



## **FINANCE AND AUDIT COMMITTEE MEETING MINUTES**

June 7, 2022

Administration Building,  
4th Floor, BCC Meeting  
Room, 477 Houston Street,  
Green Cove Springs, FL 32043  
1:00 PM

---

### **PUBLIC COMMENTS**

Chairman James Renninger called the meeting to order at 1:00 pm.

Chairman James Renninger opened the floor for public comment at 1:00 pm.

Hearing no comments, Chairman James Renninger closed the public comment at 1:01 pm.

### **BUSINESS**

1. Rejection of bid submittals for Bid No. 21/22-24, Courthouse 2nd Floor Area Two Build-out and Covered Parking (K.Smith/G.Price)

Approval to reject the two bids received for Bid No. 21/22-24, Courthouse 2nd Floor Area Two Build-out and Covered Parking due to bids coming in over the estimated cost. The decision has been made to separate the projects and re-bid the covered parking area only at this time.

After discussion, Vice-Chairman Kristen Burke recommended the Board place this agenda item on its June 14, 2022, consent agenda. Chairman James Renninger seconded the recommendation, which carried 2-0.

2. Award of RFQ No. 21/22-41, Sponsor/Developer for Homeless Stabilization under the Clay County SHIP Program (T.Sumner)
  - 1) Approval to post notice of intent and award RFQ No. 21/22-41, Sponsor/Developer for Homeless Stabilization under the Clay County SHIP Program to Mercy Support Services. The amount of \$300,000.00

is reserved to go toward this homeless stabilization program for the term of this agreement. Five percent (5%) of the award per household will be paid to Mercy Support Services as a project delivery cost.

A committee consisting of the Development Services Director, SHIP Coordinator, and Lead Building Inspector has performed an evaluation of response received. Mercy Support Services = 86.33

2) Additional approval of accompanying Agreement for a term of three (3) years.

Funding Source: SHIP Program Fund / SHIP Program Activities / Program Services

After discussion, Chairman James Renninger recommended the Board place this agenda item on its June 14, 2022, consent agenda. Vice-Chairman Kristen Burke seconded the recommendation, which carried 2-0.

3. Notice of Intent and Award of Bid No. 21/22-44, SHIP Demolition and Reconstruction Project – Lazy Lane (T.Sumner)

1. Approval to post notice of intent and award Bid No. 21/22-44, SHIP Demolition and Reconstruction Project - Lazy Lane to Conner Construction and Demolition in the amount of \$198,450.00. Approval will be effective after the 72 hour protest period has expired.

2. Approval for the maximum award under the demolition and reconstruction strategy in the Clay County SHIP Program's Local Housing Assistance Plan (LHAP) be waived. All bids received were over the allowed maximum award amount of \$170,000.

Funding Source: SHIP Program Fund / SHIP Program Activities / Program Services

After discussion, Vice-Chairman Kristen Burke recommended the Board place this agenda item on its June 14, 2022, consent agenda. Chairman James Renninger seconded the recommendation, which carried 2-0.

4. Notice of Intent and Award of Bid No. 21/22-45, SHIP Demolition and Reconstruction Project – North Street (T.Sumner)
  1. Approval to post notice of intent and award Bid No. 21/22-45, SHIP Demolition and Reconstruction Project - North Street to Conner Construction and Demolition in the amount of \$198,450.00. Approval will be effective after the 72 hour protest period has expired.
  2. Approval for the maximum award under the demolition and reconstruction strategy in the Clay County SHIP Program's Local Housing (LHAP) be waived. All bids received were over the allowed maximum award amount of \$170,000.

Funding Source: SHIP Program Fund / SHIP Program Activities / Program Services

After discussion, Vice-Chairman Kristen Burke recommended the Board place this agenda item on its June 14, 2022, consent agenda. Chairman James Renninger seconded the recommendation, which carried 2-0.

5. Second Renewal and Amendment to SHIP Down Payment Agreement (T.Sumner)

Approval of the Second Renewal and Amendment to Agreement No. 2017/2018-118 with the Finance Housing Authority of Clay County, Florida regarding providing down payment assistance, which will extend the Agreement for an additional 12 month term through June 25, 2023 and amend Paragraph 3 of the original Agreement to allow for the amount per household as specified in the LHAP in effect at the time of the award.

Funding: SHIP Program Fund - SHIP Program Activities - Program Services

After discussion, Vice-Chairman Kristen Burke recommended the Board place this agenda item on its June 14, 2022, consent agenda. Chairman James Renninger seconded the recommendation, which carried 2-0.

6. Renewal to OD2A Paramedicine Agreement with State of Florida, Department of Health (H. Huffman/D. Motes)

Approval of Renewal to Agreement 2019/2020-123, Overdose Data to

Action (OD2A) Paramedicine Agreement with State of Florida, Department of Health, with a new end date of 8/31/2023. The total not to exceed amount of \$394,574.00 as stated in the original agreement remains the same.

After discussion, Chairman James Renninger recommended the Board place this agenda item on its June 14, 2022, consent agenda. Vice-Chairman Kristen Burke seconded the recommendation, which carried 2-0.

7. State Funded Grant Agreement Emergency Preparedness and Assistance (EMPA) Grant with FDEM (J. Ward)
  - 1) Approval of State Funded Grant Agreement Emergency Preparedness and Assistance Grant with Florida Department of Emergency Management for the State's FY 2022-2023 in the amount of \$105,806.00.
  - 2) Additional approval of accompanying Budget Resolution.  
Funding Source: FD1000-CC-1233-PRJ100398-various

After discussion, Vice-Chairman Kristen Burke recommended the Board place this agenda item on its June 14, 2022, consent agenda. Chairman James Renninger seconded the recommendation, which carried 2-0.

8. Budget Resolutions for Grant Awards (M. Mosley)

Approval of the following two (2) budget resolutions for grant awards:

  1. FY20 SAFER Grant: \$2,778,696 awarded by FEMA to support 12 new firefighters. Budget Resolution in the total amount of \$882,132 provides FY21/22 personnel services. Funding Sources: General and Fire Control MSTU Funds / Federal Grants - SAFER Grant Revenue
  2. FY22 Emergency Medical Services Matching Grant: \$57,741 (with \$19,247 Local Match) awarded by the Florida Department of Health to purchase Lucas Devices for Public Safety Department. Funding Sources: General Fund / State Grant - Public Safety Revenue and General Fund / Public Safety-Administration/Communications / Machinery and Equipment - Non-Capitalized

After discussion, Chairman James Renninger recommended the Board place this agenda item on its June 14, 2022, consent agenda. Vice-Chairman Kristen Burke seconded the recommendation, which carried 2-0.

## **PROJECT UPDATE**

### **9. Grants Division - Live Update (M.Mosley)**

Megan Mosley, Grants Division Manager, provided the Committee with an update on projects for the grants division. Ms. Mosley noted that she had two updates:

- Voluntary Home Buyout Program: Seven offer letters are being reviewed for compliance. Staff anticipates that those will move forward, and the next steps would be title search, environmental review, surveys, etc. Then the purchase agreement would go to the Board for approval.

Chairman James Renninger asked if rental relocations would be displacing renters out of those seven. Troy Nagel, Assistant County Manager, said no renters would be displaced. Chairman Renninger noted there is a significant delta if you have to relocate renters, so be aware.

Ms. Mosley said the next item to brief is:

- Next year's CDBG Entitlement Action Plan: The public comment period will open for the action plan on June 15 and run through July 15, 2022. There will be a public hearing at the next BCC meeting Tuesday, June 14, 2022. Beginning on June 15, 2022, a copy of the plan will be available on the county's website. In addition, there will be hard copies available at the Administration Building in the Department of Economic and Development Services. Hard copies are also available during normal business hours at all five of the library branches:
  - Fleming Island
  - Middleburg
  - Keystone Heights
  - Green Cove Springs
  - Orange Park

Ms. Mosley said additionally there would be three public meetings:

- Thursday, June 16, 2022, at the Keystone Heights Beach Historic Pavilion at 6:00 pm.
- Tuesday, June 21, 2022, at the Orange Park Public Library at 6:00 pm.
- Thursday, June 23, 2022, at the Middleburg/Clay Hill Public Library at 6:00 pm.

Comments can also be submitted in person, by phone, or email. The information will be posted and available on the website throughout the public comment period. Recordings and transcripts of the meetings would also be available for the public to review.

#### 10. Public Works Projects - Live Update (T.Gardner)

Teresa Gardner, Director of Public Works, provided the Committee with an update on projects for public works. Ms. Gardner said that, sadly, she had news that we lost one of our colleagues over the weekend, Mr. David Wilkinson. He has worked with the county in Public Works since 2003. Ms. Gardner then said on another sad note there was a fatality yesterday on Blanding Boulevard. While the gentleman did not work for the county, he was doing a public works type of job through FDOT. We would ask that drivers please slow down in the work zones and pay attention. Ms. Gardner asked that everyone keep the families of both gentlemen in their prayers.

Ms. Gardner said that we take bids this week on our drainage contracts using the ARPA funds (American Rescue Plan Act.) A backlog is ready to roll out once the contractual items are in place. Staff is looking forward to taking bids on Friday. Ms. Gardner said for two of the initiatives, Wells Road and College Drive; Precision Sidewalk visited recently. They are the company that goes in and fixes minor differences in the segments and identifies more significant issues. Staff should get a report soon for anything that needs to be fixed internally or contractually.

Chairman James Renninger commented that the mishap on Blanding Boulevard sounds as if it is from people not paying attention when they are driving. However, it was a four-car accident that took the lives of two

individuals. Chairman Renninger encouraged citizens not to drive distracted and pay attention. The mortality rate for people who work along the highway, whether Florida Highway Patrol, tow truck drivers, etc., is very elevated.

#### 11. Engineering Projects - Live Update (R.Smith)

Richard Smith, Director of Engineering, provided the Committee with an update on projects for engineering. Mr. Smith briefed the Committee on ongoing projects:

- Pine Avenue Bridge - This is on schedule to be completed on October 9, 2022. There has been no request for an extension at this time.
- Aquarius Concourse - Started on May 31, 2022, and materials are being delivered. Mr. Smith said to reiterate what Ms. Gardner said; there will be a lot of people working in compromising positions and locations, so please be careful.

Mr. Smith said there are three projects that we would get notice to proceed on this week:

- Northridge Drive Drainage Improvements
- Thunderbolt Elementary Sidewalk
- Kingsley Lake Drive Sidewalk Replacement

The upcoming projects for bid:

- Town Center at CR220 Intersection
- Welcome Signage at the Oakleaf Plantation Parkway and Blanding Boulevard entrance into the county

Mr. Smith said that there is also a sidewalk project on CR218 that would connect Taylor Road to Clay Hill Elementary.

Chairman James Renninger said some of these projects have been an issue for years, I.e., Aquarius Concourse, and Northshore Bridges. Hopefully, the public realizes that government works slowly, but we work and are moving forward. Chairman Renninger complimented Mr. Smith and his staff for getting it done. Mr. Smith noted that he has very capable employees that help him out and said thank you.

## 12. Facilities Projects - Live Update (G.Price)

Gene Price, Deputy Director of Facilities, provided the Committee with an update on projects for facilities. Mr. Price noted that all the permits required for the Shand's Pier removal had been received, and the vendor should start somewhere between June 15 through June 20, 2022. It is anticipated to be complete in three months, but per the contract, they do have one year to have it completed. The message has been put out to the public so that everyone is aware of the delays. Mr. Price said they conducted walk-throughs at the senior centers with the County Manager and building maintenance professionals making a list of paint touch-ups and patchwork needed. Mr. Jim Harsey and his team have been chipping away at that list.

Mr. Price said the gopher tortoises at the gun range had been relocated. The site laydown has been completed, and the vendor will mobilize this week. They are working through supply chain issues regarding the trusses and the electrical panel.

Mr. Price noted there is a design team on board for the jail expansion, which is Strollo Architects. They are finalizing the construction documents, and staff is working with the purchasing department and procuring that to get built out.

Chairman James Renninger asked if the governor's budget included money for the jail expansion. Howard Wanamaker, County Manager, said yes, \$1 million was given.

## 13. Parks & Recreation Projects - Live Update (J.Pierce)

Justin Pierce, Recreation Program Manager, provided the Committee with an update on projects for parks and recreation. Mr. Pierce touched on several projects that are in the process of completion.

- Thunderbolt Park Additional Lighting - The P.O. has been received, and the notice to proceed is being sent this week for adding two light poles to the east end of the park. It will take about eight to ten weeks to complete.

- Safety Netting at Various Parks - The P.O. has been received, and the notice to proceed will go out this week. The project timeline is for the repair and the additional netting to be completed by July 30, 2022.
- Moccasin Slough Nature Center Boardwalk Observation Tower - In the design process and we have received a proposal for the Nature Center, and the boardwalk. The original plans from 2012 were found for the Nature Center, which will be cost savings on the design portion of the project.
- Multiple Drainage Projects - Slated for the upcoming fiscal year:
  - Walter Odum Park - Getting fields up to play - stabilizing the fields and putting impervious surfaces to increase parking
  - Doctor's Lake Park - Adding a kayak launch, increasing the green space, and increasing the parking to park on the outside of the park to be able to enjoy the pier and waterfront
  - Eagle Harbor Soccer Complex - Same as Walter Odum - To include piping and drainage to improve the playability

The design proposals have been received for those locations, and staff is working on the budget to get funds allocated to the right areas to move forward.

Vice-Chairman Kristen Burke asked for a pickleball update. Mr. Pierce said they are working with facilities on the project. However, they did run into a few hiccups with the Augustus Savage location. In particular, with the fact, there is nothing at that site, so we have to get engineering and design as far as the grading so when the impervious surface is put down, and we go through the process and permitting, we make sure it complies to be able to move forward. Mr. Pierce said as far as the ARPA projects, W.E. Varnes and Twin Lakes; they are going out to bid. Those will be easier because there are existing courts at those locations. Those will be torn down and rebuilt on the site of the footprint. Vice-Chairman Burke asked if there had been a pickleball court built, or have they all been resurfaced. Mr. Pierce noted that since he has been here, which was in 2018, all the projects have been resurfacing. That did not include tearing down what is existing. It was smoothing the surface, repainting new lines, which last about two to three years then they are cracking again and are back in the state they were before. Vice-Chairman Burke said that since there has not been a court built, you need the engineering and a plan. Mr. Pierce said yes, ma'am, we want to do it the right way, so when we build them, they last fifteen to twenty years. Vice-Chairman Burke noted that she had constituents comment that someone was touring the fairgrounds to have tournaments at that location. Mr. Pierce said he was unaware of that but would ask Ms. Morgan with Parks and Recreation and get back

to her.

Vice-Chairman Kristen Burke said that her family is boaters, and on Memorial Day, they had to park illegally; there has to be another location for a boat ramp. Mr. Pierce said they are currently working on that. They are in the process of an RFQ for professional design services for surveys, engineering, landscape architecture, etc. The first thing to rollout is a park strategic master plan. That brings in a consultant who does an eight to ten month study of our entire park inventory to look at improvement and land acquisition areas. From there, we would have a ten-year road map. Mr. Pierce noted that we have boater improvement funds in the budget, so we want to be wise about using those funds and making the biggest impact.

Chairman James Renninger said what about Boaters skip day, that was a parking nightmare. Chairman Renninger complimented the county; they did a good job. He did not hear of any problems, and there were thousands of boats.

### **COUNTY MANAGER**

Howard Wanamaker, County Manager, noted he had no comment pending questions from the Committee.

Hearing no further business, Chairman James Renninger adjourned the meeting at 1:33 pm.

Attest:

---

Committee Chairman

---

Recording Deputy Clerk