

# ST. JOHNS COUNTY

ST. AUGUSTINE, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

District 1 - Christian Whitehurst  
District 2 - Sarah Arnold, Chair  
District 3 - Roy Alaimo, Vice Chair  
District 4 - Krista Joseph  
District 5 - Henry Dean



## BOARD MEETING AGENDA

County Auditorium  
500 San Sebastian View

Joy Andrews, County Administrator  
Rich Komando, Interim County Attorney

Tuesday, August 6, 2024 9:00 AM

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*Please be sure all cellular devices are turned off for the duration of the County Commission Meeting*

## REGULAR MEETING

- ❖ Call to Order by Chair
- ❖ Roll Call by the Clerk of the Court
- ❖ Invocation
- ❖ Pledge of Allegiance
- ❖ Proclamation Recognizing K9 Officer Judge's Retirement and Years of Service
- ❖ Public Safety Update
- ❖ Clerk of Court's Report
- ❖ Conservation Update
- ❖ Deletions to Consent Agenda
- ❖ Approval of Consent Agenda
- ❖ Additions/Deletions to Regular Agenda
- ❖ Approval of Regular Agenda
- ❖ Public Comment is Time Certain from 11:30 AM - 12:00 PM, or at the conclusion of the Regular Agenda, whichever occurs first

### **Presenter: John Rundgren, Clerk Designee**

- 1. Presentation of St. Johns County's Annual Comprehensive Financial Report (ACFR).** The Clerk of the Circuit and County Comptroller's Office recently published the County's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ending on September 30, 2023. The ACFR is prepared in accordance with Sections 218.32 and 218.39, Florida Statutes, and requires acceptance from the Board of County Commissioners. The County received an unmodified opinion on the fair presentation of its financial statements. The Board should accept the FY 2023 ACFR as audited by MSL, P.A., the County's auditing firm. This presentation will allow the Board the opportunity for further discussion with the auditors. The ACFR and SAS 114 letter are available on the Clerk's website: [https://stjohnsclerk.com/comprehensive\\_annual\\_financial\\_report](https://stjohnsclerk.com/comprehensive_annual_financial_report). There is no formal requirement to prepare a Popular Annual Financial Report (PAFR); however, the Clerk of Courts and County Comptroller prepares one annually as an easy-to-read version of the ACFR. The PAFR is accessible on the Clerk's website: <https://stjohnsclerk.com/pafr/>.

**Presenter: Patrick Paris**

**Staff Member: Trevor Steven, Planner**

**District 2**

2. **Public Hearing \* PLNAPPL 2024-02 6345 Jack Wright Island Road Fence (Appeal of ZVAR 2023-10 Denial).** Request by the property owner to appeal the Planning and Zoning Agency (PZA) denial of a Zoning Variance to Section 2.02.04.B.12 of the Land Development Code to allow for a sixteen (16) foot portion of fence to be 9.5 feet in height in lieu of the six (6) foot maximum requirement, and to allow for the portion of fence near the right-of-way to be six (6) feet in height within the front yard setback in lieu of the four (4) foot maximum requirement, located specifically at 6345 Jack Wright Island Road. Under project ZVAR 2023-10 6345 Jack Wright Island Road Fence, the proposed Zoning Variance was heard and denied by the Planning and Zoning Agency (PZA) on May 2, 2024 with a vote of 4 to 2; Members for denial (Dr. Hilsenbeck, Pierre, Perkins, Peters), Members opposed to denial (Matovina, Spiegel), Members absent (Green).

**Presenter: John Tesdorpf, Property Owner**

**Staff Member: Amy Ring, Special Projects Manager**

**District 5**

3. **Public Hearing \* REZ 2023-28 105 Venetian Blvd.** Request to rezone approximately .75 acres of land from Industrial Warehousing (IW) to Commercial Intensive (CI) with conditions, specifically located at 105 Venetian Blvd. The Planning and Zoning Agency heard this request during their regularly scheduled public hearing on June 20, 2024 and recommended approval with a vote of 6-0. There was no public comment. One Agency member asked the Office of the County Attorney about the possibility of the State of Florida overturning the condition to waive the right to develop property according to the Live Local Act. The answer is unknown at this time.

**\*\*\*Recess Regular Board of County Commissioners Meeting\*\*\***

**\*\*\*Convene as St. Johns County Community Redevelopment Agency (CRA)\*\*\***

**Presenter: Shawna Novak, HHS Director**

**District 2**

4. **Transfer of funds from West Augustine Historical Community Redevelopment Area Trust Fund Reserves to fund the West Augustine Affordable Housing Lot Analysis.** The West Augustine Historical Community Redevelopment Area (WACRA) Steering Committee is requesting that St. Johns County transfer \$70,000 from the West Augustine CRA Trust Fund to fund the West Augustine Affordable Housing Lot Analysis. On August 2nd, 2022, the St. Johns County Board of County Commissioners (BCC) acting in its capacity as the St. Johns County Community Redevelopment Agency (CRA), approved the designation of one hundred and twenty (120) scattered-site lots within the WACRA for the development of affordable housing. (CRA Resolution No. 2022-2) The subject lots consist of approximately 27.46 acres. Upon the BCC's designation, County Staff began to evaluate the lots and noted a need for a comprehensive development analysis. Staff is requesting to procure a Preliminary Engineering Analysis to investigate the suitability of the lots for the development of affordable housing. The analysis shall be based on data made available by the County or data available in the public domain. All analysis criteria will be based upon the St. Johns County Land Development Code and the regulations and policies of applicable permitting agencies, except where vesting applies. This request was not conceived during the development of the FY 23-24 budget process.

**\*\*\*Adjourn St. Johns County Community Redevelopment Agency (CRA)\*\*\***

**\*\*\*Reconvene Regular Board of County Commissioners Meeting\*\*\***

**Presenter: Tera Meeks, Tourism and Cultural Development Director**

- 5. First Reading for the Amendments to the Tourist Development Plan Ordinance for the removal of program funding limits.** At the June 17, 2024 meeting, the Tourist Development Council made a unanimous recommendation to remove programmatic funding limits from the Tourist Development Plan (Ordinance 2021-43) for the St. Augustine Amphitheater Debt Service, Nights of Lights, Annual Holiday Fireworks, The PLAYERS and the Visitor Information Centers. The funding limits were originally included in the 2011 version of the Tourist Development Plan and have not been modified since. The funding limits are no longer reasonable as a result of program growth and inflation. The Tourist Development Council indicated a preference for the funding limits to be removed with programmatic funding requests reviewed annually as part of the budget process.

**Presenter: Joanne Spencer, Sr Asst to the Board of County Commissioners**

- 6. Consider appointments to the Affordable Housing Advisory Committee (AHAC).** Currently, there are two (2) vacancies on the Affordable Housing Committee due to the resignation of Lindsey Rodea and the expiring term of Jay Braxton. A vacancy ad was placed and ran for (6) weeks. Please find attached for your review and consideration a recommendation letter from AHAC and (7) applications; Andrew Geisel Dist. 2, Paul Morris Dist. 3, Marvell Ford Dist. 3, Laila Iarossi Dist. 4, Sharon Whitcraft Dist. 5, Polly Crabtree Dist. 5, Barb Puryear Dist. 5.

- ❖ Public Comment
- ❖ Commissioners' Reports
- ❖ County Administrator's Report
- ❖ County Attorney's Report

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Tuesday, August 6, 2024 9:00 AM

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## CONSENT AGENDA

1. Motion to approve the **Cash Requirement Report**. *For more information, contact Donna Echeگوyen, Accounts Payable Supervisor at 904 819-3658*
2. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the **final plat** for Seabrook Village Phase 3. *For more information, contact Ava Pyszczymuka, Application Review Supervisor at 904 209-0603*
3. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the **final plat** for Silverleaf – Parcel 12E Phase 1. *For more information, contact Kelly Schley, Application Review Supervisor at 904 209-0720*
4. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the **final plat** for Watersong at Rivertown – Phase Four-B. *For more information, contact Kelly Schley, Application Review Supervisor at 904 209-0720*
5. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the transfer of \$918,783.70 in **road impact fee credits** from the Stonehurst Plantation PUD to the Bridgewater PUD finding the request consistent with Florida Statute. *For more information, contact Jan Trantham, Senior Transportation Planner at 904 209-0611*
6. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the transfer of \$791,168.37 in **road impact fee credits** from the Wingfield Glen PUD to the Bridgewater PUD finding the request consistent with Florida Statute. *For more information, contact Jan Trantham, Senior Transportation Planner at 904 209-0611*
7. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the transfer of \$281,572.00 in **park impact fee credits** from the Marshall Creek PUD to the Bridgewater PUD finding the request consistent with Florida Statute. *For more information, contact Jan Trantham, Senior Transportation Planner at 904 209-0611*
8. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting an **Easement for Utilities, a Bill of Sale, Final Release of Lien and Warranty** associated with the water and sewer systems to serve Orchard Park 3 located off of Wildwood Drive. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*

9. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting a **Bill of Sale, Final Release of Lien and Warranty** associated with the sewer force main line extension to serve 1808 Old Beach Road. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
10. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting an **Easement for Utilities and Warranty** associated with the water and sewer systems to serve the Dollar Tree store located in Palencia. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
11. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting a **Bill of Sale, Final Release of Lien and Warranty** associated with the water, sewer and reuse systems to serve Twin Creeks CR 210 West. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
12. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting two **Easements for Utilities and Bills of Sale, two Final Releases of Lien and Warranties** associated with the water, sewer and reuse systems to serve Baptist Health Emergency Department - St. Augustine located off State Road 16. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
13. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting an **Easement for Utilities, a Bill of Sale, Final Release of Lien and Warranty** associated with the water system to serve Digital Media Center of the PGA TOUR located off Palm Valley Road. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
14. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting an **Easement for Utilities, a Bill of Sale, Final Release of Lien and Warranty** associated with the water and sewer systems to serve Entrada Phase 4 - Unit 7 located off State Road 207. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
15. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting a **Bill of Sale, Final Release of Lien and Warranty** associated with the water system to serve Zaxby's at Mill Creek located off State Road 16. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
16. Motion to adopt Resolution 2024-\_\_\_\_\_, accepting an **Easement for Utilities, a Bill of Sale, Final Release of Lien and Warranty** associated with the water and sewer systems to serve Grand Oaks Phase 1C Unit 2A at Natureland Circle located off of State Road 16. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
17. Motion to approve Resolution 2024-\_\_\_\_\_, to recognize and appropriate \$138,510 in **unanticipated revenue** related to the acquisition of North Beach Utilities, Inc., amending Utility Services Fiscal Year 2024 Budget, which includes five (5) new FTEs. *For more information, contact Neal Shinkre, P.E., Utility Director at 904 209-2721*

18. Motion to authorize the County Administrator, or designee, to declare **100 truckloads of clay materials** from the spoils pile at Masters Tract Regional Stormwater Treatment Area **as surplus, and donate** the material to **Flagler Estates Road & Water Control District**, as requested. *For more information, contact Jaime Jaime Locklear, Purchasing Director at 904 209-0158*
19. Motion to adopt Resolution 2024-\_\_\_\_\_, authorizing the County Administrator, or designee, to **execute Change Order #06** to Master Contract No. 21-MCC-WOO-13032 with Woolpert, Inc, Inc. under **RFQ No: 21-34**; Digital Orthophotography for a Not-To-Exceed amount of \$491,798.00. *For more information, contact Jaime Locklear, Purchasing Director at 904 209-0158*
20. Motion to adopt Resolution 2024-\_\_\_\_\_, authorizing the County Administrator, or designee, to **award RFQ 1422**; Design-Build Services for Reclaimed Watermain Between SR 16 Water Reclamation Facility to Interstate 95 and Elevation Parkway to CR 2209 to T B Landmark Construction, Inc. as the most responsive and qualified firm, and to **execute a Design-Build Contract**, in substantially the same form and format as attached for the completion of Phase 1 - Design and GMP Development at the not-to-exceed amount of \$1,267,554.00, Design-Build Fee of 6%, and to **negotiate GMP Amendment(s)** for submittal to the Board for approval to execute. *For more information, contact Jaime Locklear, Purchasing Director at 904 209-0158*
21. Motion to adopt Resolution 2024-\_\_\_\_\_, authorizing the County Administrator, or designee, to **execute SS 1929**; Zoll Data System Software upgrade with Zoll Data Systems for five (5) years at nine hundred thirty-four thousand seven hundred sixty-nine dollars and fifty-six cents (\$934,769.56), to continue to meet the State requirements in billing and reporting for the SJC Fire Rescue Department. *For more information, contact Jaime Locklear, Purchasing Director at 904 209-0158*
22. Motion to declare the attachments as **surplus** and authorize the County Administrator, or designee, to dispose of same in accordance with the Purchasing Policy 308 and Florida Statute 274. *For more information, contact Jaime Locklear, Purchasing Director at 904 209-0158*
23. Motion to adopt Resolution 2024-\_\_\_\_\_, authorizing the County Administrator, or designee, to **award RFQ 1783 Porpoise Point Shoreline Stabilization** to Intera-GEC LLC, as the top ranked firm, and **execute a contract**, in substantially the same form and format as attached for completion of the services at a Not-to-Exceed Amount of \$775,048.20 as negotiated. *For more information, contact Jaime Locklear, Purchasing Director at 904 209-0158*
24. Motion to adopt Resolution 2024-\_\_\_\_\_, granting host approval pursuant to Section 147(f)(2) of the Internal Revenue Code of 1986, for **the issuance by Orange County Health Facilities Authority** is not to exceed \$95,000,000 Revenue Bonds (Presbyterian Retirement Communities Obligated Group Project), Series 2024 **in one or more installments or series** pursuant to a plan of financing (the "Bonds"), **a portion of the proceeds of which relate to certain continuing care retirement community facilities** owned by Wesley Manor, Inc. ("Wesley Manor") and Westminster Pines, Inc. ("Westminster Pines"). *For more information, contact Rich Komando, Interim County Attorney at 209-0805*

25. Motion to approve a **transfer** of \$35,638 from Equitable Sharing Justice Department Reserve for appropriation to the Sheriff's Office for use in accordance with federal guidelines **to purchase 2 solar camera trailers** for the Intelligence Unit. *For more information, contact Robert A. Hardwick, Sheriff at 904 824-8304*
26. Motion to adopt Resolution 2024-\_\_\_\_\_, providing for the County's **recertification as an Urban County** under the CDBG program for fiscal years 2025-2027; authorizing the County Administrator, or designee, to **execute and deliver a Notice of Intent to Re-apply to HUD** for the CDBG Entitlement Program for fiscal years 2025-2027, and any other forms, documents, or correspondence necessary for the County's recertification and the required Cooperation Agreements, and any subsequent amendments thereto. *For more information, contact Shawna Novak, HHS Director at 904 209-6089*
27. Motion to approve a **reserve transfer** of \$3,440 from 1200-59920 Reserves to 1200-56301 Improvements Other Than Buildings for installation of a designated water line and ADA improvements at the Ruth Harris Bennet Butterfly Garden at Alpine Groves Park. *For more information, contact Ryan Kane, Director of Parks & Recreations at 904 209-0324*
28. Motion to adopt Resolution 2024-\_\_\_\_\_, approving and authorizing the County Administrator, or designee, to execute and deliver, on behalf of the County, a **Memorandum of Understating** between St. Johns County Fire Rescue and the Federal Bureau of Investigation to establish and implement a ride along training program, in substantially the same form as attached hereto. *For more information, contact Jeremy B. Robshaw, Admin Services Chief at 904 209-1750*
29. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the terms and conditions of the **Temporary Use Agreement** between Kingdom Development Group, Inc. and the County, and authorizing the County Administrator, or designee, to execute the Agreement, in substantially the same form as attached, on behalf of the County. *For more information, contact Jeremy B. Robshaw, Chief - Admin Services at 904 209-1750*
30. Motion to adopt Resolution 2024-\_\_\_\_\_, **recognizing and appropriating \$23,000 from the State of Florida, Florida Department of Law Enforcement**, authorizing the County Administrator, or designee to execute and submit necessary forms and agreements, and to appropriate the funds upon receipt from the State. *For more information, contact Jeremy Robshaw, Administrative Services Chief at 904 209-1750*
31. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the terms, conditions, and requirements of a **grant agreement** with the Florida Division of Emergency Management in the amount of \$105,806.00 through the Emergency Preparedness & Assistance Grant, authorizing the County Administrator, or designee, to execute the grant agreement on behalf of the County, and recognizing and appropriating with the FY2024 General Fund Emergency Management Department. *For more information, contact Joseph Giammanco, Emergency Management Director at 904 824-5550*
32. Motion to adopt Resolution 2024-\_\_\_\_\_, authorizing the County Administrator, or designee, to execute an agreement substantially in the same form as the attached **Economic Development Incentive Agreement** with Pavo, LLC on behalf of St. Johns County. *For more information, contact Colin Groff, Deputy County Administrator at 904 209-2703*

33. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the recognition and appropriation of an additional \$3,822 in **State Aid to Libraries Grants** and amending the FY 2024 Budget. *For more information, contact Debra Gibson, Library Director at 904 827-6926*
34. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the recognition and appropriation of **library donations** received in the amount of \$2,263.94 amending the FY 2024 Budget. *For more information, contact Debra Gibson, Library Director at 904 827-6926*
35. Motion to adopt Resolution 2024-\_\_\_\_\_, approving the **Library System's Library Programming Policy** and providing an effective date of July 1, 2024. *For more information, contact Debra Gibson, Library Director at 904 827-6926*
36. Approval of **minutes**:
- 07/16/24, BCC Regular
37. **Proofs:**
- Proof: Notice of soliciting sealed bids for Bids No: 1874, CDBG-CV Project-Construction of the EOC Annex Building, published May 31, 2024 and June 7, 2024, in the St. Augustine Record.
- Proof: Notice of proposed exchange of county property, the Board of County Commissioners will consider and may take action on a Resolution approving an exchange of real property, published June 10, 2024 and June 17, 2024, in the St. Augustine Record.