

# ST. JOHNS COUNTY

ST. AUGUSTINE, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

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



## BOARD MEETING AGENDA

County Auditorium  
500 San Sebastian View

Hunter S. Conrad, County Administrator  
Patrick F. McCormack, County Attorney

Tuesday, October 20, 2020 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
- ❖ Retirement Recognition of Sandy Williams
- ❖ Retirement Recognition of Captain John M. Contestable
- ❖ Public Comment
- ❖ Deletions to Consent Agenda
- ❖ Approval of Consent Agenda
- ❖ Additions/Deletions to Regular Agenda
- ❖ Approval of Regular Agenda

### **Presenter: Brandon J. Patty, Clerk of the Circuit Court & Comptroller**

1. **Presentation on Clerk of Court Reserve Fund.** The clerk's office traditionally reverts excess revenue from General Fund 02, including the Court Subsidy Appropriation and excess Recording revenue, to the Board of County Commissioners. Upon reversion of funds this year, our office seeks to establish a reserve fund. Florida statute limits the clerk's authority in establishing and maintaining a reserve fund, both with state and county funding. This budgeting style hinders the clerk's office ability to weather recessions, crises, or budget cuts from the state. There have been continual budget reductions from the Executive Council of the Florida Clerks of Court Operation Corporation. In practice, at the end of each fiscal year surplus revenue will be reverted to County Administration. County Administration will keep the amount of revenue previously budgeted for fiscal year and the remaining funds will be reallocated into a restricted line for the clerk's office. Any activity with the restricted line should be required to be placed on the BCC agenda for approval.

### **Presenter: Karen M. Taylor**

### **Staff Member: Justin Kelly, Planner**

### **District 3**

2. **Public Hearing \* REZ 2020-12 2695 Dobbs Road Rezoning.** Request to rezone approximately .51 acres of land from Open Rural (OR) to Commercial Neighborhood (CN). This item was heard by the Planning and Zoning Agency at their regularly scheduled Public Hearing on September 17, 2020, and was unanimously recommended for approval, 6-0.

**Presenter: Justin Williams, P.E., Connelly & Wicker Inc.**

**Staff Member: Dick D'Souza, Chief Engineer**

**District 4**

- 3. VACROA 2020-02 Crestview ROW Stub-out Vacation and Grant of Easement.** At its September 15, 2020 meeting, the Board adopted a resolution declaring that the applicant's request to vacate road stub-outs along Crestview Drive in Nocatee to allow for a subdivision to be constructed with the Nocatee Town Center would be heard at the Board's October 20, 2020 public hearing. Based on staff's review, traffic patterns will not be negatively impacted by the requested vacation, and no party will be unreasonably affected by the requested vacation. Staff does not anticipate any objections to the request. Should the vacation be approved, the Board is also requested to accept a temporary easement proposed to be granted to the County by the applicant that would allow for the existing County drainage structures and sidewalks to remain in the vacated rights-of-way until the modifications are completed by the applicant. The proposed easement is attached for the Board's consideration and acceptance.

**Presenter: Katie S. Buchanan, P.A., Hopping Green & Sams**

**Staff Member: Joseph Cearley, Special Projects Manager**

**District 1**

- 4. Public Hearing \* CDD 2020-02 Stillwater CDD request to establish the Stillwater Community Development District (CDD).** St. Johns County received a Petition to establish the Stillwater Community Development District (CDD) on June 18, 2020. The CDD comprises approximately 728.78 acres of land and will serve the residential portions of the Greenbriar Downs Planned Unit Development (PUD). The Greenbriar Downs PUD was approved in March of 2019. The PUD rezoning application was ultimately approved for 818 single family aged restricted attached dwelling units. However, the CDD makes reference to governance of only 555 age restricted dwelling units.

**Presenter: Melissa A Lundquist, Assistant to the Board of County Commissioners**

- 5. Consider appointments to the Recreation Advisory Board.** Currently there are two (2) vacancies on the Recreation Advisory Board. These vacancies are due to resignations. The vacancies were advertised for a four-week span of July 24, 2020 through August 31, 2020. Please find attached for your review and consideration a recommendation letter from the Recreation Advisory Board and four (4) applications: Harold Dockins Sr. - Dist. 5, Marty McEachean - Dist.1, Jillian Villemaire - Dist. 3, and Marc Williams - Dist. 1.

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

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## CONSENT AGENDA

1. **Motion to approve the Cash Requirement Report.** *For more information, contact Lon Stafford, County Chief Financial Officer at 819-3622*
2. **Motion to adopt St. Johns County Emergency Proclamation No. 2020-\_\_\_\_\_, extending the local state of emergency for an additional seven day period.** *For more information, contact Patrick F. McCormack, County Attorney at 904 209-0805*
3. Motion to adopt Resolution 2020-\_\_\_\_\_, approving the **final plat for HAVEN at RIVERTOWN - PHASE ONE.** *For more information, contact Kelly Schley, Application Review Supervisor at 209-0720*
4. Motion to adopt Resolution 2020-\_\_\_\_\_, approving the **final plat for Bartram Ranch - Phase 2.** *For more information, contact Tayler Lewis, Application Review Supervisor at 209-0603*
5. Motion to adopt Resolution 2020-\_\_\_\_\_, approving the **final plat for Oxford Estates - Phase Six A.** *For more information, contact Tayler Lewis, Application Review Supervisor at 209-0603*
6. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the Chair of the Board, on behalf of the County, to execute and deliver a Perpetual Easement and Temporary Easement to the State of Florida Department of Transportation conveying easement rights over a portion of **County Road 208.** *For more information, contact Gail Oliver, Director, Land Management Systems at 209-0770*
7. Motion to adopt Resolution No. 2020-\_\_\_\_\_, adopting the terms, provisions, conditions and requirements of the attached **Utility Work Agreement (UWA)** between the Board of County Commissioners of St. Johns County, Florida and the Florida Department of Transportation relating to the financial project number 434615-2-52-01 in the amount of \$659,002.94 and to recognize and appropriate the funds within the Fiscal Year 2021 Utility Fund. *For more information, contact William G. Young, Director of Utilities at 904 209-2703*

8. Motion to adopt Resolution No. 2020-\_\_\_\_\_, adopting the terms, provisions, conditions and requirements of the attached **Utility Work by Highway Contractor (UWHC) agreement** between the Board of County Commissioners of St. Johns County, Florida and the Florida Department of Transportation relating to the financial project number 434615-2-52-01. *For more information, contact William G. Young, Director of Utilities at 904 209-2703*
9. Motion to adopt Resolution 2020-\_\_\_\_\_, approving the terms, conditions, provisions, and requirements of a Resolution approving a Railroad Reimbursement Agreement, Synchronization of Grade Crossing Traffic Control Devices agreement between the State of Florida, Department of Transportation, St. Johns County, Florida East Coast Railway, LLC and Cordova Palms Investment, LLC for the **SR 313 synchronization agreement** and authorizing the County Administrator, or designee, to execute the agreement on behalf of the County. *For more information, contact Neal Shinkre, P.E., Public Works Director at 904 209-0268*
10. Motion to adopt Resolution 2020-\_\_\_\_\_, approving the terms, conditions, provisions, and requirements of a Maintenance Agreement between the State of Florida, Department of Transportation and St. Johns County for the **SR 313 improvements** and authorizing the County Administrator, or designee, to execute the agreement on behalf of the County. *For more information, contact Neal Shinkre, P.E., Public Works Director at 904 209-0268*
11. Motion to adopt Resolution 2020-\_\_\_\_\_, approving the terms, conditions, and requirements of the Interlocal Agreement for Landscape Maintenance of Certain County Road Rights-of-Way between St. Johns County and the **Bartram Springs CDD**; authorizing the County Administrator, or designee, to execute the Interlocal Agreement; and directing the Clerk to file the Interlocal Agreement in the official records. *For more information, contact Bradley Bulthuis, Senior Assistant County Attorney at 209-0805*
12. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the County Administrator, or his designee, to award SS No: 20-77; **Grant Management Software** for Health & Human Services (HHS) and to execute a contract with Carahsoft Technology Corporation/E-Civis, in substantially the same form and format as attached for the performance of services in accordance with SS No. 20-77. *For more information, contact Jaime Locklear, Asst. Director Purchasing & Contracts at 904 209-0158*
13. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the County Administrator, or designee, to enter into negotiations with Wharton-Smith, Inc. as the top ranked firm under RFQ No: 20-13; Design-Build Services for AI Influent Pump Station Improvements, and upon successful negotiations execute preliminary and secondary Design-Build Agreements with Wharton-Smith to complete the work in accordance with RFQ No: 20-13. Furthermore, the resolution authorizes the County Administrator, or designee, to formally cease negotiations, should an agreement not be reached, and to enter negotiations with the next successively ranked firm in order to reach an Agreement. *For more information, contact Jaime Locklear, Asst. Director Purchasing & Contracts at 904 209-0158*

14. Motion to adopt Resolution 2020 – \_\_\_\_\_, authorizing the County Administrator, or his designee, to execute Amendment #1 to the Perpetual License Agreement with U.S. CAD in substantially same form and format as attached hereto for a total cost of \$12,672.50 for the remainder of the first year, and annual recurring costs of \$7,949.79 per year, for as long as the Bluebeam Revu Standard is required for operation of the **Electronic Permitting, Plan Review and Inspection System (EPPRIS)**. *For more information, contact Jaime Locklear, Asst. Director Purchasing & Contracts at 904 209-0158*
15. Motion to adopt Resolution 2020-\_\_\_\_\_, approving the recognition and appropriation of **Veterans Drug Treatment Court** program funding in the amount of \$10,000 amending the FY 2021 General Fund and Veterans Court budgets. *For more information, contact Jesse Dunn, Director at 904 209-0568*
16. Motion to authorize the transfer of \$789,056 from Fire District Fund Capital Outlay Reserve to the Fire Rescue department to complete the implementation of a **Computer Aided Dispatch (CAD) System**. *For more information, contact Jesse Dunn, Director at 904 209-0568*
17. Motion to adopt Resolution 2020-\_\_\_\_\_, approving the terms, conditions, and requirements of Amendment 3 between St. Johns County, Florida and **Community Based Care Integrated Health, LLC**, and authorizing the County Administrator, or his designee, to execute an agreement substantially in the same form as the attached Agreement on behalf of the County. *For more information, contact Shawna Novak, Health and Human Services Director at 904 209-6089*
18. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the Chair to sign a letter, addressed to the HUD Senior Community Planning and Development Representative, which provides details of the amendments and authorizes the County Administrator, or his designee, to submit the **amendment to the 2019-2020 Annual Action Plan** through HUD's Integrated Disbursement and Information System. *For more information, contact Joseph Cone, Assistant Director, Health and Human Services at 904 827-6890*
19. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the County Administrator, or his designee, to execute the First Amendment to the Subrecipient Agreement between St. Johns County and the Florida Housing Finance Corporation substantially in the same form as attached and recognizing and appropriating \$453,163 in unanticipated Coronavirus Relief funds from the **Florida Housing Finance Corporation within the Fiscal Year 2021 SHIP Budget**. *For more information, contact Joseph Cone, Assistant Director, Health and Human Services at 904 209-6089*
20. Motion to adopt Resolution 2020-\_\_\_\_\_, awarding an **Affordable Housing Grant to Ability Housing, Inc.**, in the amount of \$460,000.00, in conjunction with funding from the FHFC Low Income Housing Tax Credit program (LIHTC) to create 80 or more affordable rental units, directing the Office of the County Attorney to prepare a grant agreement for consideration by the Board at a future meeting, and authorizing the Chair to execute the attached Florida Housing Finance Corporation Local Government Verification of Contribution Grant Form on behalf of the County. *For more information, contact Joseph Cone, Assistant Director, Health and Human Services at 904 209-6089*

21. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the Chair to execute the SF-424 Application and Certificates and authorizing the County Administrator, or his designee, to submit the **FY 2020-2021 Annual Action Plan**, SF-424 Universal Application and Certificates to HUD on behalf of the County. *For more information, contact Joseph Cone, Assistant Director, Health and Human Services at 904 209-6089*
22. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the County Administrator, or his designee, to sign the **Affordable Housing Grant Agreement** for the Acquisition of 2.69 Acres for St. Johns Housing Partnership, Inc., substantially in the same form as attached. *For more information, contact Joseph Cone, Assistant Director, Health and Human Services at 904 209-6089*
23. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the County Administrator, or his designee, to sign the amendment to the Subrecipient Agreement for the **Acquisition and Rehabilitation of 2898 Collins Avenue** for Alpha-Omega Miracle Home. *For more information, contact Joseph Cone, Assistant Director, Health and Human Services at 904 209-6089*
24. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the Chair to execute an amendment to the **St. Johns Visitor and Convention Bureau Agreement**, in substantially the same form and format as attached hereto, providing for changes to the Contract Price, Payment Schedule and Administrative Overhead Expenses for County Fiscal Year 2021. *For more information, contact Tera Meeks, Director, Tourism & Cultural Development at 904 209-4428*
25. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the Chair to execute an amendment to the **St. Johns County Cultural Council agreement**, in substantially the same form and format as attached, providing for changes to the Contract Price, Payment Schedule and Administrative Overhead Expenses FY21. *For more information, contact Tera Meeks, Director, Tourism at 904 209-4428*
26. Motion to adopt Resolution 2020-\_\_\_\_\_, authorizing the County Administrator, or designee, to execute an amendment in substantially the same form and format as attached hereto, extending the term of the **Sponsorship Agreement** between the County and Canan Law until March 31, 2023. *For more information, contact Gabe Pellicer, General Manager at 904 209-0392*
27. Motion to adopt Resolution No 2020-\_\_\_\_\_, authorizing the County Administrator, or designee, to piggyback the Florida State Contract #973-000-14-02, negotiate applicable terms, and upon successful negotiations, award and execute an agreement, in substantially the same form and format as attached with RSM US, LLP to perform **FY 2020 auditing services** at a price not to exceed \$292,276; and to approve the transfer of \$66,276 from General Fund reserves. *For more information, contact Jaime Locklear, Asst. Dir. Purchasing & Contracts at 904 209-0158*
28. Motion to approve Minutes:
- 09/01/20, BCC Regular
  - 09/21/20, BCC Special - 5:30 p.m.
  - 09/21/20, BCC Special - 5:45 p.m.
  - 09/29/20, BCC Special

## **29. Proofs:**

Proof: Requisition of Bids, BID NO: 20-84; Purchase of Electrostatic Sprayers and Solution; published on 8/17/2020 and 8/24/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-89; Purchase of HEPA Air Purifiers; published on 8/17/2020 and 8/24/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-86; Purchase and Installation of Touchless Plumbing Fixtures; published on 8/19/2020 and 8/26/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-90; Purchase of Walk-Through Body Temperature Detectors; published on 8/19/2020 and 8/26/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-87; Purchase and Installation of Cubicle Add-On Panels and Sliding Doors; published on 8/19/2020 and 8/26/2020 in the St. Augustine Record.

Proof: Notice of Special Meeting with the purpose to hold a public hearing to consider and adopt the tentative millage rates and budget for Fiscal Year 2021; published on 8/25/2020 in the St. Augustine Record.

Proof: SA Req Qualification; RFQ NO: 20-82; Construction Administration Services for the Pavement Management Multi-Year Work Plan; published on 8/20/2020 and 8/27/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-92; Purchase of Video Laryngoscopes; published on 8/21/2020 and 8/28/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-88; Purchase and Installation of Touchless Paper Towel and Hand Soap Dispensers; published on 8/21/2020 and 8/28/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-93; Purchase of Personal Protection Equipment (PPE); published on 8/24/2020 and 8/31/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-95; Purchase of Thermal Imaging Temperature Screening Systems; published on 8/26/2020 and 9/02/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-94; Purchase of Computers (Laptops / All-In-One) and Docking Stations; published on 8/27/2020 and 9/03/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 21-06; Kings Estate Road Drainage Improvements - HMGP 4283-44-A; published on 8/31/2020 and 9/07/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-96; St. Augustine Amphitheatre HVAC Renovation; published on 8/31/2020 and 9/07/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-97; Purchase and Installation of Ultraviolet Cleaning (UV-C) Lighting for St. Augustine Amphitheatre; published on 9/4/2020 and 9/11/2020 in the St. Augustine Record.

Proof: DEP Consolidated Notice of Intent to issue permit and authorization to use sovereign submerged lands; published on 9/03/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-98; Purchase and Installation of Projectors; published on 9/03/2020 and 9/10/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO 21-08; Lawn Maintenance St. Johns County Sites; published on 9/03/2020 and 9/10/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-99; Purchase of Ultraviolet (UV) Lights for St. Johns County Facilities; published on 9/07/2020 and 9/14/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 21-16; Purchase and Installation of Lockable Seating; published on 9/07/2020 and 9/14/2020 in the St. Augustine Record.

Proof: Requisition of Proposals; RFP NO: 21-15; Re-opening Communications Plan for the St. Augustine Amphitheatre & Ponte Vedra Concert Hall; published on 9/07/2020 and 9/14/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-100; Countywide Audio/Visual Upgrade; published on 9/16/2020 and 9/23/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 21-18; Purchase and Installation of Touchless Plumbing Fixtures, Soap Dispensers and Surfaces; published on 9/14/2020 and 9/21/2020 in the St. Augustine Record.

Proof: Notice of Meeting; Special Meeting to hold a public hearing to consider and adopt the final millage rates and budget for Fiscal Year 2021; published on 9/11/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 20-101; Purchase of Laptop Computers for SJC Clerk of Court & City of St. Augustine Beach, published in 9/14/2020 and 9/21/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 21-07; Group 3B Lift Station Improvements Casa De Contera (PS 64) and Island South (PS 57); published on 9/14/2020 and 9/21/2020 in the St. Augustine Record.

Proof: Requisition of Bids; BID NO: 21-17; Purchase and Installation of Six (6) Outdoor Ceiling Fans; published on 9/14/2020 and 9/21/2020 in the St. Augustine Record.