

ST. JOHNS COUNTY

ST. AUGUSTINE, FLORIDA

BOARD OF COUNTY COMMISSIONERS

District 1 - Christian Whitehurst
District 2 - Sarah Arnold
District 3 - Clay Murphy, Vice-Chair
District 4 - Krista Joseph, Chair
District 5 - Ann Taylor



BOARD MEETING AGENDA

County Auditorium
500 San Sebastian View

Joy Andrews, County Administrator
Rich Komando, County Attorney

Tuesday, June 17, 2025 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 Circuit Court and County Comptroller
- ❖ Invocation
- ❖ Pledge of Allegiance
- ❖ Proclamation Designating July as Parks and Recreation Month
- ❖ Proclamation Recognizing William Bartram Scenic and Historic Highway's 20th Anniversary Celebration
- ❖ Acceptance of Proclamations
- ❖ Deletions to Consent Agenda
- ❖ Approval of Consent Agenda
- ❖ Additions/Deletions to Regular Agenda
- ❖ Approval of Regular Agenda
- ❖ Public Comment

Presenter: Debra Gibson, Director, Library Services

Staff Member: Amy Ackerman, Manager of Support Services, Library

1. **Demonstration of new library resource - Peterson's Test Prep database.** At the request of the BCC Chair, SJCPLS will demonstrate a new electronic resource to assist job-seekers and students. This database replaces the previous BrainFuse database at a cost-savings of \$4,000.00 annually.

Presenter: Robert Hardwick, Sheriff, and Vicky Oakes, Supervisor of Elections

Staff Member: Wade Schroeder, Assistant Director, OMB

2. **Constitutional Officers' Fiscal Year 2026 Budget Presentations - The St. Johns County Sheriff and the Supervisor of Elections.** Presentation of the Constitutional Officer's tentative budgets for Fiscal Year 2026. Under F.S. 129.03(2), on or before June 1 of each year, Constitutional Officers shall submit to the Board of County Commissioners (BCC) a tentative budget for their respective offices for the ensuing fiscal year. Since the Tax Collector is fee-based, it is not required for the Tax Collector's budget to be submitted to the BCC at this time. The St. Johns County Sheriff and the Supervisor of Elections will each make a brief oral presentation to the BCC relative to their respective tentative budget.

Presenter: Dan Whitcraft, Director, Facilities Management

3. **Space Needs Discussion for Constitutional Officers and BCC Areas.** This agenda item provides an update to St. Johns County Board of County Commissioners regarding identified immediate space needs for the Constitutional Officers (including the Sheriff's Office, the Supervisor of Elections, and the Clerk of Circuit Court & Comptroller's Office) and BCC Departments (including MIS and Medical Examiner Offices). The recommendation is to proceed with funding for expansion of the existing Medical Examiner Office and seek funding for the capital cost from both Flagler and Putnam Counties who currently participate within an existing Tri-County Medical Examiner Agreement.

Presenter: David Henning, Inspire Placemaking Collective, Inc.

Staff Member: Mike Roberson, Director, Growth Management

4. **Public Hearing * Board Discussion of Land Development Code (Tree Ordinance).** Staff and Inspire are providing a presentation to seek Board guidance on possible updates to the Land Development Code with regard to Article IV Tree Protections.

Presenter: Amy Ring, Special Projects Manager, Growth Management

5. **First Reading - LDCA 2024-03 Land Development Code Updates.** Updates to Land Development Code (LDC) Articles II, III, V, VI, IX, and XII, and the Table of Contents, to maintain consistency with Florida Statutes and to better organize existing parts of the code. The Planning and Zoning Agency voted on May 15, 2025, to recommend approval of this item 5-0.

Presenter: James Ashe

Staff Member: Evan Walsnovich, Planner

District 5

6. **Public Hearing * CPA(SS) 2025-01 Apex UCC.** Request for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation of approximately 1.8 acres of land from Rural/Silviculture to Intensive Commercial (IC), located at 140 Stratton Road. This request is a companion application to REZ 2025-03. The Planning and Zoning Agency heard this request at their regularly scheduled public hearing on May 15, 2025, and recommended approval with a vote of 5-0. There was discussion between the Agency and the applicant regarding the history of the site and how the uses on site would affect the surrounding properties.

District 5

7. **Public Hearing * REZ 2025-03 Apex UCC.** Request to rezone approximately 1.8 acres of land from Open Rural (OR) to Commercial Intensive (CI) with use-limiting conditions, located at 140 Stratton Road. This request is a companion application to CPA(SS) 2025-01. The Planning and Zoning Agency heard this request at their regularly scheduled public hearing on May 15, 2025, and recommended approval with a vote of 5-0. There was discussion between the Agency and the applicant regarding the history of the site and how the uses on site would affect the surrounding properties.

Presenter: James G. Whitehouse, Esq, St. Johns Law Group
Staff Member: Saleena Randolph, Senior Planner

District 5

8. **Public Hearing * REZ 2025-01 Arapaho Avenue Townhomes.** A request to rezone approximately 2 acres of land from Open Rural (OR) to Residential General (RG-2) with conditions, located at 1540 Arapaho Avenue. The Planning and Zoning Agency (PZA) heard this request at their regularly scheduled public hearing on May 15, 2025. The Agency recommended approval with a condition to restrict the site to a maximum of 12 units, voting 5-0 in favor.

Presenter: Carey Elam, Property Owner and Applicant
Staff Member: Michael Lagasse, Environmental Manager

District 4

9. **Public Hearing * NZVAR 2024-19 Elam Family Legacy.** Request for Non-Zoning Variance to Sections 4.01.05.E.3, 4.01.05.E.3.a, 4.01.05.E.3.b, 4.01.05.E.3.f and 4.01.05.E.3.g of the Land Development Code regarding enforcement of protected tree removal without a permit on a +/-5.5 acre parcel on Pine Island Road. The Application for a Non-Zoning Variance seeks relief from a fine of \$137,700.00 due to clearing without a permit of 4.59 acres of the subject parcel. The Applicant proposes a condition of preserving a one acre buffer along the eastern and southern boundaries of the property and describes their intent to plant larger trees than the code required minimum as a mitigative measure. The NZVAR stands alone as a request for relief but is a precursor to a pending Small-Scale Comprehensive Amendment application currently under review and a companion NZVAR requesting relief from subdivision regulations.

Presenter: Greg Caldwell, Director, Public Works

10. **Solid Waste Presentation on Special Assessment.** The prior agreements for residential curbside solid waste collection services expired on July 31, 2024. As all contractual renewal provisions under those agreements had been fully exercised, the County was obligated to initiate a new competitive procurement process pursuant to applicable statutory and procurement requirements. Following the issuance and evaluation of a formal Request for Proposals (RFP), a new contract was awarded, which reflects an increase in service costs to the County. In order to maintain the existing level of service to properties within the Municipal Services Benefit Unit (MSBU), an adjustment to the annual solid waste assessment is required. County staff will deliver a presentation and request authorization from the Board of County Commissioners to proceed with the proposed assessment modifications. This process will include the preparation and issuance of all statutorily required notices, as well as the scheduling and conduct of a duly noticed public hearing, in accordance with Florida law.

Presenter: Neal Shinkre, Director, Utilities

- 11. Recommended adoption of the proposed schedules for certain rates, deposits, charges, fees, and costs relating to the use or availability of water, wastewater, and reclaimed water services and unit connection fees pursuant to the St. Johns County Utility Ordinance for Fiscal Year 2025.** In response to the requirements of Senate Bill (SB) 64, which mandates the elimination of treated domestic wastewater discharges into Florida's surface waters and promotes the reuse of reclaimed water, St. Johns County is expanding its reclaimed water infrastructure. This expansion involves significant capital investment to support operational needs and system growth. After a recent review of current and projected annual operating costs and capital investments, SJCUD is recommending potential adoption of certain rates, deposits, charges, fees, and costs related to the use or availability of water, wastewater, and reclaimed water services. The proposed adjustments will not have an impact on existing water and wastewater customers and are limited to existing reclaimed water accounts and unit connection fees. To ensure cost recovery and maintain affordability for customers, these adjustments aim to support the County Utility's long-term financial sustainability while complying with state environmental regulations. The additional revenue collected from the proposed adjustments will be utilized for securing long-term water resources or mandatory growth and regulatory capital projects.

- ❖ 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, Deputy Director, BCC Accounting at 904 819-3680*
2. Motion to adopt Resolution 2025-_____, approving the terms and authorizing the County Administrator, or designee, to execute the **Purchase and Sale Agreement** for a Temporary Construction Easement needed for the Porpoise Point Drive Beach Access Improvement Project. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
3. Motion to adopt Resolution 2025-_____, approving a request for **Easements** between the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida and St. Johns County, and authorizing the County Administrator, or designee, to execute any documents that may be necessary to complete the application process *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
4. Motion to adopt Resolution 2025-_____, accepting a **Bill of Sale, Final Release of Lien, and Warranty** associated with the sewer system to serve 11 N. Roscoe Blvd Forcemain. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
5. Motion to adopt Resolution 2025-_____, accepting an **Easement for Utilities, Bill of Sale, Final Release of Lien, and Warranty** Associated with the water, sewer, and reclaimed water systems to serve Silverleaf Parcel 8B - Phase 2. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
6. Motion to adopt Resolution 2025-_____, accepting an **Easement for Utilities, a Bill of Sale, Final Release of Lien, and Warranty** associated with the water, sewer, and reclaimed water systems to serve Silverleaf Parcel 12 East Phase 1. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
7. Motion to adopt Resolution 2025-_____, accepting a **Bill of Sale, Final Release of Lien, and Warranty** associated with water, sewer, and reclaimed water systems to serve Silverleaf Parcel 22A Phase 1A. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*

8. Motion to adopt Resolution 2025-_____, accepting an **Easement for Utilities, Bill of Sale with Schedule of Values, Final Release of Lien, and Warranty** associated with the water and sewer systems for St. Augustine Lakes Phase 3B. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
9. Motion to adopt Resolution 2025-_____, accepting a **Bill of Sale, Final Release of Lien, and Warranty** associated with the water and sewer systems to serve World Commerce Industrial located off of International Golf Parkway. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
10. Motion to adopt Resolution 2025-_____, accepting the terms and authorizing the County Administrator, or designee, to execute a **Temporary Access Easement** for a telecommunication tower to be located off Fort Peyton Drive. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
11. Motion to adopt Resolution 2025-_____, accepting an **Easement for Utilities, Bill of Sale, Final Release of Lien, and a Warranty** associated with the water system to serve Starbucks at CR 208 & SR 16. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
12. Motion to adopt Resolution 2025-_____, authorizing the Chair of the Board, on behalf of the County, to execute an **Amended and Restated First Amendment** to Air Rights Easement in connection with the Hotel boundaries located on the St. Johns County Convention Center property at the World Golf Village. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
13. Motion to adopt Resolution 2025-_____, approving the terms and authorizing the County Administrator, or designee, to execute a **Fifth Amendment to Lease Agreement** with Home Again St. Johns, Inc. for temporary use of a portion of County-owned property located off South Holmes Boulevard. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
14. Motion to adopt Resolution 2025-_____, approving the terms and authorizing the County Administrator, or designee, to execute a **License Agreement with North Shores Improvement Association** for use of the former North Shores Volunteer Fire Department building located on First Street in Vilano Beach for equipment storage, breaks, meetings, and the Sheriff's Canine Training. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
15. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **award IFB No: 2288; SR16 Widening Improvements: International Golf Parkway (IGP) To CR2209** – FDOT FPN 442785-1-54-01 and FPN 210447-8-54-01 to C.W. Matthews Contracting Co., Inc., as the lowest, responsive, and responsible bidder, and to execute a contract in substantially same form and format as attached hereto, at a total lump sum bid price of \$21,460,052.00 for completion of the specified project. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*

16. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **execute and issue Change Order No. 02 to Task Order No. 05 with CDM Smith, Inc.**, for additional engineering services to complete the NW WRF Reuse Design and Construction Services for an amount not to exceed \$126,905.00 under RFQ No. 22-01; Continuing Contracts for As Needed Professional Services, Master Contract No: 22-PSA-CDM-16072. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
17. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **award RFP 2231; Fire Rescue Records Management System (RMS) to ImageTrend, LLC**, as the top ranked Proposer, for a not-to-exceed amount of \$1,507,552.50 for a contract term of ten years, to perform the required services in accordance with RFP 2231. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
18. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **award RFP 2247; Financial Advisor to PFM Financial Advisors LLC**, as the top ranked Proposer, to perform the required services in accordance with RFP 2247. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
19. Motion to declare the attachment list as **surplus** and authorize the County Administrator, or designee, to dispose of the same in accordance with the Purchasing Policy Section 308 and Florida State Statute 274. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
20. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **execute Contract Amendment #2 - GMP Amendment for Central Sportsplex Main Package** under the Construction Manager Agreement #24-MCA-WHA-19753 with Wharton-Smith, Inc in the amount not to exceed \$14,898,263.00 for performance of the Work in accordance with the Contract Documents. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
21. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **award IFB No. 2289; New Aerator at Plantation WTPS to SGS Contracting Services, Inc.**, as the lowest, responsive, responsible bidder, for completion of the Work at the Lump Sum Bid Alternate Price of \$1,126,700.00. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
22. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **award IFB No: 2333; SR 16 at Stratton Boulevard / Industry Center Road Intersection Improvements** - FDOT FPN 446603-1-54-01 to Besch and Smith Civil Group, Inc. as the lowest, responsive, and responsible bidder, and to execute a contract in substantially same form and format as attached hereto, at a total lump sum bid price of \$4,340,464.10 for completion of the specified project. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
23. Motion to adopt Resolution 2025-_____, approving and authorizing the Chair to execute the **Interlocal Agreement** between St. Johns County and JEA in substantially the same form as attached hereto. *For more information, contact Kealey West, Assistant County Attorney at 904 209-6089*

24. Motion to **amend the Board's Order in PLNAPPL2024-02 / ZV2023-10** to the extent required to conform to the Seventh Judicial Circuit Court's Order Denying in Part and Granting in Part Petition for Writ of Certiorari in Circuit Court Case AP24-5. *For more information, contact Ryan Ross, Assistant County Attorney at 904 209-0805*
25. Motion to adopt Resolution 2025-_____, authorizing the Sheriff of St. Johns County, Florida, or designee, to **submit an application seeking funding assistance through the Office of Criminal Justice Grants** – Florida Department of Law Enforcement - Federal Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant - Countywide (JAG-C) Program on behalf of the County. *For more information, contact Robert A. Hardwick, Sheriff at 904 810-6602*
26. Motion to adopt Resolution 2025-_____, amending the Fiscal Year 2025 budget to **recognize and appropriate federal Equitable Sharing proceeds** of \$11,789.39 as revenue within the Fiscal Year 2025 Equitable Sharing Treasury Trust Fund budget. *For more information, contact Robert A. Hardwick, Sheriff at 904 824-8304*
27. Motion to **confirm** Kealey West as a Deputy County Attorney. *For more information, contact Desiree Woroner, Director, Human Resources at 904 209-0622*
28. Motion to adopt Resolution 2025-_____, approving **revisions to the St. Johns County Administrative Code**, Section 404, and authorizing the County Administrator to implement the revised Administrative Code effective June 17, 2025. *For more information, contact Desiree Woroner, Director, Human Resources at 904 209-0622*
29. Motion to adopt Resolution 2025-_____, **approving Amendment 4 to contract NJ211 between St. Johns County and Florida Department of Children and Families**, in substantially the same form as the attached hereto, and authorizing the County Administrator, or designee, to execute and deliver the amendment on behalf of the County. *For more information, contact Shawna Novak, Director, Health and Human Services at 904 209-6089*
30. Motion to adopt Resolution 2025-_____, **approving the terms, conditions and requirements of the Contract between St. Johns County and The Devereux Foundation, Inc.** for the Family Builder Safety Services Program in an amount not to exceed \$130,121.23, in substantially the same form as attached hereto, and authorizing the County Administrator, or designee, to execute the Contract on behalf of the County. *For more information, contact Shawna Novak, Director, Health and Human Services at 904 209-6089*
31. Motion to adopt Resolution 2025-_____, **approving the terms, provisions, conditions and requirements of the Agreement between St. Johns County and National Youth Advocacy Program, Inc.**, for the Enhanced Foster Care Program, in an amount not to exceed \$381,375 for the current state fiscal year and authorizing the County Administrator, or designee, to execute the Agreement on behalf of the county. *For more information, contact Shawna Novak, Director, Health and Human Services at 904 209-6089*

32. Motion to approve a **reserve transfer** of \$165,000 from 1200-59920 Reserves to 1200-56301 Improvements Other Than Buildings to match the cost of the purchase and installation of a playground feature at Alpine Groves Park. *For more information, contact Ryan Kane, Director, Parks & Recreation at 904 209-0324*
33. Motion to adopt Resolution 2025-_____, approving the funds for the construction of the **South Ponte Vedra FEMA Category G Project in response to Hurricane Ian, Nicole, and Debbie** and to recognize and appropriate a Department of Homeland Security FEMA grant for up to \$11,173,785 and a State of Florida Division of Emergency Management grant for up to \$913,273. *For more information, contact Joseph Giammanco, PhD, Director, Emergency Management at 904 824-5550*
34. Motion to adopt Resolution 2025-_____, approving and adopting the St. Johns County **Comprehensive Emergency Management Plan**. *For more information, contact Joseph Giammanco, PhD, Director, Emergency Management at 904 824-5550*
35. Motion to adopt Resolution 2025-_____, **recognizing unanticipated insurance proceeds** in the amount of \$67,804.60, increasing the Fire District Fund revenue budget and appropriating this revenue to the St. Johns County Fire Rescue - Fire Division department for the repair of 2020 Pierce Aerial Fire Truck. *For more information, contact Sean McGee, Chief, Fire Rescue at 904 209-0530*
36. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to execute an **Estoppel and Consent Agreement** as requested by Atrium TRS IV, L.P., a Delaware limited partnership, in substantially the same form and format as attached hereto, providing for an assignment of the St. Johns County Convention Center Operating Agreement to St. Augustine Lodging Associates LLC. *For more information, contact Sara Maxfield, Director, Economic Development at 904 209-0541*
37. Motion to **approve minutes:**
- 06/03/25, BCC Regular