

CITY OF GREEN COVE SPRINGS CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, JANUARY 05, 2021 – 7:00 PM



Anyone wishing to address the city council regarding any topic on this agenda is requested to complete a card available at the city clerk's desk. Speakers are respectfully requested to limit their comments to three (3) minutes.

The city council prohibits the use of cell phones and other electronic devices which emit an audible sound during all meetings with the exception of law enforcement, fire and rescue or health care providers on call. Persons in violation may be requested to leave the meeting

AGENDA

Invocation & Pledge of Allegiance to the Flag - **Pastor Swain, Lake Asbury Baptist**

Roll Call

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

AWARDS & RECOGNITION

1. Proclamation – Martin Luther King, Jr Day
2. Proclamation - Arbor Day

PUBLIC HEARINGS

3. Second and Final Reading of Ordinance No. O-15-2020 Amendment regarding Condominium and Townhouse Requirements and requiring approval of a Special Exception for Multifamily Dwellings in excess of 35' in height in the R-3 High Density Residential Zoning District. **Michael Daniels**

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

4. City Council approval of Minutes from 11/10/2020 and 12/08/2020 Regular Sessions. **Erin West**
5. City Council approval for the Water and Wastewater Departments to piggyback the City of Atlantic Beach RFP 21-01 Annual Contract for Environmental Laboratory Services with AEL for Water & Wastewater laboratory services for FY 21 in the amount of \$55,000.00. **Scott Schultz**

6. City Council approval to purchase a 2021 F 250 work truck from Duval Ford in the amount \$ 38,123.00 and surplus truck # 274 which is a 2005 F 350 with 48,500 miles on it. **Steve Thomas**
7. City Council approval of, and authorization for the Mayor to execute, Disbursement Request #8 in the amount of \$12,500.00 to the Design Loan Agreement for the Florida Department of Environmental Protection (FDEP), Drinking Water State Revolving Fund (SRF) Loan Application DW 100102 for \$356,800.00, for the design of capital improvements to the City's Water System **Scott Schultz**
8. City council approval of Forfeiture Funds being used for services from Arnold Law. **Derek Asdot**
9. City Council approval of funding, and authorization for the City Manager to execute, a Task Order in the amount of \$49,500.00 to Mittauer & Associates for surveying, topographic analysis, permitting, design and construction management for water and sewer force main extension on County Road 209 South. **Scott Schultz**
10. City Council approval of Contractors Pay Request #6 in the amount of \$10,635.12 to Jax Utilities Management for Bid Award LC 2020-07, US 17 / SR 16 Force Main Modifications in the amount of \$412,915.00. **Scott Schultz**
11. **City** Council approved a Change order # 2 to KBT Contracting Corp on September 15,2020 to build out the Classroom area at Augusta Savage Arts and Community Center for the food bank in the total amount of \$ 148,100.00 Attached is pay # 3 final pay application for your approval in the amount of \$ 95,129.15. **Steve Thomas**
12. **City** Council approval of a bid proposal from Jax Utilities Management, Inc, to Construct the new parking area and the drive through at the ASACC facility in the amount of \$219,195.54. **Steve Thomas**
13. **City** Council approval of a purchase order to Area Communications in the amount of \$523,630 to install underground fiber from Chapman Substation to the core City to support Electric Department SCADA operations and provide improvements to the current City fiber infrastructure. **Mike Null**
14. **City** Council approval for funding in the amount of \$28,466.00 to Xylem, Inc., for the purchase of two submersible pumps for the Winn Dixie lift station. **Scott Schultz**

COUNCIL BUSINESS

15. FMPA - January 2021 **Bob Page**
16. City Manager and City Attorney Reports and/or Correspondence/Executive Summary Reports.
17. City Council Reports and/or Correspondence.

Adjournment

The City Council meets the first and third Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in City Hall at 321 Walnut Street. Video and audio recordings of the meetings are available in the City Clerk's Office upon request.

City may take action on any matter during this meeting, including items that are not set forth within this agenda.

Minutes of the City Council meetings can be obtained from the City Clerk's office. The Meetings are usually recorded, but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The City is not responsible if the in-house recording is incomplete for any reason.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

PUBLIC PARTICIPATION:

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the City Council. The exchanges must be disclosed by the City Council so the public may respond to such exchanges before a vote is taken.

Proclamation

WHEREAS, Reverend Martin Luther King, Jr. was a courageous man who changed our nation forever with his non-violent leadership, vision of equality for all, and desire to serve his fellow man; and

WHEREAS, Dr. King devoted his life to strengthening the content of our American character, asking us to live up to the principles upon which this country was founded, as stated in our Declaration of Independence “that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.”; and

WHEREAS, Dr. King devoted his life so that the dignity of every American would be respected regardless of the color of their skin; and

WHEREAS, Dr. King went to our Nation’s Capital in the summer of 1963 and delivered his famous inspiring “I Have A Dream” speech which imprinted in our hearts and minds the message of hope, justice, an equality for all generations; and

WHEREAS, Dr. King would want us as Citizens of this United States of America to educate our youth on the importance of his sacrifice as well as people of all races that walked beside him for equal rights for all; and

WHEREAS, Dr. King espoused his desire to be remembered for his service and was quoted “that we will have to decide whether we will walk in the light of creative altruism or in the darkness of selfishness” and continued by asking “What are you doing for others?” based upon Bible scripture Mark 9:35 that states “whosoever will be great among you shall be your servant; and whosoever among will be first, shall be the servant of all”; and

WHEREAS, the City of Green Cove Springs would like to honor Reverend Martin Luther King, Jr. on his birthday, January 15, by remembering his leadership, courage, and dream for all.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS AS FOLLOWS:

Section 1. That all citizens of the City of Green Cove Springs are encouraged to honor Reverend Martin Luther King, Jr. by unselfishly giving their time to each other and their community on January 18, 2021.

Section 2. A true copy of this Proclamation shall be spread upon the Official Minutes of the City Council of the City of Green Cove Springs.

DONE AND PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 5TH DAY OF JANUARY, 2021.

CITY OF GREEN COVE SPRINGS, FLORIDA



B. Van Royal, Mayor

ATTEST:

Erin West, City Clerk

PROCLAMATION



ARBOR DAY FRIDAY, JANUARY 15, 2021

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious top soil by wind and water, cut heating costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees are a source of joy and spiritual renewal; and

WHEREAS, Green Cove Springs has been recognized as a Tree City U.S.A. by the National Arbor Day Foundation and desires to continue its tree-planting ways.

NOW, THEREFORE, I, Van Royal, Mayor of the City of Green Cove Springs, Florida, do hereby proclaim Friday, January 15, 2021, as "ARBOR DAY" in Green Cove Springs, and I urge all citizens to support our City's community forestry program; and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

DONE AND PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 5TH DAY OF JANUARY, 2021.

CITY OF GREEN COVE SPRINGS, FLORIDA



B. Van Royal, Mayor

ATTEST:

Erin West, City Clerk



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council **MEETING DATE:** December 8, 2020

FROM: Michael Daniels, AICP, Planning & Zoning Director

SUBJECT: Second and Final Reading of Ordinance No. O-15-2020 Amendment regarding Condominium and Townhouse Requirements and requiring approval of a Special Exception for Multifamily Dwellings in excess of 35' in height in the R-3 High Density Residential Zoning District

BACKGROUND

Staff is proposing changes to the Residential High-Density R-3 Zoning District regarding the density control requirements for Condominium and Townhouse Development. Currently, the City has different lot area, lot width, living area and setback requirements for Condominium and Townhouse Development as opposed to Multifamily (rental) dwellings. Staff is proposing to revise the ordinance and have the same density control requirements for multifamily development regardless of ownership status. At the same time, staff has added a requirement that for all multifamily development that exceeds 3 stories in height, a special exception shall be required subject to specific conditions. A copy of the proposed ordinance is provided in an underline / strike-thru version for your review.

The proposed ordinance is supported by the following goals, objectives, and policies from the City's Comprehensive Plan:

HOUSING ELEMENT

GOAL 3: The City of Green Cove Springs shall make provisions for adequate and affordable housing that meets the physical and social needs of all segments of the current and future population of the City.

Objective 3.1: Adequate and Affordable Housing. The City shall continue to assist the private sector in providing dwelling units of various types, sizes, and costs to meet the housing needs of the current and future residents and residents with special housing needs

Policies 3.1.1: The City shall review, and revise if necessary, any ordinances, codes, regulations, and the permitting process to eliminate unnecessary requirements and requirements that may inhibit the provision of low and moderate income housing, and to streamline the development review process, while maintaining opportunity for public participation in the review process and insuring the health, welfare, and safety of the residents.

PLANNING AND ZONING COMMISSION RECOMMENDATION

On November 17, 2020, the Planning and Zoning Commission unanimously recommended approval of the proposed ordinance.

On December 8, 2020, the City Council unanimously approved the first reading of the proposed ordinance as to form and legality.

STAFF RECOMMENDATION

Staff recommends approval of the second and final reading of Ordinance No. O-15-2020, amending City Code Chapter 117, Article I and II as to form and legality.

Motion: Approval of the second and final reading of Ordinance No. O-15-2020, amending City Code Chapter 117, Article I and II as to form and legality.

ORDINANCE NO O-15-2020

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AMENDING CHAPTER 117 OF THE CITY OF GREEN COVE SPRINGS CODE TO REVISE THE RESIDENTIAL HIGH DENSITY, R-3 ZONING CATEGORY; REVISING CHAPTER 117, ARTICLE 1, SEC. 117-3 TO ESTABLISH MULTI-FAMILY DWELLING UNITS GREATER THAN 35' IN BUILDING HEIGHT TO A MAXIMUM OF 70' IN BUILDING HEIGHT AS A SPECIAL EXCEPTION IN THE R-3 ZONING DISTRICT; REVISING CHAPTER 117, ARTICLE 1, SEC. 117-6 TO AMEND THE DENSITY CONTROLS FOR MULTI-FAMILY DWELLINGS FOR CONSISTENCY WITH OTHER CHANGES HEREIN; AMENDING CHAPTER 117, ARTICLE II SEC. 117-122 TO ADD A SPECIAL EXCEPTION IN THE R-3 ZONING CATEGORY FOR MULTI-FAMILY DWELLING UNITS GREATER THAN 35' IN BUILDING HEIGHT TO A MAXIMUM OF 70' IN BUILDING HEIGHT; DELETING ARTICLE II SEC. 117-123(5) REGARDING DENSITY CONTROLS FOR CONDOMINIUMS AND TOWNHOUSE DEVELOPMENT UP TO 5 STORIES; PROVIDING FOR CONFLICTS, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, The City Code was adopted to promote the health, safety, morals and general welfare of the community;

WHEREAS, it is necessary to amend the land development regulations from time to time to update the permitted uses and permitted special exceptions within the zoning districts to fit the character of development in the City;

WHEREAS, it may be necessary to create development standards for specific uses; and

WHEREAS, the Green Cove Springs City Council has determined that this amendment is consistent with the Comprehensive Plan, is in the best interest of the public, and will promote the public health, safety and welfare of the City.

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA AS FOLLOWS:

Section 1. Code Amended. That Chapter 117 Article I Section 117-3 of the City Code is hereby amended to read as follows:

CHAPTER 117

Article I: - In General.

Sec. 117-3. – Specific allowed uses generally.

(a) Permitted Use Table

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2
RESIDENTIAL USES																	
Residential Operation Residential Type	Home Occupation ¹	SE	SE	SE		P	P	P			SE	SE	P	P			
	Mobile Home Park			SE ³													
	Multifamily Dwelling		SE ²	P ⁴ /SE32	P							SE ²	P ²	P ²³			
	Single-family Dwelling, Detached	P	P	P	P	P	P	P		P	P	P	P	P			
	Single-family Dwelling, Attached		SE ²	SE ²	P	P	P	P		P		SE ²	P ²	P ²			
	Two-family dwelling		SE ²	P	P												
RETAIL USES																	
General Retail	Antiques						P ¹³	P		P			P	P			
	Appliance Sales and Rentals							P		P				P			
	Art Supplies					SE ⁷	P ¹³	P		P			P	P			
	Automobile Parts							P					SE	SE			
	Bait and Tackle							P									
	Bakery					SE ¹²		P		P				P			
	Bicycle Sales and Service							P		P				P			
	Billiards							P		P				P			
	Book / Stationery Store						P ¹³	P		P			P	P			
	Bowling Alley							P									
	Building Supplies and Materials							P									
	Cabinet Shops							P									
	Cameras and Photographic Supplies					SE ⁷	P ¹³	P		P			P	P			
	Carpet Outlets							P									
	Ceramic Sales and Studios							P		P				P			
	Cigar and Smoke Shops						P ¹³	P		P				P	P		
Clock Shops						P ¹³	P		P				P	P			
Clothing Shops							P		P					P			

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2
	Commercial Retail Packaging and Mail									P				P			
	Convenience Stores (no gas pumps)						P ¹³	P		P			P	P			
	Convenience Stores (with gas pumps)						SE						SE	SE			
	Curio Shops							P		P				P			
	Decorating Studio / Shop							P		P				P			
	Delicatessen						SE ⁷										
	Department Store							P		P				P			
	Drapery Shops						P ¹³	P		P			P	P			
	Drug Sales (including medial marijuana treatment center dispensing facilities)						SE ⁷	SE	P	P			P	P			
	Electrical Shops							P									
	Florist						SE ⁷	P ¹³	P	P			P	P			
	Food Outlet Store						SE ⁷	SE					P	P			
	Fruit and Vegetables Sales (retail, no packing)							P		P							
	Furniture Store							P		P				P			
	Game Room							P		P				P			
	Gift Shop						SE ⁷	P ¹³	P	P			P	P			
	Grocery Store							P		P				P			
	Gun Sales and Repair							P ¹³	P	P			P	P			
	Hardware Store							P		P				P			
	Heating and Air Conditioning Sales and Service							P									
	Hobby and Craft						SE ⁷	P ¹³	P	P			P	P			
	Interior Decorating							P ¹³	P	P			P	P			
	Janitorial Supplies							P									
	Jewelry Store						SE ⁷	P ¹³	P	P			P	P			
	Leather Goods and Luggage						SE ⁷	P ¹³	P	P			P	P			
	Locksmiths							P ¹³	P	P			P	P			
	Meat Markets							P		P							
	Medical Supplies							P		P				P			

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2
	Mobile Home Sales and Service							P									
	Motorcycle Sales and Service							P									
	Music Store					SE ¹⁰											
	Newsstands						P ¹³	P		P			P	P			
	Nurseries							P									
	Office and/or Business Machines						P ¹³	P		P			P	P			
	Office and/or Business Supplies						P ¹³	P		P			P	P			
	Optical Shops							P		P				P			
	Opticians						P ¹³	P		P			P	P			
	Outdoor Sales									SE							
	Paint / Wallpaper						P ¹³	P		P			P	P			
	Pawn Shops							P		P			P	P			
	Pet Grooming							P		P				P			
	Pet Shops					SE ⁹		P						P			
	Pool Supplies							P									
	Printing Shops							P		P				P			
	Professional Offices					P	P ¹³	P		P			P	P			
	Rentals							P		P ²⁴							
	Second Hand Retail													P			
	Shoe Repair						P ¹³	P		P			P	P			
	Shoe Store							P		P				P			
	Shopping Center							P									
	Skating Rink							P						P			
	Sporting Goods Store					SE ⁷		P		P				P			
	Sundries and Notions Shops						SE	P		P				P			
	Tailor / Dressmaker						P ¹³	P		P			P	P			
	Television and Radio Sales and Service							P		P				P			
	Theaters							P		P				P			
	Toy Stores							P		P				P			
	Upholstery Shops							P									
	Utility Building Sales							P									
	Watch Repair					SE ⁷	P ¹³	P		P			P	P			
	Wearing Apparel Shops							P		P				P			

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2	
	Wholesaling from Sample Stock						SE ¹⁴											
Vehicular Sales	Automobile Sales, Service, Repair, and Rentals						SE ¹⁵	P					SE ²¹	SE ²²				
	Boat and Motor Sales and Service							P										
	Tire Sales and Service							P										
SERVICE USES																		
Agricultural Use	Timber Growing, Tree Farming, Nursery, or Agricultural Related Businesses																	SE
Business Service	Parking Lot			SE				P		P								
	Parking Garage							P										
	Pest Control Service Establishments																P	P
	Radio or TV Broadcasting Offices, Studios, Transmitters, or Antennas																P	P
	Television and Radio Studios (excluding transmission equipment)						SE ¹¹		P									
Eating or Drinking Establishment	Alcoholic beverages (all types, sale and service) for on-premises consumption							SE		SE				SE				SE
	Alcoholic beverages for off-premises consumption						SE						SE ³¹	SE				
	Restaurants (with drive-through)							P					SE	P				
	Restaurants (without drive-through)						SE ⁷	SE	P		P		P	P				SE
Hospitality and Tourism	Art Gallery or Studio									P			P	P				
	Hotel / Motel							P		P				P				
	Museum									P			P	P				

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2
Office Use	Building Trade Contractors with Fleet Parking On-Site									SE							
	Financial Institutions (with drive-through)							P		P				P			
	Financial Institutions (without drive-through)						P ¹³	P		P			P	P			
	Office Space for Building Trades Contractor with No Fleet Parking On-Site									P							
	Professional Offices					P	P ¹³	P		P			P	P		P	P
Personal Service	Barbershops / Beauty Shops						P ¹³	P		P			P	P			
	Dry Cleaners					SE ⁷		P		P				P			
	Funeral Homes						P ¹³	P		P			P	P			
	Health Spa							P		P				P			
	Laundries / Laundromats							P		P							
	Licensed Masseurs							P									
	Mini-Warehouse							SE								P	P
	Palmist / Psychic							SE									
	Well Drilling and Pump Services							P									
EDUCATION/RECREATION/SOCIAL USES																	
Community Service	Adult Day Care	SE	SE	SE		SE	SE	SE			SE	SE			P		
	Child Care	SE	SE	SE		SE	SE	SE		SE	SE	SE	P	P	P		
	Church	SE	SE	SE	P	SE	SE	SE		SE	SE	SE	P	P	P		
	Group Care Home			SE													
	Nursing Home			SE				SE		SE							
Educational Use	Pre-school		SE	SE		SE						SE	P	P	P		
	Private School									SE					P		
	School, elementary & secondary					SE									P		
	School, post-secondary					SE									P		
	Vocational, Technical, Trade, or Industrial School														P	P	P
Recreational Use	Adult Arcade / Electronic Game Center							SE									
	Athletic Complex							SE									

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2	
	Clubs/Lodges/Fraternal Organizations					SE												
	Country Club	P	P	P							P	P						
	Dance / Music / Gymnastics Studio							P		P				P				
	Go-Cart Track							SE										
	Golf Course	P	P	P							P	P					SE ²⁸	
	Race Tracks							SE ¹⁸										
	Recreational Facility														P			
	Public Recreational Uses								P									
PUBLIC USES																		
Public Use	Bus Passages, Parcel Pick-ups and terminals							SE										
	Governmental Uses													P	P			
	Public Utilities													P	P			
	Ancillary Public Facilities													P	P			
HEALTH CARE USES																		
Health Care Use	Convalescence Facility			SE				SE		SE								
	Dental Clinic					SE	P ¹³	P		P			P	P				
	Emergency Shelter																	SE ³²
	Hospital					SE	SE	SE		SE			SE	P	P			
	Medical / Dental Laboratories					SE	P ¹³	P		P			P	P				
	Medical Clinic					SE	P ¹³	P		P			P	P				
	Nursing Home			SE				SE		SE								
	Veterinarian Clinics						P ¹³	P		P ²⁵			P	P				
INDUSTRIAL USES																		
High-Impact Industrial Use	Boat and Ship Manufacturing, Distributions, Sales, and Storage																	P
	Container Manufacturing																	P

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2
	Manufacturing, Sales, and Distribution of Concrete Products, Plastic Products, Fiberglass Products, Wood Products, Gypsum Products, and Foam Products;																P
	Metal Fabrication Shops																P
	Fuel Sales and Services																P
	Port and Related Activities																P
Low-Impact Industrial Use	Aviation Related Facilities, Storage, and Production																P
	Boatyard							SE									

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2
	Building Trades Contractor with Outside Storage Yard and Heavy Construction Equipment							SE									
	Bulk Storage Yard							SE ¹⁷								P	P
	Clinics, in connection with industrial activity															P	P
	Distribution Establishment															P	P
	Fabricators							SE ¹⁹									
	Food Processing, Storage and Distribution																P
	Light Manufacturing							SE ¹⁶								P	P
	Outdoor Storage															P ²⁷	P ²⁷
	Packaging Facilities																P

Use Category	Use Type	R-1	R-2	R-3	RRF ⁵	RPO ⁶	C-1 ⁸	C-2	REC ²⁹	CBD	GCR (RLD)	GCR (RMD)	GCN ²⁰	GCC	INS ²⁶	M-1	M-2
	Printing / Lithographing / Publishing															P	P
	Railroad Rights-of-Way															P	P
	Research, experimental testing laboratories															P	P
	Storage Trailers for sale or rental																P
	Truck Facilities																P
	Warehouse / Storage							SE								P	P
	Welding Shop							SE									
	Wholesale							SE								P	P

(b) *Zoning district description.*

Zoning District	Abbreviation
Residential Low Density	R-1
Residential Medium Density	R-2
Residential High Density	R-3
Riverfront Residential Land Use	RRF
Residential Professional Office	RPO
Neighborhood Commercial	C-1
General Commercial	C-2
Recreation and Conservation	REC
Central Business District	CBD
Gateway Corridor Residential Low Density	GCR (RLD)
Gateway Corridor Residential Medium Density	GCR (RMD)
Gateway Corridor Neighborhood	GCN
Gateway Corridor Commercial	GCC
Institutional	INS
Light Industrial	M-1
Industrial Park	M-2

(c) *Permitted use table footnotes.*

P – Permitted. SE – Allowed by Special Exception.

1. Subject to the conditions set forth in Sec. 117-789.
2. Single-family attached dwellings, up to four units
3. Subject to the conditions in Sec. 117-122(4)(a-j)
4. Multifamily dwelling units may omit garages through a Special Exception
5. Subject to development criteria in Sec. 117-147. Each RRF parcel requires a PUD rezoning in compliance with Sec. 117-421 in order to be developed.
6. All permitted uses are subject to the conditions set forth in Sec. 117-199.
7. Subject to the limitations in Sec. 117-200(7).
8. Subject to the limitations in Sec. 117-226.
9. No kennels. Subject to the limitations in Sec. 117-200(7).
10. Musical instruments. Subject to the limitations in Sec. 117-200(7).
11. Including repair incidental to sales. Subject to the limitations in Sec. 117-200(7).
12. Not wholesale bakeries. Subject to the limitations in Sec. 117-200(7).
13. Subject to the limitations of 117-226.
14. Provided no manufacturing or storage for distribution is permitted on-premises.
15. Subject to the limitations outlined in Sec. 117-228(10)
16. Light manufacturing, processing (including food processing but not slaughterhouse), packaging or fabricating
17. Bulk storage yards, not including bulk storage of flammable liquids
18. Race tracks for animals or vehicles
19. Plumbing, electrical, mechanical, and sheet metal.

20. All uses must be in a totally enclosed building and no more than 20 percent of floor space to be devoted to storage. The permitted uses per Sec. 117-540 are subject to the limitations in Sec. 117-541(5)(b)
21. Automobile rental not included as a use permitted by special exception.
22. Establishments or facilities for automobile parts, sales, and service without use of an outdoor intercom or public address system or speakers, and no vehicle display racks that tilt vehicles in any way to show underside, unless they are located inside a show room.
23. Through special exception, multifamily dwelling units can be built without garages.
24. Rentals, excluding heavy equipment.
25. Veterinarian clinics within enclosed buildings.
26. The following are permitted uses in the institutional land use category, institutional zoning category: Any lawful civic, governmental, religious, public utility, and other public necessity uses or activities.
27. Subject to the limitations of Sec. 117-297(5).
28. Golf courses and pro shop allowed by special exception.
29. Pursuant to Sec. 117-355: Allowable uses are public recreation uses that are compatible with the environmental characteristics of the property and, if purchased with grant funds, are consistent with grant conditions. No development potential is associated with these lands; however, recreation facilities may be constructed as a part of recreation uses that are consistent with the land use category.
30. Subject to the conditions in Sec. 117-796.
31. Beer and wine sales only.
32. Multifamily Dwellings greater than 35' in building height

Section 2. Code Amended. That Chapter 117 Article I Section 117-6 of the City Code is hereby amended to read as follows:

CHAPTER 117

Article I: - In General.

Sec. 117-6. – Lot Requirements Table.

(a) Lot requirements table

	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>RPO</u>	<u>C-1</u>	<u>C-2</u>	<u>REC</u>	<u>CBD</u> ¹	<u>GCR</u> ² <u>RLD</u>	<u>GCR</u> ² <u>RMD</u>	<u>GCN</u>	<u>GCC</u>	<u>INS</u>	<u>M-1</u>	<u>M-2</u>
FRONT YARD (Minimum feet):															
Single-family dwelling unit, detached	20	20	20	20	20	20			20	20	10	10			
Single-family dwelling unit, attached		20	20	20	20	20				20	10	10			
Multi-family dwelling unit			30									10			
Mobile Home Park / Subdivision			15												
Nonresidential uses				20	25	25		NMR			10	10	20	25	25
INTERIOR SIDE YARD:															
Single-family dwelling unit, detached	10	7.5	7.5	7.5	7.5	7.5			10	7.5	5	5			
Single-family dwelling unit, attached		10 or 10% ³	7.5 or 10% ³	10 or 10% ³	10 or 10% ³	10 or 10% ³				10 or 10% ³	10	5			
Multi-family dwelling unit			10 ⁴									5 ⁹			
Mobile Home Park / Subdivision			7.5												
Nonresidential uses				7.5 or 10% ³	NMR ⁸	NMR ⁸		NMR			10	10	NMR ⁸	15	15
STREET SIDE YARD:															

	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>RPO</u>	<u>C-1</u>	<u>C-2</u>	<u>REC</u>	<u>CBD</u> ¹	<u>GCR</u> ² <u>RLD</u>	<u>GCR</u> ² <u>RMD</u>	<u>GCN</u>	<u>GCC</u>	<u>INS</u>	<u>M-1</u>	<u>M-2</u>
Single-family dwelling unit, detached	15	15	15	15	15	15			15	15	10	10			
Single-family dwelling unit, attached		15 or 10% ³	15 or 10% ³	15 or 10% ³	15 or 10% ³	15 or 10% ³				15 or 10% ³	10	10			
Multi-family dwelling unit			15 ⁴									10			
Mobile Home Park / Subdivision			15												
Nonresidential uses				15 or 10% ³	NMR ⁸	NMR ⁸		NMR			10	10	NMR ⁸	15	15
REAR YARD:															
Single-family dwelling unit, detached	10	10	10	10	10	10			10	10	10	10			
Single-family dwelling unit, attached		10	10	10	10	10				10	10	10			
Multi-family dwelling unit			20 ⁵									10 ⁵			
Mobile Home Park / Subdivision			10												
Nonresidential uses				10	10 ⁷	10 ⁷		NMR			10	10	10 ⁷	20	20
LOT WIDTH (Minimum feet):															
Single-family dwelling unit, detached	70	50	50	50	50	50			70	50	50	50			

	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>RPO</u>	<u>C-1</u>	<u>C-2</u>	<u>REC</u>	<u>CBD</u> ¹	<u>GCR</u> ² <u>RLD</u>	<u>GCR</u> ² <u>RMD</u>	<u>GCN</u>	<u>GCC</u>	<u>INS</u>	<u>M-1</u>	<u>M-2</u>
Single-family dwelling unit, attached		75 ¹¹	75	75 ¹¹	75 ¹¹	75 ¹¹				75 ¹¹	75 ¹¹	100			
Multi-family dwelling unit			100									100			
Mobile Home Park / Subdivision			100 ¹⁰												
Nonresidential uses				50	NMR	NMR		NMR			NMR	NMR	NMR	100	100
LIVING AREA (Minimum square feet):															
Single-family dwelling unit, detached	1,250	1,000	1,000	1,000	1,000	1,000			1,250	1,000	1000	1000			
Single-family dwelling unit, attached		1,000	700 ¹⁴	1,000	1,000	1,000				1,000	1,000	750			
Multi-family dwelling unit			800 ¹²									750 ¹³			
Mobile Home Park / Subdivision			NMR												
Nonresidential uses				NMR	NMR	NMR	NMR	NMR			NMR	NMR	NMR	NMR	NMR
LOT AREA (Minimum-1,000's square feet):															
Single-family dwelling unit, detached	7	5	5	5	5	5			7	5	5	5			

	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>RPO</u>	<u>C-1</u>	<u>C-2</u>	<u>REC</u>	<u>CBD</u> ¹	<u>GCR</u> ² <u>RLD</u>	<u>GCR</u> ² <u>RMD</u>	<u>GCN</u>	<u>GCC</u>	<u>INS</u>	<u>M-1</u>	<u>M-2</u>
Single-family dwelling unit, attached		8.5 ¹⁷	7.5	8.5 ¹⁷	8.5 ¹⁷	8.5 ¹⁷				8.5 ¹⁷	8.5 ¹⁷	7.5			
Multi-family dwelling unit			7.5 ¹⁵									7.5 ¹⁵			
Mobile Home Park / Subdivision			435.6												
Nonresidential uses				6	NMR	NMR		NMR			NMR	NMR	NMR	NMR	NMR
BUILDING COVERAGE (%) or Floor Area Ratio (FAR):															
Single-family dwelling unit, detached	35%	35%	35%	35%	35%	35%			35%	35%	MP ¹⁹	MP ¹⁹			
Single-family dwelling unit, attached		35%	35%	35%	35%	35%				35%	MP ¹⁸	MP ²⁰			
Multi-family dwelling unit			40%									MP ²⁰			
Mobile Home Park / Subdivision			40%												
Nonresidential uses				0.2	0.25	0.35	0.2				MP ¹⁸	MP ²⁰	0.3	0.6	0.6
BUILDING HEIGHT (Maximum feet):	35	35	35 ²⁵	35	35	35			35	35	35 ²²	54 ²³	85 ²¹	55 ²⁴	55 ²⁴

(b) *Lot requirements notes.*

NMR – No minimum required **MP** – Minimum pervious

Districts

1. Central Business District Density Controls: Sec 117-444
 1. Where structures are in existence and situated in the central business district at the time of the adoption of the ordinance from which this section is derived and are demolished, or destroyed, the structures shall be allowed to be rebuilt to the same footprints as existed at the time of adoption of the ordinance from which this section is derived, provided the construction of the new structure meets current building codes and is consistent with the exterior of the damaged structure or adjoining structures.
 2. The requirements for new construction which is proposed to be placed on land which is vacant at the time of adoption of the ordinance from which this section is derived shall be site specific. In general, such structures shall be required to conform to the density requirements of the adjacent structures where deemed practicable. There shall be continuity in front yard alignment without regard to other requirements in this Code.
2. Gateway Corridor Residential Zoning Category: Sec 117-515
 1. The gateway corridor residential zoning category is intended for all property located in the gateway corridor and designated as RLD (residential low density) and RMD (residential medium density) on the future land use map. The permitted uses, special exceptions, and density controls are R-1, single family residential, for the RLD (residential low density) property and R-2, single-family multifamily residential, for the RMD (residential medium density) property.
 2. Where structures are in existence and situated in the gateway corridor residential zoning category at the time of the adoption of the ordinance from which this section is derived and are demolished or destroyed, the structures shall be allowed to be rebuilt to the same footprints and density as existed at the time of adoption of the ordinance from which this section is derived, provided the construction of the new structure meets current building codes.

Setbacks

3. 10% of lot width (the greater amount must be chosen)
4. Not less than ten feet for the first two stories. For each story in excess of two, the required side yards shall be increased by five feet for each story so added
5. 20 feet for the first two stories. For each story in excess of two, the required rear yards shall be increased by five feet for each story so added.
6. Sec. 117-113(5)(c-e)
 - (c) Minimum required from side and rear yard of the structure: Not less than 25 feet for the first two stories. For each story in excess of two, the required front, side and rear yards shall be increased by one foot horizontally for every one foot of vertical building rise;
 - (d) Minimum required rear yard: 25 feet unless it fronts a state-owned property (St. Johns River or Governors Creek) then a minimum of 30 feet setback;
 - (e) Minimum required side yard on each side of the structure: Not less than 25 feet for the first two stories. For each story in excess of two, the required side yards shall be increased by one foot horizontally for every one foot of vertical building rise;
7. If abutting a dedicated alley, only five feet are required.

8. No minimum required (NMR), except 15 feet on corner lots and 15 feet on interior lots when abutting a residential zone.
9. Minimum required side yard on each side of the structure: Not less than five feet for the first two stories. For each story in excess of two, the required side yards shall be increased by five feet for each story so added;

Lot Width

10. 100 feet on a public street
11. Minimum required lot width:
 1. Two-family: 75 feet
 2. Three-family: 100 feet
 3. Four-family: 150 feet

Living Area

12. Sec. 117-123(3)(f)(1-4)
 - f. Minimum required living areas:
 1. Efficiency apartment: 800 square feet;
 2. One bedroom apartment: 800 square feet;
 3. Two bedroom apartment: 900 square feet;
 4. Three or more bedroom apartment: 900 square feet plus an additional 100 square feet for each bedroom over two bedrooms;
13. Sec. 117-113(f)(1-4) & Sec. 117-566(2)(f)(1-4)
 - f. Minimum required living areas:
 1. Efficiency unit: 750 square feet;
 2. One bedroom unit: 800 square feet;
 3. Two bedroom unit: 900 square feet;
 4. Three or more bedroom unit: 900 square feet plus an additional 100 square feet for each bedroom over two bedrooms;
14. Minimum required living area: 700 square feet per family

Lot Area

15. 7,500 square feet for the first two dwelling units and 2,700 square feet for each additional unit that is added.
16. Minimum required lot area shall be 7,260 square feet for the first two dwelling units and 3,630 square feet for each additional unit that is added;
17. Minimum required lot area:
 1. Two-family: 8,500 square feet
 2. Three-family: 12,500 square feet
 3. Four-family: 16,500 square feet

Minimum Pervious

18. Minimum Pervious is 30%.
19. Minimum pervious surface: 40%
20. Minimum pervious surface: 20%

Structure Height

21. Mirror industrial height for utility structures i.e., elevated water storage tanks.

22. Maximum number of stories: Three. Maximum structure height: 35 feet. For commercial and professional offices: The maximum height may be increased to 50 feet. The building must be tiered back one foot for every foot over 35 feet;
23. Maximum structure height: 54 feet. Maximum height may be increased to 70 feet. The building must be tiered back one foot for every foot over 54 feet. Maximum number of stories: Four. For a single-family detached dwelling permitted by special exception, maximum height would be 35 feet and the maximum number of stories is three.
24. Maximum structure height (buildings): 55 feet. Maximum accessory height (towers only): 85 feet.

~~Condominium and Townhouse Development up to 5 stories, excluding basement and parking garage areas:~~

~~25. Pursuant to 117-123(5):~~

- ~~a. Minimum required lot area shall be 7,260 square feet for the first two dwelling units and 3,630 square feet for each additional unit that is added;~~
- ~~b. Minimum required lot width: 400 feet;~~
- ~~c. Minimum required from side and rear yard of the structure: Not less than 25 feet for the first two stories. For each story in excess of two, the required front, side and rear yards shall be increased by one foot horizontally for every one foot of vertical building rise;~~
- ~~d. Minimum required rear yard: 25 feet unless it fronts a state owned property (St. Johns River or Governors Creek) then a minimum of 30 feet setback;~~
- ~~e. Minimum required side yard on each side of the structure: Not less than 25 feet for the first two stories. For each story in excess of two, the required side yards shall be increased by one foot horizontally for every one foot of vertical building rise;~~
- ~~f. Minimum required living areas:~~
- ~~1. Efficiency unit: 750 square feet;~~
 - ~~2. One bedroom unit: 800 square feet;~~
 - ~~3. Two bedroom unit: 900 square feet;~~
 - ~~4. Three or more bedroom unit: 900 square feet plus an additional 100 square feet for each bedroom over two bedrooms;~~
- ~~g. Minimum pervious area: 30 percent;~~
- ~~h. Maximum fifth floor level: Not to exceed 63 feet and the top of the roof shall not exceed 85 feet, except that an additional ten feet in height may be allowed for architectural features as provided by the city;~~
- ~~i. The above requirements of this section shall apply to any requested PUD within the RHD, residential high density, land use category.~~

25. Building Height can be increased subject to approval of a special exception as set forth in Sec. 117-122(7).

Section 3. Code Amended. That Chapter 117 Article II Division 4 Sections 117-122 and 117-123 of the City Code are hereby amended to read as follows:

CHAPTER 117

Article II: - Residential

Division 4. – Residential High Density, R-3 Zoning Category

Sec. 117-122. – Special exceptions.

The following are special exceptions in the residential high density, R-3 zoning category:

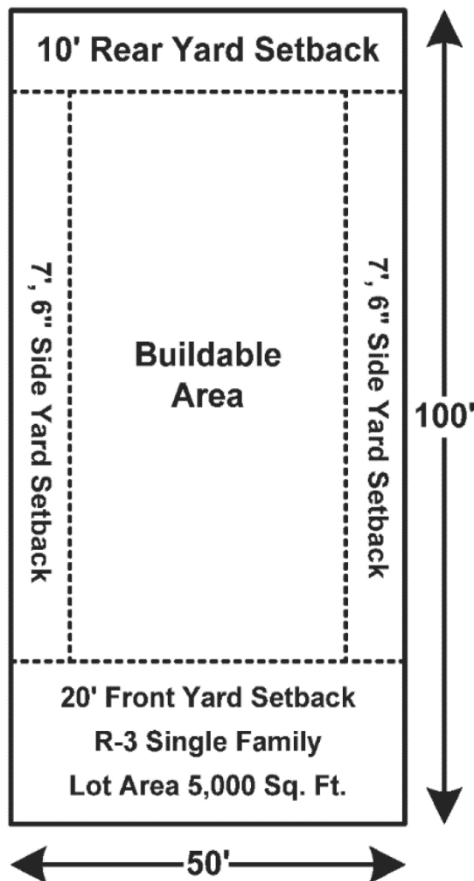
- (1) Special exceptions permitted in the residential medium density category, R-2 zoning;
- (2) Off-street parking lots;
- (3) Nursing homes and convalescence facilities;
- (4) Mobile home parks or subdivisions, provided:
 - a. Piers with adequate foundations shall be located a minimum of ten feet on center under the chassis of each unit;
 - b. Organic material shall be removed from under each unit;
 - c. Appropriate skirting shall be used around all coaches;
 - d. A minimum of three tie-downs shall be provided for each unit with adequate anchoring, however, all tie-downs shall be provided on the unit shall be anchored;
 - e. Each street shall be paved surface of a minimum of 22 feet in width curb-to-curb;
 - f. Engineering design of all construction shall be approved by the city public works director;
 - g. Individual laundry facilities shall be located within the main unit or within an approved utility structure;
 - h. All utilities shall be provided underground;
 - i. For a mobile or modular home subdivision, the design standard set forth in the city's subdivision regulations shall apply;
 - j. The park or subdivision complies with all state and federal laws.
- (5) Group care homes.
- (6) Multifamily dwelling units without garages.
- (7) Multifamily dwellings units that exceed 35' in height to a maximum of 70' in height except that an additional 10 feet may be allowed for architectural features as approved by the city provided that:
 - a. Multifamily Residential development shall comply with density controls set forth in Section 117-123(3);

b. The above requirements of this section shall apply to any requested PUD within the RHD, residential high density, land use category.

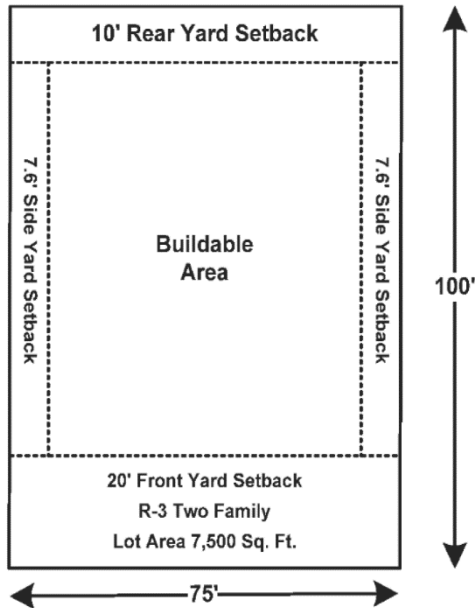
Sec. 117-123. - Density controls.

Density controls in the residential high density, R-3 zoning category shall be as follows:

(1) For single-family dwellings in the residential medium density, R-2 zoning category:



- a. Minimum required lot area: 5,000 square feet;
 - b. Minimum required lot width: 50 feet;
 - c. Minimum required front yard: 20 feet;
 - d. Minimum required rear yard: Ten feet;
 - e. Minimum required side yard: Seven feet, six inches;
 - f. Minimum required living area: 1,000 square feet together with an attached or detached garage of at least ten feet by 20 feet. Attached garages shall be architecturally integrated into the design of the dwelling and structurally connected;
 - g. Maximum lot coverage: 35 percent;
 - h. Maximum structure height: 35 feet.
- (2) For two-family dwellings:



- a. Minimum required lot area: 7,500 square feet;
 - b. Minimum required lot width: 70 feet;
 - c. Minimum required front yard: 20 feet;
 - d. Minimum required rear yard: Ten feet;
 - e. Minimum required side yard: Seven feet, six inches; or ten percent of the lot width, whichever is greater;
 - f. Minimum required living area: 700 square feet per family;
 - g. Maximum lot coverage: 35 percent;
 - h. Maximum structure height: 35 feet.
- (3) For multiple-family dwellings:
- a. Minimum required lot area: 7,500 square feet for the first two dwelling units and 2,700 square feet for each additional unit that is added;
 - b. Minimum required lot width: 100 feet;
 - c. Minimum required front yard: 30 feet;
 - d. Minimum required rear yard: 20 feet for the first two stories. For each story in excess of two, the required rear yards shall be increased by five feet for each story so added;
 - e. Minimum required side yard on each side of the structure: Not less than ten feet for the first two stories. For each story in excess of two, the required side yards shall be increased by five feet for each story so added;
 - f. Minimum required living areas:
 1. Efficiency apartment: 800 square feet;
 2. One bedroom apartment: 800 square feet;
 3. Two bedroom apartment: 900 square feet;
 4. Three or more bedroom apartment: 900 square feet plus an additional 100 square feet for each bedroom over two bedrooms;

- g. Maximum lot coverage: 40 percent;
 - h. Maximum structure height: 35 feet.
- (4) For mobile home parks and mobile home subdivisions:
- a. Minimum site area: Ten acres;
 - b. Maximum gross density: Six units per acre;
 - c. Minimum required site width: 100 feet on a public street;
 - d. Minimum yard requirements: Front, 15 feet; side, 7.5 feet; rear, ten feet;
 - e. Maximum site coverage: 40 percent;
 - f. Maximum structure height: 35 feet.
- ~~(5) For condominiums and townhome developments up to five stories, excluding basement and parking garage areas:~~
- ~~a. Minimum required lot area shall be 7,260 square feet for the first two dwelling units and 3,630 square feet for each additional unit that is added;~~
 - ~~b. Minimum required lot width: 400 feet;~~
 - ~~c. Minimum required from side and rear yard of the structure: Not less than 25 feet for the first two stories. For each story in excess of two, the required front, side and rear yards shall be increased by one foot horizontally for every one foot of vertical building rise;~~
 - ~~d. Minimum required rear yard: 25 feet unless it fronts a state-owned property (St. Johns River or Governors Creek) then a minimum of 30 feet setback;~~
 - ~~e. Minimum required side yard on each side of the structure: Not less than 25 feet for the first two stories. For each story in excess of two, the required side yards shall be increased by one foot horizontally for every one foot of vertical building rise;~~
 - ~~f. Minimum required living areas:~~
 - ~~1. Efficiency unit: 750 square feet;~~
 - ~~2. One bedroom unit: 800 square feet;~~
 - ~~3. Two bedroom unit: 900 square feet;~~
 - ~~4. Three or more bedroom unit: 900 square feet plus an additional 100 square feet for each bedroom over two bedrooms;~~
 - ~~g. Minimum pervious area: 30 percent;~~
 - ~~h. Maximum fifth floor level: Not to exceed 63 feet and the top of the roof shall not exceed 85 feet, except that an additional ten feet in height may be allowed for architectural features as provided by the city;~~
 - ~~i. The above requirements of this section shall apply to any requested PUD within the RHD, residential high density, land use category.~~
- (6) All residential dwelling units shall have an attached or detached garage of at least ten feet by 20 feet. Attached garages shall be architecturally integrated into the design of the dwelling and structurally connected.

Section 4. Conflicts. If any portion of this Ordinance is in conflict with any other ordinance, then the provisions of this Ordinance shall govern.

Section 5. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date. Upon its adoption by the City Council, this ordinance shall become effective.

INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA, ON THIS _____ DAY OF, _____ 2020.

CITY OF GREEN COVE SPRINGS, FLORIDA

By: _____
B. Van Royal, Mayor

ATTEST: _____
Erin West, City Clerk

PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA, THIS _____ DAY OF, _____ 2020.

CITY OF GREEN COVE SPRINGS, FLORIDA

By: _____
B. Van Royal, Mayor

ATTEST: _____
Erin West, City Clerk

APPROVED AS TO FORM:

L. J. Arnold III, City Attorney

CITY OF GREEN COVE SPRINGS CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, NOVEMBER 10, 2020 – 7:00 PM



MINUTES

Invocation & Pledge of Allegiance to the Flag

The invocation was given by Mr. Bob Page followed by the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

COUNCIL MEMBERS PRESENT: Mayor Van Royal, Vice Mayor Ed Gaw, Council Member Connie Butler, Council Member Matt Johnson, Council Member Steven Kelley

STAFF MEMBERS PRESENT: L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Mike Null, Assistant City Manager, Erin West, City Clerk

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda. Mike Kelter, 630 Myrtle Ave, GCS thank you to staff for getting the agenda packet on the website so citizens can see what is on the agenda. The railing by the pool was failing and right away someone blocked off that section and repaid was completed. Mr. Kelter believes that repair will not work for long due to people sitting on the railings. Mr. Kelter advises he sees sprinklers going all the time even after a rain fall. Section 35-41 of the City Code requires sprinkler systems to have rain sensors. Mr. Kelter passes out some information and thoughts on the Green Cove Springs medical facility.

AWARDS & RECOGNITION

1. Proclamation - Veterans Day

Recognition - Coast Guard

Council Member Johnson reads the proclamation and introduces the Coast Guard:

Chief Warrant Officer John Holmes - Commanding Officer

Chief Benjamin Foster - Executive Officer

Chief Sheldon Bond - Engineering Officer

Petty Officer Craig Engler - Operations Officer

Petty Officer Josh Martin - Training Officer

Petty Officer Jerome Teague - Operator

Petty Officer Michael Mehr - Operator

Petty Officer Michael Murray - Operator

Petty Officer Sean Gradin - Operator

Petty Officer Kamille Steiger - Operator

Petty Officer Jessica Maldonado - Operator

Coast Guard Chief Warrant Officer Holmes speaks and explains what the duties of the Coast Guard.

Mayor Royal and Council Member Johnson present a Certificate of Appreciation to the Coast Guard.

PUBLIC HEARINGS

2. First Reading of Ordinance No. O-11-2020, an Ordinance modifying Water Rates - Fiscal Year (FY) 2021. *Scott Schultz*

City Attorney Arnold read Ordinance No. O-11-2020 by title.
Assistant City Manager, Mike Null briefly explains the Ordinance.
Mayor Royal opens the public hearing.
Following no public comment, the public hearing is closed.

Motion to approve Ordinance No. O-11-2020 on first reading as to form only and authorize second and final public hearing on December 8, 2020 at 7:00PM.

Motion made by Council Member Kelley, Seconded by Council Member Johnson.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

3. First Reading of Ordinance No. O-12-2020, an Ordinance modifying Wastewater Rates – Fiscal Year (FY) 2021. *Scott Schultz*

City Attorney Arnold read Ordinance No. O-12-2020 by title.
Assistant City Manager, Mike Null briefly explains the Ordinance.
Mayor Royal opens the public hearing.

Mike Kelter, 630 Myrtle Ave, GCS advises 5 years ago the City talked about a double digit increases for 4 years then single digits in year 5. Mr. Null said the increase was at 18% but they were able to lower it. Mr. Kelter would like to know at the second hearing how much of the money, the City has collected from rate payers over the last 5 years has been saved to help pay the loan that will be taken out. Mr. Kelter prefers not to hear another year that the City is going to break ground on the WasteWater Plant next year.

Following no further public comment, the public hearing is closed.
Council discussion follows.

Motion to approve Ordinance No. O-12-2020 on first reading as to form only and authorize second and final public hearing on December 8, 2020 at 7:00PM.

Motion made by Council Member Butler, Seconded by Council Member Kelley.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

4. Public Hearing and approval of Resolution No. R-30-2020, a Resolution amending the Special Revenue Building Department Fund operating budget for Fiscal Year 2020 per Exhibit “A”. *Marlena Guthrie*

Finance Director, Marlena Guthrie speaks and explains Resolution No. R-30-2020.
Mayor Royal opens the public hearing.

Following no public comment, the public hearing is closed.

Motion to approve Resolution No. R-30-2020 amending the 2020 Operating Budget for the Special Revenue Building Department Fund per Exhibit "A".

Motion made by Council Member Johnson, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

5. Public Hearing and approval of Resolution No. R-31-2020, a Resolution amending the Disaster Fund and General Fund operating budgets for Fiscal Year 2020. *Marlena Guthrie*

Finance Director, Marlena Guthrie speaks and explains Resolution No. R-31-2020.

Mayor Royal opens the public hearing.

Following no public comment, the public hearing is closed.

Motion to approve Resolution No. R-31-2020 amending the 2020 Operating Budget for the Disaster Fund and General Fund per Exhibit "A".

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

Mayor Royal pulls Consent Agenda Items 23 and 24.

Council Member Kelley pulls Consent Agenda Item 15.

Council Member Gaw pulls Consent Agenda Item 16.

Motion to approve Consent Agenda Items 6 through 24 minus Items 15, 16, 23 and 24.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

6. City Council approval of Minutes from 10/20/2020 Special Session and 10/20/2020 Regular Session. *Erin West*
7. City Council approval of, and authorization for the Mayor to execute, Modification #1 to the Hazard Mitigation Grant Program (HMGP), Federally-Funded Subaward and Grant Agreement # H0297 / Project Number 4337-217-R, for \$537,018.75, for Utility Mitigation and Generator Project to install generators on 17 of the City's lift stations. *Scott Schultz*

8. City Council approval of, and authorization for funding in the amount of \$348,768.00 to Mastry / Yanmar utilizing the Sourcewell Purchasing Cooperative ID# 103544, and funding in the amount of \$90,003.63 to Cummins Southeast using the Florida Sheriffs Association FSA20-EQU18.0, for a total amount of \$438,771.63 to purchase generators as part of the Hazard Mitigation Grant Program (HMGP), Federally-Funded Subaward and Grant Agreement # H0297 / Project Number 4337-217-R, for \$537,018.75, for Utility Mitigation and Generator Project to install generators on 17 of the City's lift stations. Note: When you factor in the 75% funding from HMGP, the actual budgetary impact will be \$109,692.90. Staff has requested an advance from HMGP in the amount of \$333,578.20 but due to lead times the generator orders need to be placed prior to receipt. **Scott Schultz**
9. Amendment to 4th Extension of the Professional Engineering Services Agreement for FY 20/21. **Laurie Griffin**
10. City Council approval of, and authorization for the Mayor to execute, the St. Johns River Water Management District (SJRWMD), Cost Share Agreement Contract # 36028, granting the City \$1,500,000.00 towards the construction of the Harbor Road Water Reclamation Facility Phase 2 Project. **Scott Schultz**
11. City Council approval of, and authorization for the City Manager to execute, Amendment #1 in the amount of \$56,100.00 to the Design Loan Agreement for the Florida Department of Environmental Protection (FDEP), Drinking Water State Revolving Fund (SRF) Loan Application DW 100102 for \$356,800.00, for the design of capital improvements to the City's Water System. **Scott Schultz**
12. City Council approval to pay Application #3 to KBT Contracting Corp in the amount of \$84,537.36 for the new library building and approval to pay Application #1 for the food bank project in the amount of \$39,955.73. **Steve Thomas**
13. City Council approval of Pay Request #3 in the amount of \$19,695.70 to General Underground for Bid Award LC 2020-06, Reynolds Water System Improvements in the amount of \$685,724.00 (Base Bid), and Alternate #1 (water & sewer extension to MOBRO) in the amount of \$314,275.00 for a total amount of \$1,000,449.00. **Scott Schultz**
14. City Council approval to purchase a 2021 F-250 work truck from the Florida Sheriff's bid # 18-VEL 26.0, in the total amount of \$40,222.00 from Duval Ford and to surplus truck # 803, a 2008 F-250 which has far outlived its useful life. **Scott Schultz**
15. Review of a Master Site Development Plan for the Narducci Storage Office at 409 N Palmetto Avenue, 017639-001-00 **Michael Daniels**

Development Services Director, Michael Daniels speaks and explains Item 15.

Council Member Kelley asks if the roll up door complies with the design standards that were brought to the Council last year.

Mr. Daniels advises the design complies with all the design standards that were put in place.

Motion to approve Consent Agenda Item 15.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member

Johnson, Council Member Kelley

16. Review and Approval of Green Cove Springs Citizens Christmas Parade *Michael Daniels*

Executive Assistant to the City Manager, Kim Thomas updates the Council on the Green Cove Springs Citizens Christmas Parade.

Motion to approve Consent Agenda Item 16.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

17. City Council approval of Contractors Pay Request #4 in the amount of \$44,215.20 to Jax Utilities Management for Bid Award LC 2020-07, US 17 / SR 16 Force Main Modifications in the amount of \$412,915.00. *Scott Schultz*
18. Award of Bid LC 2020-15 for Substation Structures and Equipment. *Laurie Griffin*
19. Award of Bid LC 2020-16 for two 27 kV Circuit Breakers. *Laurie Griffin*
20. Award of Bid LC 2020-14 for one 230 kV Circuit Switcher. *Laurie Griffin*
21. Mural Program Application - #ClayStrong Mural by Sophie Dentiste *Michael Daniels*
22. Council Approval of financing contract with NCL Government Capital for the purchase of two Heil Rear Load Garbage Trucks from Tampa Crane & Body Acquisitions, LLC in the amount of \$255,600.00. *Mike Null*
23. City Council approval of Resolution No. R-32-2020, correcting scrivener's error on the Stormwater Mitigation Credit application due date. *Mike Null*

Assistant City Manager, Mike Null explains Resolution No. R-32-2020 is correcting the due date that was set by the Council.

Mike Kelter 630 Myrtle Ave, GCS appreciates the correction and explains the confusion and issues with the due dates.

Council Member Butler asks Mr. Kelter if he refers citizens to City staff when they ask him questions.

Mr. Kelter advises he does refer citizens to City staff but the word has gotten out, if you need anything to call Mike Kelter, he works on weekends.

Motion to approve Consent Agenda Item 23.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

24. City Council approval of Resolution No. R-33-2020, updating the City's Stormwater Mitigation Credit Policy. *Mike Null*

Assistant City Manager, Mike Null explains Resolution No. R-33-2020 is updating the Stormwater Mitigation Credit Policy.

Mike Kelter 630 Myrtle Ave, GCS approves of the language change, but it does not change the form. Mr. Kelter advises he submitted two record requests. One has been answered and one is still pending. He questions where the exemptions are for the Storm Water fees.

Mayor Royal speaks to Mr. Kelter answering his questions. He advises he does pay the Storm Water fee and there is no maintenance from the City standpoint on the Storm Water in Magnolia Point.

Motion to approve Consent Agenda Item 24.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

COUNCIL BUSINESS

25. FMPA - November 2020 **Bob Page**

Mr. Page gave an overview of November and discussion followed

26. Review and approval of Resolution No. R-29-2020, implementing Traffic Study Guidelines for New Development **Michael Daniels**

Development Services Director, Michael Daniels presents and explains Resolution No. R-29-2020.

Council discussion follows.

Motion to approval Resolution No. R-29-2020 implementing the Traffic Impact Analysis Guidelines.

Motion made by Council Member Johnson, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

27. City Manager and City Attorney Reports and/or Correspondence/Executive Summary Reports.

City Manager, Steve Kennedy updates the Council on the CARES Act Money. He advises he has two items that need approved by emergency motion. The first being the new Intergovernmental Agreement and the second is to rescind the original approval of the schedule for the CARES projects.

Emergency motion to authorize the Mayor or designee to execute the Intergovernmental Agreements for the CARES Act Funding with Clay County.

Motion made by Council Member Butler, Seconded by Council Member Johnson.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

Emergency motion to rescind the originally approved project listing.

Motion made by Council Member Johnson, Seconded by Council Member Kelley.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

Development Services Director, Michael Daniels presents on the Bishop parcel located at Wayne Street and Oakridge Street.

Council discussion follows.

28. City Council Reports and/or Correspondence.

The City Council made comments regarding various city activities, events, operations, and projects.

Adjournment

There being no further business to come before the City Council, the meeting was adjourned at 9:58 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

B. Van Royal, Mayor

Attest:

Erin West, City Clerk

CITY OF GREEN COVE SPRINGS CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, DECEMBER 08, 2020 – 7:00 PM



MINUTES

Invocation & Pledge of Allegiance to the Flag

The invocation was given by Pastor Patrick Martin from Russell Baptist Church followed by the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

COUNCIL MEMBERS PRESENT: Mayor Van Royal, Vice Mayor Ed Gaw, Council Member Connie Butler, Council Member Matt Johnson, Council Member Steven Kelley

STAFF MEMBERS PRESENT: L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Mike Null, Assistant City Manager, Kimberly Thomas, Executive Assistant to the City Manager

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

No comments

AWARDS & RECOGNITION

1. Proclamation – Zeta Phi Beta Sorority

Motion to approve the Zeta Phi Beta Sorority Proclamation.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

Mayor Royal reads and presents the Proclamation to the Zeta Phi Beta Sorority.

2. Recognition - Boy Scout Troop 577

Mayor Royal recognized Boy Scout Troop 577 for the project on cleaning a citizen's yard and making it accessible for emergency vehicles.

Mr. Richard Knoff explains the project the troop completed.

Cody Fayette, John Bishop IV, Shane Dobbins, Evan Crook, Tyler Crook, Richard Knoff, Bryan Crook, Travis Dobbins

PUBLIC HEARINGS

3. Second and Final Reading of Ordinance No. O-11-2020, an Ordinance modifying Water Rates - Fiscal Year (FY) 2021. *Mike Null*

City Attorney Arnold read Ordinance No. O-11-2020 by title.

Assistant City Manager, Mike Null briefly explains the Ordinance.

Mayor Royal opens the public hearing.
Following no public comment, the public hearing is closed.
Council discussion follows.

**Motion to approve Ordinance No. O-11-2020 on second and final reading.
Motion made by Council Member Kelley, Seconded by Council Member Johnson.
Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley**

4. Second and Final Reading of Ordinance No. O-12-2020, an Ordinance modifying Wastewater Rates – Fiscal Year (FY) 2021. *Mike Null*

City Attorney Arnold read Ordinance No. O-12-2020 by title.
Assistant City Manager, Mike Null briefly explains the Ordinance.
Mayor Royal opens the public hearing.
Following no public comment, the public hearing is closed.
Council discussion follows.

**Motion to approve Ordinance No. O-12-2020 on second and final reading.
Motion made by Council Member Kelley, Seconded by Council Member Butler.
Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley**

5. First Reading of Ordinance No. O-15-2020 Amendment regarding Condominium and Townhouse Requirements and requiring approval of a Special Exception for Multifamily Dwellings in excess of 35' in height in the R-3 High Density Residential Zoning District *Michael Daniels*

City Attorney Arnold read Ordinance No. O-15-2020 by title.
Development Services Director, Michael Daniels briefly explains the Ordinance.
Mayor Royal opens the public hearing.
Pat Sickles Garlinghouse 103 S. Magnolia Ave, GCS advises she is concerned with the height restriction.
Following no further public comment, the public hearing is closed.
Council discussion follows.

**Motion to approve on first reading Ordinance No. O-15-2020 amending City Code Chapter 117, Article I and II as to form and legality.
Motion made by Council Member Johnson, Seconded by Council Member Kelley.
Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley**

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

Mayor Royal pulls Consent Agenda Item 23.

Motion to approve Consent Agenda Items 6 through 23 minus Item 23.

Motion made by Council Member Butler, Seconded by Council Member Kelley.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

6. City council approval of three Police Vehicles for the 2021 fiscal year. *Derek Asdot*
7. City Council approval of, and authorization for the Mayor to execute, Disbursement Request #7 in the amount of \$6,625.00 to the Design Loan Agreement for the Florida Department of Environmental Protection (FDEP), Drinking Water State Revolving Fund (SRF) Loan Application DW 100102 for \$356,800.00, for the design of capital improvements to the City's Water System *Scott Schultz*
8. City Council approval of Purchase Order for Building Inspection and Plan Review Services with Charles Abbott and Associates *Michael Daniels*
9. City Council approval for funding to Cummins Southeast in the amount of \$30,675.90 for purchase of a generator for Lift Station #3, utilizing Sourcewell Cooperative Bid ID# 103544. This is part of the HMGP Project # 4337-294-R, from which we have received an advance payment of \$23,006.92 (75%) *Scott Schultz*
10. City council approval of Evidence Custodian and Administrative Commander attending PEAFF Conference. *Derek Asdot*
11. City Council approval of funding in the amount of \$25,814.09 to Anixter and \$27,575.38 to AWG for electric material inventory for operating and capital projects. *Scott Schultz*
12. City Council Approval of Task Order # 1-20-400 to Toco Engineering, LLC in the amount of \$52,000.00 for Professional Engineering services agreement to Design, Permit and Supply Drawings for construction of the West St drainage basin project from Walnut St to MLK holding pond. *Steve Thomas*
13. City Council approval for funding to Cummins Southeast in the amount of \$31,795.19 for purchase of a generator for Lift Station #6, utilizing Sourcewell Cooperative Bid ID# 103544. This is part of the HMGP Project # 4337-215-R, from which we have received an advance payment of \$23,846.39 (75%) *Scott Schultz*
14. City Council approval of the Unaudited FY 2020 Revenues and Expenditures Report and the Quarterly Investment Report for the period ending September 30, 2020.

15. City Council approval of Contractors Pay Request #5 in the amount of \$23,402.16 to Jax Utilities Management for Bid Award LC 2020-07, US 17 / SR 16 Force Main Modifications in the amount of \$412,915.00. **Scott Schultz**
16. Award of Bid LC 2020-17 Chapman Substation Construction to Terry's Electric in the amount of \$879,086. **Mike Null**
17. Award of Bid LC 2020-18 Chapman Substation Relay Panels to Keystone Electrical MFG in the amount of \$188,908.50. **Mike Null**
18. City Council approval of Pay Application #4 to KBT Contracting Corp in the amount of \$12,287.07 for the ASACC Library Building project. **Steve Thomas**
19. City Council approval of Pay Request #4 in the amount of \$243,001.40 to General Underground for Bid Award LC 2020-06, Reynolds Water System Improvements in the amount of \$685,724.00 (Base Bid), and Alternate #1 (water & sewer extension to MOBRO) in the amount of \$314,275.00 for a total amount of \$1,000,449.00. **Scott Schultz**
20. Council approval to purchase a dual voltage, 2,000 kVA, 480/277 volt transformer for spare stock from Gresco in the amount of \$26,800. **Mike Null**
21. Council approval of Pay Application #1 from IRBY Construction in the amount of \$164,955.60 for the Chapman Third Feed Reconductor project which has a total contract amount of \$549,852.00. **Mike Null**
22. City Council approved a Change order # 2 to KBT Contracting Corp on September 15,2020 to build out the Classroom area at Augusta Savage Arts and Community Center for the food bank in the total amount of \$148,100.00. Attached is pay # 2 for your approval in the amount of \$13,015.12. **Steve Thomas**
23. City Council approval of Change Order #2 in the amount of \$400,000.00 (includes \$20,426.00 contingency / permitting) for water and sewer force main extension County Road 209 South, to General Underground, under Bid Award LC 2020-06, Reynolds Water System Improvements in the amount of \$685,724.00 (Base Bid), Alternate #1 (water & sewer extension to MOBRO) in the amount of \$314,275.00, Change Order #1 (Cove Subdivision services replacement) in the amount of \$60,245 and this Change Order #2 in the amount of \$400,000.00 for a total amount of \$1,460,244.00. **Scott Schultz**

Mayor Royal advises he pulled Item 23 to recuse himself due to conflict purposes.

Motion to approve Consent Agenda Item 23.

Motion made by Council Member Johnson, Seconded by Council Member Butler.

Voting Yea: Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

Voting Abstaining: Mayor Royal

COUNCIL BUSINESS

24. FMPA - December 2020 **Bob Page**

Mr. Page gave an overview of December and discussion followed

25. City Manager and City Attorney Reports and/or Correspondence/Executive Summary Reports.

City Manager, Steve Kennedy updates the Council on the CARES Act Money. Needing approval of the updated CARES Act list.
Council discussion follows.

**Emergency motion to approve the presented CARES Act list as of 12/8/2020.
Motion made by Council Member Kelley, Seconded by Council Member Butler.
Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley**

26. City Council Reports and/or Correspondence.

Adjournment

There being no further business to come before the City Council, the meeting was adjourned at 8:45 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

B. Van Royal, Mayor

Attest:

Erin West, City Clerk



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** January 5, 2021

FROM: Scott Schultz, Asst. Water Utilities Director

SUBJECT: City Council approval for the Water and Wastewater Departments to piggyback the City of Atlantic Beach RFP 21-01 Annual Contract for Environmental Laboratory Services with AEL for Water & Wastewater laboratory services for FY 21 in the amount of \$55,000.00.
Scott Schultz

BACKGROUND

The Water and Wastewater Department utilizes commercial testing laboratories for operational and permit compliance water and wastewater analysis. For the past several years the Department has utilized Advanced Environmental Laboratories (AEL) and is very satisfied with their services. The Water and Wastewater Departments are requesting authorization to “piggyback” on a City of Atlantic Beach contract with AEL for lab services to be provided for FY 21.

FISCAL IMPACT

\$50,000.00 to the Wastewater Operating Budget

\$5,000.00 to the Water Operating Budget

RECOMMENDATION

Approve the Water and Wastewater Departments to piggyback the City of Atlantic Beach RFP 21-01 Annual Contract for Environmental Laboratory Services with AEL for Water & Wastewater laboratory services for FY 21 in the amount of \$55,000.00.

RESOLUTION NO. 20-54

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA AWARDED RFP NO. 21-01 MULTI-YEAR CONTRACT FOR ENVIRONMENTAL LABORATORY SERVICES.

WHEREAS, the City advertised RFP No. 21-01 Multi-Year Contract for Environmental Laboratory Services, and received two proposals prior to the October 22, 2020 4:30 p.m. deadline; and

WHEREAS, this contract is to provide laboratory testing for drinking water, wastewater and stormwater as required by regulatory agencies and permits; and

WHEREAS, staff evaluated the proposals and both have excellent past records and qualifications, along with local full service capability; and

WHEREAS, as noted in the RFP, up to three simultaneous multi-year contracts may be awarded for laboratory analysis for water wastewater and stormwater testing; and

WHEREAS, staff recommends awarding contracts to both Advanced Environmental Laboratories, Inc. and Pace Analytical Services; and

WHEREAS, funds totaling \$65,000 are budgeted in Fiscal Year 2021 for laboratory services in the water production account 400-5502-533-3400 and the sewer treatment account 410-5508-535-3400.

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach, Florida, as follows:

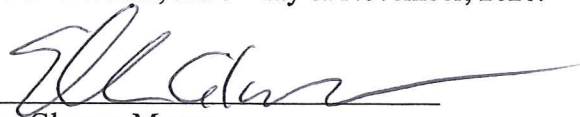
SECTION 1. The City Commission hereby authorizes awarding RFP 21-01 to the following companies: Advanced Environmental Laboratories and Pace Analytical Services.

SECTION 2. The term of each contract shall be in effect for a period of five (5) calendar years. As noted in the RFP, each contract's expiration date will be extended to expire January 31, 2026.


SECTION 3. Notwithstanding the provisions contained in Sections 1 and 2 above, the City's obligations under the contract shall be subject to annual appropriations as may be approved as part of the City's annual budgets in fiscal years 2022, 2023, 2024 and 2025.

SECTION 4. This Resolution shall take effect immediately upon its passage and adoption.

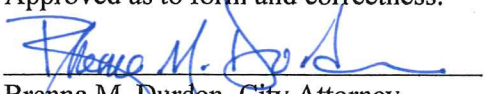
PASSED AND ADOPTED by the City of Atlantic Beach, this 9th day of November, 2020.


Ellen Glasser, Mayor

Attest:


Donna L. Bartle, City Clerk

Approved as to form and correctness:


Brenna M. Durden, City Attorney

**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM: Multi-Year Contract for Environmental Laboratory Services RFP No. 21-01
SUBMITTED BY: Troy Stephens, Public Utilities Director
DATE: October 28, 2020
MEETING DATE: November 9, 2020

BACKGROUND: This contract is to provide laboratory testing for drinking water, wastewater and stormwater as required by regulatory agencies and permits. (Water and wastewater process control testing and compliance testing that do not require Department of Health laboratory certification are conducted on-site by City staff.)

A request for proposals (RFP) was advertised and two proposals were received prior to the October 22, 2020 4:30 p.m. deadline, from Advanced Environmental Laboratories, Inc. and Pace Analytical Services. Staff reviewed the proposals and ranked the laboratories based on the following criteria:

- Past Record of Professional Services
- Firm's Professional Qualifications and Staffing
- Range of Services
- Staff Availability and Capability to Meet Deadlines
- Reporting
- Financial Responsibility and Insurance
- Proximity
- Cost

Both laboratories have excellent past records and qualifications, along with local full service capability. As noted on the RFP, up to three simultaneous multi-year contracts may be awarded for laboratory analyses for water, wastewater and stormwater testing.

BUDGET: Laboratory services are scheduled on an as-needed basis. Funds totaling \$65,000 are budgeted in FY2021 for laboratory services in the water production account 400-5502-533-3400 and the sewer treatment account 410-5508-535-3400.

RECOMMENDATION: Award two multi-year contracts for Environmental Laboratory Services to both Advanced Environmental Laboratories, Inc. and Pace Analytical Services. The term of each contract shall be in effect for a period of five (5) calendar years, and, as noted in the RFP, this contract's expiration date will be extended to expire January 31, 2026.

ATTACHMENTS: Resolution No. 20-54
Ranking sheet for RFP No. 21-01

REVIEWED BY CITY MANAGER: Trane Gylfi

RESOLUTION NO. 20-54

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA AWARDDING RFP NO. 21-01 MULTI-YEAR CONTRACT FOR ENVIRONMENTAL LABORATORY SERVICES.

WHEREAS, the City advertised RFP No. 21-01 Multi-Year Contract for Environmental Laboratory Services, and received two proposals prior to the October 22, 2020 4:30 p.m. deadline; and

WHEREAS, this contract is to provide laboratory testing for drinking water, wastewater and stormwater as required by regulatory agencies and permits; and

WHEREAS, staff evaluated the proposals and both have excellent past records and qualifications, along with local full service capability; and

WHEREAS, as noted in the RFP, up to three simultaneous multi-year contracts may be awarded for laboratory analysis for water wastewater and stormwater testing; and

WHEREAS, staff recommends awarding contracts to both Advanced Environmental Laboratories, Inc. and Pace Analytical Services; and

WHEREAS, funds totaling \$65,000 are budgeted in Fiscal Year 2021 for laboratory services in the water production account 400-5502-533-3400 and the sewer treatment account 410-5508-535-3400.

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach, Florida, as follows:

SECTION 1. The City Commission hereby authorizes awarding RFP 21-01 to the following companies: Advanced Environmental Laboratories and Pace Analytical Services.

SECTION 2. The term of each contract shall be in effect for a period of five (5) calendar years. As noted in the RFP, each contract's expiration date will be extended to expire January 31, 2026.

SECTION 3. Notwithstanding the provisions contained in Sections 1 and 2 above, the City's obligations under the contract shall be subject to annual appropriations as may be approved as part of the City's annual budgets in fiscal years 2022, 2023, 2024 and 2025.

SECTION 4. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 9th day of November, 2020.

Ellen Glasser, Mayor

Attest:

Donna L. Bartle, City Clerk

Approved as to form and correctness:

Brenna M. Durden, City Attorney

EVALUATION OF PROPOSALS FOR MULTI-YEAR CONTRACT FOR ENVIRONMENTAL LABORATORY SERVICES RFP 21-01

*RFP's reviewed and evaluated by **Steve Swann** and **Troy Stephens** on October 27, 2020*

Firm	Past Record of Professional Services	Firm's Professional Qualifications and Staffing	Range of Services	Staff Availability and Capability to Meet Deadlines	Reporting	Financial Responsibility and Insurance	Proximity	Cost	Total Score	Rank
<i>Scaled Value</i>	[4]	[5]	[3]	[4]	[4]	[2]	[5]	[2]		
Advanced Environmental Laboratories, Inc.	(5.0) (5.0) 20.00	(5.0) (5.0) 25.00	(5.0) (4.0) 13.50	(5.0) (5.0) 20.00	(4.5) (5.0) 19.00	(4.5) (4.0) 8.50	(5.0) (5.0) 25.00	(4.5) (5.0) 9.50	140.50	1st
Pace Analytical Services	(5.0) (5.0) 20.00	(3.5) (5.0) 21.25	(5.0) (5.0) 15.00	(4.0) (4.0) 16.00	(4.5) (4.0) 17.00	(4.5) (5.0) 9.50	(4.5) (4.0) 21.25	(4.0) (4.2) 8.20	128.20	2nd



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** January 5, 2021
FROM: Steve Thomas
SUBJECT: City Council approval to purchase a 2021 F 250 work truck from Duval Ford in the amount \$ 38,123.00 and surplus truck # 274 which is a 2005 F 350 with 48,500 miles on it. *Steve Thomas*

BACKGROUND

City Council approved the funds to purchase this truck in F/Y budget 2021. This truck is replacing a 2005 F 350 utility body truck that has become a maintenance problem and needs to be replaced. We transferred this truck from the street department 5 years ago because it would not pull the excavator trailer safely and put in building maintenance to get a few more years out of it but it has reached its life for the City. The new purchase will be off the Sheriffs Association Contract # FSA19-VEL27

FISCAL IMPACT

Funds from Account # 001-3072-5006400 in the amount of \$38,123.00 approved in Budget year 2021.

RECOMMENDATION

Approve the purchase a 2021 F 250 work truck from Duval Ford in the amount \$ 38,123.00 and surplus truck # 274 which is a 2005 F 350 with 48,500 miles on it.

CITY OF GREEN COVE SPRINGS

Prepared for:	Contract Holder	12/9/20
CITY OF GREEN COVE SPRINGS STEVE THOMAS 904-297-7058 sthomas@greencovesprings.com	Duval Ford Fleet Sales Laura Torbett (Work) 904-388-2144 (Fax) 904-387-6816 (Cell) 904-568-6027 Laura.Torbett@duvalfleet.com 5203 Waterside Dr Jax, Fl 32210	

PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL

We appreciate your interest and the opportunity to quote. Pricing per FLORIDA SHERIFFS ASSOCIATION LIGHT VEHICLE CONTRACT FSA19-VEL27 Heavy Equipment and Trucks FSA19-VEH 17. If you have any questions regarding this quote please call! Note, Vehicle will be ordered **white exterior** unless specified on purchase order. Shipping and Invoicing instructions are required on agency purchase order.

Labor	Code	Equipment	Price
0	SPEC 140	2021 FORD F-250 4X2 REGULAR CAB PICK UP (F2A)	\$ 22,696.00
0	600A	XL TRIM	\$ -
0	996	6.2L V8 GAS ENGINE	\$ -
0	44S	AUTOMATIC TRANSMISSION	\$ -
0	90L	POWER WINDOWS AND LOCKS	\$ -
0	142	8' BOX	\$ -
0	Z1	EXTERIOR COLOR:OXFORD WHITE	\$ -
0	AS	INTERIOR COLOR: GRAY VINYL- 40/20/40	\$ -
0			\$ -
0	872	BACK UP CAMERA	\$ 414.00
0	18B	RUNNING BOARDS	\$ 319.00
0	52B	ELECTRIC BRAKE CONTROLLER	\$ 269.00
0	534	TRAILER TOWING PACKAGE WITH 7 WAY WIRING AND 2" BALL	\$ 1,445.00
0	LED PKG 1	WHELEN FOUR CORNER LED LIGHTING SYSTEM- WHITE	\$ 675.00
0	8SB	8' KNAPHEIDE UTILITY BODY, MODEL 696J	\$ 7,600.00
0	31V	SHIP THROUGH TO BODY MANUFACTURER, INCLUDES CERTIFIED MSO	\$ 625.00
0	CAMLOC	INSTALL FACTORY BACK UP CAMERA	\$ 285.00
0	SPRAY SB	HD LINEX SPRAY IN BEDLINER, INCLUDE TOPS OF UTILITY BOXES	\$ 945.00
0	SPRAY BR	SPRAY IN LINER, REAR BUMPER	\$ 210.00
0	MAT RACK A	OVER THE CAB MATERIAL RACK, ALUMINUM	\$ 2,640.00
0			\$ -
0	LABOR	Total Contract labor hours per spec. Includes wire, loom, connectors, PDI and shop supplies:	\$50 \$ -
0			\$ -
0	VENDOR COMMENTS	***See Our Face Book Page for Pics & Video https://www.facebook.com/duvalfleet/ ***	
UNIT COST			\$ 38,123.00

TOTAL QUANTITY	1	TOTAL PURCHASE	\$ 38,123.00
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STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** January 5, 2021

FROM: Scott Schultz, Asst. Water Utilities Director

SUBJECT: City Council approval of, and authorization for the Mayor to execute, Disbursement Request #8 in the amount of \$12,500.00 to the Design Loan Agreement for the Florida Department of Environmental Protection (FDEP), Drinking Water State Revolving Fund (SRF) Loan Application DW 100102 for \$356,800.00, for the design of capital improvements to the City's Water System

BACKGROUND

On June 16, 2016 the City Council approved the Rate Study conducted by Staff and Mittauer & Associates.

On March 21, 2017, Council approved a Task Order with Mittauer & Associates for \$50,000.00 for development of a Water Master Plan.

On June 19, 2018, the City Council approved the Water Master Plan conducted by Staff and Mittauer. The Master Plan included a thorough review of the existing Water Capital Improvement Program (CIP) and resulted in an update to the CIP. As a result of the updated CIP, Staff requested an update to the Water portion of the Rate Study to evaluate financing options and alternatives to CIP financing.

On September 4, 2018, City Council approved a Task Authorization with Mittauer & Associates for \$12,000.00 to update the Water Rate Study.

At the March 5, 2019 City Council meeting Staff and Mittauer presented the updated Water Rate Study which was subsequently approved by the City Council. The City Council directed staff to return with an Ordinance authorizing the borrowing of funds to complete the immediate and future CIP needs. Staff was also directed to draft an RFP to secure a loan for the "Priority 1" immediate need CIP projects.

The Priority 1, Reynolds Water System Improvements, total design and construction estimate is \$1,370,000.00

The Priority 2, Harbor Road, Bonaventure and Magnolia Point Cul-de-sac, total design and construction estimate is \$4,850,000.00.

The Priority 3, Reynolds High Service Pumps & Well 2 design and construction estimate is \$2,500,000.00.

The Priority 4, asbestos concrete (AC) pipe replacement. Design and construction estimate is \$6,620,000.00

The Priority 5, Governors Creek Water Main, design, and construction estimate is \$360,000.00

Design and permitting for Priorities 3-5 cost estimate is \$1,424,000.00

- Total 2019 Water CIP Cost Estimate is \$17,124,000.00

Council approved Ordinance No. O-07-2019 on First Reading as to Form Only on 3/19/19 which authorized staff to borrow up to \$18,000,000.00 for capital improvements to the City's Water System.

Council approved Ordinance No. O-07-2019 on Second and Final Reading on 4/2/19 which authorized staff to borrow up to \$18,000,000.00 for capital improvements to the City's Water System

On 6/18/19 Council approved staff to submit and authorized the mayor to execute a Request for Inclusion (RFI) to the FDEP-SRF Program for \$356,800.00 in funding to design certain capital improvements to the City's Water System to be prepared to move into construction as the needs arise.

On 10/15/2019 Council approved of and authorized the Mayor to execute associated documents for the actual loan application. The FDEP-SRF Program has tentatively approved a 10-year loan with a principal amount of \$356,800.00 with a "loan forgiveness" of 50% which would make the actual loan amount approximately \$178,400.00 (there are some loan fees). Final principal forgiveness and loan percentage rate will be determined at completion of loan processing.

On 1/21/2020 Council approved and the mayor executed the actual loan agreement.

FISCAL IMPACT

\$12,500.00 from the Water Department CIP Budget

RECOMMENDATION

Approve of, and authorize the City Manager to execute, Disbursement Request #8 in the amount of \$12,500.00 to the Design Loan Agreement for the Florida Department of Environmental Protection (FDEP), Drinking Water State Revolving Fund (SRF) Loan Application DW 100102 for \$356,800.00, for the design of capital improvements to the City's Water System

Disbursement Request Package
State Revolving Fund Programs

Item #7.

- 1. Project Sponsor City of Green Cove Springs, Florida
- 2. Project Number DW100102
- 3. Disbursement Request Number 8
- 4. Invoice Period 11/1/2020 through 11/27/2020
- 5. Type of Request: Partial Final
- 6. Federal Employer Identification Number 59-6000328
- 7. Mail EFT Send Remittance to:

(This must match an address setup in MyFloridaMarketPlace.com as the Vendor address).

Wells Fargo Bank N.A. Account#: 2000007820388 | ABA#: 121000248

Account Name: City of Green Cove Springs Utility Fund Savings

City Address: 321 Walnut Street, Green Cove Springs, FL 32043

Disbursement Details

(Rounded to the nearest dollar)

	Amount This Request	Total Cumulative
1. Planning and Specialized Studies (attach invoices)	\$	\$
2. Design (attach invoices)	\$ 12,500.00	\$ 178,000.00
3. Construction and Demolition (attach pay estimates)	\$	\$
4. Technical Services during Construction (attach invoices)	\$	\$
5. <u>Other (must be specified in agreement)</u>	\$	\$
6. _____	\$	\$
7. Total cumulative to date		\$ 178,000.00
8.. Disbursements previously requested		\$(165,500.00)
9. Amount requested for disbursement	\$ 12,500.00	\$ 12,500.00
	(Total of lines 1 through 6)	(Line 7 minus Line 8)

**** SUBMIT ONE ORIGINAL COPY OF THIS FORM AND SUPPORTING DOCUMENTATION TO: ****

SRF_Reporting@dep.state.fl.us

**Authorized Representative's Certification
of Disbursement Request and Davis-Bacon Certification**

I, B. Van Royal, Mayor ,
(name of Authorized Representative designated in the agreement)

on behalf of City of Green Cove Springs, Florida , do hereby certify that:
(name of Project Sponsor)

1. The disbursement amount requested on page 1 of this form is for allowable costs for the project described in the agreement.
2. Materials, labor, equipment, and/or services representing costs included in the amount requested have been satisfactorily purchased, performed or received, and applied toward completing the project; such costs are documented by invoices or other appropriate documentation which are filed in the Project Sponsor's permanent records.
3. The Project Sponsor is required to pay such costs under the terms and provisions of contracts relating directly to the project, and the Project Sponsor is not in default of any terms or provisions of the contracts.
4. All funds received to date have been applied toward completing the project.
5. All permits and approvals required for the construction which is underway have been obtained.
6. If applicable for construction projects, I certify to the best of my knowledge and belief that the above referenced project complies with Davis-Bacon and Related Acts such that all of the laborers and mechanics employed by contractors and subcontractors during the referenced period on the contractors pay applications submitted with this disbursement request were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

I also certify that interviews and periodic reviews of a representative sample of the weekly payroll data have been performed to verify that contractors and subcontractors are paying the appropriate wage rate.

I understand that falsifying information on this certification may be grounds for termination of the SRF loan agreement.

(Signature of Authorized Representative)

Mayor

(Title)

January 5, 2021

(Date)

Period of Certification:
11/1/20 through 11/27/20
DEP Agreement No. DW100102

MITTAUER &
 ASSOCIATES, INC.
 580-1 WELLS ROAD
 ORANGE PARK, FL 32073
 904-278-0030



Invoice 20518

Item #7.

BILL TO

City of Green Cove Springs
 321 Walnut Street
 Green Cove Springs, FL
 32043
 Attn: Mike Null

DATE 12/01/2020	PLEASE PAY \$12,500.00	DUE DATE 12/21/2020
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M&A PROJECT NO.
 8905-55-1

DESCRIPTION	AMOUNT
MAGNOLIA POINT CUL-DE-SAC WATER SERVICE IMPROVEMENTS DEP AGREEMENT NO. DW100102 CITY OF GREEN COVE SPRINGS, FLORIDA P.O. NO. 2721878	

Engineering services concerning the Magnolia Point Cul-de-Sac Water Service Improvements project for the City of Green Cove Springs including 100% design submittal to FDEP SRF Program during the period ending November 27, 2020.

- LUMP SUM CONTRACT AMOUNT: \$95,500.00
- Item A. Basic Engineering Services - Design Phase, \$47,500
 - Item B. Topographic Surveying, \$22,500
 - Item C. Permitting Services, \$3,000
 - Item D. Geotechnical Services, \$11,500
 - Item E. Subsurface Utility Engineering, \$7,500
 - Item F. SRF Administrative Services \$3,500
 - Item F. Meetings, included above

AMOUNT PREVIOUSLY INVOICED: \$63,500.00

Amount Earned This Period 12,500.00

Thank you for your business.

TOTAL DUE	\$12,500.00
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THANK YOU.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
REIMBURSEMENT SUMMARY

Sponsor Name:		City of Green Cove Springs, Florida			Payment Request No.:		8
DEP Agreement No.:		DW100102					
Vendor Name	Invoice Number	Invoice Date	Invoice Amount	Local Share or Other Funding or Amount Not Requested	Requested Amount	Check Number	Category (ie. construction, technical services)
Mittauer & Associates, Inc.	20518	12/1/2020	\$ 12,500.00	\$ -	\$ 12,500.00		Design Services
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
				\$ -	\$ -		
Totals:			\$ 12,500.00	\$ -	\$ 12,500.00		

Summary of Work
DEP SRF Water System Improvements - Design Phase
DEP Agreement No. DW100102
City of Green Cove Springs, FL
M&A Project Nos. 8905-51-1, 8905-53-1 & 8905-55-1
January 5, 2021

Summary of work for Green Cove Springs Disbursement Request #8 to accompany Mittauer & Associates Invoice No. 20518, consists of:

Invoice No. 20518 Magnolia Point Cul-de-Sac Water Service Improvements – 100% design submittal to FDEP SRF program. Overall, the project services are 80% complete.



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** 01/05/2021
FROM: Derek Asdot, Chief of Police
SUBJECT: City council approval of Forfeiture Funds being used for services from Arnold Law.

BACKGROUND

Attorney fees for GCSPD vs. McWhorter forfeiture. Total amount of statement is \$4,287.00. Funds will be coming out of Forfeiture Fund: 001-1012100.

FISCAL IMPACT

RECOMMENDATION

Please approve the use of forfeiture funds.

ARNOLD LAW

ATTORNEYS AT LAW
P. O. BOX 1570 • 718 N. ORANGE AVENUE
GREEN COVE SPRINGS, FL 32043-1570
PHONE (904) 264-3627
FACSIMILE: (904) 284-5937
ARNOLDLAWYERS.COM

L. J. ARNOLD III
LICENSED IN FLORIDA
LJARNOLD3@GMAIL.COM

L. J. ARNOLD IV
LICENSED IN FLORIDA & HAWAII
LJARNOLD4@GMAIL.COM

November 12, 2020

DASDOT@GCSPD.COM

Chief Derek Asdot
Green Cove Springs Police Department

COPY

RE: GCSPD v. McWHORTER/FORFEITURE
CIVIL ACTION

Dear Derek:

As you can see from the attached Statement, this type case can be time consuming. Our advanced costs are also included in the Current Services at page 3. There is still work to be done to complete this case. Detective Carpenter thought McWhorter would go along with everything and sign a settlement agreement, etc. per the statute, but that is not now happening as you likely know. Much work was done in contemplation of his cooperation.

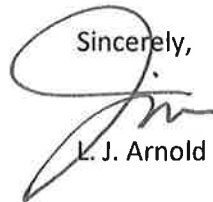
As you know, we are now having him served, publishing notice in the newspaper and proceeding accordingly. I still would not expect the defendant to retain counsel to fight this case, but we never know.

Because there was some learning curve in this type case, I am reducing our outstanding statement by \$1,000.00 to \$3,618.00. We also did not charge for considerable paralegal time.

Should you have any questions, feel free to let me know. By the way, how did your discussion with the Sheriff go regarding an interlocal on forfeiture prosecutions.

In the meantime, should you have any questions please do not hesitate to call me.

Sincerely,



L. J. Arnold III

LJAIll:lk

Attachment

cc: Steve Kennedy, City Manager
Marlena Guthrie, Finance Director
Detective Dave Carpenter

ARNOLD LAW

POST OFFICE BOX 1570
 718 NORTH ORANGE AVENUE
 GREEN COVE SPRINGS, FL 32043

Item #8.

Statement

Date

11/30/2020

To:

City of Green Cove Springs Police Dept
 c/o Chief Derek Asdot
 Forfeiture Civil Case/Duval Co.
 RE: GCSPD v. McWhorter

		Amount Due	Amount Enc.		
		\$4,287.00			
Date	Transaction	Amount	Balance		
10/31/2020	Balance forward		4,618.00		
11/12/2020	CREDMEM #5520.	-1,000.00	3,618.00		
11/30/2020	INV #5502.	669.00	4,287.00		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
669.00	3,618.00	0.00	0.00	0.00	\$4,287.00

PAYMENT MADE AFTER STATEMENT DATE WILL
 APPEAR ON NEXT STATEMENT. COST DEPOSITS
 ARE NOT INCLUDED ON STATEMENT

ARNOLD LAW

POST OFFICE BOX 1570
 718 NORTH ORANGE AVENUE
 GREEN COVE SPRINGS, FL 32043

CURRENT SERVICES

Item #8.

Date	Invoice #
11/30/2020	5502

Bill To
City of Green Cove Springs Police Dept c/o Chief Derek Asdot Forfeiture Civil Case/Duval Co. RE: GCSPD v. McWhorter

Date of Service	Description	Hours	Rate	Amount
11/6/2020	CHECK DOCKET FOR SUMMONS & NOTICE	0.2	200.00	40.00
11/9/2020	CHECK DOCKET; TCT CLERK RE SUMMONS & NOTICE	0.2	200.00	40.00
11/9/2020	REC REV SUMMONS & NOTICE; LTR TO JSO FOR SERVICE	0.33	200.00	66.00
11/10/2020	PRINT SUMMONS & COMPLAINT; MAIL TO SHERIFF; EM COPIES TO DET CARPENTER, POLICE CHIEF ASDOT & CITY MGR; ISSUE CHECK -- NC	0		0.00
11/13/2020	REVIEW STATUTE RE PUBLICATION ETC; LTR TO NEWSPAPER	0.5	200.00	100.00
11/16/2020	REVIEW NOTICE; PREP NOT OF FORFEITURE COMPLAINT; E-FILE	0.5	200.00	100.00
11/30/2020	CHECK DOCKET FOR PROOF; EM TO NEWSPAPER; ISSUE ADVANCE COSTS NEWSPAPER	0.25	200.00	50.00
11/30/2020	11/10 ADVANCE COSTS - JSO FOR SERVICE		40.00	40.00
11/30/2020	11/17 ADVANCE COSTS - FOR CLERK ISSUANCE OF NOTICE OF FORFEITURE COMPLAINT		15.00	15.00
11/30/2020	11/30 ADVANCE COSTS TO JACKSONVILLE DAILY RECORD		218.00	218.00
			Total	\$669.00

SERVICES LISTED ABOVE ARE FOR CURRENT WORK ONLY. SEE ATTACHED "STATEMENT" FOR AMOUNT DUE OR CREDIT BALANCE.



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Meeting **MEETING DATE:** January 5, 2021

FROM: Scott Schultz, Asst. Water Utilities Director

SUBJECT: City Council approval of funding, and authorization for the city Manager to execute, a task order in the amount of \$49,500.00 to Mittauer & Associates for surveying, topographic analysis, permitting, design and construction management for water and sewer force main extension on County Road 209 South.

BACKGROUND

Staff has had a several recent inquiries for water & sewer services along County Road 209 South. There are portions of water and sewer infrastructure on each end of CR 209. Completing the “looping” of the infrastructure will provide services to vacant parcels and allow water to be fed from two directions should there be a break in the existing infrastructure.

On 12/8/2020 Council approved Change Order #2 in the amount of \$400,000.00 to General Underground for construction of the water & sewer infrastructure.

As the infrastructure will go under the FDOT First Coast Expressway and County Road 209 South, formal engineering, surveying and permitting will be required.

FISCAL IMPACT

\$27,675.00 to the Water Fund CIP Budget

\$21,825.00 to the Wastewater CIP Budget

RECOMMENDATION

Approve funding the amount of \$49,500.00 to Mittauer & Associates for surveying, topographic analysis, permitting, design and construction management for water and sewer force main extension on County Road 209 South.

PROFESSIONAL ENGINEERING SERVICES AGREEMENT

WORK ORDER NO.: _____

PURCHASE ORDER NO.: _____

PROJECT NAME: CR 209 South Utility Extensions
M&A Project 8905-57-1

CITY: CITY OF GREEN COVE SPRINGS, a political subdivision of the State of Florida

PROJECT MANAGER: Jason R. Shepler, P.E. (Vice President of Environmental Services)

CONSULTANT: Mittauer & Associates, Inc.

CONSULTANT'S ADDRESS: 580-1 Wells Road | Orange Park, Florida 32073

Execution of the Work Order by the CITY shall serve as authorization for the CONSULTANT to provide for the above project, professional services as set out in the Scope of Services attached as Exhibit "B", to that certain Agreement dated 2nd day of August, 2016 with associated amendments between the CITY and the CONSULTANT and further delineated in the specifications, conditions and requirements stated in the following listed documents which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

- DRAWINGS/PLANS/SPECIFICATIONS
- DETAILED SERVICES AND TASKS FOR PROJECT OR STUDY
- SPECIAL CONDITIONS
- _____

The CONSULTANT shall provide said services pursuant to this Work Order, its attachments and the above-referenced Agreement, which is incorporated herein by reference as if it had been set out in its entirety. Whenever the Work Order conflicts with said Agreement, the Agreement shall prevail.

TIME FOR COMPLETION: The work authorized by this Work Order shall be commenced upon receipt of a Purchase Order by the CONSULTANT. The CONSULTANT shall provide the following deliverables at denoted times:

- Topographic surveying activities (90 days from notice to proceed)
- 30% Submittal (60 days from topographic survey completion)
- 90% Submittal (30 days from delivery of CITY comments)
- 100% Submittal (15 days from delivery of CITY comments)

METHOD OF COMPENSATION:

(a) This Work Order is issued on a:

- "Lump Sum Basis"
- "Hourly Rate Basis" with a "Not-to-Exceed" amount
- "Hourly Rate Basis" with a "Limitation of Funds" amount

(b) If the compensation is based on a "Lump Sum Basis," then the CONSULTANT shall perform all work required by this Work Order for the following amounts per the attached Scope of Services:

• ITEM A: Basic Engineering Services – Design Phase	=	\$25,000.00
• ITEM B: Topographic Surveying	=	\$ 9,500.00
• ITEM C: Permitting Services	=	\$ 5,000.00
• ITEM D: Construction Admin (Eng.)	=	\$10,000.00
• <u>ITEM E: Meetings</u>	=	included above
TOTAL	=	\$49,500.00

[See Attachment A for basis of fees utilizing piggy-back construction contract]

In no event shall the CONSULTANT be paid more than the "Lump Sum Fee" Amount.

(c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, then the CONSULTANT shall perform all work required by this Work Order for a sum not exceeding _____ DOLLARS (\$_____). The CONSULTANT'S compensation shall be based on the actual work required by this Work Order.

(d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, then the CONSULTANT is not authorized to exceed the "Limitation of Funds" amount of _____ DOLLARS (\$_____) without prior written approval of the CITY. Such approval, if given by the CITY, shall indicate a new "Limitation of Funds" amount. The CONSULTANT shall advise the CITY whenever the CONSULTANT has incurred expenses on this Work Order that equals or exceeds eighty percent (80%) of the "Limitation of Funds" amount. The CITY shall compensate the CONSULTANT for the actual work performed under this Work Order.


The CITY shall make payment to the CONSULTANT in strict accordance with the payment terms of the above-referenced Agreement.

It is expressly understood by the CONSULTANT that this Work Order, until executed by the CITY, does not authorize the performance of any services by the CONSULTANT and that the CITY, prior to its execution of the Work Order, reserves the right to authorize a party other than the CONSULTANT to perform the services called for under this Work Order if it is determined that to do so is in the best interest of the CITY.

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this _____ day of _____, 2021, for the purposes stated herein.

MITTAUER & ASSOCIATES, INC.

Witness 
JASON R. SHEPLER

By: 
Joseph A. Mittauer, President

CITY OF GREEN COVE SPRINGS, FLORIDA

Witness

By: _____
Steve Kennedy, City Manager

Date: _____

Encl.: ATTACHMENT A – SCOPE OF SERVICES

PROFESSIONAL ENGINEERING SERVICES AGREEMENT
ATTACHMENT A - SCOPE OF SERVICES

WORK ORDER NO.: _____

PURCHASE ORDER NO.: _____

PROJECT NAME: CR 209 South Utility Extensions
M&A Project 8905-57-1

The proposed scope of work includes surveying, design, permitting, and construction-phase services to construct approximately 4,200 lineal feet of 4" force main and 12" water main extensions identified by the City along CR 209 South. The construction cost is estimated at \$379,000.

The following services are provided based on a 'piggy-back' contract for construction of the improvements. Therefore, traditional bidding services are not required and the construction drawings will be tailored to the project requirements in concert with the awarded contractor.

The design services do include development of drawings that will include plan and profile drawings and associated details for the Florida Department of Transportation (FDOT) right of way crossing.

A. BASIC ENGINEERING SERVICES - DESIGN PHASE

1. Preparation of plans and specifications for the construction of 12" water main and 4" force main installed by directional drilling methods utilizing Fusible PVC to extend utilities along CR 209 (South) westerly right-of-way line within a 15' wide utility easement. The pipeline will generally extend from the Roller Die facility (south end) to the Hammer & Steel facility (north end). One crossing under CR 209 will be required at the Hammer & Steel facility.
2. Completion of this task includes up to two design review meetings with the CITY to discuss the project and related deliverables.
3. All drawings will be prepared in AutoCAD.
4. Deliverables for ITEM A include the following:
 - 60% Submittal - Four (4) sets of each printable set including: 12"x18" plans, 24"x36" plans, and plans in pdf format.
 - 90% Submittal - Four (4) sets of each printable set including: 12"x18" plans, 24"x36" plans, plans in pdf format, DRAFT contract documents with technical specifications.

- 100%/Bid Submittal - Four (4) sets of each printable set including: 12"x18" plans, 24"x36" plans, plans in pdf format, contract documents with technical specifications.
- Preparation and distribution of meeting minutes and response to review comments, as applicable during design production.

B. TOPOGRAPHIC SURVEYING

The Engineer shall obtain on-site, above-ground field topographic survey information at the immediate area of improvements as necessary for the preparation of construction drawings and preparation of the permit applications. As it relates to subsurface utilities, the Engineer shall perform a Quality Level B Investigation, in accordance with ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.

The Engineer shall also establish the right-of-way limits as indicated by available public records and available field monuments.

C. PERMITTING SERVICES

The Engineer shall prepare the following regulatory permit applications:

1. Florida Department of Environmental Protection (FDEP) Application for a Public Drinking Water Facility Construction Permit;
2. Florida Department of Transportation (FDOT) Utility Permit Application; and
3. Clay County Right-of-way Permit.

D. ENGINEERING CONSTRUCTION ADMINISTRATION SERVICES

Provide standard Engineering Construction Administration Services including:

- coordination with CITY to prepare construction contract documents; attending a preconstruction conference; reviewing the Contractor's material shop drawings as it relates to the CITY's utility relocations; making periodic visits to the site to observe the progress of the various aspects of the Contractor's work; reviewing and approval of the Contractor's application for payment as it relates to the CITY's utility work; processing change orders, if required; reviewing the Contractor's completion documents and record drawings; and performing a final inspection of the work. The Engineer has budgeted one (1) monthly meeting visit for a total of three (3) months.

E. MEETINGS

The Engineer shall attend/facilitate the following meetings during completion of the work:

- a. One Clay County Pre-Application Meeting
- b. Two CITY Meetings

F. DELIVERABLES

The Engineer shall provide the following for each deliverable:

- a. Plan submittals as defined in Section A.
- b. Topographic survey documents. Electronic document in 'dwg' and 'pdf' format.

EXCLUSIONS

The CITY shall provide copies of all available CITY records as may be required for the Engineer to complete these services such as record drawings of the CITY's utilities.

Site analyses do not include Phase 1 site assessments, Phase 2 site assessments, title opinions, title search, etc.

The CITY shall provide all regulatory agency permit application fees and related items.

The Engineer's scope of services does not include the preparation of traffic studies, fire flow test, zoning related tasks, or value engineering.

Geotechnical work is not included nor resident observation services.



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** January 5, 2021
FROM: Scott Schultz, Assistant Water Utilities Director
SUBJECT: City Council approval of Contractors Pay Request #6 in the amount of \$10,635.12 to Jax Utilities Management for Bid Award LC 2020-07, US 17 / SR 16 Force Main Modifications in the amount of \$412,915.00. *Scott Schultz*

BACKGROUND

At the intersection of SR 16 and SR 15 (US 17) the force mains from US 17 South (Old Food Lion Warehouse) flows past to Lift Station #2 as a force main. The wastewater from the Cove Plaza and Cove Apartments empties into a gravity sewer just behind the intersection that flows through the wetlands (Green Cove Swamp) to Lift Station #2. This gravity sewer is in very bad shape and could not be videoed as part of the Sanitary Sewer Evaluation Survey (SSES) due to its condition and soggy ground from this summers rains. During storms and extremely high tide conditions, the manholes (which are too far apart and in disrepair) allow the river water to flow into Lift Station #2 and overwhelm the station. There is also high potential for a sanitary sewer overflow (SSO).

This task will be to route the Cove Apartments and Cove Plaza wastewater into the US 17 South force main which will eliminate the need for the gravity system through the wetlands. The cost is high as an evaluation of pumping / head capacity at the affected lift stations is required, design of how Cove Plaza and Apartments are injected, extensive underground surveying, FDOT permitting, preparation of blueprints and associated bid documents will be required. This task will take the project from design through completion, which includes construction inspection and closeout services.

This task will also support the broader Consolidated AWWTP project as well as any future development along Cooks Lane.

On 11/13/2018 Council approved a Task Order in the amount of \$71,000.00 with Mittauer & Associates for the design and bidding of the improvements.

On 2/4/2020 Council approved an increase to the wastewater capital improvement budget in the not to exceed amount of \$412,000.00 for the force main improvements.

FISCAL IMPACT

\$10,635.12 from the Wastewater Department capital improvement budget.

\$87,369.48 from the Wastewater Department capital improvement budget.

Approve Contractors Pay Request #6 in the amount of \$10,635.12 to Jax Utilities Management for Bid Award LC 2020-07, US 17 / SR 16 Force Main Modifications in the amount of \$412,915.00

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO (OWNER):

City of Green Cove Springs
900 Gum Street
Green Cove Spgs, FL 32043-2803

PROJECT:

US17 / SR16 (Cooks Ln)
Force Main Improvements

APPLICATION NO:

6

FROM (CONTRACTOR):

Jax Utilities Management, Inc

PERIOD TO:

December 25, 2020

CONTRACT FOR:

GCS Purchase Order #2722061

CONTRACTORS APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet, AIA Document G703, is attached.

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this Month		
Number		
Date Approved		
TOTALS	0.00	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid for by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown herein is now due.

CONTRACTOR:

Jax Utilities Management, Inc

By:



Date:

12/25/2020

ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architects knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

1. ORIGINAL CONTRACT SUM \$412,915.00
2. Net Change by Change Orders _____
3. CONTRACT SUM TO DATE (LINE 1 +- 2) \$412,915.00
4. TOTAL COMPLETED AND STORED TO DATE \$384,439.40
5. RETAINAGE
 - a. 10% (Column D+E on G703) \$38,443.94
- Total retainage (Line 5a, or Total in Column J of G703) \$38,443.94
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$345,995.46
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$335,360.34
8. CURRENT PAYMENT DUE \$10,635.12
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6) \$86,919.54

State of Florida County of Duval
 Subscribed and sworn before me 23 day of December, 2020
 Notary Public: 
 My Commission expires November 3, 2023
 AMOUNT CERTIFIED _____
 ENGINEER: KIMBERLY A. BAUM
 BONDED THRU NOTARY PUBLIC UNDERWRITERS
 MY COMMISSION # GG 928621
 EXPIRES: November 3, 2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payments are without prejudice to any rights of the Owner or Contractor under this Contract.

PROJECT: US17 / SR16 (Cooks Ln)
Force Main Improvements

Application # 6
Application Date 12/25/2020
Period To 12/25/2020

A	B	C	D	E	F	G	H	
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G/C)	BALANCE TO FINISH (C - G)
1 PUMP STATION & FORCE MAIN								
	Mobilization / Survey	25,000.00	25,000.00	0.00		25,000.00	100%	0.00
	Erosion Control	5,000.00	4,500.00	0.00		4,500.00	90%	500.00
	Wellwell	135,790.00	135,790.00	0.00		135,790.00	100%	0.00
	Dewatering	40,000.00	40,000.00	0.00		40,000.00	100%	0.00
	Pumps & Panel	97,512.00	92,636.40	0.00		92,636.40	95%	4,875.60
	Electrical	15,000.00	14,250.00	0.00		14,250.00	95%	750.00
	Guardrail	9,000.00	0.00	0.00		0.00	0%	9,000.00
	Fence	8,500.00	0.00	2,550.00		2,550.00	30%	5,950.00
	Driveway & Concrete Slab	10,000.00	7,500.00	2,500.00		10,000.00	100%	0.00
	Lift Station Piping	17,000.00	17,000.00	0.00		17,000.00	100%	0.00
	Grassing & Landscaping	5,000.00	500.00	500.00		1,000.00	20%	4,000.00
	Testing	2,000.00	400.00	1,200.00		1,600.00	80%	400.00
	394' - 6" Force Main	8,668.00	7,801.20	866.80		8,668.00	100%	0.00
	Connect to Existing Force Main	3,000.00	0.00	3,000.00		3,000.00	100%	0.00
	40' - 10" Gravity Sewer	2,400.00	2,400.00	0.00		2,400.00	100%	0.00
	Sewer Manhole	4,000.00	3,800.00	200.00		4,000.00	100%	0.00
	110 - 2" PVC Water Service	2,420.00	2,420.00	0.00		2,420.00	100%	0.00
	As-Builts	5,000.00	1,000.00	1,000.00		2,000.00	40%	3,000.00
2 UNSUITABLE								
	Unsuitable Soil - remove & replace (75 cy)	2,625.00	2,625.00	0.00		2,625.00	100%	0.00
3 PERMITTING								
	Pump Station Electric Service Permitting	15,000.00	15,000.00	0.00		15,000.00	100%	0.00
		412,915.00	372,622.60	11,816.80	0.00	384,439.40	93%	28,475.60



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Meeting

MEETING DATE: January 5, 2021

FROM: Steve Thomas

SUBJECT: City Council approved a Change order # 2 to KBT Contracting Corp on September 15,2020 to build out the Classroom area at Augusta Savage Arts and Community Center for the food bank in the total amount of \$ 148,100.00 Attached is pay # 3 final pay application for your approval in the amount of \$ 95,129.15.

BACKGROUND

City Council voted to accept the CARES Act funding to do several projects in the City on September 1,2020 and the food bank was one of the projects.

City Council approved a change order to KBT Contracting Corp # 2 to build out the Food Bank in the amount of \$ 148,100.00. This project was on a tight timeline for this project, so this was the fastest way to complete this project on time. Staff completed all demo and KBT was responsible for the build out.

FISCAL IMPACT

The food bank project is being funded by CARES Act monies.

RECOMMENDATION

City Council approved a Change order # 2 to KBT Contracting Corp on September 15,2020 to build out the Classroom area at Augusta Savage Arts and Community Center for the food bank in the total amount of \$ 148,100.00 Attached is pay # 3 final pay application for your approval in the amount of \$ 95,129.15.

APPLICATION AND CERTIFICATION FOR PAYMENT

TO Owner: City of Green Cove Springs
321 Walnut Street
Green Cove Springs, FL 32043

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

FROM CONTRACTOR: KBT Contracting Corp

CONTRACT FOR: Augusta Savage Arts & Community Center Food Bank
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$148,100.00
2. Net change by Change Orders	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2).....	\$148,100.00
4. TOTAL COMPLETED & STORED TO DATE	\$148,100.00
(Column G on G703)	
5. Retainage:	
a. 10 % of Completed Work \$	\$0.00
(Columns D + E on G703)	
b. % of Stored Materials \$	0
6. TOTAL EARNED LESS RETAINAGE	\$148,100.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$52,970.85
8. CURRENT PAYMENT DUE	\$95,129.15
9. BALANCE TO FINISH, INCLUDING RETAINAGE. ..	\$0.00
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		

APPLICATION NO: 3

PERIOD FROM: 12/1/2020
TO: 12/23/2020

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
 Lender

CONTRACT NO: LC 2020-09 CO #2
CONTRACT DATE: 6/16/2020

The undersigned Contractor to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown is now due.

CONTRACTOR: KBT Contracting Corp

By: Rebecca Timmons Date: 12/23/2020

Rebecca Timmons, President

State of: Florida County of: Duval

Subscribed and sworn to before me this 23 day of December 2020

Notary Public: Dawn Marie Lane-Johnson

My Commission expires: Aug 16, 2024



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the OWNER that to the best of the Architects' knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT OF CONSTRUCTION MANAGER:

By: Dawn Marie Lane-Johnson Date: 12-28-2020

This Certificate is not negotiable. the AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

CONTINUATION SHEET

AIA Document G703
AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

Application for Payment, containing Contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 3

APPLICATION DATE: 23-Dec-20

PERIOD FROM: 1-Dec-20

TO: 23-Dec-20

ARCHITECT'S PROJECT NO: Bid No. LC2020-09 CO #2

Augusta Savage Arts & Community Center Food Bank

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% G / C	H BALANCE TO FINISH C - G	I RETAINAGE
			D Previous Applications	THIS PERIOD					
1	Mobilization/Designs/Engineering	\$7,405.00	\$7,405.00	\$18,512.50		\$7,405.00	100.00%	\$0.00	
2	General Conditions	\$37,025.00	\$18,512.50			\$37,025.00	100.00%	\$0.00	
3	Modifications to Openings with Structural Components	\$17,136.00	\$17,136.00			\$17,136.00	100.00%	\$0.00	
4	Framing	\$8,100.00	\$8,100.00			\$8,100.00	100.00%	\$0.00	
5	New Doors, Trims & Hardware	\$12,490.00	\$9,992.00	\$2,498.00		\$12,490.00	100.00%	\$0.00	
6	Roll-up Door	\$2,350.00	\$2,350.00	\$2,350.00		\$2,350.00	100.00%	\$0.00	
7	HVAC	\$15,400.00	\$3,080.00	\$12,320.00		\$15,400.00	100.00%	\$0.00	
8	Electrical	\$18,600.00	\$18,600.00	\$18,600.00		\$18,600.00	100.00%	\$0.00	
9	ADA Plumbing	\$4,250.00	\$2,125.00	\$2,125.00		\$4,250.00	100.00%	\$0.00	
10	Drywall	\$6,270.00	\$6,270.00	\$6,270.00		\$6,270.00	100.00%	\$0.00	
11	Acoustical Ceilings	\$8,550.00	\$8,550.00	\$8,550.00		\$8,550.00	100.00%	\$0.00	
12	Wall Painting	\$4,275.00	\$4,275.00	\$4,275.00		\$4,275.00	100.00%	\$0.00	
13	Floor Painting	\$5,700.00	\$5,700.00	\$5,700.00		\$5,700.00	100.00%	\$0.00	
14	Specialties	\$549.00	\$549.00	\$549.00		\$549.00	100.00%	\$0.00	
15									
16									
17									
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31									
32									
		\$148,100.00	\$66,350.50	\$81,749.50	\$0.00	\$148,100.00	100.00%	\$0.00	\$0.00

WAIVER AND RELEASE OF LIEN UPON FINAL PAYMENT

Contract Number: PO #

Date of Contract Award: 9/15/2020

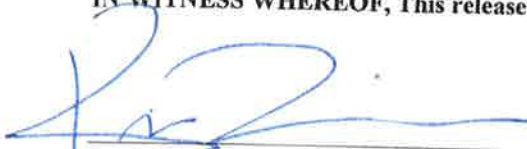
Project Title: Augusta Savage Food Bank Renovation

The Undersigned lienor, in consideration of the sum of \$ 95,129.15 , hereby waives and releases its lien and right to claim a lien for labor, services, or material furnished through 12/23/2020 to the City of Green Cove Springs on the Job as described below:

Project Title: Augusta Savage Food Bank Renovation

Project location: 1107 Martin Luther King, Jr. Blvd. Green Cove Springs, FL 32043

IN WITNESS WHEREOF, This release has been executed this 23rd day of Dec 2020.


(Witness Signature)

Company Name: KBT Contracting Corp

BY: 

TITLE: President

CERTIFICATE

I, certify that I am a Notary in the State of Florida and that REBECCA E. TIMMONS
(Name)
who signed said release on behalf of the contractor was then PRESIDENT
(Title)
of said corporation; that said release was duly signed for and in behalf of said corporation by authority
of its governing body and is within the scope of its corporate powers.


Notary

SEAL:





STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session

MEETING DATE: January 5, 2021

FROM: Steve Thomas, Asst. Public Works Director

SUBJECT: City Council approval of a bid proposal from Jax Utilities Management, Inc, to Construct the new parking area and the drive through at the ASACC facility in the amount of \$ 219,195.54. *Steve Thomas*

BACKGROUND

City Council approved the revised parking layout plan for the ASACC facility on September 15, 2020. Staff solicited a bid from Hubbard Construction, who has the County paving contract, and they declined to submit a proposal. Staff then reached out to Jax Utilities Management, Inc. for a proposal based on a bid that is eligible for piggy-back pricing. That bid is attached for Council consideration. The piggy-back bid information is not available as of this writing, but will be available to Council on Tuesday evening. Staff believes the proposal for Jax Utilities is a good proposal to complete the site work and paving for this project.

FISCAL IMPACT

COVID 19 Funds from Account # 101-1005-5006404 in the Amount of \$ 219,195.54

RECOMMENDATION

Approve bid proposal from Jax Utilities Management, Inc, to Construct the new parking area and the drive through at the ASACC facility in the amount of \$219,195.54.



Jax Utilities Management, Inc.
 8812 Alton Avenue
 Jacksonville, Florida 32211

904-855-0111 FAX 904-855-0117
 jaxutilities@bellsouth.net

Estimate

<u>Date</u>	<u>Estimate #</u>
12/22/2020	04-1145A

<u>Name / Address</u>
City of Green Cove Springs Attn: Greg Bauer 321 Walnut Street Green Cove Springs, FL 32043

<u>Ship To</u>

<u>Description</u>	<u>Qty</u>	<u>Cost</u>	<u>Total</u>
Community Center			
Lump Sum Price per Plans Dated 10/23/2020	1	219,196.54	219,196.54
Charles Freshwater ... Office:855-0111 Cell:813-3534		Total	\$219,196.54



Jax Utilities Management, Inc.
 8812 Alton Avenue
 Jacksonville, Florida 32211

904-855-0111 FAX 904-855-0117
 jaxutilities@bellsouth.net

Estimate

Date	Estimate #
12/22/2020	04-1145A

Name / Address
City of Green Cove Springs Attn: Greg Bauer 321 Walnut Street Green Cove Springs, FL 32043

Ship To

Description	Qty	Cost	Total
GCS Community Center Improvements			
Site Preparation	1	41,429.62	41,429.62
Maintenance of Traffic	1	5,913.00	5,913.00
Miscellaneous - Testing, Pond, Excavation, Install (2) H/C Signs, Install (2) Van Accessible Plates, Install (2) R1-1 36"x36" Signs, Install (2) R5-1 30"x30" Signs, (2) Thermo Handicap Stalls, (17) White Thermo DOT Arrows, & (45) 6' Concrete Wheel Stops	1	51,718.66	51,718.66
215. Asphaltic Concrete	198	257.60	51,004.80
217. Asphalt Milling (1.5" Max Depth)	973	11.04	10,741.92
218. Limerock (6" Lift)	2,550	12.88	32,844.00
234. Curb and Curb and Gutter (16" to 18")	137	28.52	3,907.24
239. Concrete Handicapped Ramp (5" Depth)	32	68.08	2,178.56
240. Detectable Warning Surface	42	20.24	850.08
244. Miscellaneous Concrete (Non-reinforced) - Weir	9	266.80	2,401.20
252. Grass Sod (Bahia)	600	4.60	2,760.00
Charles Freshwater ... Office:855-0111 Cell:813-3534	Total		



Jax Utilities Management, Inc.
 8812 Alton Avenue
 Jacksonville, Florida 32211
 904-855-0111 FAX 904-855-0117
 jaxutilities@bellsouth.net

Estimate

<u>Date</u>	<u>Estimate #</u>
12/22/2020	04-1145A

<u>Name / Address</u>
City of Green Cove Springs Attn: Greg Bauer 321 Walnut Street Green Cove Springs, FL 32043

<u>Ship To</u>

<u>Description</u>	<u>Qty</u>	<u>Cost</u>	<u>Total</u>
245. Miscellaneous Concrete (Reinforced) - Dumpster Pad	7.26	625.60	4,541.86
263. Temporary Painted Roadway Stripe (4" yellow / white)	905	4.60	4,163.00
264. Permanent Thermoplastic Roadway Stripe (4" yellow/white)	905	4.60	4,163.00
267. Temporary Painted Stop Bar (24" White)	35	3.68	128.80
268. Permanent Thermoplastic Stop Bar (24" White)	35	12.88	450.80
Charles Freshwater ... Office:855-0111 Cell:813-3534		Total	\$219,196.54



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** January 5, 2021
FROM: Mike Null, Asst. City Manager
SUBJECT: City Council approval of a purchase order to Area Communications in the amount of \$523,630 to install underground fiber from Chapman Substation to the core City to support Electric Department SCADA operations and provide improvements to the current City fiber infrastructure. *Mike Null*

BACKGROUND

As part of the \$10.7 million loan for capital electric system improvements, money was allotted for upgrades to the Chapman Substation, installation of a third feed into town from Chapman and installation of SCADA controls in the system. In order to facilitate communication from the Chapman substation to the three substations in town and the City network, staff proposes to install:

- Underground fiber from Chapman substation to the Police Department.
- Upgrades to the existing fiber network connecting all City facilities.
- Fiber feeds into the South, North and Harbor Road substations.

Area Communications has been handling the City's fiber and other related IT needs for the last two years. This fiber will be part of the City's communications network and as such is excepted from formal purchasing procedures per Chapter 5 of the City's Purchasing Policies and Procedures Manual 2019. Area Communications has submitted a proposal to complete this work for \$523,630. For comparison purposes, our standing bid boring contractor charges \$13.65 per foot to bore 2.5" conduit and the City must provide the conduit. Area's bid includes a unit price of \$12.10 per foot including the conduit. The boring work constitutes over 60% of the overall cost. With these items in mind, staff feels that Area's proposal is reasonable and is requesting approval by City Council.

FISCAL IMPACT

Funds are available in the approved FY 21 Electric Dept CIP budget.

RECOMMENDATION

Approve a purchase order to Area Communications in the amount of \$523,630 to install underground fiber from Chapman Substation to the core City to support Electric Department SCADA operations and provide improvements to the current City fiber infrastructure.



Quote

Quote Number: 5249

Payment Terms:
Expiration Date: 01/28/2021

Quote Prepared For

Angel Alicea
City of Green Cove Springs
 321 Walnut Street
 Green Cove Springs, 32043
 Phone:904-297-7500
 aalicea@greencovesprings.com

Quote Prepared By

Zach S Taylor
Area Communications
 1532 Kingsley Avenue, Suite 110 & 111
 Orange Park, FL 32073
 United States
 Phone:904-269-9424
 Fax:
ztaylor@areacom.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	1	48 Count LIU City Hall City Hall 48 Count LIU	\$600.00	\$600.00	\$600.00
2)	1200	Leg 1 Fiber 1200' 48 Strand Combination of Aerial and Underground from City Hall to Pin A on Google Map File	\$4.65	\$4.65	\$5,580.00
3)	1600	Leg 2 Fiber 1600' 48 Strand New Aerial from Pin A to Green St on Google Map File	\$4.65	\$4.65	\$7,440.00
4)	1000	Leg 3 Fiber 1000' 48 Strand Overlash Aerial from Green St. to Pin B Aerial Splice out side CC Motor Pool Google Map File	\$4.00	\$4.00	\$4,000.00
5)	1	120 Count Aerial Splice Case 120 Count Aerial Splice Case	\$1,200.00	\$1,200.00	\$1,200.00
6)	2600	Leg 4 Fiber 2600' 48 Strand Aerial Pin B Aerial Splice outside CC Motor Pool to Pin C Food Pantry on Google Maps File	\$4.65	\$4.65	\$12,090.00
7)	1	96 Count LIU Food Pantry/Museum Food Pantry/Museum 96 count LIU	\$900.00	\$900.00	\$900.00
8)	1400	Leg 5 Fiber 1400' 48 Strand Underground from Pin C Food Pantry to Sub-Station North on Google Map File	\$4.00	\$4.00	\$5,600.00
9)	100	Leg 5 Hand Dig Dig 2" conduit into Sub-Station from outside fence at base of Aerial pole	\$6.00	\$6.00	\$600.00
10)	1700	Leg 6 and 7 Fiber 1700' 48 Strand Underground from Pin B Aerial Splice to Inside Police Department on Google Map File	\$4.00	\$4.00	\$6,800.00
11)	1	96 Count LIU Police Department Police Department 96 Count LIU	\$600.00	\$600.00	\$600.00
12)	1000	Leg 8 Bore 1000' Directional Drill on easement from Aerial Pole outside PD to Aerial pole on Pin D Melrose St	\$12.60	\$12.60	\$12,600.00
13)	1000	Leg 8 Fiber 1000' 48 Strand Underground from Pin D Aerial Pole PD to Pin E Aerial Pole Melrose St. on Google Map File	\$4.00	\$4.00	\$4,000.00
14)	3400	Leg 9 Bore 3400' Directional Drill from Pin E Aerial Pole to South Sub-Station on Google Map File	\$12.60	\$12.60	\$42,840.00
15)	100	Leg 9 Hand Dig Dig 2" conduit into Sub-Station from outside fence at base of Aerial pole	\$6.00	\$6.00	\$600.00
16)	3400	Leg 9 Fiber 3400' 48 Strand Aerial from Pin E Aerial Pole to South Sub-Station on Google Map File	\$4.00	\$4.00	\$13,600.00
17)	11200	Leg 10 Bore 11,200' Directional Drill from South Sub-Station to Pin F Toll Rd Bore Inside on Google Map File	\$12.60	\$12.60	\$141,120.00
18)	11200	Leg 10 Fiber 11,200' 48 Strand Aerial from South Sub-Station to Pin F Toll Rd Bore Inside on Google Map File	\$4.00	\$4.00	\$44,800.00
19)	600	Leg 11 Bore 600' Directional Drill from Pin F to Pin G crossing under CR 15 and new Toll Rd	\$12.60	\$12.60	\$7,560.00
20)	600	Leg 11 Fiber 600' 48 Strand Underground from Pin F to Pin G on Google Map File	\$4.00	\$4.00	\$2,400.00

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
21)	11000	Leg 12 Bore 11000' Directional Drill from Pin G to Chapman Sub-Station Department on Google Map File	\$12.60	\$12.60	\$138,600.00
22)	11000	Leg 12 Fiber 11000' 48 Strand Underground from Pin G to Chapman Sub-Station Department on Google Map File	\$4.00	\$4.00	\$44,000.00
23)	300	Leg 13 Hand Dig Dig 2" conduit into Sub-Station from outside fence at base of Aerial pole	\$6.00	\$6.00	\$1,800.00
24)	300	Leg 13 Fiber 300' 48 Strand Underground from Pin F Aerial Pole to Inside Chapan Sub-Station on Google Map File	\$4.00	\$4.00	\$1,200.00
25)	6	Total Span Splice points	\$1,850.00	\$1,850.00	\$11,100.00
26)	15	Pull Box Concrete 2x3 pull boxes	\$800.00	\$800.00	\$12,000.00
One-Time Total					\$523,630.00

(SOW) Aerial Fiber installation of conduit, pads, vaults, manholes and cable by Area Communications. All work will be completed in a professional workman like manner. Any change order alteration from the specified SOW will be completed upon your written request and will result in additional charges over and above this proposal. Customer understands Area Communication is not responsible for any underground utilities damaged to any customer installed facilities such as Sprinkler Systems, Low Voltage Lighting, Street Lighting or any such system not locatable by Sunshine Locating Service. Any such damage to these facilities and all charges to repair will be the sole responsibility of the customer. Area Communication will be using equipment to perform this install. Customer understand that every attempt will be made not damage driveways, grass, shrubs or any general landscaping but all such damage to these items and all charges to repair will be the sole responsibility of the customer.

Subtotal **\$523,630.00**

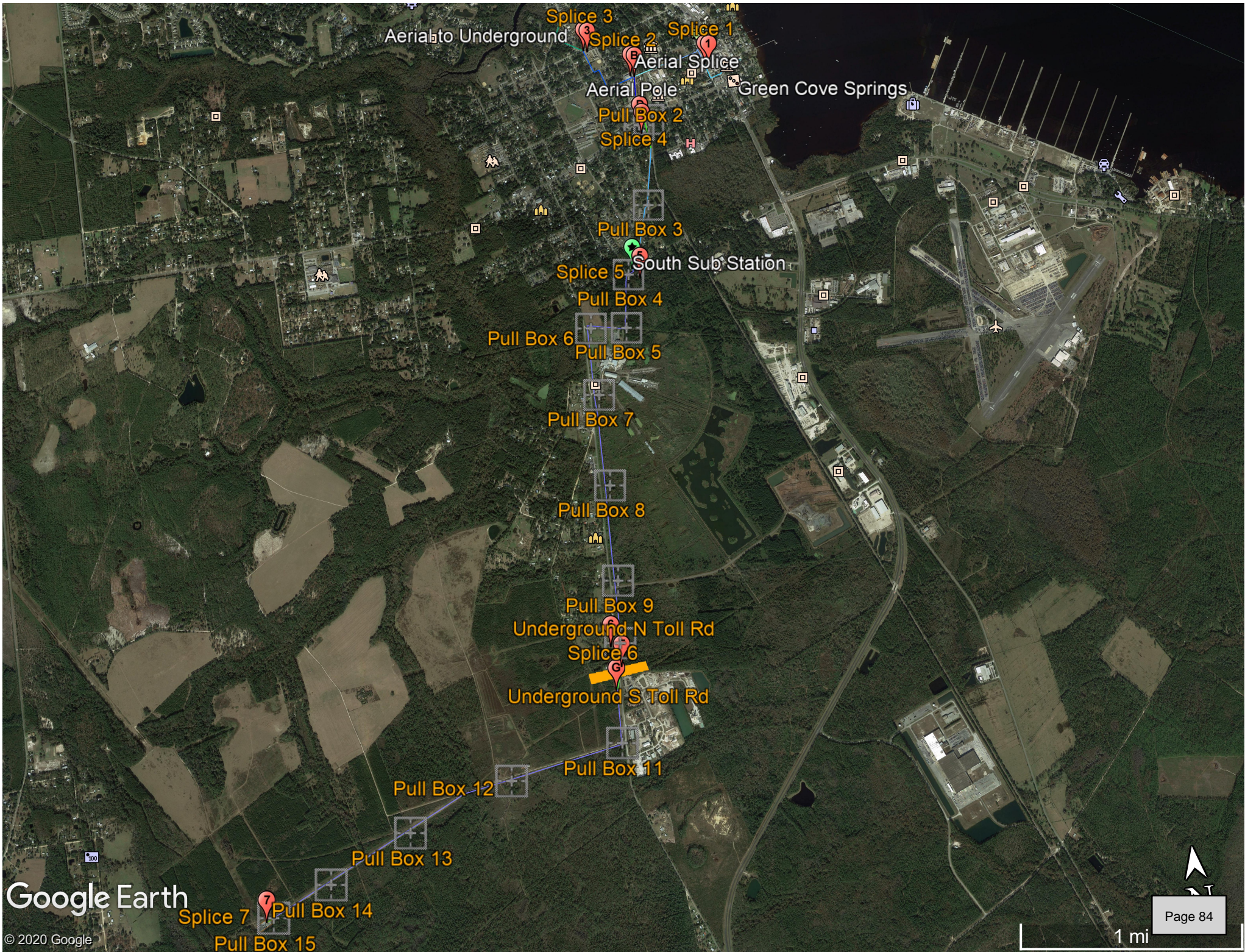
Total Taxes **\$0.00**

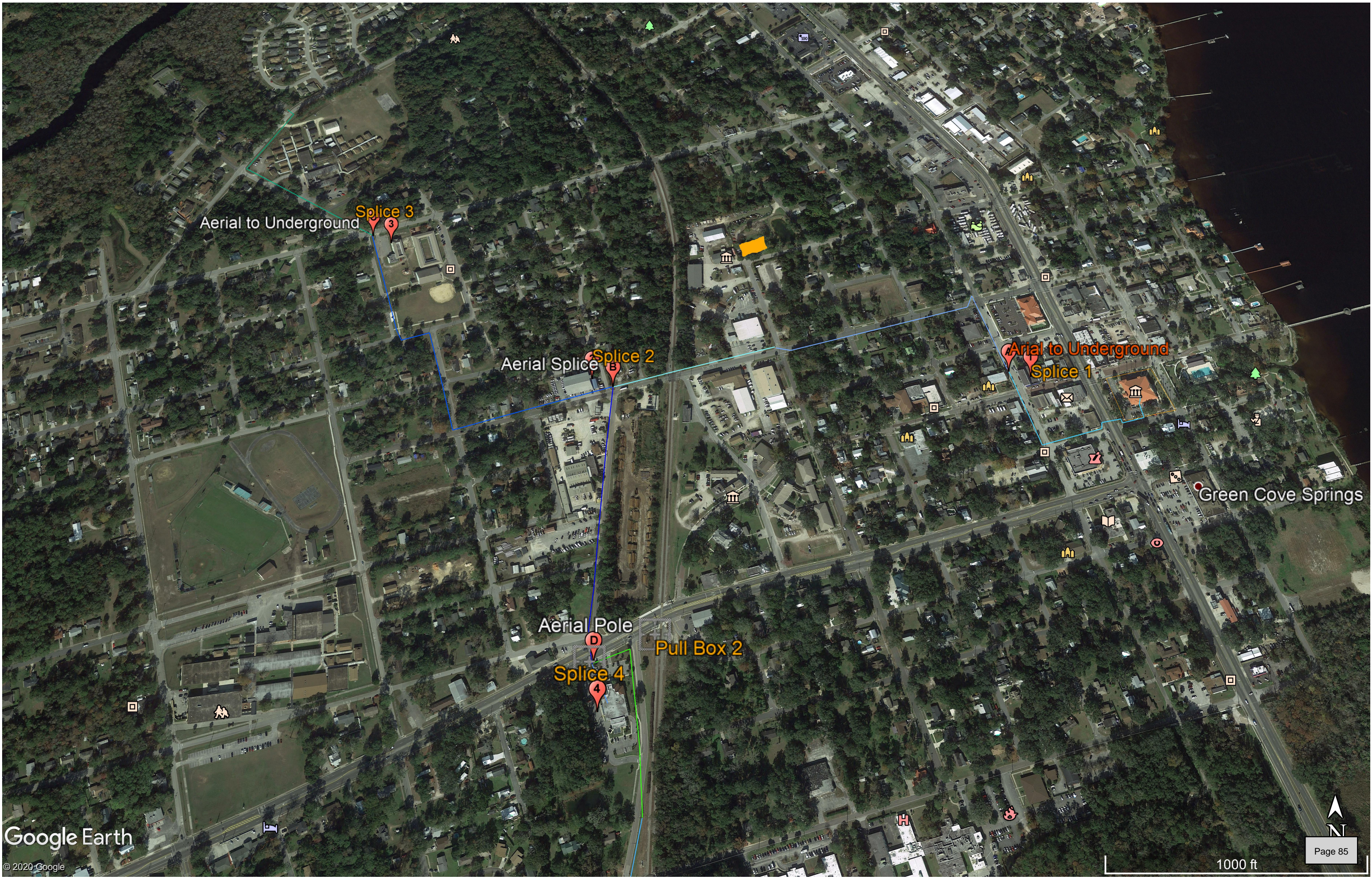
Total **\$523,630.00**

Authorizing Signature _____

Date _____

This Quote does not contain any applicable local, state or federal taxes. All applicable taxes will be assessed at the time the invoice is created. In order to not be assessed taxes a current, valid tax exemption form must be presented prior to invoice creation. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due.





Aerial to Underground
Splice 3

Aerial Splice
Splice 2

Aerial to Underground
Splice 1

Aerial Pole

Splice 4

Pull Box 2

Green Cove Springs





STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** January 5, 2021
FROM: Scott Schultz, Asst. Water Utilities Director
SUBJECT: City Council approval for funding in the amount of \$28,466.00 to Xylem, Inc., for the purchase of two submersible pumps for the Winn Dixie lift station.

BACKGROUND

Pumps at lift stations need to be replaced approximately every 15 years. The current pumps at the Winn Dixie lift station are over 20 years old, and are of two different types / manufacturers. Flygt is the city standard and xylem is the only authorized Flygt representative in our area.

FISCAL IMPACT

\$28,466.00 to the wastewater CIP budget

RECOMMENDATION

Approve funding in the amount of \$28,466.00 to Xylem, Inc., for the purchase of two submersible pumps for the Winn Dixie lift station.



Xylem Water Solutions USA Inc. / Flygt Products

2412 Birds Eye Court Orange Park, FL 32003
Phone: 239-825-8384 • Fax: 407-904-215-4079

To: City of Greencove Springs
Attention: Darrol Watson

Date: July 29, 2020

Subject: LS #326
Quote Number: 2020-APO-1335

We are pleased to offer the following equipment:

- (2) 4" Flygt NP3127.060/249 submersible waste water pumps, 11HP, 3/230V, each with 50' of motor cable. Pumps standard construction with hardened high chrome wet ends.
- (2) Labor to drill 8-bolt ANSI pattern in pump volutes to accept customer supplied adapter brackets.

Price: \$11,482.00 each

Total price: \$22,964.00

- (1) Flygt #5565101 mix flush valve.

Price: \$2,751.00 each

Total price: \$5,502.00

*Please prepare requisition
Replacement Pumps - Winn Dixie Lift Station
QW 12/31/2020
403-3035-6400 Job 87
\$ 28,466.00*

Exclusions: WE DO NOT SUPPLY, PIPING, VALVES, GUIDE BARS, PRESSURE GAUGES, DISCONNECTS, JUNCTION BOXES, KELLUMS GRIPS, SURGE PROTECTION EQUIPMENT, SPARE PARTS, LABOR OR ANY OTHER ITEM NOT SPECIFICALLY LISTED ABOVE.

PLEASE MAKE PURCHASE ORDERS OUT TO: XYLEM WATER SOLUTIONS USA, INC.

Validity: THIS QUOTE IS VALID FOR NINETY (90) DAYS UNLESS LONGER TIME AGREED TO IN WRITING.

Taxes: State, local, and other applicable taxes are not included in this quotation.

Freight Terms: DAP; Jobsite - Full Freight Allowed (per Incoterms 2010)

Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Payment Terms: 100% NET 45 DAYS AFTER SHIPMENT DATE.
(Note: Partial billing will be made on partial shipments)

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Schedule: Please consult your local Flygt branch for submittals and fabrication lead-times.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of seller.

FMPA Monthly Report

January 2021**Rate Call**

The average price of natural gas for the month was \$2.55. Daily natural gas prices have fluctuated in the \$2.40 - 2.80 range. The forward pricing curve is approximately 8% below the FY21 budget natural gas price.

The peak for the month occurred on 1 November at 4PM.

Natural gas accounted for 76% of the generation mix. Coal was 12% and nuclear was 6%. Solar generation was 1%.

The Vero Beach cost recovery account stands at \$6.7 million. This is \$6.3 million below the planned target.

Board of directors

The Board of Directors approved charter changes for the Policy Makers Liaison Committee and Finance Committee charters. Additionally, the BoD approved the 2021 meetings dates.

Information items were a preliminary review of the FY20 financial results, quarterly Compliance Review and results of the 2020 Member Relations survey.

Executive Committee

The Executive Committee approved extending the Economic Rate Rider, the Finance Committee Charter changes, Asset Management Policy changes and the 2021 meeting dates.

Information items were Review of the preliminary FY 20 financial results, quarterly Compliance Review, Demand Management implementation next steps and a review of a request for 2021 Series A and B bonds. Series A (\$40 million) would finance budgeted R&R items over the next few years and reduce rates by ~\$1.13 over the next four years. Series B (\$100 million) would be used to replace the current lines of credit if less costly.



City of Green Cove Springs

(904) 297-7500
Florida Relay – Dial 7-1-1

321 Walnut Street

Green Cove Springs, FL 32043
www.greencovesprings.com

MEMORANDUM

To: Steve Kennedy, City Manager
From: Development Services Department
Date: December 1, 2020
Subject: Monthly Planning, Code Enforcement and Building Report for November, 2020

PLANNING

In November, The Beauty Bar, a new salon, began preparations to open at 320 Ferris St. Total Business Tax Revenue for November was \$915.

During the month of November, Staff worked on:

- Special Event application for Citizens Christmas Parade
- Special Exception Application for an accessory building taller than 12' at 1514 Thomas St
- Revised Site Plan for the Harbor Road Wastewater Treatment Facility
- Mural application for 26 N Orange Ave
- Document dispositioning and scanning with ImageStoreHouse
- Configuration of new permit / project tracking software, SmartGov

Revenues for Planning related fees for November were \$1,475.00.

CODE ENFORCEMENT

In November, there were 10 new Code Enforcement complaints filed. Voluntary compliance was achieved for 5 cases resulting in case closure. The City received \$30 in Code Enforcement fines for Special Magistrate orders previously issued. For Fiscal Year 2020-2021, Code Enforcement has collected \$5,060 Code Enforcement fines.

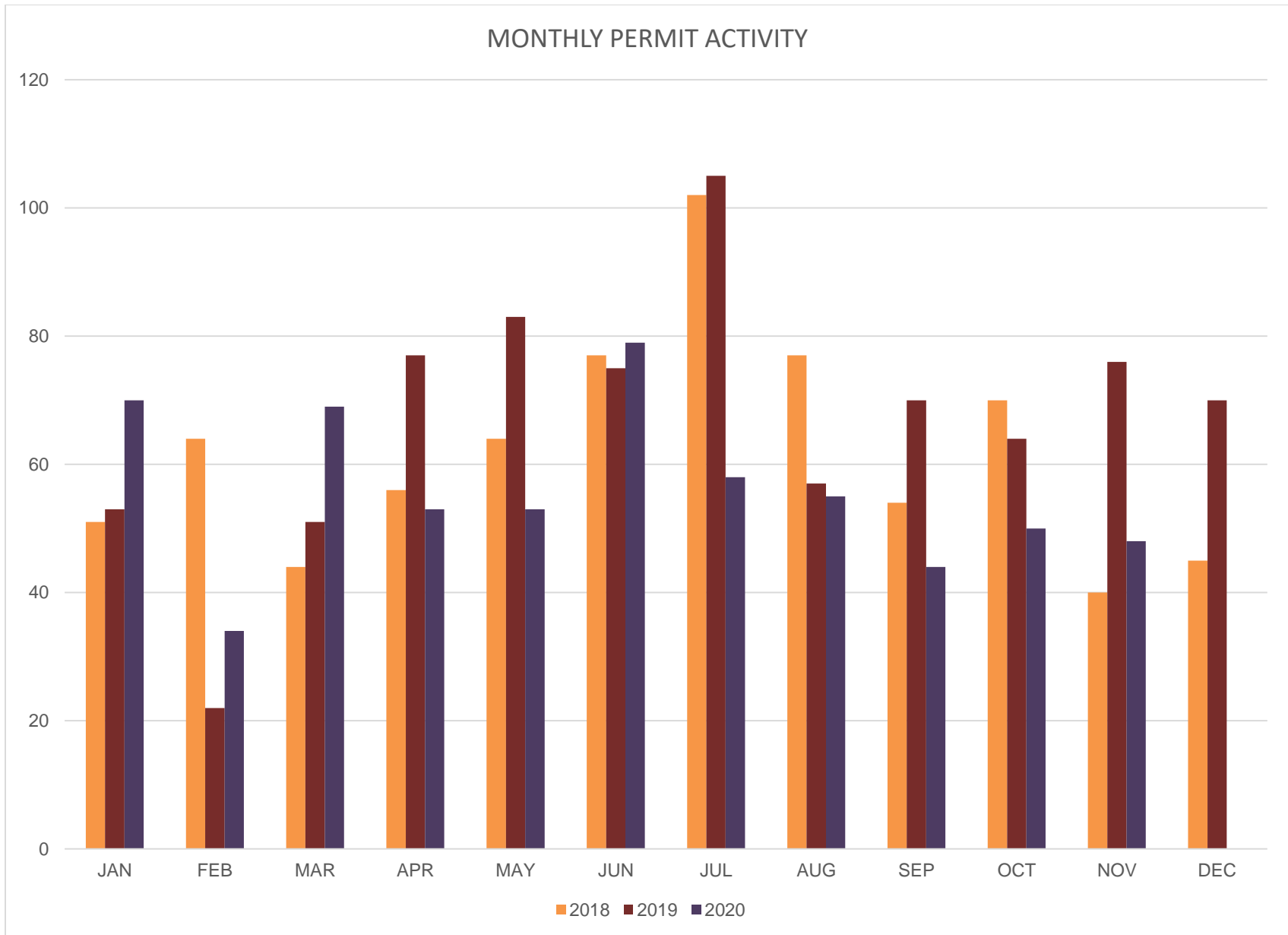
BUILDING

Building permit activity decreased from October to November. The total number of building permits issued in November was 48 compared to 50 in October. Permit activity for November 2020 decreased by 37% from November 2019.

Revenues for Building related fees for November were \$28,836.

2020 PERMIT SUMMARY

NEW HOUSES	November
MAGNOLIA POINT:	0
MAGNOLIA WEST:	0
CORE CITY:	4
CONDOS:	0
COMMERCIAL ACTIVITY	November
BUILDING (NEW)	0
OTHER PERMIT ACTIVITY	November
ADDITION - COMMERCIAL	0
ADDITION - RESIDENTIAL	6
REMODEL - COMMERCIAL	0
REMODEL - RESIDENTIAL	0
SCREEN ROOMS:	0
SHIP PROGRAM:	0
SIGNS:	2
POOLS:	0
RE-ROOFING:	9
GARAGE/SHED:	0
OTHER PERMITS:	27
TOTAL PERMITS ISSUED	48



CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, NOVEMBER 17, 2020 – 5:00 PM



MINUTES

ROLL CALL

PRESENT

Chairman Henrietta Francis
Vice Chair Gary Luke (*Microsoft Teams*)
Board Member Brian Cook
Board Member Justin Hall
Board Member Richard Hobbs

APPROVAL OF MINUTES

1. ***Review and approval of the 10-27-2020 Planning & Zoning Board Meeting Minutes***

Motion to approve made by Board Member Hall, **Seconded** by Board Member Cook.
Voting Yea: Chairman Francis, Vice Chair Luke, Board Member Cook, Board Member Hall, Board Member Hobbs.

Motion passes 5-0.

PUBLIC HEARINGS

2. ***Ordinance No. O-15-2020 Amendment regarding Condominium and Townhouse Requirements and requiring approval of a Special Exception for Multifamily Dwellings in excess of 35' in height in the R-3 High Density Residential Zoning District***

Mr. Daniels presented the item to the board. He explained the current code and what he is hoping to change with the proposed ordinance.

Board Member Cook asked for clarification on the zero-foot setback, which Mr. Daniels explained would be going away. Vice Chair Luke requested information about the delineation of categories. Mr. Daniels explained the condo/townhome category would go away and be regulated under multi-family. Board Member Cook requested further explanation of the proposed required special exception.

Chairman Francis opened the public hearing. No public comments were made. Chairman Francis closed the public hearing.

Chairman Francis requested a motion.

Motion to recommend approval to City Council of Ordinance No. O-15-2020, amending City Code Chapter 117, Article I and II.

Motion made by Board Member Cook, **Seconded** by Board Member Hall. **Voting Yea:** Chairman Francis, Vice Chair Luke, Board Member Cook, Board Member Hall, Board Member Hobbs.

Motion passes 5-0.

BOARD BUSINESS

BOARD DISCUSSION / COMMENTS

Board Member Cook requested an update on the comprehensive plan process. Mr. Daniels let him know the Request for Proposals (RFP) is being reviewed by the Finance Department to ensure it meets all purchasing requirements. Once their review is complete, the RFP will be sent out.

Board Member Cook requested an action item be brought to next meeting to discuss the evaluation committee.

STAFF COMMENTS

Mr. Daniels explained we do have two items for a December meeting, for which he proposed December 15th. Board Member Cook proposed meeting on December 8th. Mr. Daniels requested starting at 4:30 in that case.

Mr. Daniels mentioned the ongoing situation with flag lots, for which an ordinance will be brought forward at the next meeting at the request of City Council.

ADJOURNMENT

With no other business before the board, the meeting was adjourned at 5:27PM.

CITY OF GREEN COVE SPRINGS, FLORIDA

Henrietta Francis, Chairman

Attest:

Heather Glisson, Planning & Zoning Clerk



CITY OF GREEN COVE SPRINGS POLICE DEPARTMENT

Executive Summary



Derek S. Asdot, Chief of Police 1001 Idlewild Avenue · Green Cove Springs, FL 32043 · Main (904) 297-7300 · Fax (904) 284-1436

The following is the official summary of activity conducted by members of the Green Cove Springs Police Department for the month of November 2020:

Total # Calls for Service: **778**

Total # Arrests: **31**

Total # Traffic Stops: **453** Total # Citations: **214** % Citations to stops: **47%**

Total # Building and business security checks: **1973**

Total # Police Related Services: **4377**

Response Times: Priority 1: **4M59sec** Priority 2: **0m58sec** Priority 3: **3M43sec**

Dispatch Phone Communication: 911 calls: **155** Non-Emergency calls: **369** Walk-In: **18**

Marine Enforcement: Marine enforcement was conducted on the following dates.
None

Red Light Camera Program:

Video Review:

Ofc. Gann reviewed 856 violations, approved 793 and rejected 9 .

Sgt. Luedtke reviewed 809 violations, approved 747 and rejected 9.

Sgt. Miller reviewed 222 violations, approved 213 and rejected 62.

Total violations reviewed for the month: **1887** Approval Rating: **92.9%**

Total hours reviewing video: **71.32**

Individual Officer Initiative:

Sergeant Luedtke:

Traffic Enforcement:

Times: **23** # Citations: **11** # Warnings: **9**

Locations:

Houston Street and Martin Luther King Blvd

Orange Avenue and Bay Street

Walnut Street and West Street

611 South Oakridge Avenue

Canyon Falls Drive and Pebble Point Drive

Arrests: 4

2020002371 Simple Battery

2020002415 Failure to Appear

2020002418 Possession of Meth

2020002422 Trespass

P.O.P Project:

Spring Park: Many of the lights on the trees were not working. Notified PW

During a call learned that 1311 S Roberts St has 8 apartments some with no sink or fridge. Will contact Enforcement

Participated in Click it or Ticket

Community Involvement:

I participated in Thanksgiving Dinner hand out

Other Significant Accomplishments:

Assisted several hours in UCR

Maintain the Sex Offender update

I have checked several shifts reports due to being short staffed

I monitor the boat slip pay and ensure there are envelopes for payment

Spent several hours reviewing red light cameras

Cleaned and organized Patrol Briefing. Wipe surfaces down each night we work.

Officer Henderson:

Traffic Enforcement:

Times: 10 # Citations: 5 # Warnings: 25

Locations:

611 South Oakridge Avenue

Medinah Lane/Canyon Falls Drive

Arrests: 1

2020002423 Battery-Domestic, Possession of Cocaine

2020002326 Possession of Marijuana not more than 20 grams

2020002406 Warrant (Tampering with evidence)

P.O.P Project:

1400 Martin Luther King Blvd (Vera Hall Francis Park) Reference to the gate is hard to close. Problem report sent to public works.

Participated in Click it or Ticket

Community Involvement:

Educated several citizens about the cruise lights. (Citizens are still slamming on brakes and pulling to the side of the road)

Participated in giving out turkey dinners on Thanksgiving.

Other Significant Accomplishments:

Sergeant Hess:

Traffic Enforcement:

Times: 9 # Citations: 3 # Warnings: 4

Locations:

Oakridge Avenue at Idlewild Avenue

Houston Street at Calico Jack Way

MLK Jr Boulevard at West Street

West Street at Walnut Street

MLK Jr. Boulevard at Highland Avenue

West Street at Brentwood Court

Canyon Falls at Medinah Lane

Palmetto Avenue at Cove Street

Arrests: 0

P.O.P Project:

Participated in Operation "Wild West"- Stop sign enforcement in the Magnolia West Community (25 stops)

Participated in Click it or Ticket

Community Involvement:

I took the antique police car to the shop to make sure it was in working order for the two upcoming events it will be displayed in.

I took photographs of Chief and Officers passing out Thanksgiving Dinners on Thanksgiving Day to families who could not afford to purchase their own.

I provided a Jr. Police Badge to a small child at Spring Park who was walking with his father. His father was extremely grateful I took the time to speak with his son who loves police officers and give him a badge.

Other Significant Accomplishments:

Detective Vineyard and I completed an inventory of the ammunition in the armory.

An ammunition order was put together and sent out for price quotes. Once the quotes were received, an order was placed.

I completed the three-step annual inventory for the Federal Weapons assigned to the Department.

Officer Morando:**Traffic Enforcement:**

Times: 17 # Citations: 15 # Warnings: 79

Locations:

1400-BLK S ORANGE AV

PALMETTO AV/COVE ST

800-BLK LEONARD C TAYLOR PKWY

1300-BLK IDLEWILD AVE

1200-BLK IDLEWILD AVE

MEDINAH LN/CANYON FALLS

1200-BLK HOUSTON ST

400-BLK S ROBERTS ST

Arrests: 2

2020002384 Habitual Traffic Offender (HTO)

2020002428 HTO

P.O.P Project:

Spoke with Code Enforcement about 711 Alvin Street.

Participated in Click it or Ticket

Community Involvement:

Participated in Operation "Wild West"- Stop sign enforcement in the Magnolia West Community (25 stops)

Other Significant Accomplishments:**Officer Babcock:****Traffic Enforcement:**

Times: 51 # Citations: 51 # Warnings: 39

School Zones

S. Oakridge Ave

Green cove Ave

Center Slice Neighborhood

N orange Ave

Mag West

Colonial Dr

Idlewild

Cove/Palmetto

Arrests: 1

2020002306:Contempt of Court

P.O.P Project:

Center St/Citizen St – Being more present in this general area reference recent crimes in the area.

Pothole Houston/MLK
Participated in Click it or Ticket

Community Involvement:

Purchased a case of water for a homeless person in need of services.

Participated in Operation "Wild West"- Stop sign enforcement in the Magnolia West Community (25 stops)

Other Significant Accomplishments:

Sergeant Perry:

Traffic Enforcement:

Times: # Citations: # Warnings:

Locations:

Arrests:

P.O.P Project:

Community Involvement:

Other Significant Accomplishments:

Sgt. Perry is performing light duties due to work related injury

Sgt. Perry assisted with the shooting investigation

Officer Graham:

Traffic Enforcement:

Times: 9 # Citations: 12 # Warnings: 21

Orange and Oak

Idlewild and Sunset

Leonard C. Taylor and Slow Tide

Orange and Bay

Roberts and Roberts Cir

Roberts and Melrose

Houston and Cypress

Arrests: 1

2020002308: Habitual Traffic Offender

P.O.P Project:

I have increased my patrol in areas where we have gotten complaints to include car lots, Spring Park, Carl Pugh Park, Hickory Grove Cemetery, and the local laundry mats.

Community Involvement:

Participated in Click it or Ticket

Other Significant Accomplishments:

A/Sgt duties

Officer Ruoss:

Traffic Enforcement:

Times: 10 # Citations: 10 # Warnings: 26

Locations:

S Oakridge and Thomas

Orange and Governors

Idlewild and West

Leonard C Taylor and Bunker

Houston and Anne Bonney

Arrests: 3

2020002411 Credit card fraud and Trespassing

2020002381 Child abuse without harm

2020002313 DUI

P.O.P Project:

I continue to work with Det Carpenter with drug activity throughout the city.

I sent an email regarding a broken swing at the park. Put caution tape up to keep children off till it became fixed.

Participated in Click it or Ticket

Community Involvement:

Gave a suggestion of a family in need for a Thanksgiving dinner

Helped an elderly lady with her taillights (changing bulb)

Other Significant Accomplishments:**Sergeant Miller:****Traffic Enforcement:**

Times: 0 # Citations: 0 # Warnings: 0

Locations:**Arrests:****P.O.P Project:****Community Involvement:****Other Significant Accomplishments:**

Sgt. Miller is on extended medical leave and did not submit a monthly report

Officer Camp:**Traffic Enforcement:**

Times: 7 # Citations: 0 # Warnings: 0

MLK/HOUSTON

Leonard C Taylor

Mag West

1500 Block Idlewild

S Orange

Arrests: 6

2020-002250 Trespass

2020-002250 Trespass

2020-002258 FTA Warrant

2020-002397 VOP

2020-002400 Dis Intox

2020-002402 Felon in possession firearm

P.O.P Project:

1100-1200 block of North St. Increased patrol due to narcotics activity

Participated in Click it or Ticket

Community Involvement:

Delivered turkeys and hams around town

Other Significant Accomplishments:

Ofc. Camp is Acting Sergeant while Sgt. Miller is on leave

Officer: Newton**Traffic Enforcement:**

Times: 6 # Citations: 3 # Warnings: 9

Locations:

Leonard C Taylor Pkwy

1400-BLK Walnut St.

1500-BLK Idlewild Av

Medinah/Canyon Falls Dr.

Arrests: 6

2020-002299 Trespass
 2020-002316 Violation of Probation
 2020-002324 Possession of Drug Paraphernalia
 2020-002392 Fugitive from justice
 2020-002403 Concealed weapon violation, Drug possession with intent, Drug possession
 2020-002412 Giving false ID

P.O.P Project:

Participated in Click it or Ticket

Community Involvement:

Handed out turkeys for Thanksgiving

Other significant Accomplishments:**Officer Crider and K-9 Grit:****Traffic Enforcement:**

Traffic Stops: 26 # Citations: 4 # Warnings: 22

Locations:

City Wide Enforcement

Arrests: 1

2020-002303 Poss of Paraphernalia

K-9 Activities:

Shifts Training: 2 Total Time Spent Training: 13 hrs

of Apprehensions: 0

Mutual Aid Calls: 1

of K-9 Searches: 5 # Finds: 3 # No Finds: 2

Narcotics Detection Log:

2020-002203 Paraphernalia

2020-002403 Crack/MDMA

2020-002415 Meth

K-9 Demonstrations: 0**P.O.P. Project:**

Participated in Click it or Ticket

Community Involvement:

Now that I am radar certified, I am going to utilize speeding more with my traffic stops.

I kept up with K9 Grit's social media to keep the community informed on our training and good arrest that were made because of K9 Grit.

Other Significant Accomplishments:**Part Time Officers:****Officer Gann:**

(Responsible for Red Light Camera Program)

Hrs Worked:

Arrests: 0

Other Significant Accomplishments:

Reviewed RLC video and issued citations

Worked Several patrol shifts

Ofc. Gann has been out sick for an extended period of time

Officer Smith:

Hours Worked:

Traffic Enforcement:

Traffic Stops:0 # Citations: 0 # Warnings: 0

Locations:

Citywide

Arrests: 0**Community Involvement/ POP:****Other Significant Accomplishments:****Officer Gibbs:**

Hours Worked: 31.5

Background Investigations: 1

of Open Cases: 1

of Cases Cleared by Arrest: 0

Total # Cleared Cases for Month: 0**Significant Accomplishments:**

Worked a patrol shift on election day for extra coverage

School Resource Officers:**Officer: Lee (Junior High School)****Incidents at School:**

None

Cases Worked: 0**Safety Issues/Intelligence:**

None

Other Significant Accomplishments:

Assisted with in progress shooting investigation off campus

Officer Rulon: (Charles E Bennet Elementary)**Incidents at School:**

Students walked out of class. Talked them into going back

Missing student

Sat in an interview with DCF in reference to a teacher leaving a mark on a Pre-K student's arm.

Cases Worked:**Safety Issues/Intelligence:**

Participated in fire drill and lock down drill

Other Significant Accomplishments:**Officer's in Field Training:**

None

SIGNIFICANT OFFICER ACTIVITY D.E.A. TASK FORCE

Detective: Carpenter

Green Cove Narcotics Cases: 5

GCSPD 2020-002360 Robbery/Shooting
 GCSPD 2020-002402 Poss'n of F/A by Conv Felon
 2019002237 – Ongoing Methamphetamine investigation.
 GCSPD 2020001802
 DEA/GCSPD – Methamphetamine DTO investigation

DEA Cases: 6

DEA – Methamphetamine DTO investigation
 DEA – Heroin/Fentanyl
 DEA – Fentanyl, Heroin, Methamphetamine
 DEA- 1 Illicit drug Money transportation cases

Seizures:

\$25,000 cash
 2 oz Fentanyl
 5 oz Heroin
 0 oz Cocaine
 2.5 lbs Methamphetamine
 1 lb Marijuana

Significant events:

2 trash pull
 15+ hours surveillance
 2 jail interviews
 1 confidential informant cultivated
 5 JIA Interdiction
 1 search warrants completed
 Substantial assistance with GCSPD Homicide case 2020002360

SIGNIFICANT DETECTIVE ACTIVITY

Detective Patterson:

of Open Cases: 9

of Cases Cleared by Arrest: 0

Total # Cleared Cases for Month: 0

Significant Case Developments:

2020-001399 Arrest Warrant Processing with the SAO
 2020-000990 Arrest Warrant Processing with the SAO
 2020-002360 Homicide Case, two arrests made and working on two more
 2020-002117 Nationwide Auto Theft Case, working with FDLE and FBI to solve the case

Significant Accomplishments:

Started a background for full time Police Officer
 Participated in Operation "Wild West"- Stop sign enforcement in the Magnolia West Community (25 stops)

Detective Vineyard:

of Open Cases: 10

of Cases Cleared by Arrest: 0

Total # Cleared Cases for Month: 0

Significant Case Developments:

- 2020000490 Waiting to be inactivated
- 2020001319 Warrant issued/arrested 10/15
- 2020001038 Locating subjects
- 2020000783 Follow Up
- 2020001819 CCSO case / Green arrested 9/19/2020
- 2020001126 Before state/One died
- 2020002242 New Lewd
- 2020002303 New Sex case

Significant Accomplishments:

Conducted Honor Guard Training
Participated in Operation "Wild West"- Stop sign enforcement in the Magnolia West Community (25 stops)

Significant Evidence Custodian Activity

Part Time Evidence Technician Barton

- Barcoded Items: 92 Items
- Destroyed Items: 1 Items
- To FDLE: 3 Items
- Return from FDLE: 7 Items
- Assisted SAO: 0 cases
- Returned to Owners: 6 cases



ELECTRIC DEPARTMENT

Significant activities for the month of November 2020

- 13 Streetlights repaired
- 6 Permanent meters installed
- 2 Temporary meters installed
- 1 Remove temporary meter
- 2 Poles removed
- 3 Voltage check
- 3 Utility Verifications

In addition to the activities listed above, the Electric Department also:

- Conducted daily morning safety meetings.
- Conducted daily truck inspections.
- Trimmed limbs and vines from power lines and poles.
- Unloaded transformers and supplies when they come in.
- Inspect/locate ROW permits.
- Conduct warehouse inventory/order supplies
- 474 Olive Circle., repairs were completed, and we reconnect power.
- 626 Myrtle Ave., reconnected service after final inspection of system.
- 704 Oakridge Ave., removed line that was down.
- 412 Highland Ave., removed limb on wire.
- 1424 Wilkies Point Rd., tree limb came down, repaired low hanging wire.
- Cherry Hills Ct., pulled pump with the truck.
- 1315 Energy Cove Ct., replaced 6in conduit, old one was cracked.
- Lamont St., assisted the Water Department with pulling pump at lift station.
- 917 Ferris St., apartments were on fire, for public safety we removed 4 meters and their covers .
- 1107 Martin L. King Jr Blvd., transfer service to URD, and installed conduit.
- 900 Gum St., removed fiber cables from 5 poles.

During the month of November, the Electric Department responded to the following outages:

11/06/2020 – Between 11:00 p.m. – 12:30 a.m., 1517 Idlewild Ave., rat cause power outage, 2 customers affected.

11/10/2020 – Between 2:46 p.m. – 3:54 p.m., Chapman Feeder North of SR 16., bird nest on concrete pole cause power outage, 1600 customers affected.

11/12/2020 – Between 7:38 a.m. – 9:00 a.m., System Wide Area, major storm (T.S. Eta) caused power outage, 3000 customers affected.

11/18/2020 – Between 7:50 a.m. – 8:50 a.m., 1937 SR 16 West., tree limb blown lateral fuse, 1 customer affected.

Electric Utility Top Consumption Customers (kwh/meter) for November:

NAME	SERVICE ADDRESS	KWH	AMOUNT
Clay County Jail	901 N. Orange Ave.	314,240	\$28,242.00
BD Of County Commissioner	825 N. Orange Ave.	254,000	\$22,704.00
St. Johns Landing	1408 N. Orange Ave.	242,570	\$24,792.14
Kindred Health	801 Oak St.	211,400	\$19,067.00
Winn Dixie Stores, Inc	3260 Hwy. 17 N.	190,400	\$17,526.00
National Gypsum Company	1767 Wildwood Rd.	134,400	\$12,673.20
BD Of Public Instruction	2025 State Road 16	128,000	\$13,594.00
Tamko Roofing Products	914 Hall Park Rd.	95,200	\$11,147.60
Governors Creek #436	803 Oak St.	94,400	\$ 9,000.00
Clay County Driver's License	477 Houston St.	85,760	\$ 8,426.80
Garber Realty/GMC	3340 Highway 17	78,880	\$ 8,006.00
Clay County Court House	825 N. Orange Ave.	73,440	\$ 7,448.40
City of Green Cove Springs	Set Street Lights	66,392	\$ 6,983.16
City of Green Cove Springs	1277 Harbor Road	63,680	\$ 5,682.80
VAC-CON	954 Hall Park Rd.	59,680	\$ 5,906.40
Board of Public Instruction	Clay High School	56,880	\$ 6,254.00
Coral Ridge Foods	1165 N Orange Ave.	54,160	\$ 5,125.20
Board of Public Instruction	1 N Oakridge Ave.	53,760	\$ 6,550.40
BD Of Public Instruction	801 Center St.	51,840	\$ 5,434.00
Pegasus Technologies	932 Pilot Dr.	50,400	\$ 5,258.00
Direct TV/AT&T Services Inc.	512 Center St.	46,720	\$ 4,315.60
City of Green Cove Springs	925 S R 16 East South Wwtp	44,160	\$ 4,164.40
Wen South LLC / Wendy's FL	3266 Highway 17	38,720	\$ 3,749.60

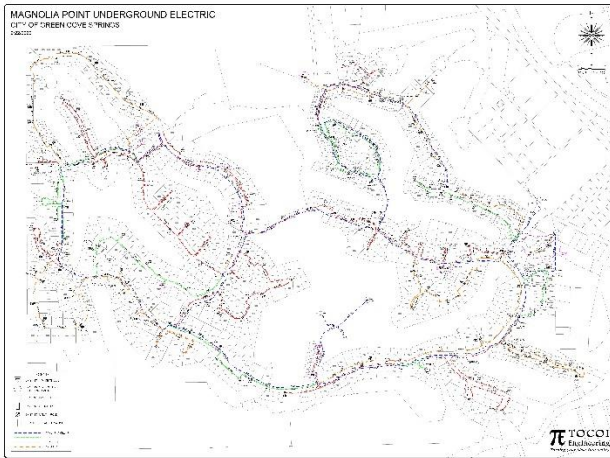
Electric Utility Department Capital Projects:

Pole top switch replacement

This project began 09-18-2019 with the installation of switches at Governors Creek for restoration plan if isolation of north feeder across Governors Creek Bridge during extreme emergencies. Project is now in the inspection and evaluation process involving Chapman 2 extension to Harbor Rd and load transfer of Chapman 1 to Chapman 2.

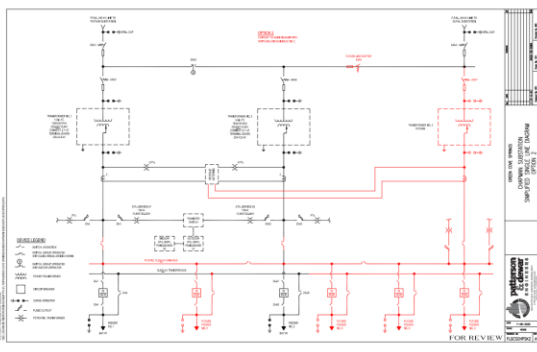
Magnolia Point Reconductor

The City has provided survey and equipment rating information to Toco Engineering. The project is 100% designed. The backbone switchgear and wire have been ordered and received. Work is expected to start in January 2021 with completion by Winter 2021. Work will be completed by City crews with support from contractors as necessary.



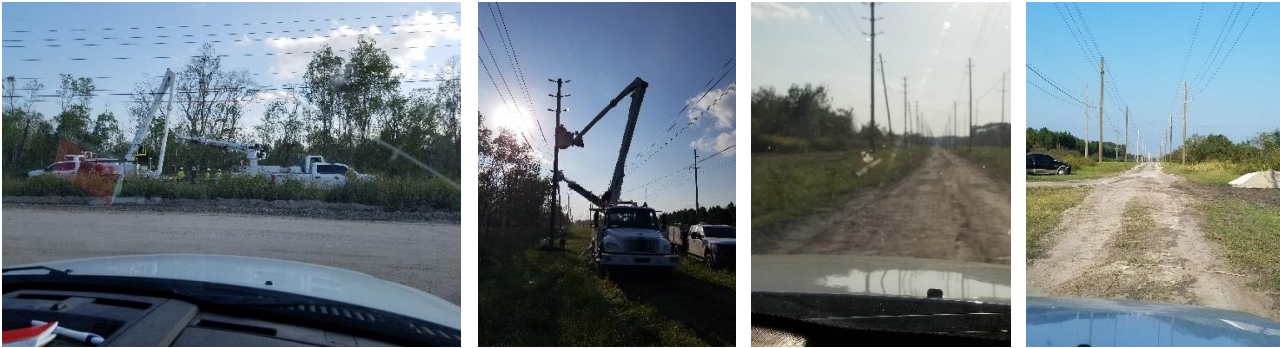
Chapman Substation upgrade

Patterson and Dewar is the City’s engineering firm for this project. The transformer has been specified and ordered. Patterson and Dewar is designing the rest of the improvements to the substation as well as SCADA to be installed throughout the system. Design is approximately 95% complete. There Relay Panel bid and Construction Contractor bid are currently advertised with award anticipated for December. Construction is anticipated to start in January 2021 with the project coming online in July 2021.



Chapman 3RD Circuit

IRBY Construction began September 21, 2020 with an expected completion date of January 31, 2020. The construction is approximately 70% complete.



Chapman 1 / Chapman 2

Express circuit feed project of Chapman 1 to north of Governors Creek (a.k.a. **Magnolia Point Third Feed**) and Chapman 2 extension to Harbor Rd project have been combined to balance future load requirements north of Governors Creek and to supply additional restoration procedure options involving electric outages north of Governors Creek. Conductor had been installed on Roberts St. for Chapman 1 alternate path. City crews are now working on additional new line on south right of way that will enable Reynolds Park load to be transferred from Chapman 1 circuit to Chapman 2. Materials for this portion of the project are being funded by a DEO Grant.

Houston St. re-conductor

Planning for the re-conductoring of Chapman 2 with 477 AAC from Martin Luther King Blvd. to Palmetto Ave. has begun. This will support a second circuit extending north of Governors Creek for restoration involving Magnolia Point, provide an alternate tie between Chapman 1 and Chapman 2 (was not possible before due to conductor size) and support AMMCON, PASS and other future expansion north of Governors Creek. Materials for this project are being funded by a DEO Grant.

13kV to 23kv Conversion – US17 from Harbor Road to CR 315

Planning for this project has begun. This project will continue the Chapman 1 and Chapman 2 circuits north of Harbor Road to provide capacity and reliability for existing and future customers north of Governors Creek. Materials for this project are being funded by a DEO Grant.

Governors Creek Hardening Project

This project will allow the overhead conductor crossing Governors Creek to be placed underground from Grove Street to Harbor Road. This project has been split into two phases; (1) design and permitting and (2) construction. It is being 75% funded by a FEMA HMGP grant. Phase 1 is complete. The project is now being evaluated by FDEM and FEMA funding for the construction phase. Once funding is in place and a contract is executed, bidding and construction should take approximately 9 months. This project will also support to extension of Chapman 1 and Chapman 2 circuits north of Governors Creek to provide additional capacity and reliability for all customers north of Governors Creek.

