

# ST. JOHNS COUNTY

ST. AUGUSTINE, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

District 1 - James K. Johns  
District 2 - Jeb S. Smith,  
District 3 - Paul M. Waldron, Vice-Chair  
District 4 - Jay Morris  
District 5 - Henry Dean, Chair



## BOARD MEETING AGENDA

County Auditorium  
500 San Sebastian View

Michael D. Wanchick, County Administrator  
Patrick F. McCormack, County Attorney

Tuesday, August 7, 2018 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
- ❖ 2018 Intern Recognition
- ❖ Public Comment
- ❖ Deletions to Consent Agenda
- ❖ Approval of Consent Agenda
- ❖ Additions/Deletions to Regular Agenda
- ❖ Approval of Regular Agenda

#### **Presenter - Hunter S. Conrad, Clerk of Court and Comptroller**

- 1. Presentation of the St. Johns County Comprehensive Annual Financial Report.** The County's Comprehensive Annual Financial Report ("CAFR") requires acceptance from the Board of County Commissioners. The Report is prepared by the Clerk Comptroller's Office. As a final step, the Board should accept the FY 2017 CAFR as audited by Carr, Riggs & Ingram, LLC, the County's auditing firm. The CAFR and SAS 114 letter is available on the Clerk's website, which can be accessed from the County's webpage, at the following link: <https://stjohnsclerk.com/clerk-information/financials/county-annual-financial-report/>. The Board will now have the opportunity for any further discussion with the auditors. The County has once again received an unqualified opinion on the fair presentation of its financial statements.

#### **Presenter - Shawna Novak, Director**

- 2. Presentation to the Board of County Commissioners by the Vice-Chairman of the St. Johns County Continuum of Care regarding affordable housing.** The St. Johns County Continuum of Care (CoC) is a collaborative of homeless stakeholders from across St. Johns County who are committed to ending homelessness through sharing expertise, using data to inform practice, monitoring system performance, and using a collective voice to advocate for our homeless population. The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness. The CoC has standing Committees to address certain aspects related to homelessness and when necessary will convene an Ad Hoc Committee to address a specific concern. This presentation will address an Affordable Housing Position Paper developed by the Affordable Housing Ad Hoc Committee of the CoC.

**Presenter - Teresa Bishop, Planning Division Manager**

3. **Public Hearing \* COMPAMD 2018-03 Adoption Hearing for amendments to the Transportation Element Policies B.1.2.5, B.1.2.6 and Capital Improvement Element Policy H.1.5.3 (c).** In order to promote economic and business development, the Board of County Commissioners directed staff to prepare amendments to the Comprehensive Plan and Land Development Code to exempt non-residential development from the County's concurrency program. Specifically, the proposed Comprehensive Plan amendments are to the Transportation Element Policies B.1.2.5, B.1.2.6 and Capital Improvement Element Policy H.1.5.3 (c). In addition, staff included amendments to remove outdated and obsolete policies which are no longer required by Florida Statutes, to clarify existing policies with current practice, as well as provide for the exemption of concurrency for non-residential development. This item was heard by the Planning and Zoning Agency on July 19, 2018 and their recommendation was approval.
  
4. **Public Hearing \* Land Development Code Amendments to Articles VI, XI, and Appendix A as companion to COMPAMD 2018-03, related to Concurrency.** In order to promote economic and business development, the Board of County Commissioners directed staff to prepare amendments to the Comprehensive Plan and Land Development Code to exempt non-residential development from the County's concurrency program. Specifically, the proposed Comprehensive Plan amendments are to the Transportation Element Policies and Capital Improvement Element Policies, which resulted in changes to Articles VI, XI, and the Appendix A of the Land Development Code. This item was heard by the Planning and Zoning Agency on July 19, 2018 and their recommendation was approval.

**Presenter - Rachel Garvey, Transit Grants Specialist**

5. **Public Hearing \* FTA Grant FFY15 5339 Buses and Bus Facilities program.** St. Johns County has been apportioned \$113,331 for Federal Fiscal Year 2015 (49 U.S.C. Section 5339) Bus and Bus Facilities program public transportation assistance from the Federal Transit Administration. The grant application will be for capital funding for the St. Johns County Public Transportation System. The match for the funding will come from State of Florida Toll Revenue Credits. No funding will be required by the County.

**Presenter - Wade Schroeder, Assistant Director, OMB**

6. **Boat Ramp Services Cost and Cost Recovery.** Per a February 6, 2018 Commission meeting discussion, the Commission approved the exploration of cost and cost recovery for certain services including Beach Services, Parks & Recreational Services, Boat Ramp Services, and Library Services. The Office of Management & Budget is to present each service including any implied cost recovery.

**Presenter - Billy Zeits, Assistant Director**

**District 3**

- 7. Phase III Golf Course Master Plan Update.** Title Phase III Golf Course Master Plan Update Previously the Board has authorized Phase I, Phase II and Phase III of the Master Plan for St. Johns Golf Club. The presentation will provide the details of Phase III and the complete construction documents provided by LarsenGolf. Staff is seeking direction from the Board as to whether engage in an RFP process that will incorporate the Golf Course Master Plan and associated construction documents (specifications, drawings, and instructions) pertaining to future renovation of the golf course. The authorization of a Request for Proposal does not obligate the Board to any specific future action or outcome, nor will it require an additional fiscal commitment at this time. If RFP is approved, staff will evaluate responding proposals according to the County procurement policy and bring the highest ranked proposal back to the Board for review and discussion.

**\*\*\*\* The following item is time certain and will be heard at 1:00pm\*\*\*\***

**Presenter - Shawna Novak, Director**

- 8. St. Johns Welfare Federation d/b/a BayView Assisted Living at Buckingham Smith Enhanced Funding Request.** On October 19, 2017, the BCC approved the St. Johns Welfare Federation d/b/a BayView Assisted Living at Buckingham Smith contract extension for a three month term at the request of the Health and Human Services Advisory Council, until an amended contract could be completed in order to enhance the service provisions provided to the residents of St. Johns County. Upon contract negotiations, BayView disclosed that the original approved budgeted amount would not be sufficient to continue operations at Buckingham Smith ALF. At the May 15, 2018 BCC meeting, staff was directed to identify sources of bridge funding to sustain the Buckingham Smith program for the remainder of FY18. An amended contract in the amount of \$78,798, was approved at the June 19, 2018 BCC meeting. BayView has again indicated that an additional \$394,387 is needed to continue the program through August of 2019. Staff identified \$141,660 that was previously approved and appropriated in the FY18 HHS budget for site development of the homeless campus at SR 207. The balance of the requested amount (\$252,727) would require a transfer from the General Fund reserves. This request is a one time allocation; future funding is not considered in this action. Bayview has provided a sustainability plan and a budget for the remainder of FY 18 and is attached in this agenda packet. Should the BCC approve the funding request made by St. Johns Welfare Federation d/b/a BayView Assisted Living, it is requested that the Board direct staff to proceed with the development of a one time funding agreement between the County and St. Johns Welfare Federation. The proposed funding agreement will be brought before the Board of County Commissioners for review and approval.

- ❖ Commissioners' Reports
- ❖ County Administrator's Report
- ❖ County Attorney's Report
- ❖ Clerk of Court's Report

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Tuesday, August 7, 2018 9:00 AM

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## CONSENT AGENDA

- 1. Motion to approve the Cash Requirement Report.** *For more information, contact Allen MacDonald, County Finance Director at 819-3669*
- 2. Motion to adopt Resolution 2018- \_\_\_\_\_, recognizing and appropriating the grant funds received by the Supervisor of Elections pursuant to the Albert Network Monitoring Solution Grant** within the Supervisor of Elections FY 2018 budget. *For more information, contact Vicky C. Oakes, Supervisor of Elections at 904 823-2238*
- 3. Motion to adopt Resolution 2018- \_\_\_\_\_, recognizing and appropriating the grant funds received pursuant to the Department of State, Division of Elections, and Elections Security Grant Agreement** within the Supervisor of Elections FY 2018 budget. *For more information, contact Vicky C. Oakes, Supervisor of Elections at 904 823-2238*
- 4. Motion to transfer \$5,000 from Law Enforcement Trust Fund Reserves to support the INK! (Invest in Kids) program** for the St. Johns County School District's Education Foundation. *For more information, contact David B. Shoar, Sheriff at 904 824-8304*
- 5. Motion to adopt Resolution 2018- \_\_\_\_\_, authorizing the Sheriff of St. Johns County, Florida, or designee, to submit an application seeking funding assistance through the Florida Department of Law Enforcement Federal Fiscal Year 2017-18 Edward Byrne Memorial Justice Assistance Grant (JAG),** and authorizing the County Administrator or designee to execute the attached Certificate(s) on behalf of the County. *For more information, contact Andrea Urda, Senior Finance Specialist at 904 810-6626*
- 6. Motion to adopt Resolution 2018- \_\_\_\_\_, recognizing unanticipated revenue (associated with additional events activities) in the amount of \$1,260,795,** and appropriating such funds to the Cultural Events Department's Fiscal Year 2018 expenditure budget. *For more information, contact Ryan Murphy, Director of Cultural Events at 904 209-0567*
- 7. Motion to adopt Resolution 2018- \_\_\_\_\_, approving the final plat for Whisper Creek Phase 8.** *For more information, contact Kelly Dobbins, Application Review Supervisor at 209-0603*
- 8. Motion to continue the public hearing for VACROA 2016-04 Oak Street (Wilson),** petition to vacate a portion of Oak Street, **to August 21, 2018 at 9:00 AM in the County Auditorium.** *For more information, contact David Suarez, Engineer at 209-0672*

9. Motion to adopt Resolution 2018-\_\_\_\_\_, accepting a **Bill of Sale for bulkhead improvements and stairs at the east end of Thirteenth Street in North Beach Subdivision** and accepting a Deed of Dedication Right-of-Way. *For more information, contact Gail Oliver, Land Management Systems Director at 209-0770*
10. Motion to adopt Resolution 2018-\_\_\_\_\_, accepting a **Grant of Easement for drainage purposes in East Coast Canal Estates, Unit 2, along S. Roscoe Boulevard.** *For more information, contact Gail Oliver, Land Management Systems Director at 209-0770*
11. Motion to adopt Resolution 2018-\_\_\_\_\_, authorizing the Chair of the Board, on behalf of the County, to execute and **deliver a County Quitclaim Deed and Subordination Agreement to the State of Florida Department of Transportation conveying** and subordinating any County interest in certain lands needed for **State Road 16 improvements at the proposed Silverleaf Parkway.** *For more information, contact Gail Oliver, Land Management Systems Director at 209-0770*
12. Motion to adopt Resolution 2018-\_\_\_\_\_, approving the terms of a **Purchase and Sale Agreement** and authorizing the County Administrator to execute the Purchase and Sale Agreement on behalf of the County for the **acquisition of property for a well site in the International Golf Parkway area.** *For more information, contact Gail Oliver, Land Management Systems Director at 209-0770*
13. Motion to adopt Resolution 2018-\_\_\_\_\_, providing notice to the **Florida Department of Transportation of the County's initial interest in accepting the donation of a portion of the existing Shands Bridge for use as a public recreational/fishing pier** and public access to the St. Johns River; and further authorizing funding from the Florida Boaters Fund Reserves in an amount not to exceed \$60,000 to complete the necessary bridge condition assessment. *For more information, contact Gail Oliver, Land Management Systems Director at 209-0770*
14. Motion to adopt Resolution 2018-\_\_\_\_\_, authorizing the County Administrator, or his designee, to award **Bid No: 18-74; Lease of Seating System & Installation of Permanent Grandstand for St. Augustine Amphitheatre,** to RI of New York, Inc dba Seating Solutions as the most responsive, responsible bidder, and to negotiate the terms and upon successful negotiations, execute a lease agreement in substantially the same form and format as attached for the required services as provided in Bid No. 18-74. *For more information, contact Jaime Locklear, Purchasing Manager at 209-0158*
15. Motion to adopt Resolution 2018-\_\_\_\_\_, authorizing the County Administrator, or designee, to award **RFP No: 18-30; Medical & Prescription Claims Administration Services to Florida Blue for medical claims administration services, and to CVS Health for prescription claims administration services,** to enter into negotiations, and upon successful negotiation, execute contracts for performance of the services provided in RFP No: 18-30. Resolution 2018-\_\_\_\_\_, also authorizes the County Administrator, or designee, to execute amendments to the contract(s) that are administrative in nature, and that do not materially alter the terms of the contract(s). *For more information, contact Jaime Locklear, Purchasing Manager at 209-0158*
16. Motion to adopt Resolution 2018-\_\_\_\_\_, authorizing the County Administrator to execute **Amendment No 1. to DEP Contract RP783** to increase the funding increment amount of the contract for services from May 26, 2017 to Sept 3, 2018. *For more information, contact Joel Sneed, Deputy Chief at 904 209-1770*

17. Motion to approve a transfer from General Fund Reserves (0083-59920) to the **Social Services Department (0067-53101) in an amount not to exceed \$7,800 to cover additional burials/cremations** as required by law for the remainder of Fiscal Year 2018. *For more information, contact Shawna Novak, Director, Health and Human Services at 904 209-6089*
18. Motion to approve a transfer from General Fund Reserves (0083-59920) to **Social Services Department (0061-55704) in an amount not to exceed \$35,000 to cover additional HCRA claims** as required by law for the remainder of Fiscal Year 2018. *For more information, contact Shawna Novak, Director, Health and Human Services at 904 209-6089*
19. Motion to adopt Resolution 2018-\_\_\_\_\_, authorizing the County Administrator or his designee, to take the necessary steps to **submit an application for St. Johns County to become a Housing and Urban Development (HUD)-Approved Counseling Agency.** *For more information, contact Shawna Novak, Director, Health and Human Services at 904 209-6089*
20. Motion to adopt Resolution 2018-\_\_\_\_\_, approving the terms, conditions, and requirements of the contract between **St. Johns County and Flagler Hospital, CoC Lead Agency**, and authorizing the County Administrator or designee to execute the contract substantially in the same form and format as attached on behalf of the County; and recognizing and **appropriating the grant in the amount of \$29,550.00** into the General Fund Social Services Department for Fiscal Years 2018 and 2019. *For more information, contact Shawna Novak, Director, Health and Human Services at 904 209-6089*
21. Motion to adopt Resolution 2018-\_\_\_\_\_, authorizing the Chair to execute and **submit the Florida Small Cities CDBG Closeout Documents and Engineer's Certification of Completion for CDBG Contract #13DB-OI-04-65-01-E07 between the Department of Economic Opportunity and St. Johns County.** *For more information, contact Shawna Novak, Director of Health and Human Services at 904 209-6089*
22. Motion to adopt Resolution 2018-\_\_\_\_\_, approving a **license agreement template authorizing portions of the library premises to be utilized for the sole purpose of facilitating volunteer parking and shuttle bus services during a local Event**, subject to the specific terms and conditions outlined in the attached agreement. *For more information, contact Debra Rhodes Gibson, Library Director at 904 827-6926*
23. Motion to adopt Resolution 2018-\_\_\_\_\_, authorizing the County Administrator, or designee, to enter into **agreement with Medical Cost Containment Services (Medcom), as its' agent, to provide administrative and reimbursement services for the County's 125 Cafeteria Plan - Flexible Spending Accounts, Dependent Care Accounts, and Health Reimbursement Accounts.** Also authorizing the County Administrator, or designee, to execute amendments, applications, or documents related to the agreement(s) that are administrative in nature, and that do not materially alter the terms of the agreement(s). *For more information, contact Stacey Stanish, Director, Administrative and Support Services at 209-0545*
24. Motion to adopt Resolution 2018-\_\_\_\_\_, authorizing the County Administrator, or his designee, to enter into an interlocal agreement with the **St. Johns County School Board and the St. Johns County Sheriff** for the purpose of providing funding for the acquisition and maintenance of capital in connection with **the placement of deputies in St. Johns County schools pursuant to the Marjory Stoneman Douglas High School Public Safety Act.** *For more information, contact Joy Andrews, Assistant County Administrator at 904 209-1770*

**25. Approval of Minutes:**

- 06/19/18, BCC Regular

**26. Proofs:**

Proof: Request for Proposals, RFP No.: 18-68; CDBG-DR Environmental Consulting Services, published on June 21, 2018, and June 28, 2018, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 18-74; Lease of Seating System & Installation of Permanent Grandstand for St. Augustine Amphitheatre, published on June 25, 2018, and July 02, 2018, in the St. Augustine Record.

Proof: Request for Proposals, RFP No.: 18-42; Disaster Debris Removal Services, published on June 28, 2018, and July 05, 2018, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 18-61; Mickler's Landing Boardwalk and Parking Lot Improvements, published on July 02, 2018, and July 09, 2018, in the St. Augustine Record.

