
<b>ALTERNATE BID PAVING OPTION 2: BRICK PAVERS, CONCRETE AND DRAINAGE</b>	\$516,763
<b>ALTERNATE BID PAVING OPTION 3: CONCRETE PARKING SPACES, BRICK PAVERS, AND DRAINAGE</b>	\$516,763
<b>ALTERNATE BID PAVING OPTION 4: BRICK PAVER PARKING SPACES, CONCRETE AND DRAINAGE</b>	\$516,763

As the bids exceed the FY24 budget of \$187,000, City Engineering recommends rejecting the bids and rebidding after the first of the year, 2024.

If the rebid exceeds budgeted funding, then Staff recommends reallocating FY24 budget funding and budgeting \$530,000 during FY25 for construction.

Exhibit A

Date 12-4-2023

## Max Royle

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**From:** Jon Hazel <jhazel.sab@gmail.com>  
**Sent:** Thursday, November 16, 2023 3:01 PM  
**To:** Ken Gatchell  
**Cc:** Max Royle; Terry Dillinger  
**Subject:** Fwd: White court  
**Attachments:** IMG\_9378.jpg

**CAUTION:** This message originated from outside of your organization. Clicking on any link or opening any attachment may be harmful to your computer or the City. If you do not recognize the sender or expect the email, please verify the email address and any attachments before opening. If you have any questions or concerns about the content, please contact IT staff at [IT@cityofsab.org](mailto:IT@cityofsab.org).

Mr. Gatchell:

On behalf of the Spanish Oaks Homeowners Association, I thank you for your responsiveness and your department's work at clearing overgrowth along the White Court right-of-way. The overgrowth had impeded our subdivision's emergency access/exit, which is of particular concern during hurricane season.

The clean-up was beautifully done, and the crew even repainted the barricade that protects our emergency gate. See the attached photo.

With gratitude,

Jon Hazel on behalf of Spanish Oaks HOA  
125 Spanish Oaks Lane  
m: 210-705-4070

cc: Mr. Max Royle, City Manager, City of St. Augustine Beach  
cc: Mr. Terry Dillinger, President, Spanish Oaks Homeowners Association