

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, September 17, 2024 9:00 AM

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
- ❖ Certificate of Recognition for Joe Shomo, Celebrating his 101st Birthday
- ❖ Public Safety Update
- ❖ Clerk of Court's Report
- ❖ Public Infrastructure Update
- ❖ Legislative Affairs 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: Jaime Locklear, Director of Purchasing

1. **Appointment of Two (2) Special Magistrates, Award of Contracts under Misc. 1864; Code Enforcement Special Magistrate, and approval of compensation rate.** County Ordinance No. 2007-21 provides for the appointment of a Special Magistrate to hold hearings and assess fines against violators of certain County codes and ordinances. Appointments are for a two-year term and are made at the sole discretion of the Board of County Commissioners on the basis of experience and interest in the subject matter. A Special Magistrate must be a member in good standing of the Florida Bar. The term of the current contract for Special Magistrate expired on September 5, 2024. On May 9, 2024, the Purchasing Department solicited proposals from interested firms to perform services as the appointed Special Magistrate under Misc 1864; Code Enforcement Special Magistrate. The solicitation closed on June 14, 2024, with receipt of three responsive proposals. One proposal was later withdrawn by the law firm that submitted the proposal. The remaining proposals, submitted by the Law Offices of James E. Bedsole and The Lassiter Law Firm, P.A., meet the requirements of the ordinance and the solicitation. Attorneys James E. Bedsole and Derri Kay Lassiter Young were subsequently interviewed by County staff. County Ordinance No. 2007-21 initially set compensation at \$140 per hour; however, compensation is determined by the Board and may be amended by resolution of the Board. The submitted Proposals included hourly rates ranging from \$250-\$290/hour. Staff negotiated with firms and reached agreement on an hourly rate of \$270. In light of market increases since 2007, it has been determined that the rate of \$270 per hour is reasonable and appropriate. Staff recommends Board appointment of the two (2) qualified attorneys as Special Magistrate: James E. Bedsole of Law Offices of James E. Bedsole, and Derri Kay Lassiter Young of The Lassiter Law Firm, P.A. Additionally, Staff recommends Board approval to execute contracts with the two law firms in substantially the same form and format as attached and for the performance of the Special Magistrate services, at an hourly rate of \$270. Each Special Magistrate is intended to serve for six months during each year of the two-year contract term. However, the County may, at its discretion, utilize both of the Special Magistrates for periods other than six months in order to appropriately address cases and ensure coverage for services throughout the duration of the Contracts.

Presenter: Jesse Dunn, Director, Office of Management & Budget

2. **St. Johns County Special Obligation Revenue Bonds Series 2024A to Fund Regional Parks, Community Centers and Public Safety Infrastructure.** On April 2, 2024, the St. Johns County Commission authorized the County Administrator to move forward with the plan to construct regional parks and community centers and assemble a County financing team to present a financing package to the Commission. And on April 16, 2024, the St. Johns County Commission authorized the County Administrator to move forward with the public safety plan and assemble a County financing team to present a financing package to the Commission. The September 17, 2024, agenda item provides consideration of a resolution of the Board of County Commissioners, authorizing the issuance of St. Johns County, Special Obligation Revenue Bonds, Series 2024A, in an amount not to exceed \$120,000,000 in order to finance costs of regional parks and community centers and public safety infrastructure. In sum, the resolution authorizes the issuance of the 2024A Bonds, and pledges to budget Non Ad Valorem Revenues to secure payment of the debt service. The Resolution provides for a competitive sale of the Bonds and approves the forms of various financing documents including the Preliminary Official Statement, the Official Notice of Sale, and the Continuing Disclosure Certificate. Here, the Finance Team seeks the Board's approval of this resolution, which includes the required supplemental documents (attached hereto and incorporated herein as Exhibits A-E), to move forward in issuing the 2024A Bonds. For the Board's convenience in reviewing, each of the exhibits are titled/described below: Exhibit A: Form of Official Notice of Sale; Exhibit B: Form of Preliminary Official Statement; Exhibit C: Form of Continuing Disclosure Certificate; Exhibit D: General Description of the Project.

Presenter: Michelle Kennedy, BerryDunn Consultant

Staff Members: Angela Cowling, Chief of Staff and Sarah Taylor, Chief of Performance and Transparency

3. **Presentation of the Draft County Strategic Plan.** At the February 7, 2023, BCC Meeting, County Administration received approval from the Board to procure a consultant for the development of a countywide strategic plan. The County issued a competitive RFP in March 2023, and subsequently entered into a contract with BerryDunn, the top-ranked respondent. Following extensive community and stakeholder engagement, representatives from BerryDunn will present the draft strategic plan for Board discussion and consideration.

Presenter: Joy Andrews, County Administrator

4. **Confirmation of Economic Development Director.** After conducting a nationwide recruitment, Sara Maxfield was selected as the Economic Development Director. Ms. Maxfield has over 15 years of extensive economic and business development experience. The County Administrator is seeking Board confirmation of Ms. Maxfield as the ED Director.

Presenter: Douglas N. Burnett | St. Johns Law Group

Staff Member: Justin Kelly, Senior Planner

5. **Public Hearing * PUD 2023-14 The Preserve at St. Augustine Lakes.** Request to rezone approximately 247.26 acres of land from Open Rural (OR) and Planned Unit Development (PUD) to Planned Unit Development (PUD) to allow for a maximum 376 single family residential dwelling units. This request was heard by the Planning and Zoning Agency at their regularly scheduled public hearing on Thursday, May 16, 2024, and was recommended for approval, 4-3.

District 2

Presenter: Zach Miller, Esq.

Staff Member: Keisha Fink, AICP, Principal Planner

District 1

- 6. Public Hearing * CPA(SS) 2023-12 ALSOP Race Track Road Commercial PUD.** Request for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation of approximately 10.64 acres of land from Residential-A and Rural/Silviculture to Mixed Use District, specifically located at 4280 and 4286 Race Track Road. This is a companion application to PUD 2023-27. The Planning and Zoning Agency failed to recommend approval by a vote of 3-3 at their regularly scheduled meeting on June 6, 2024. Concerns raised included clear public benefit, urban sprawl, potential future land uses, traffic, noise, compatibility, and views from the adjacent residential neighborhood.

District 1

- 7. Public Hearing * PUD 2023-27 ALSOP Race Track Road Commercial PUD.** Request to rezone approximately 10.64 acres of land from Open Rural (OR) to Planned Unit Development (PUD) to allow for a maximum 28,500 square feet of general business and commercial, and 120,000 square feet of light industrial uses, specifically located at 4280 and 4286 Race Track Road. This request is a companion application to CPA(SS) 2023-12 ALSOP Race Track Road Commercial with the address of 4280 and 4286 Race Track Road. The Planning and Zoning Agency failed to recommend approval by a vote of 3-3 at their regularly scheduled meeting on June 6, 2024. Concerns raised included traffic, noise, compatibility, and views from the adjacent residential neighborhood. The PZA also acknowledged the Developer's concessions made to date based on community input. The Applicant agreed to waive any right to develop the property pursuant to the Live Local Act, Chapter 2023-17, Laws of Florida, and any subsequent amendments.

Presenter: Zach Miller, Esq.

Staff Member: Jacob Smith, AICP, Planning Division Manager

District 4

- 8. Public Hearing * MAJMOD 2023-03 Marsh Landing Golf Course Lot.** Request for a Major Modification to the Marsh Landing PUD (ORD. 1975-15, as amended) to convert approximately 1.9 acres of golf course to one (1) single-family lot along Kingfisher Drive. This item was heard at the regularly scheduled February 1, 2024 Planning and Zoning Hearing and was continued with a vote of 7-0. The original request was for four single-family homes but has since been reduced to one single-family home on the Kingfisher parcel. The item was heard at the regularly scheduled August 1, 2024, Planning and Zoning Hearing and was approved with a vote of 4-2. Agency members discussed a variety of issues including compatibility, viewsheds, drainage, and site design.

Presenter: Karen M. Taylor, Land Planner
Staff Member: Trevor Steven, Planner

District 4

9. **Public Hearing * CPA(SS) 2024-02 Arnold Family Legacy.** Request for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation of approximately 11.29 acres of land from Rural/Silviculture (R/S) to Residential-A (RES-A) with a text amendment limiting the property to a maximum of seven (7) residential parcels; property is located on unaddressed parcels located on the east end of Pine Island Road. The Planning and Zoning Agency (PZA) heard this request at their regularly scheduled public hearing on August 16, 2024 and recommended approval with a vote of 6 to 0. Agency members discussed the history of the area along Pine Island Road, along with environmental aspects of the subject property. This request has a companion application (NZVAR 2024-09).

Presenter: Karen M. Taylor, Land Planner
Staff Member: Westly Woodward, Engineer

District 4

10. **Public Hearing * NZVAR 2024-09 Arnold Family Legacy.** Request for a Non-Zoning Variance to Section 5.01.01.C.1 regarding subdivision platting requirements, Section 6.02.00 Subdivision Regulations, and 6.04.07 Roadway Design to allow for the division of two (2) existing parcels into seven (7) parcels. This request is a companion application to CPA(SS) 2024-02 Arnold Family Legacy.

Presenter: Ellen Avery-Smith, Esq. of Rogers Towers, P.A.
Staff Member: Evan Walsnovich, Planner

District 5

11. **Public Hearing * MAJMOD 2024-03 4560 Race Track Road PUD.** Request for a Major Modification to the 4560 Race Track Road PUD (Ordinance 2017-02, as amended) to add approximately 0.1 acres to the project boundary and update the Master Development Plan Map by adding an interconnectivity access point to the adjoining Parkway Place PUD to provide access to CR 2209 (Saint Johns Parkway). This request was heard by the Planning and Zoning Agency at their regularly scheduled public hearing on Thursday, August 15, 2024, and was recommended for approval, 6-0.

Presenter: Daniel Whitcraft, Facilities Management Director

District 5

12. **Funding request to address safety concerns at the St. Johns County Ocean Pier.** St. Johns County Facilities Maintenance identified decay in the pier's support pillars during an inspection. A structural engineering firm was consulted, and, as a precaution, the easternmost 100 feet of the pier was closed on August 27. Staff is requesting up to \$3 million from Tourist Development Tax, Category Five for engineering and construction to retrofit the pylons, extending the pier's life by an estimated 20 years.

Presenter: Rich Komando, Interim County Attorney

- 13. Public Hearing * St. Johns County Administrator Ordinance Amendment.** First Reading to reinstate and amend Ordinance 2010-47 to require a majority plus one vote of the Board of County Commissioners to further change any of the provisions of this St. Johns County Administrator Ordinance. The Purpose of this Ordinance is to provide for a form of County administration that best assures the adequate and efficient provision of services to the citizens of St. Johns County, Florida; provide for coordinated administration of County departments to better protect the health, welfare, safety and quality of life of the residents of St. Johns County, Florida; and place in the hands of a County Administrator the multitude of details which must necessarily arise from the operation of the County as a unit of local government and thus, enable the Board of County Commissioners to perform, without unnecessary interruption, its fundamental intended purpose of making policies and providing direction to the County Administrator pertaining to administration within the framework of law applicable to County government in this state. Further, the purpose of this Ordinance is to provide a structure for the economic and efficient conduct of County affairs by making the County Administrator responsible for handling all matters necessary to accomplish and bring to fruition the policies and directives established by the Board of County Commissioners.

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

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CONSENT AGENDA

1. Motion to approve the **Cash Requirement Report**. *For more information, contact Donna Echegoyen, Accounts Payable Supervisor at 904 819-3658*
2. Motion to adopt Resolution 2024-_____, approving the **final plat** for Trailmark East Parcel - 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 Howdy's Lot. *For more information, contact Ava Pyszczymuka, Application Review Supervisor at 904 209-0603*
4. Motion to adopt Resolution 2024-_____, approving the **final plat** for Silverleaf ~ Parcel 12W Phase 1. *For more information, contact Kelly Schley, Application Review Supervisor at 904 209-0720*
5. Motion to adopt Resolution 2024-_____, approving the **2020 Federal Highway Administration** adjusted urban area boundary for St. Johns County, Florida, and functional classifications for St. Johns County, Florida, prepared by the Florida Department of Transportation. *For more information, contact Dick D'Souza, Growth Management Assistant Director at 904 209-0792*
6. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to execute the **Impact Fee Credit Agreement** with St. Marks Industrial LLC (IFA 2024-05) establishing a total road impact fee credit of \$210,000.00. *For more information, contact Jan Trantham, Senior Transportation Planner at 904 209-0611*
7. Motion to adopt Resolution 2024-_____, accepting a **Deed of Dedication** from St. Marks Industrial Park, LLC., to St. Johns County as required in the St. Marks Industrial Park Impact Fee Credit Agreement for right-of-way along International Golf Parkway. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*

8. Motion to adopt Resolution 2024-_____, accepting a **Deed of Dedication**, and approving the terms and authorizing the Chair, or designee, to execute a **Drainage and Access Easement Agreement and Maintenance and Hold Harmless Agreement**, on behalf of the County, as required in the Durbin Creek National, LLC Agreement for East Peyton Parkway. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
9. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to **award RFP No: 1468R**; Weed & Pest Control Services for St. Johns County Athletic Fields to Southeast Turf Grass Supply, Inc., as the top ranked Proposer, and to execute a five (5) year contract, in substantially the same form and format as attached, at a not-to-exceed amount of \$1,467,633.00, to perform the required services in accordance with RFP No: 1468R. *For more information, contact Jaime Locklear, Director of Purchasing at 904 209-0158*
10. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to **award IFB No: 1901**; Construction of Hastings Community Center and Library - CDBG Project to Kingdom Construction Services, Inc., as the lowest, responsive and responsible bidder, at a total bid price of \$6,276,523.00 for the completion of the specified project, which includes Bid Alternate #1. *For more information, contact Jaime Locklear, Director of Purchasing at 904 209-0158*
11. 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, Director of Purchasing at 904 209-0158*
12. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to **execute Contract Amendment No: 01 under GSA No: 23-GSA-MER-18029** with Merrell Bros, Inc, (23-48; Utility System Biosolids Hauling) for Collection, Transportation & Disposal of Wastewater Sludge at the Players Club WWTP, in accordance with the scope of services provided in IFB No: 1953. *For more information, contact Jaime Locklear, Director of Purchasing at 904 209-0158*
13. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to **execute Change Order #05 to Master Contract No. 22-MCA-SGS-16335** with SGS Contracting Services, Inc. under Bid No. 22-82; Construction of Hastings Water Treatment Plant Improvements for a lump sum amount of \$232,769.65 to complete the project. *For more information, contact Jaime Locklear, Director of Purchasing at 904 209-0158*
14. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to **award IFB No. 1896**; SR 16 & Outlet Mall Blvd. Reclaimed Water Main to S.E. Cline Construction, Inc., as the lowest, responsive, responsible bidder, for the Total Not-to-Exceed Bid Price of \$690,155.11 for completion of the project as specified. *For more information, contact Jaime Locklear, Director of Purchasing at 904 209-0158*
15. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to **execute Consent to Assignment Agreements**, in substantially the same form and format as attached hereto, assigning the four (4) identified contracts to Foth Infrastructure & Environment, LLC at the same terms and conditions. *For more information, contact Jaime Locklear, Director of Purchasing at 904 209-0158*

16. Motion to adopt Resolution 2024-_____, **amending the St. Johns County Fee Schedule** for services provided by St. Johns County Departments for Fiscal Year 2025. *For more information, contact Jesse Dunn, Director, Office of Management & Budget at 209-0568*
17. Motion to **approve the write-off** of the following delinquent accounts receivable accounts, effective September 30, 2024: 5,588 EMS accounts totaling \$2,401,875.41; 402 Utility Service accounts totaling \$100,194.88; and the Clerk of the Circuit Court & Comptroller's accounts providing a net total of 17,996.76. *For more information, contact Wade Schroeder, Asst. Director, OMB at 209-0570*
18. Motion to adopt Resolution 2024-_____, **approving the SJC Energy Management Policy** for fiscal year FY2025 (October 1, 2024 - September 30, 2025). *For more information, contact Dan Whitcraft, Director of Facilities Management at 904 209-0424*
19. Motion to adopt Resolution 2024-_____, **accepting the terms, conditions, provisions, and requirements of Grant Agreement BB216** with the Florida Department of Commerce in the amount of \$4,000,000 for the construction of the Hastings Library and Community Center; and authorizing the County Administrator, or designee, to execute the Agreement on behalf of the County. *For more information, contact Sarah Newell, Senior Strategist at 904 209-0566*
20. Motion to adopt Resolution 2024-_____, approving and authorizing the County Administrator, or designee, to execute and deliver, on behalf of the County, the **Staffing for Adequate Fire and Emergency Response (SAFER) Grant Agreement (EMW-2023-FF-00115)**, between the County and U.S. Department of Homeland Security accepting a \$7,060,872.00 grant award to fund the hiring of 21 firefighters, in substantially the same form as attached hereto. *For more information, contact Joel Sneed, Grants and Legislative Affairs Manager at 904 209-3254*
21. 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 First Coast Technical College to establish and implement an EMS Field Internship training program, in substantially the same form as attached hereto. *For more information, contact Jeremy B. Robshaw, Admin Services Chief at 904 209-1750*
22. Motion to adopt Resolution 2024-_____, authorizing the submission of a suggested **long range budget plan** to the Florida Department of Environmental Protection (FDEP) in connection with the FEMA Dune Enhancement Project and authorizing the County Administrator, or designee, to execute any necessary agreements with FDEP concerning the FEMA Dune Enhancement Project. *For more information, contact Joseph Giammanco, PhD, Emergency Management Director at 904 209-0152*
23. Motion to adopt Resolution 2024-_____, authorizing the submission of a suggested **long range budget plan** to the Florida Department of Environmental Protection (FDEP) in connection with the Ponte Vedra-South Ponte Vedra Coastal Storm Risk Management Project and authorizing the County Administrator, or designee, to execute any necessary agreements with FDEP concerning the Ponte Vedra-South Ponte Vedra Coastal Storm Risk Management Project. *For more information, contact Joseph Giammanco, PhD, Emergency Management Director at 904 209-0152*

24. Motion to adopt Resolution 2024-_____, approving and ratifying the **Program Letter Agreement** between the University of Florida College of Medicine and St. Johns County setting forth the responsibilities of the parties for providing clinical training opportunities to physician residents and fellows from the University's Department of Pathology, Immunology, and Laboratory Medicine. *For more information, contact Kelly Boulos, Forensic Operations Manager at 904 209-0823*
25. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to execute an amendment to the existing **economic development incentive agreement** substantially in the same form as the attached amendment with Rulon International, Inc. on behalf of St. Johns County. *For more information, contact Sam Camp, Economic Development Project Manager at 904 209-3257*
26. Motion to adopt Resolution 2024-_____, approving the terms, provisions, conditions, and requirements of the **Florida State Aid to Libraries grant application** and authorizing the Chair of the Board of County Commissioners, or designee, to execute the agreement substantially in the same form as attached. *For more information, contact Debra Rhodes Gibson, Library Director at 904 827-6926*
27. Motion to adopt Resolution 2024-_____, authorizing the County Administrator, or designee, to execute an agreement with the City of St. Augustine, in substantially the same form and format as attached hereto, **providing funding to operate the Downtown St. Augustine Visitor Information Center and conduct tourist-related programming.** *For more information, contact Tera Meeks, Director, Tourism at 904 209-4428*
28. Motion to **re-appoint Maureen Long** to the Mid-Anastasia Design Review Board for a full four year term scheduled to expire September 17, 2028. *For more information, contact Joanne Spencer, Sr. Asst. to the Board of County Commissioners at 904 209-0308*
29. Motion to approve **minutes:**
- 09/03/24, BCC Regular
 - 09/03/24, BCC Special